

<b>Bulletin Number:</b> OK_IB_0048 Pre-Packs	<b>Distribution Date:</b> 4/28/2025	<b>Effective Date:</b> 6/1/25
<b>Contact Point:</b> Metrc Support	<b>Subject:</b> Pre-packs in Metrc	
<b>Reason:</b> Metrc is providing an update on the process of creating pre-packs in Metrc.		

Greetings,

Metrc in conjunction with the OMMA is providing updated Metrc system guidance on creating pre-packs in the Metrc system.

## Creating a Pre-pack

Once flower has been harvested and all testing completed, it can be repackaged from bulk flower into pre-packages. You do NOT need to use a production batch for this process. Select the package of bulk flower and select the new packages button. Create one package for each size pre-pack being created. Use the note field to indicate the pre-pack size. In the example below, we are creating 25 1/8-ounce pre-packages from a bulk test passed flower package. The quantity will be in weight and will be the total weight of the pre-packaged flower. For the example of 25 pre-packs of 3.5 grams, the total weight is 87.5 grams - **see Figure 1**.

The screenshot shows the 'New Packages' window in the Metrc system. It is titled 'New Package # 1' and includes a '(clear)' button. The form is divided into two main sections. The left section contains input fields for 'New Tag' (1A4FF010000012D000000394), 'Location' (Package Vault), 'Item' (Friday Night Lights), 'Quantity' (87.5), 'Unit' (Grams), and 'Note' (25 eighths). It also has a 'Package Date' field set to 03/31/2025 and checkboxes for 'Production Batch' and 'Product Requires Remediation'. The right section shows 'Package # 1' with the same tag, 'Item: Friday Night Lights', and 'Current Lab Testing State: Test Passed'. It includes a 'Quantity' field (87.5) and a 'Unit' dropdown (Grams) with a 'Max' button. A 'Packaging' section shows a calculation: 'Packaging - new total will be 1,657.5 g'. There is a 'Quick Entry' section with a dropdown set to 'Quick entry packages' and a toggle switch set to 'OFF'. At the bottom, there is a '+ 1' button and a 'Create Packages' button.

**Figure 1: Pre-packaged Eighths from Bulk Flower**

## Metrc Resources

If you have any questions, or need additional support, the following resources are available:

### Contact Metrc Support

By using the new full-service system by navigating to [Support.Metrc.com](https://support.metrc.com), or from the Metrc System, click Support and navigate to support.metrc.com and it will redirect to the portal.

*Please note:* If accessing the portal for the first time, a username (which is established when logging in), the respective state and “Facility license number”, and a valid email to set a password are required.

### Metrc Learn

Metrc Learn has been redesigned to provide users with interactive, educational information on system functionality to expand skillsets and drive workflow efficiencies. Accessing the new [Metrc Learn](#) LMS is simple through multiple convenient locations:

#### From within the Metrc system

Navigate to the Support area on the navigational toolbar and select “Sign up for Training” to register.

#### Access additional resources

In the Metrc system, click on the Metrc Expert widget icon and search for the appropriate topic or type in a question.

Thank you for your continued partnership.