Metrc Support Bulletin

Bulletin Number: ME_IB_0007	**Distribution Date**: 1/28/2020	**Effective Date**: On Going
Contact Point: Metrc® Support	**Subject**: Guidance on Harvest Batch Package Creation and OMP Audit Samples	
Reason: Metrc is providing guidance on package creation from harvest batches in alignment with package size limits and the new "OMP Audit Sample" package adjustment.		

Greetings Metrc Users,

This bulletin provides guidance on the creation of packages from harvest batches to align with OMP regulation. The current limits on packages that can be sampled for the three types of product (plant material, concentrate, and unpackaged or prepackaged count-based product) are as follows:

Item Type	Limit
Plant material	10kg
Concentrates	5kg
Count-Based	10,000 Units

When creating packages from the harvest batch, it is essential to create separate packages, so none exceed 10kg.

When creating a production batch of concentrate or count-based products, if the output exceeds the limit for sampling, it is required to create multiple packages under the limit from the initial production batch package and finish the parent package.

Also included in the bulletin is an update on how recording OMP audit samples have been collected. This process will use the package adjustment functionality and the newly created "OMP Audit Sample" adjustment reason. It must be noted that this adjustment reason may only be used with the express instruction of the OMP.

Creating Harvest Batch Packages

After following the harvest batch process by weighing plants individually, wasting the nonusable plant material, and curing the flower until it is ready to be packaged, then the flower material packages can be created. To perform this action, select the harvest batch and select the "Create Packages" button, as seen in **Figure 1**.
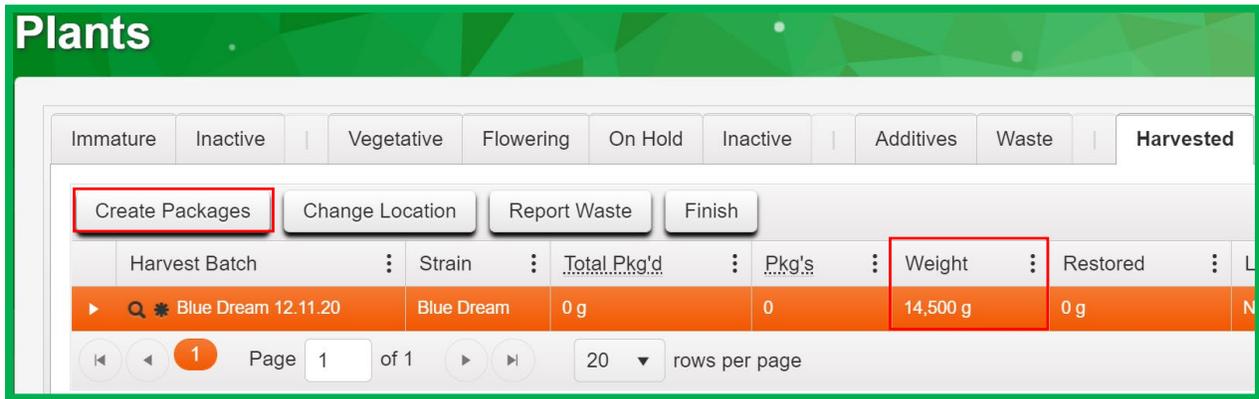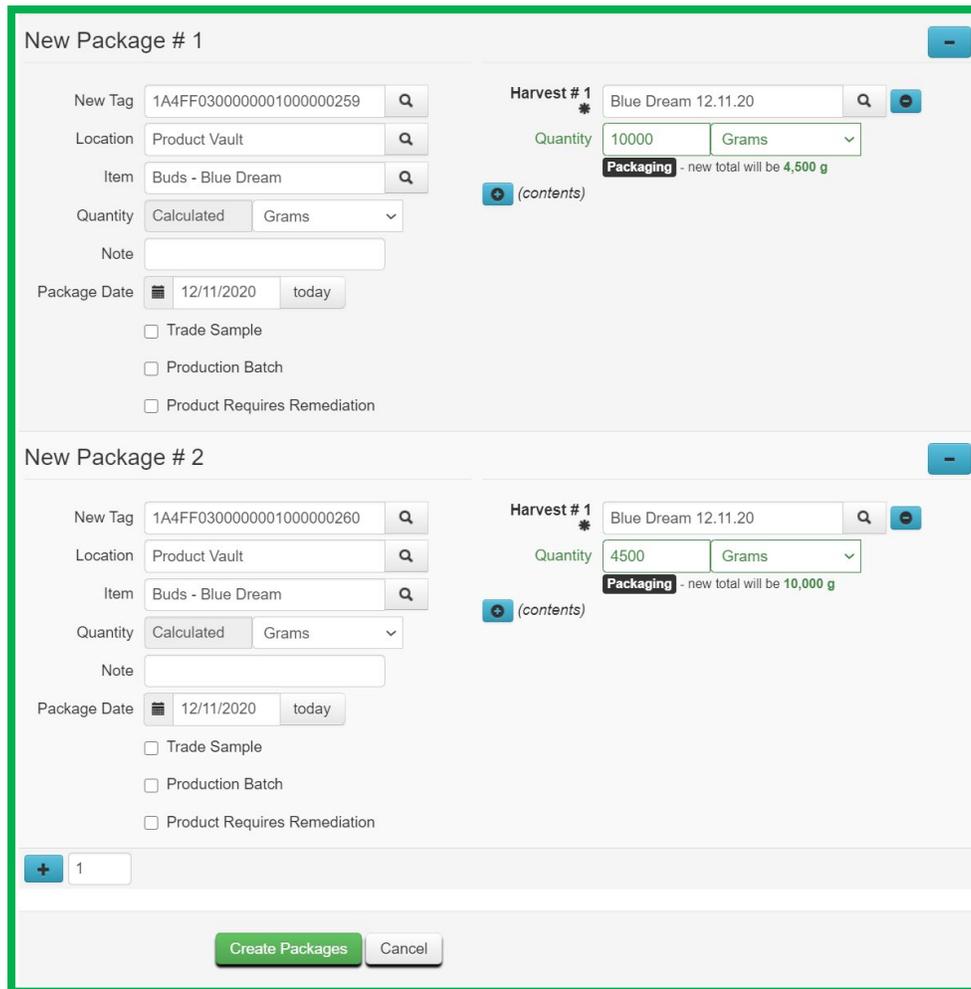

