# **Metrc Support Bulletin**



Bulletin Number: ME_IB_0013	Distribution Date: 6/7/21	Effective Date: On Going					
Contact Point: Metrc® Support	Contact Point: Metrc <sup>®</sup> Support Subject: Production Batch Best Practices						
<b>Reason:</b> Metrc and the OMP are production batches in Metrc	providing guidance on the best pra	actices to use when creating					

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.

The OMP guidance on the when to use Production Batches is as follows:

"Whenever a licensee combines packages from two or more harvest batches, creates a batch of marijuana concentrate, or makes a batch of a marijuana product, the licensee must create a "production batch" package for that batch in Metrc. This step is critical for ensuring accurate and efficient tracking of the particular batch in Metrc and is required for compliance with the rules.

If a licensee adds ingredients to a production batch or further processes that batch into a marijuana product, the licensee must create a new production batch for that particular product. However, if the licensee is simply <u>packaging and labeling individual retail units</u> from a production batch package for distribution to a marijuana store, those individual units do not need to be packaged as a separate production batch, so long as the parent package from which those units was derived was appropriately identified as a production batch."

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

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### **Production Batch Process**

#### Step 1: Navigate to the Packages area of Metrc

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

<b>⊚</b> n	netrc	Packages	Transfers	s <del>•</del>	Reports   +	Admin 🝷		
Pa	acka	iges						
ĺ	Active	On Hold	Inactive					
	New	Packages	Submit for 1	Festing	Remediate	New Transfer	Change Rooms	Change Items
	T	īag			:	Src. H's	:	Src. Pkg's

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 use 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**.

Ac	tive	e On Hold	Inactive													
С	Ne	w Packages	Submit for Testing	Remediate	New Transfer	Change Rooms	Change Items	Adjust	Finish							
		Tag		:	Src. H's	:	Src. Pkg's			-	Room :	Item	3	Category :	Quantity	
Þ			012345670000013849								Receiving Room	Shake/Trim - Blue Dream		Shake/Trim (by strain)	500 g	
Þ			012345670000013850								Receiving Room	Shake/Trim - Sour Diesel		Shake/Trim (by strain)	500 g	
Þ			012345670000013851								Receiving Room	Shake/Trim - Bruce Banner		Shake/Trim (by strain)		
			012345670000013852								Receiving Room	Shake/Trim - Metro Kush		Shake/Trim (by strain)	500 g	

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 appear 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 new production batch package (new tag, room, item, package date). Since the product is going through a process in which it is changing form, the "Production Batch" check box **must be checked** to denote this process. At this time, the "Production Batch No." field will become available to utilize.

Please note that the "Production Batch No." field is used to input your own identification system for production batches and is a required field.

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

New Packages	5							×
New Packa	ge # 1							(clear)
New Tag	ABCDEF01234	15670000016731	Q	Mini-templat	e			
Room	om Extraction Room Q			Quantif		<b>T</b>		
Item	BHO Oil Bulk		Q					
Quantity	500 \$	Grams	ΨΣ	Package # 1	ABCDEF0123	45670000013849	Q	•
Package Date	₩ 05/30/2019	today		Quantity	500	Grams	Ŧ	
	Production B	atch			Packaging - nev	w total will be 0 g		
Prod. Batch No.	A-123			Package # 2	ABCDEF0123	45670000013850	Q	•
	Product Region	uires Remediation			500	Grams	۳	
	Remediate P				Packaging - nev			
	Remediate P	roduct		Package # 3	ABCDEF01234567000001385		Q	•
				Quantity	500	Grams	۳	
					Packaging - new	w total will be 0 g		
				Package # 4	ABCDEF0123	45670000013852	۹	•
				Quantity	500	Grams	۳	
				<b>—</b>	Packaging - nev	v total will be 0 g		
				(contents)				
+								
	Cre	ate Packages	Cancel					
	_							

Figure 3: Create Production Batch Package from Multiple Packages

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#### 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**.

			500 g	Yes /	A-123	NotSubmitted	05/30/2019
ab Results History	iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii						
							•• =
Description	: Employee	e	Date	Reported	: :	Sources :	External App
Packagad 500 Grams of BHO Oil Bulk from 4 different Packagas Took 500 Grams of Shake/Trim - Blue Dream from Package ABCDEF012345670000013849 - Took 500 Grams of Shake/Trim - Bruce Banner from Package ABCDEF012345670000013850 - Took 500 Grams of Shake/Trim - Bruce Banner from Package ABCDEF012345670000013851 - Took 500 Grams of Shake/Trim - Metrc Kush from Package ABCDEF012345670000013852 - Package Type: Product - Package Type: Product	Michael M	Miller (X00•••)	05/30/2019	05/30/2019 03:1	9 pm l	User	

Figure 4: Verify Production Batch Package

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