

<b>Bulletin Number:</b> AK_IB_0046	<b>Distribution Date:</b> 9/15/22	<b>Effective Date:</b> On-Going
<b>Contact Point:</b> Metric® Support	<b>Subject:</b> Creating a Production Batch	
<b>Reason:</b> Providing guidance on creating Production Batches in Metric		

Greetings Metric Users,

The following is a step-by-step guide to creating Production Batches in the Metric system. The document will show how a facility will correctly use the Production Batch indicator and walk through an example of correctly creating a Production Batch.

Going forward, **the Production Batch indicator should be used**

- **anytime a product changes form physically or chemically,**
- **anytime multiple categories are combined, or**
- **anytime an additive, lipid, flavoring, or terpene is added to a product**

For example, if product goes:

- from flower into a concentrate or extract,
- shake/trim into a concentrate or extract,
- from a concentrate or extract into a vape cartridge, or
- anytime non-marijuana ingredients are added to an already created marijuana product,

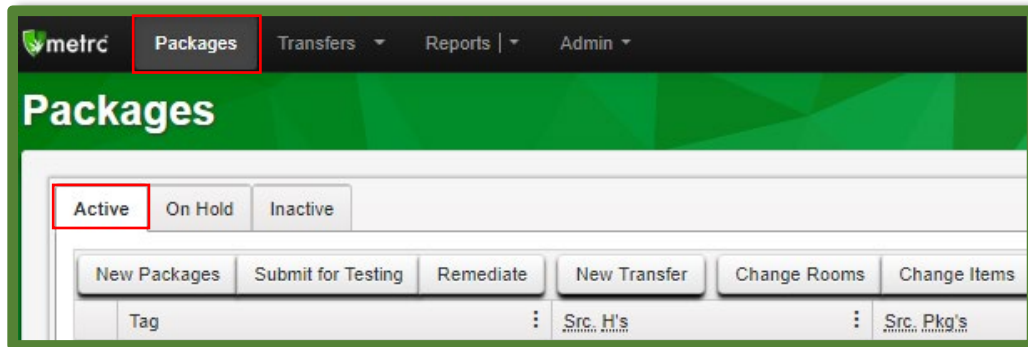
then the Production Batch indicator should be used when creating that new package. Production Batches in Metric should only be created after the actual yield is known.

Please see the following pages for more details on the process:

## **Production Batch Process**

### **Step 1: Navigate to the Packages area of Metric**

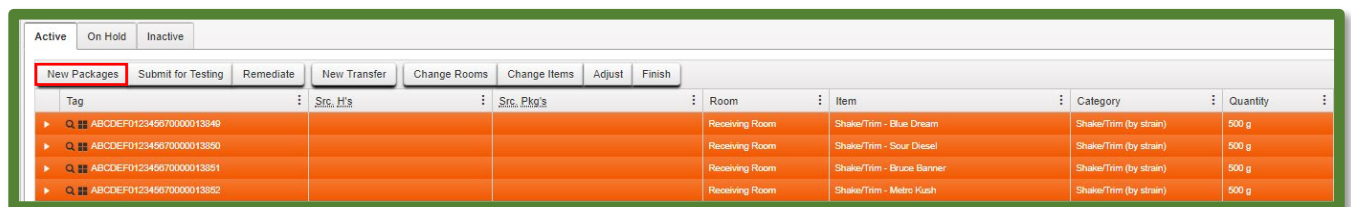
Select the “Packages” area on the top navigational bar and once in the Packages grid, select the “Active” tab on the packages grid. This is shown in **Figure 1** below.



**Figure 1: Navigate to Active Packages**

### **Step 2: Identify packages to be used in the Production Batch**

Select one or more packages intended to be used to create a Production Batch package. These package(s) will be combined to form one new Production Batch package. After highlighting the packages, select the “New Packages” button. This will prompt an action window to create the Production Batch. In this example, we are combining four shake/trim packages to create a concentrate Production Batch process. This step is demonstrated below in **Figure 2**.



