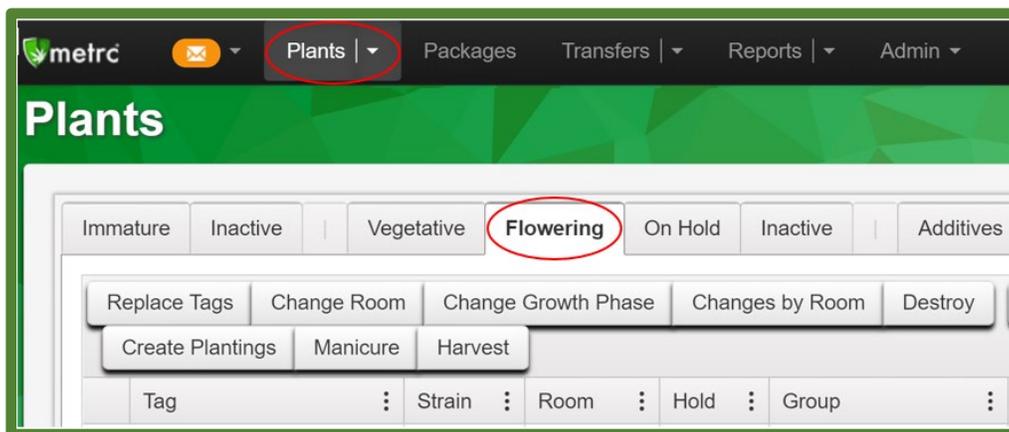


Bulletin Number: MA_IB_0015	Distribution Date: 10/24/19	Effective Date: Ongoing
Contact Point: Metrc® Support	Subject: Harvest Batch Best Practices	
Reason: Metrc is providing best practices around harvest batches		

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.



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 button and a new action window should appear.

Users also can select the 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.

Tag	Strain	Room	Hold	Group	Group Type	Group Date	Phase Date	Harvested
▶ ABCDEF012345670000012656	Flo	Flower Aisle 1	No	Flo Seed 7/10/2017	Seed	07/10/2017	05/14/2018	0 times
▶ ABCDEF012345670000012751	Flo	Flower Aisle 1	No	Flo Seed 7/10/2017	Seed	07/10/2017	03/29/2018	0 times
▶ ABCDEF012345670000012753	Flo	Flower Aisle 1	No	Flo Seed 7/10/2017	Seed	07/10/2017	03/29/2018	1 time
▶ ABCDEF012345670000012754	Flo	Flower Aisle 1	No	Flo Seed 7/10/2017	Seed	07/10/2017	03/29/2018	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 weights 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 Flowering Plants