Figure 1: Select Harvest Batch for Package Creation

This button will prompt an action window create packages from the harvest batch. Please note the total amount of flower material that is being packaged. **If this amount exceeds the 10kg OMP limit, then multiple packages must be created that do not exceed this limit.** An example of this is shown in **Figure 2** below.

Figure 2: Create Packages Action Window

Creating Production Batch Packages

When creating a production batch package of concentrate or count-based item, record the amount that resulted from the production batch run when creating the initial package. If the amount that resulted from the production batch is greater than the amount allowed per the OMP sampling guidelines, it will be necessary to follow this guidance **before creating any test sample packages**.

First, follow the standard process for creating the production batch and record the new package's total amount. If that amount exceeds the limits set by the OMP, select that package and use the "New Packages" button. This step is shown in **Figure 3** below.
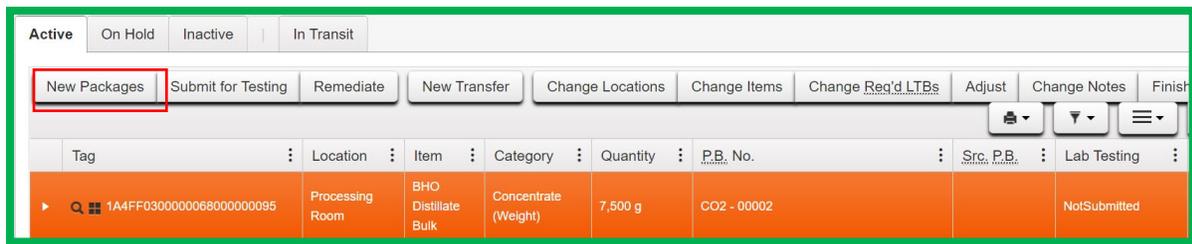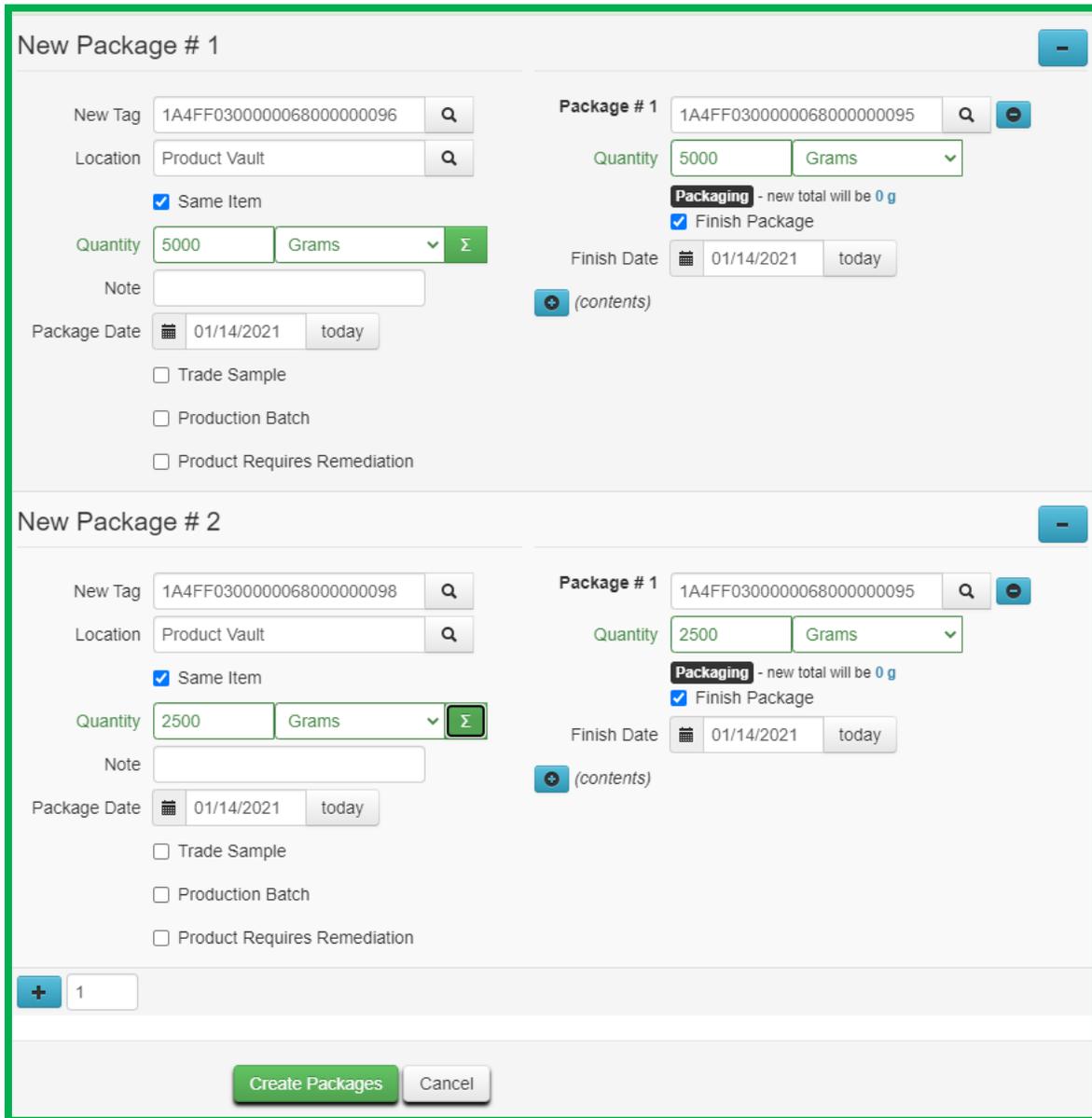