**Figure 2: Select Source Package(s) for Production Batch**

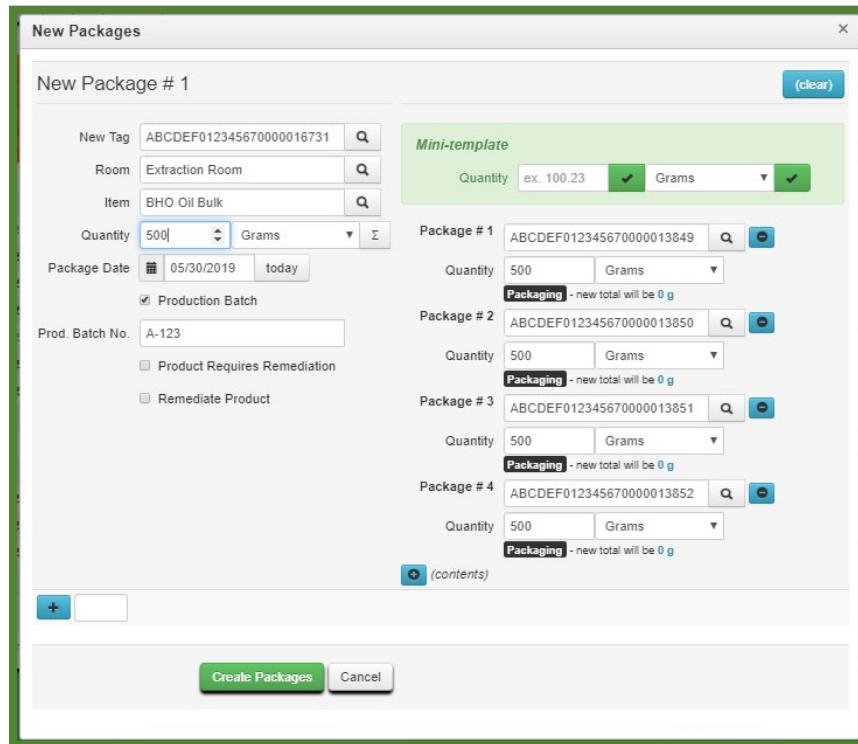
### Step 3: Create the Production Batch Package

After using the New Package button, an action window will open with all the selected package(s) populated on the right side of the window. Note, the amount of raw product being taken from each package is on the right side of the window.

Next, fill in the information about the created package (new tag, room (location), item, quantity, unit of measure, and package date). Since the product is going through a process in which it is changing form, the “Production Batch” field **must be checked** to denote this process. At this time, the “Production Batch No.” field will become available to utilize to enter the Production Batch number.

**Please Note:** the “Production Batch No.” field is to input a unique identification system for Production Batches. The last five digits of the new package tag ID # can be used in place of the Production Batch number. This field is required.

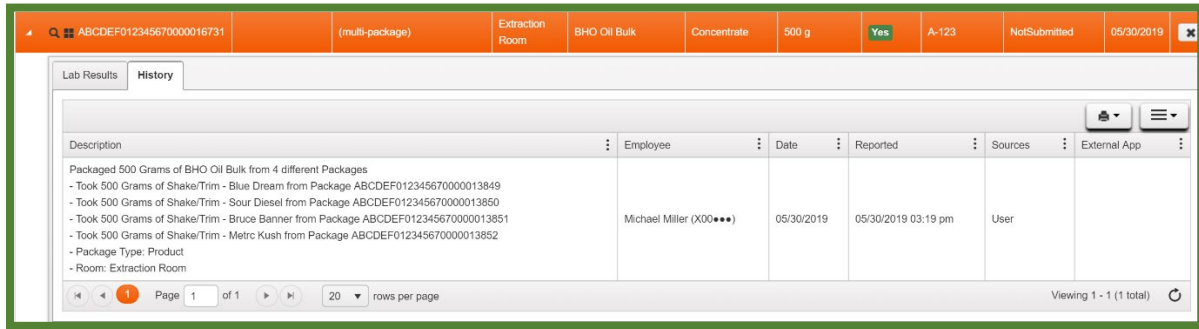
After all the information has been entered and checked for accuracy, select the “Create Package” button. This step is demonstrated in **Figure 3** below.



