

Bulletin Number: LA_IB_0029	Distribution Date: 6/16/21	Effective Date: On-Going
Contact Point: Metrc® Support	Subject: Production Batch Best Practices	
Reason: Metrc and the LDAF are providing guidance on the best practices to use when creating production batches in Metrc		

Greetings Metrc Users,

The following is a step-by-step guide to creating production batches in the Metrc 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 as a package of marijuana changes form or formulation anytime. This guidance means if a package goes from flower or shake/trim form to a concentrate, a concentrate to a tincture, or if any non-marijuana ingredients are added to an already created marijuana product, the production batch indicator should be used when creating the new package.

Also noted in the bulletin is the fact that utilizing the production batch indicator will reset the Testing Status of the resulting package to “NotSubmitted” and will sever all test results entered for parent packages.

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

Production Batch Process

Step 1: Navigate to the Packages area of Metrc

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

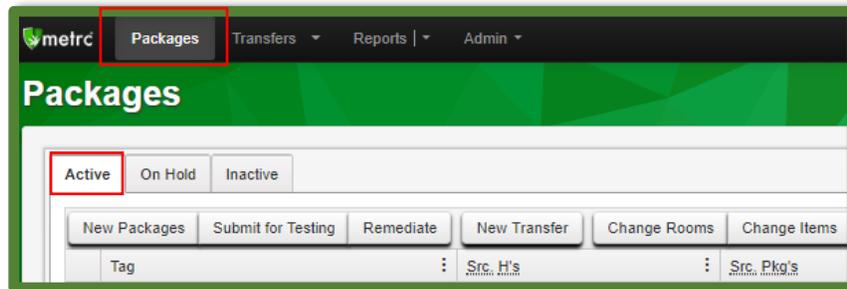


Figure 1: Navigate to Active Packages

Step 2: Identify packages to be used in the production batch

Select one or more packages intended on using to create a production batch package. These packages 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**.

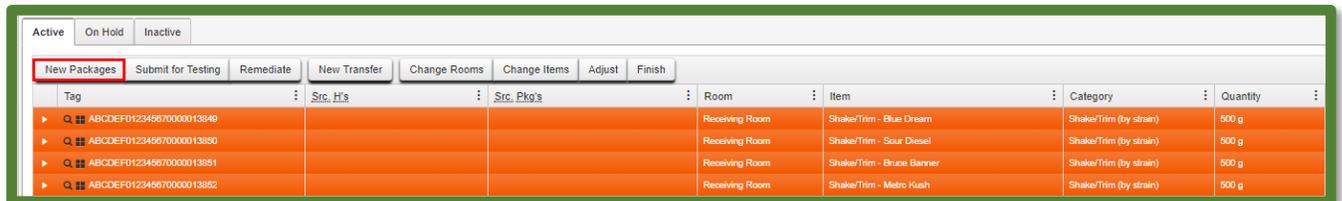


Figure 2: Select Source Multiple Packages for Production Batch

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 on the right side of the window.

Next, fill in the information about the created package (new tag, room, item, 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 that the “Production Batch No.” field is to input a unique identification system for production batches.

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

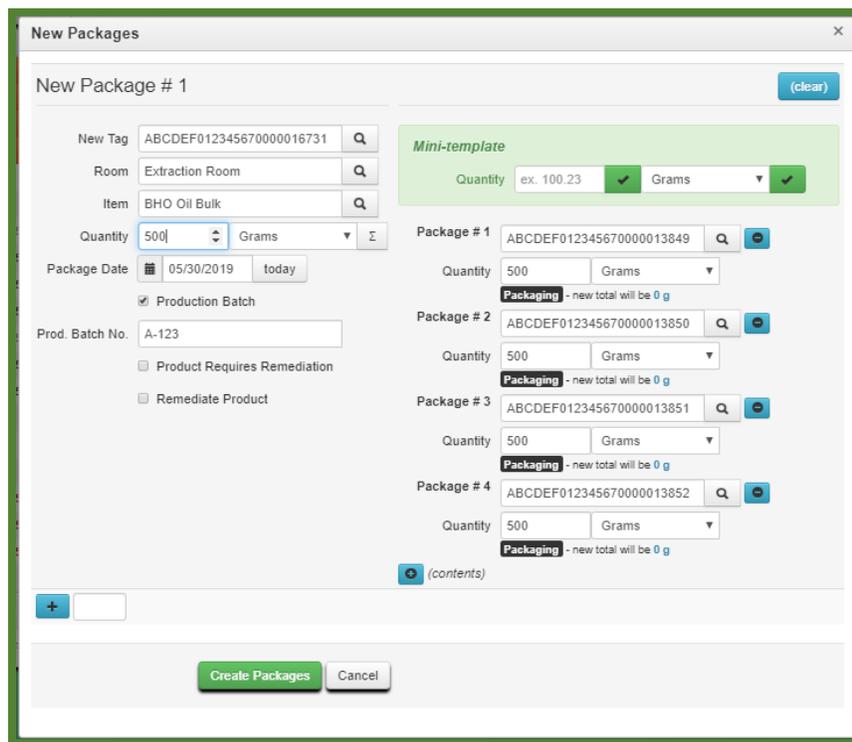


Figure 3: Create Production Batch Package from Multiple Packages

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**.