Template

Harvest Name: Flo 4.25.19 ✓

Unit of Measure: Grams ✓

Drying Room: Harvest Room ✓

Harvest Date: 04/25/2019 today ✓

Plant # 1

Plant: ABCDEF01234567000001033 ✓

Weight: 580 Grams

Harvest Name: Flo 4.25.19

Drying Room: Harvest Room ✓

Harvest Date: 04/25/2019 today

Plant # 2

Plant: ABCDEF01234567000001033 ✓

Weight: 495 Grams

Harvest Name: Flo 4.25.19

Drying Room: Harvest Room ✓

Harvest Date: 04/25/2019 today

Plant # 3

Plant: ABCDEF01234567000001033 ✓

Weight: 555 Grams

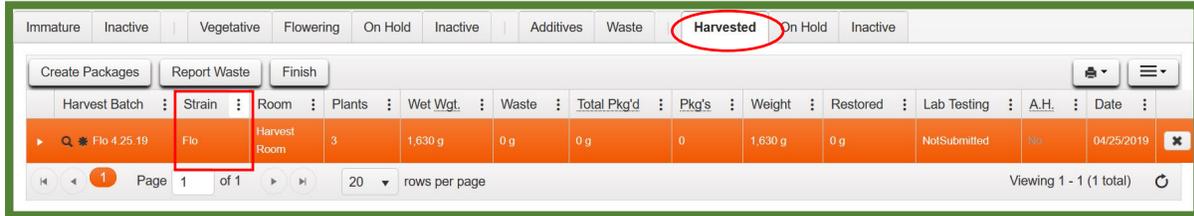
Harvest Name: Flo 4.25.19

Drying Room: Harvest Room ✓

Harvest Date: 04/25/2019 today

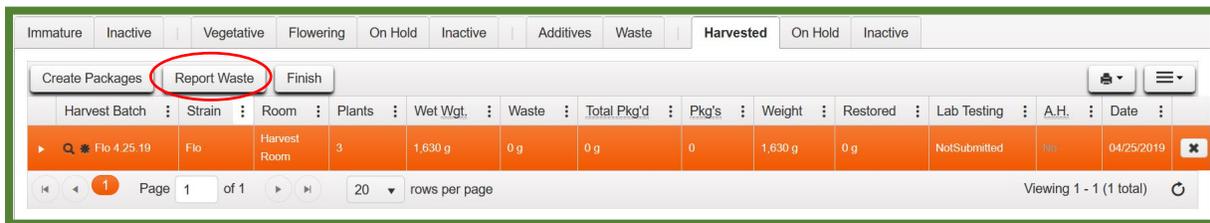
Step 4: Verify that the harvest batch has been created under the harvested tab

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”.

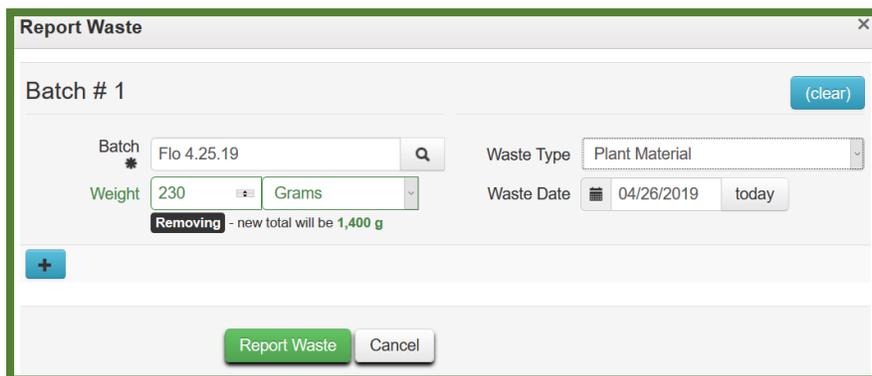


Step 5: Record wasted plant material

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

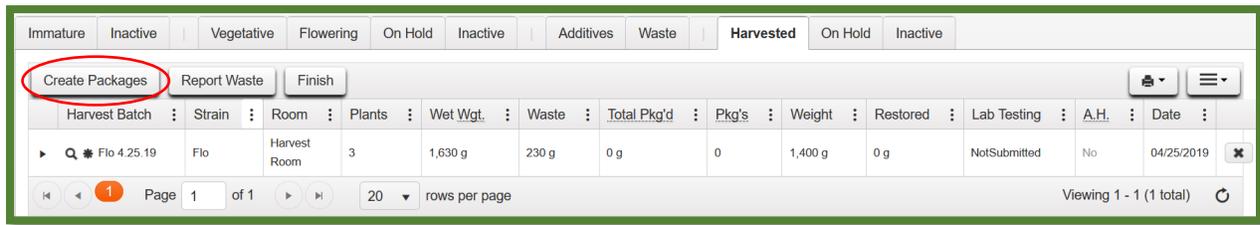


This will prompt a new action window to appear where the user will record the waste information. The user will fill in the waste type, waste date, and amount of waste in weight. Upon completing the record of waste and selecting the waste amount will be deducted from the initial wet weight of the harvest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

