

Bulletin Number: ME_IB_0013	Distribution Date: 6/7/21	Effective Date: On Going
Contact Point: Metrc® Support	Subject: Production Batch Best Practices	
Reason: Metrc and the OMP 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.

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 packaging and labeling individual retail units 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:

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.

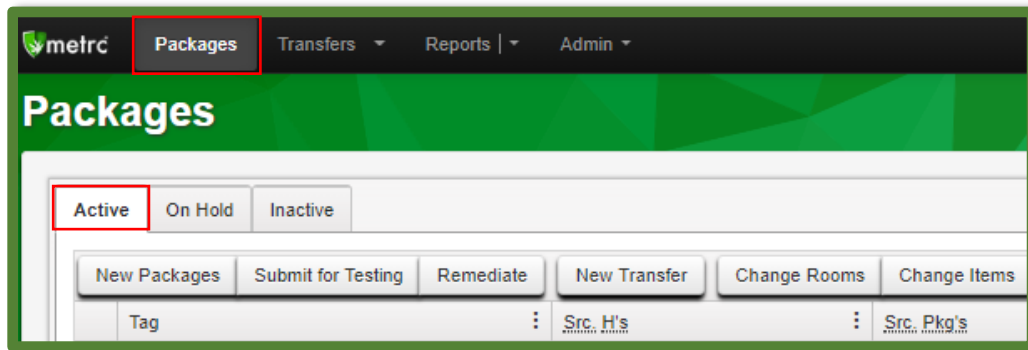


Figure 1: Navigate to Active Packages

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**.

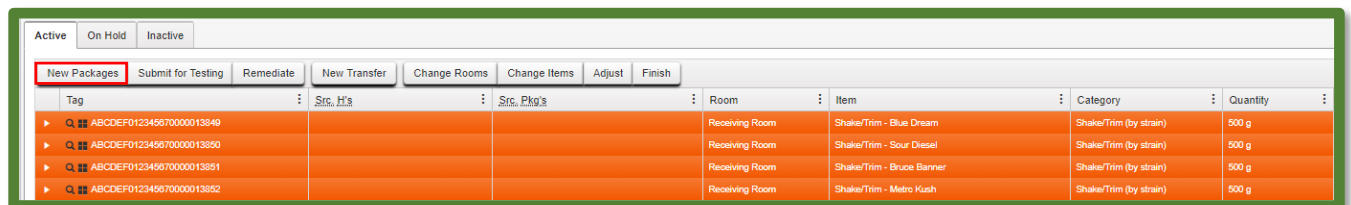


Figure 2: Select Source Multiple Packages for Production Batch

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.

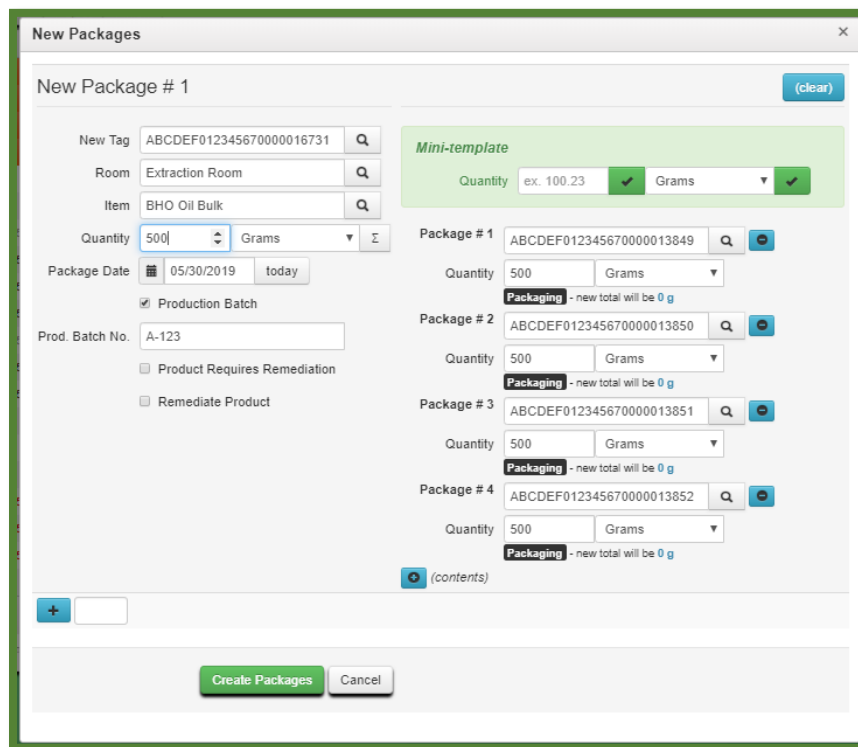


Figure 3: Create Production Batch Package from Multiple Packages

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**.

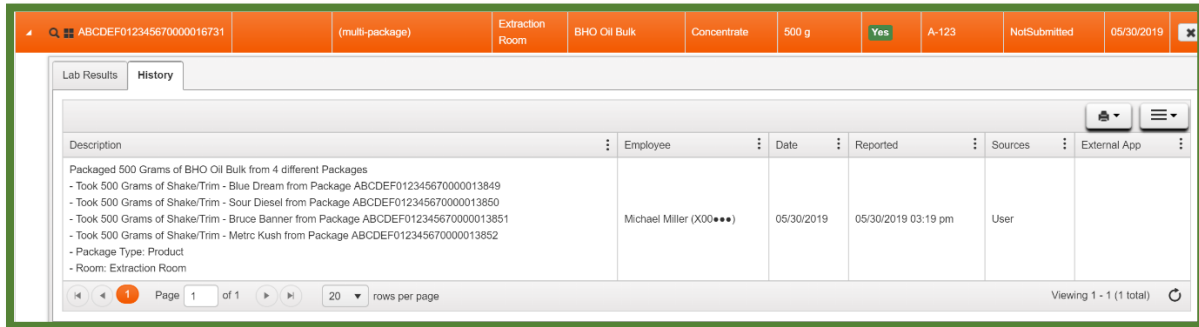


Figure 4: Verify Production Batch Package

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