

Bulletin Number: MA_IB_0015	Distribution Date: 10/24/19	Effective Date: Ongoing
Contact Point: Metrc <sup>®</sup> Support	Subject: Harvest Batch Best Pi	ractices
Reason: Metrc is providing best practice	es around harvest batches	

Greetings Metrc Users – The following is a step by step guide to creating and packaging out of a harvest batch. There will be screenshots to aid in the understanding of this process and the contact for Metrc support if you have any questions.

### Step 1: Navigate to the flowering plants section of Metrc

The user will select the Plants area on the top navigational bar and then select the flowering tab in the Plants area.

💱metrc 💿 - 🄇	Plants   -	Packages	Transfers		orts   <del>-</del>	Admin <del>-</del>
Plants						
Immature Inactive	Vege	tative FI	owering O	n Hold	nactive	Additives
Replace Tags C	hange Room	Change (	Growth Phase	Change	s by Room	Destroy
Create Plantings	Manicure	Harvest				
Tag	:	Strain :	Room :	Hold :	Group	:

### Step 2: Identify plants to be harvested in the same harvest batch

The user will select the flowering plants they plan on harvesting. These plants will be a part of the same harvest batch. It should be noted that the harvest batch should only include plants that are of the same strain and harvested on the same day, unless otherwise permitted by the state. Once the plants are highlighted, select the Harvest button and a new action window should appear.

Users also can select the Manicure button if usable marijuana product is being taken off the plant prior to the plant being fully harvested. The manicure button can be used within both the vegetative and flowering tabs.



Immature Inactive Vegetative FI	owering On Hold	Inactive	Additives	Waste	Harvested On I	Hold Inactive	
Replace Tags Change Room Change	Growth Phase Cha	anges by Room	Destroy	Record Additives	Record Waste		
Create Plantings Manicure Harvest	$\triangleright$						<u>a.</u>
Tag : Strain :	Room : Hold	Group	:	Group Type	Group Date	Phase Date	Harvested
► ABCDEF012345670000012656 Flo	Flower Aisle	Flo Seed 7/10		Seed			0 times
► ABCDEF012345670000012751 Flo	Flower Aisle 1	Flo Seed 7/10		Seed			
ABCDEF012345670000012753 Flo	Flower Aisle	Flo Seed 7/10			07/10/2017		1 time
► ABCDEF012345670000012754 Flo	Flower Aisle	Flo Seed 7/10					1 time

### Step 3: Record the individual wet weights of the harvested plants

After the flowering plants are cut down, they should be individually weighed wet prior to trimming anything off of the plants, and these wieghts should be recorded in Metrc. The user will also have to indicate the Room in Metrc that the harvested plants are being moved into and a unique identifier Name for the harvest batch. The best practice for the harvest batch name is the strain name and date of harvest (similar to immature plant batches).

Harvest Flowe	ring Plants				×
Template Harvest Name (optional)	Flo 4.25.19		Unit of Measure Drying Room Harvest Date	Grams V V Harvest Room Q iii 04/25/2019 today V	*
Plant # 1					-
Plant Harvest Name (optional)	ABCDEF01234567000001033 Flo 4.25.19	۹	Weight Drying Room Harvest Date	580         Grams            Harvest Room         Q           1         04/25/2019         today	
Plant # 2					-
Plant Harvest Name (optional)	ABCDEF01234567000001033	۹	Weight Drying Room Harvest Date	495         Grams           Harvest Room         Q           1         04/25/2019         today	
Plant # 3					-
Plant Harvest Name (optional)	ABCDEF01234587000001033 Flo 4.25.19	۹	Weight Drying Room Harvest Date	555         Grams         ✓           Harvest Room         Q           1         04/25/2019         today	
+					
	Harvest Plants Car	icel			

Step 4: Verify that the harvest batch has been created under the harvested tab

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The user should navigate to the harvested section by selecting the harvested tab. Once in the harvested tab, verify the harvest batch that was just created is listed with the correct name and total wet weight. The user should also verify the Strain column indicates the proper strain that was harvested and does not show as "Multi-Strain".

Imma	ature Inactive	Vegetativ	ve Flower	ing On Ho	old Inactive	Additi	ves Waste	Harvest	ed On Hol	d Inactive			
Cr	eate Packages	Report Waste	Finish	]									e• (≡•
	Harvest Batch	Strain :	Room :	Plants :	Wet Wgt.	Waste :	Total Pkg'd	Pkg's :	Weight :	Restored :	Lab Testing	<u>A.H.</u> :	Date :
•	<b>Q</b> # Flo 4.25.19		Harvest Room										04/25/2019
H	Page	1 of 1	<b>H</b>	20 🔻	rows per page						V	iewing 1 - 1	(1 total) 💍

### Step 5: Record wasted plant material

The user should collect and record the waste attributed to the harvest batch by highlighting the harvest batch and selecting Report Waste.