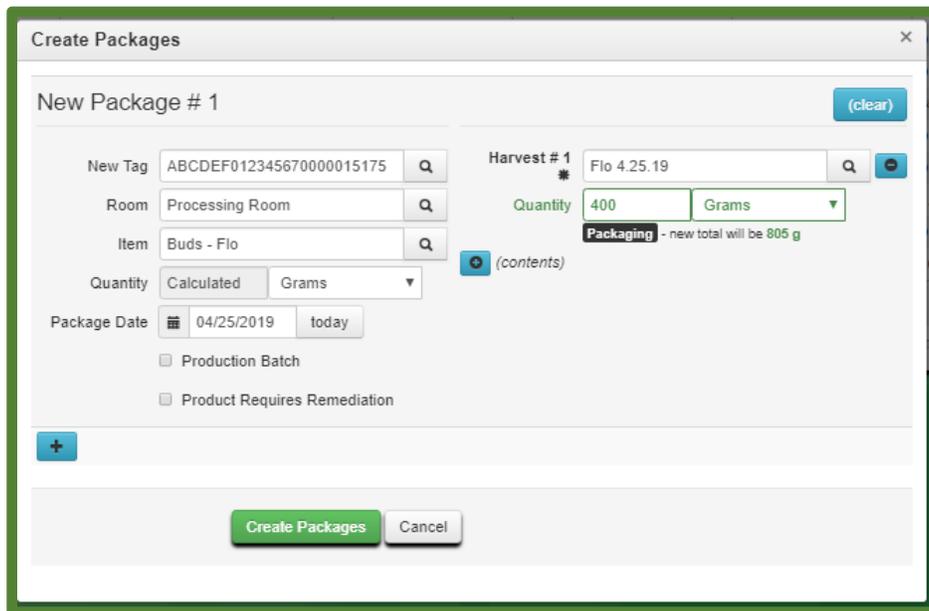


Step 6: Create new packages for the useable plant material

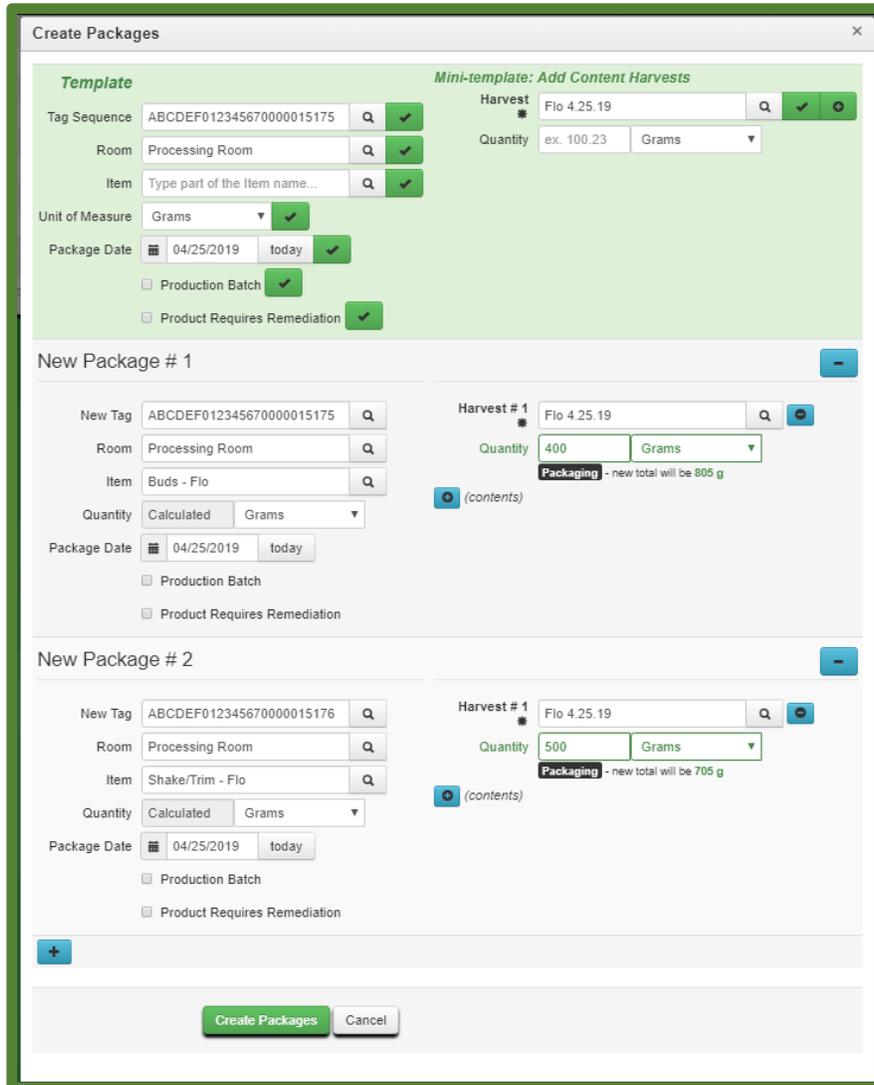
Once the plant material has finished drying and is ready to be packaged, the user will select the harvest batch and select **Create Packages**.



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.



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).