**Figure 3: Create Production Batch Package from Multiple Packages**

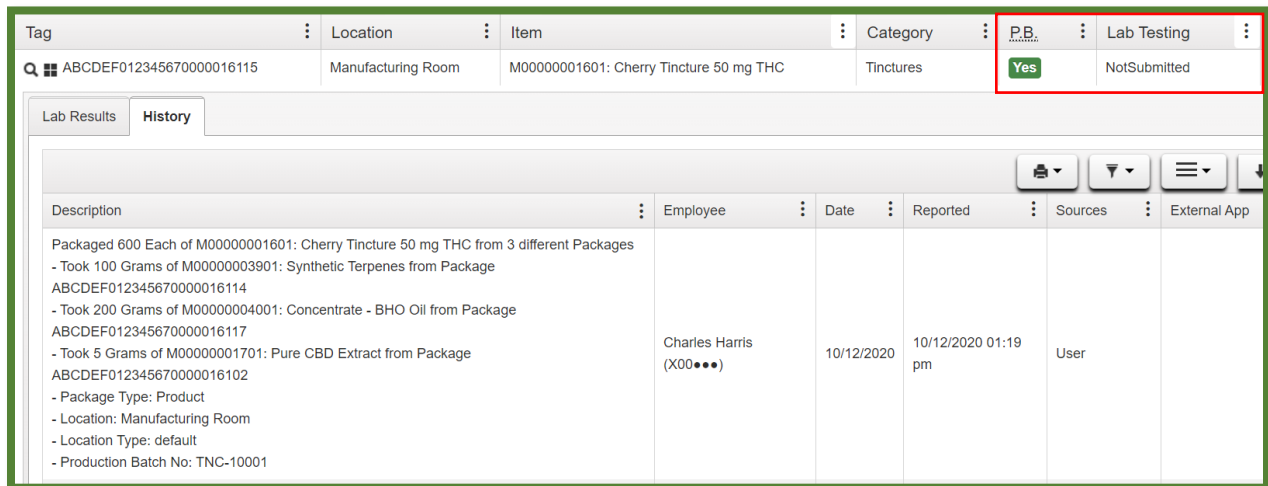
**Step 4: Verify that the new package has been created correctly**

Next, verify that the new bulk Production Batch package has been created and the weights of the source packages were correct using the package history. This is shown below in **Figure 4**.

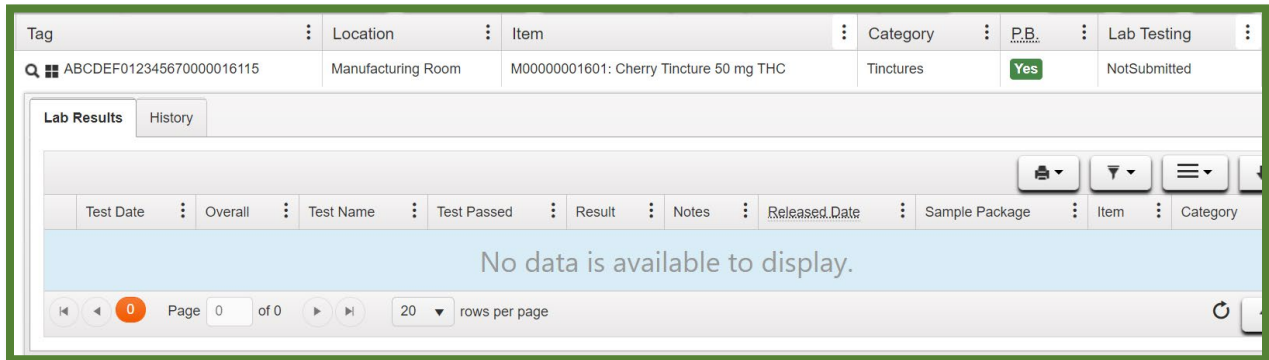


**Figure 4: Verify Production Batch Package History**

**Please Note:** Once the Production Batch package is created, the Lab Testing status will be “NotSubmitted” and the lab results from the parent packages will not carry to the newly created Production Batch package. This is demonstrated in **Figure 5** and **Figure 6** below.



**Figure 5: Production Batch Indicator Resets Lab Testing Status**



**Figure 6: Production Batch Indicator Severs Parent Package Test Results**

Please feel free to contact support at [support@metrc.com](mailto:support@metrc.com) or 877-566-6506 with any questions.