Metrc Support Bulletin



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Bulletin Number: ME_IB_0016	Distribution Date: 8/2/21	Effective Date: Ongoing
Contact Point: Metrc® Support	Subject: Finishing Harvests an	d Packages
Reason: Metrc is providing empt packages	nasized guidance on the requirer	nent to finish harvests and

Greetings Metrc Users,

Metrc would like to provide guidance on the Metrc system and emphasize the requirement to finish harvests once they are completed and finish packages once, they become a zero-quantity package. Both processes will be demonstrated within this bulletin.

Please find on the following pages a detailed description of the processes:



Finishing Harvests

Per the OMP, the cultivation facility licensees must complete the harvest batch process following the steps outlined in the Metrc training and guide. Once all the unusable plant material is wasted out and all usable plant material is packaged (which moves it to the active inventory), the harvests must be finished.

Finishing a harvest not only removes it from the active harvest screen but will also indicate that any remaining weight left in the harvest is attributed to moisture loss.

To finish a harvest, navigate to the Harvested tab of the Plants Area and select a harvest that has no more physical plant material remaining that has not been attributed to waste or a package in Metrc. Once selected, use the "Finish" button. This step is demonstrated in **Figure 1**, below.



Figure 1: Select Harvest Batch to Finish

This button will trigger an action window to indicate the Date Finished and then select the "Finish Harvests" button to complete the process. This step is demonstrated below in **Figure 2**.



Figure 2: Finish Harvest Batch Action Window

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Once this step is completed, the harvest batch will be moved to the Inactive Harvests tab. Also, it can be noted that the remaining weight left in the harvest after all physical plant material have been wasted or packaged is now attributed to Moisture Loss. This example is shown below in **Figure 3**.

Immatur	e Inactive	1	Vegetative	Flowering	On Ho	ld Ina	ctive		Addi	itives	Waste		Harv	ested C	n Hold	Inac	tive		
									Ξ										
н	arvest Batch		:	Strain	:	Patient	:	Plants	:	Wet W	gt.	Was	te :	Total Pkg	' <u>d</u> :	Pkg's	:	Moist. Loss	÷
► Q	Metrc Test 7.	1.21		Metrc Test				2		1,000 g		500 g		200 g		1		300 g	

Figure 3: Finished Harvest Batch Example

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Finishing Zero-Quantity Packages

Any licensee with packages must ensure that all packages with zero-quantity are being finished. This is required by OMP rules, but also has the added benefit of moving these packages to the Inactive Package grid so that only packages with remaining quantities are visible in the active packages grid.

To identify packages that are zero-quantity: navigate to the Packages grid. Once there, click on the "Quantity" table header so all zero-quantity packages are listed first. By clicking once, the table will sort all packages in ascending order, by quantity, moving the smallest, or zero-quantity, packages to the top. Zero-quantity packages can also be identified by the gray font.

Next, select one or several packages at a time to finish and use the "Finish" button to start the process. This step is demonstrated in **Figure 4**, below.

Packages						
Active On Hold Inactive	In Transit					
New Packages Submit for Testing	Remediate	Create Plantings	Unpack Plants	New Transfer		
Change Locations Change Item	s Change <u>Req'd</u>	LTBs Adjust	Trade Sample -	Change Notes	Finish	
Tag	Src. H's	Location :	Item :	Category :	Item Strain	Quantity 🕈 🚦
► Q III 1A4FF030000001000000356					Metrc Test	0 g
▶ Q Ø 1A4FF030000001000000299		Immature Plant Room	Immature Plant - Blue Dream	Immature Plants	Blue Dream	0 ea
▶ Q ■ 1A4FF03000000100000226	2020-09-10-Harvest Room-H	Product Room	Buds - Maine Chocolate Bear	Buds/Flower	Maine Chocolate Bear	0 g
► Q III 1A4FF030000001000000180		Grow Room A Row 5	Mature Plant - Skywalker Kush	Mature Plants	Skywalker Kush	0 lb
► Q III 1A4FF030000001000000184		Flower Room A Row 1	JRG TEST	Mature Plants	Metrc Test	0 lb
▶ Q III 1A4FF030000001000000176		Harvest Room	Mature Plant - Skywalker Kush	Mature Plants	Skywalker Kush	0 lb
▶ Q ■ 1A4FF030000001000000177		Immature Plant Room	Immature Plants - Skywalker Kush	Immature Plants	Skywalker Kush	0 ea
► Q III 1A4FF030000001000000167		Transfer Vault	Immature Plant - Jack Herrer	Immature Plants	Jack Herrer	0 ea
		_	Immature Plants -	_		

Figure 4: Select Zero-Quantity Package to Finish

This button will trigger the action window to indicate the Date Finished. Then use "Finish Packages" button to complete the process, moving the package to the Inactive Packages tab. This step is demonstrated below in **Figure 5**.



Finish Packag	es	×
Package	1A4FF03000000100000356 Date Finished iii 07/07/2021	today
	Finish Packages Cancel	

Figure 5: Finish Package Action Window

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