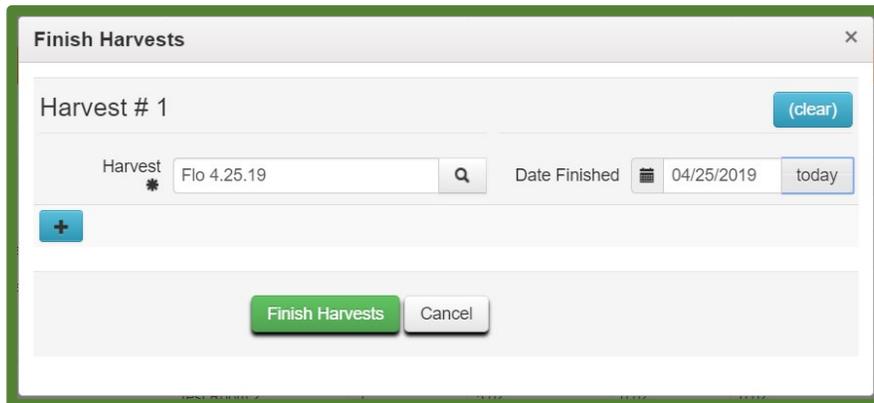
Once the user is satisfied that the package information is accurate, select  and the packages will be created and appear under the user's active package tab. Metrc will deduct the weight of the usable product that has been taken from the harvest batch and put into the new packages.

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 .



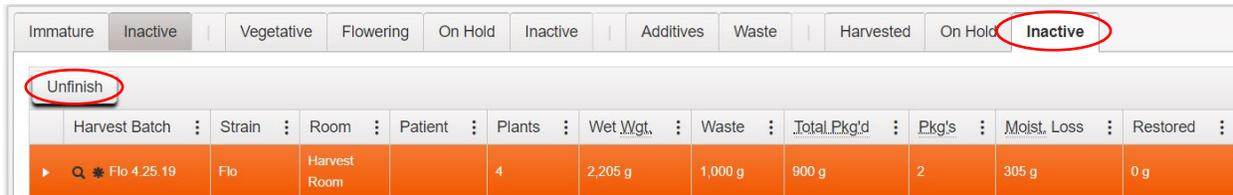
This will prompt an action window to appear where the user will record the harvest batch and finish date.



Once the user fills in the required information, the user will select  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:

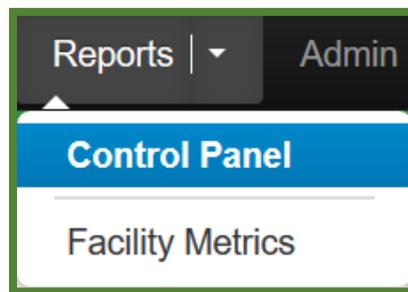
If a harvest batch was finished in error, Metrc does allow for users to unfinish harvest batches to allow additional plant material to be recorded as waste or packaged usable product. To do this, the user would go to the inactive harvest batches tab under plants, select the harvest to be unfinished,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



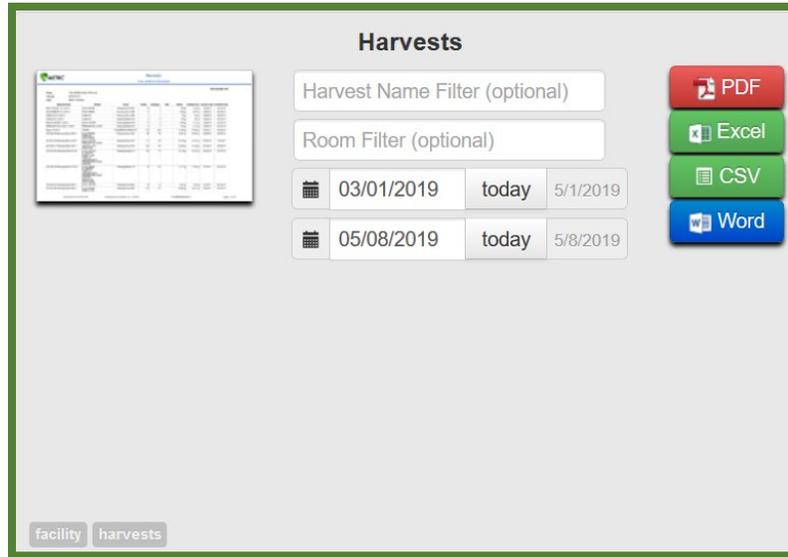
Please note that the option to unfinish a harvest batch becomes unavailable after 24 hours of the harvest being finished or if any product from the harvest is transferred from the facility.

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).



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



The screenshot shows a detailed harvest report for 'CO LOFTY ESTABLISHMENT, LLC'. The report is titled 'Harvests' and covers the period 'From 3/1/2019 To 5/8/2019'. The facility name is 'CO LOFTY ESTABLISHMENT, LLC', the license is '403-X0001', and the type is 'OPC'. The report shows a total of 1 record. The table below contains the following data:

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.



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