

Bulletin Number: ME_IB_0016	Distribution Date: 8/2/21	Effective Date: Ongoing
Contact Point: Metric® Support	Subject: Finishing Harvests and Packages	
Reason: Metric is providing emphasized guidance on the requirement to finish harvests and packages		

Greetings Metric Users,

Metric would like to provide guidance on the Metric 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.

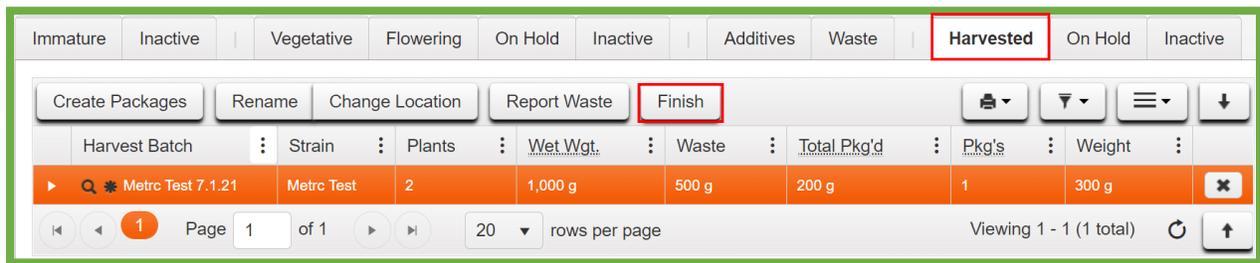


Figure 1: Select Harvest Batch to Finish

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**.

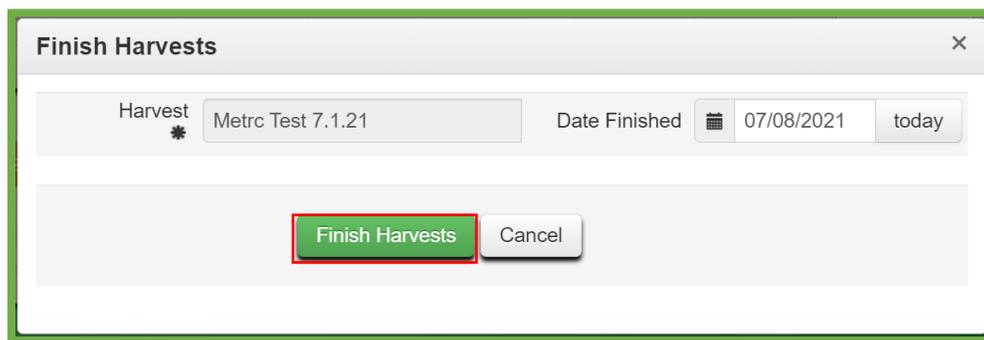


Figure 2: Finish Harvest Batch Action Window

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**.



Immature	Inactive	Vegetative	Flowering	On Hold	Inactive	Additives	Waste	Harvested	On Hold	Inactive
Unfinish										
Harvest Batch	Strain	Patient	Plants	Wet Wgt.	Waste	Total Pkg'd	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

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.

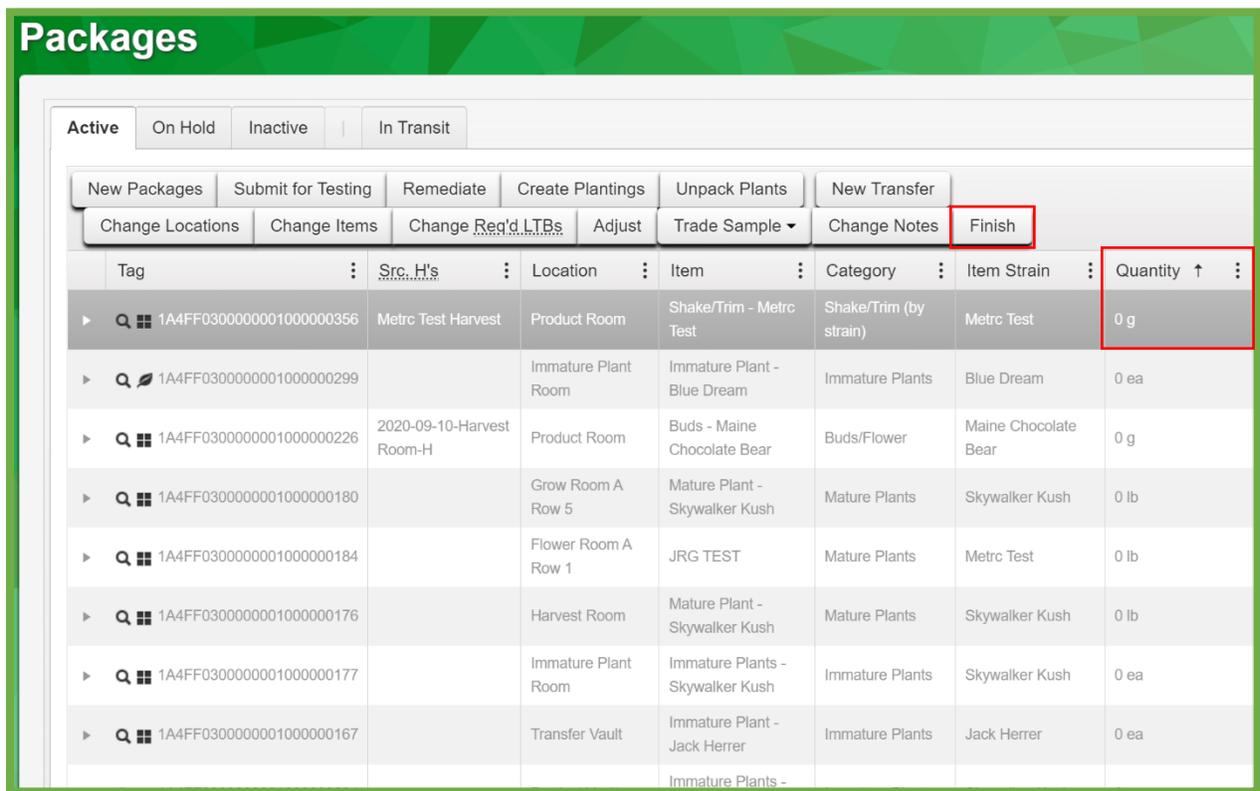


Figure 4: Select Zero-Quantity Package to Finish

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**.

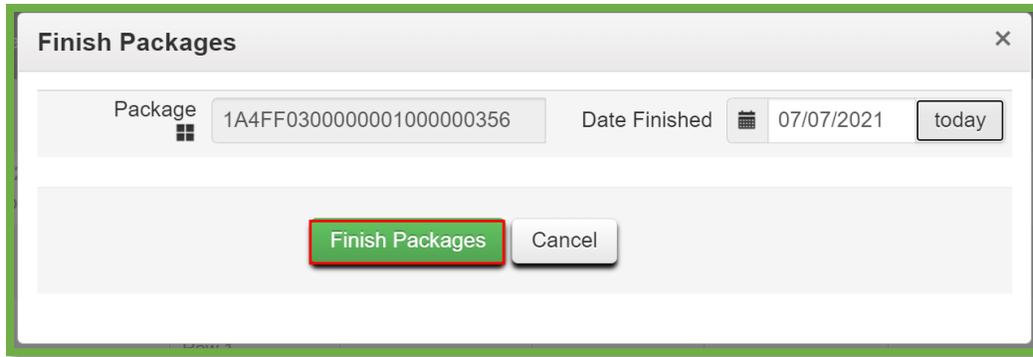


Figure 5: Finish Package Action Window

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