Immature	Inactive	Vegetativ	ve Flower	ing On Ho	ld Inactive	1	Additiv	ves Waste		Harvest	ted	On Hold	d Inactive					
Create F	Packages	Report Waste	Finish	]												0	e-][=	≣•
Han	vest Batch	Strain :	Room :	Plants :	Wet Wgt.	Was	te :	Total Pkg'd	:	Pkg's :	We	ight :	Restored	Lab Testing	:	A.H. :	Date :	
► Q.#																		×
H A	Page	1 of 1	<b>H</b>	20 🔻	rows per page										V	iewing 1 - 1	l (1 total)	C

This will prompt a new action window to appear where the user will record the waste information. The user will fill in the waste type, waste date, and amount of waste in weight. Upon completing the record of waste and selecting Report Waste the waste amount will be deducted from the initial wet weight of the harvest and be recorded under the waste column of the harvested table.

Report Waste						×
Batch # 1						(clear)
Batch	Flo 4.25.19	Q	Waste Type	Plant Material		×
Weight	230 Grams	~	Waste Date	<b>i</b> 04/26/2019	today	
	Removing - new total will be 1,400	g				
+						
	Report Waste	Cancel				

Step 6: Create new packages for the useable plant material



Once the plant material has finished drying and is ready to be packaged, the user will select the harvest batch and select Create Packages.

In	nma	ature Inactive	Vegetati	ve Flower	ring On H	old Inactive	Additi	ves Waste	Harve	ested	On Hold	d Inactive				
	Cr	reate Packages F	Report Waste	Finish											<u>a-</u> [=	≣•
		Harvest Batch	Strain :	Room :	Plants :	Wet Wgt.	Waste :	Total Pkg'd	Pkg's	: Weigh	ht :	Restored	Lab Testing	: <u>A.H.</u> :	Date :	
	Þ	<b>Q #</b> Flo 4.25.19	Flo	Harvest Room	3	1,630 g	230 g	0 g	0	1,400 g	9	0 g	NotSubmitted	No	04/25/2019	×
	M	Page	1 of 1		20 🔻	rows per page								Viewing 1 -	1 (1 total)	Ċ

This will result in a new action window where the details of the package being created will be recorded by the user. This information includes the new package tag, room, item, and amount of product being pulled from the harvest batch to create the package.

Create Packag	es						×
New Packa	ge # 1					(cl	ear)
New Tag	ABCDEF012345670000015175	۹	Harvest # 1 *	Flo 4.25.19		Q	•
Room	Processing Room	Q	Quantity	400	Grams	•	
Item	Buds - Flo	Q	<b>—</b>	Packaging - ne	w total will be 805 g		
Quantity	Calculated Grams	Ŧ	(contents)				
Package Date	🗰 04/25/2019 today						
	Production Batch						
	Product Requires Remediation						
+							
	Create Destaures		n				
	Create Packages	Cancel					

Please note that at a minimum, two different types of item categories are being pulled from the harvest batch, and they should be recorded as separate packages (one package for shake/trim, one package for buds, etc).



Create Packag	jes						×
Template			Mini-template:	Add Content H	Harvests		
Tag Sequence	ABCDEF012345670000015175	۹	Harvest ✓ *	Flo 4.25.19		۹	<ul><li>✓</li><li>O</li></ul>
Room	Processing Room	۹	<ul> <li>Quantity</li> </ul>	ex. 100.23	Grams	۳	
Item	Type part of the Item name	Q	×				
Unit of Measure	Grams 🔻 🗸						
Package Date	🗰 04/25/2019 today 🖌						
	Production Batch						
	Product Requires Remediation	¥.					
New Packa	ge # 1						-
			Harvest # 4				
New Tag	ABCDEF012345670000015175	۹	Harvest#1	Flo 4.25.19		٩	•
Room	Processing Room	۹	Quantity	400	Grams	•	
Item	Buds - Flo	۹	(contents)				
Quantity	Calculated Grams	*					
Package Date	04/25/2019 today						
	Production Batch     Product Deguines Demodiation						
	Product Requires Remediation						
New Packa	ge # 2						-
New Tag	ABCDEF012345670000015176	Q	Harvest # 1 *	Flo 4.25.19		Q	•
Room	Processing Room	Q	Quantity	500	Grams	۳	
Item	Shake/Trim - Flo	Q	(contents)	Packaging - new	total will be 705 g		
Quantity	Calculated Grams	•	(contente)				
Package Date	🗰 04/25/2019 today						
	Production Batch						
	Product Requires Remediation						
+							
	Create Packages	Cancel					

Once the user is satisfied that the package information is accurate, select **Create Packages** and the packages will be created and appear under the user's active package tab. Metrc will deduct the weight of the usable product that has been taken from the harvest batch and put into the new packages.