Figure 3: Select the Production Batch Package and Create New Packages

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This button will trigger an action window to split the production batch package into multiple packages that meet the OMP sampling requirements. **New packages must created and the original production batch package must be finished**. By doing so, this will guarantee that the test results of the child packages will be independent. This step is shown in **Figure 4** below.

Figure 4: Split the Parent Package Action Window

Once the new packages have been created, then the lab sample packages can be created from each of the resulting packages, follow the standard OMP practices for sampling and transfer the test sample packages to the independent testing facility.

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New "OMP Audit Sample" Package Adjustment

The OMP has added a new package adjustment reason, "**OMP Audit Sample**". This adjustment reason is meant for use only when an OMP agent comes onsite and collects a sample or requires the licensee to collect a sample for follow up testing.

Once the OMP agent collects the sample, then select the package from which the sample was taken in Metrc and use the "Adjust" button. This step is shown in **Figure 5** below.
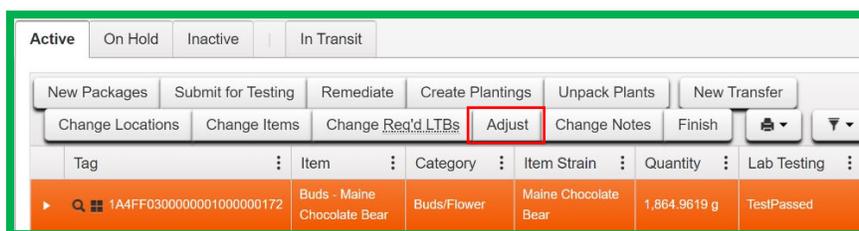

Figure 5: Select Package and Use Adjust Button

This step will prompt an action window to indicate the adjustment reason. Select the "OMP Audit Sample" reason and record the adjustment amount or new total (the system will automatically calculate the other). A note will also need to be entered, indicating the information regarding the OMP Sample. This step is shown in **Figure 6** below.
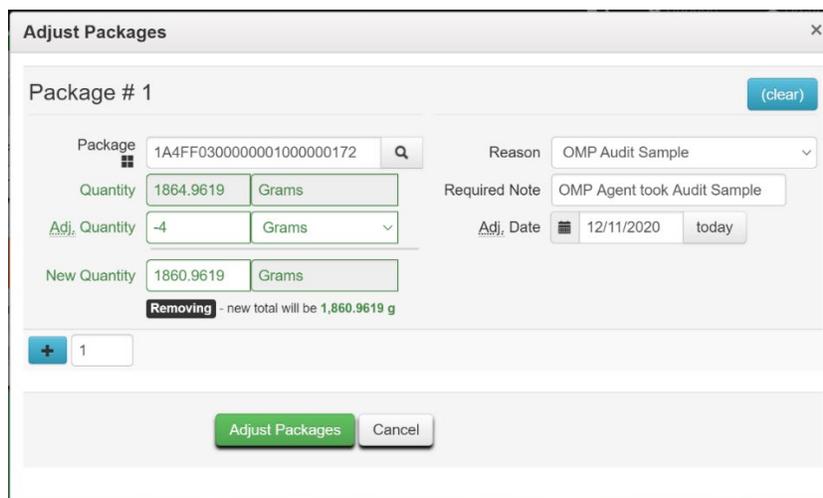

Figure 6: Adjust Package Action Window

Please note: The "OMP Audit Sample" should not be utilized except when instructed by an OMP agent.

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