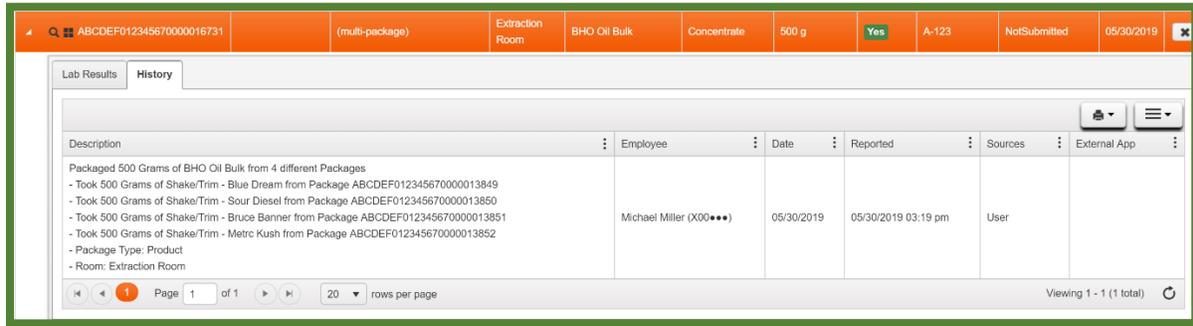


Figure 4: Verify Production Batch Package

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.

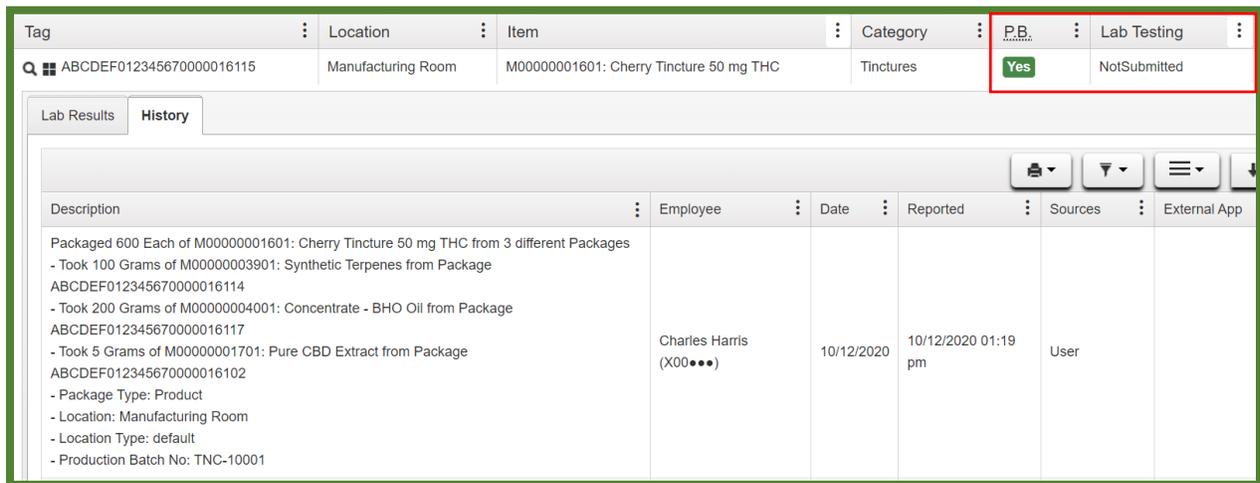


Figure 5: Production Batch Indicator Resets Lab Testing Status

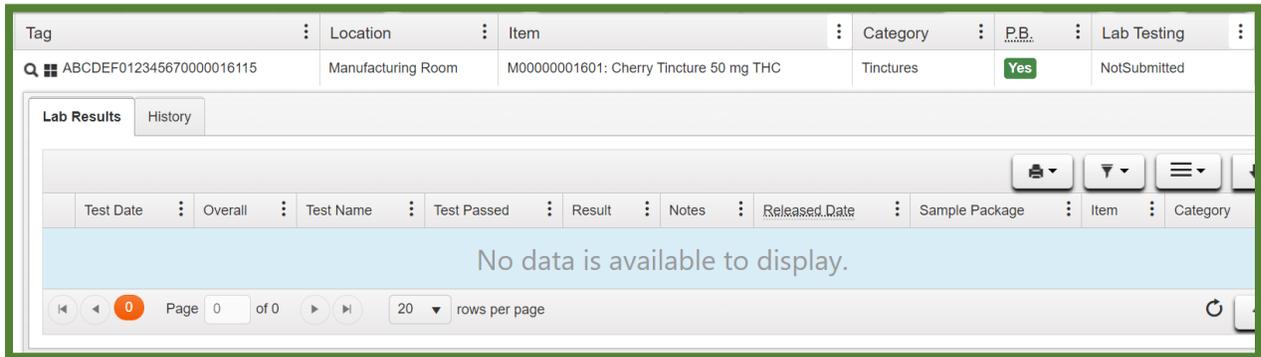


Figure 6: Production Batch Indicator Severs Parent Package Test Results

If any entry errors are made following the posting of this bulletin resulting in the Production Batch indicator not being applied to a production batch package that is active, please reach out to Metrc Support to receive instructions for corrective action.

Please feel free to contact support at support@metrc.com or 877-566-6506 with any questions.