#### **Step 7: Finish the harvest**

Now that the user has reported both the weight of the wasted plant material and the useable plant material has been packaged, the user should verify that there is no more plant material left unaccounted for within the harvest batch. Once the user has verified that there is no physical plant waste or material left, the user would highlight the harvest batch and select Finish.

Imm	nature Inactive	Vegetati	ve Floweri	ing On Ho	ld Inactive	Additi	ves Waste	Harves	ted On Ho	d Inactive				
С	create Packages	Report Waste	Finish	$\triangleright$								e	· )[=•	-
	Harvest Batch	Strain :	Room :	Plants :	Wet Wgt.	Waste :	Total Pkg'd	Pkg's	Weight :	Restored :	Lab Testing	<u>A.H.</u> :	Date :	
•	<b>Q #</b> Flo 4.25.19	Flo	Harvest Room	3	1,630 g	230 g	900 g	2	500 g	0 g	NotSubmitted	No	04/25/2019	×

This will prompt an action window to appear where the user will record the harvest batch and finish date.

Finish Harvests					×
Harvest # 1					(clear)
Harvest Flo	0 4.25.19	Q	Date Finished	04/25/2019	e today
	Finish Harvests C	ancel	v 1		10

Once the user fills in the required information, the user will select Finish Harvest and the harvest batch will be moved to the inactive harvest batch plant tab. Any remaining weight still associated to the harvest batch after all the plant material has been packaged or wasted will be automatically attributed to moisture loss and recorded under the moisture loss column.



#### **Unfinishing Harvests:**

If a harvest batch was finished in error, Metrc does allow for users to unfinish harvest batches to allow additional plant material to be recorded as waste or packaged usable product. To do this, the user would go to the inactive harvest batches tab under plants, select the harvest to be unfinished, and select

Unfinish. This will move the harvest batch back under the active harvest batch tab for the licensee to complete the actions needed before finally refinishing the harvest batch.

Immat	ure Inactive		Vege	etativ	re Flor	weri	ing On	Hol	ld Ina	ctive	Ac	ditiv	es Wa	ste	Harve	stee	d On	Hold	Inactive	$\geq$		
Unfi	inish	:	Strain	:	Room	:	Patient	:	Plants	:	Wet Wat	:	Waste	:	Total Pkg'd	:	Pka's	:	Moist Loss	:	Restored	:
	Q ★ Flo 4.25.19	·	Flo	·	Harvest	·	Tutiont	İ	4		2.205 g		1.000 a	·	900 a	•	2	·	305 a	İ	0 a	·

Please note that the option to unfinish a harvest batch becomes unavailable after 24 hours of the harvest being finished or if any product from the harvest is transferred from the facility.

#### **Harvest Reports:**

A user who would like to do further reporting off their harvests can select the Reports area dropdown on the navigational bar. Once the dropdown populates, the user should select the Control Panel, which will take the user to a new screen of selectable canned reports.





The user should identify the following harvest report, and at a minimum, a date range is required to be entered. Once the filters are set, the user may export the report in any of the four formats on the right (PDF, Excel, CSV, Word).

		Harvests	;							
	Ha	Harvest Name Filter (optional)								
	Ro	om Filter (optic	onal)		Excel					
		03/01/2019	today	5/1/2019	CSV					
	Ħ	05/08/2019	today	5/8/2019	Word 🛛					
facility harvests										

Once the user selects a format to export, the following harvest report will populate based on the filters set.

<b>V</b> metrc					Fre	Har om 3/1/20	<b>vests</b> 19 To 5/8/2	019					
Name License	CO LO 403-X0	FTY ESTABLISHMENT, LLC 001											
Туре	OPC											т	otal Records: 1
Harvest	Name	Strains	Room	Plants	Wet Wgt.	Waste	Total Pkg'd	Pkg's	Weight	Lab Testing	Hold	Batch Date	Finished Date
Flo 4.25.19			Harvest Room	3	1,630 g	230 g	900 g	2	500 g	NotSubmitted	No	4/25/2019	5/8/2019

Please note, the initial wet weight is the total combined wet weight of all of the plants first reported when the harvest batch was created. Once waste is reported and packages are created, then the wet weight amount is reduced and reported into the weight column. If the harvest does not have a finished date to it, then the weight column indicates that there is still potential waste and useable plant material within the open harvest batch. Once the harvest has a finished date, the weight column indicates the amount of moisture loss from the initial wet weight of the harvest.



#### Support:

On the right side of the navigation panel, a user will see that there is a Support dropdown. Please utilize this dropdown to Reference Guides, Metrc Support, or Sign up for Training. These tools can be used anytime for no additional charge for all active licensed business.

Support ▼	
Manual / User Guide	
Massachusetts Supplemental Guide	
Beginning Inventory	
CSV Formatting Guide	
Industry Reports Guide	
Proper RFID Tags Attachment	
Customer Support:	
- https://support.metrc.com/	
- support@metrc.com	
- 1-877-566-6506	
Sign up for Training	
Training Videos	
Technical Support	

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