

Bulletin Number: AK_IB_0046	Distribution Date: 9/15/22	Effective Date: On-Going
Contact Point: Metrc® Support	Subject: Creating a Produ	uction Batch
Reason: Providing guidance on	creating Production Batche	s in Metrc

Greetings Metrc Users,

The following is a step-by-step guide to creating Production Batches in the Metrc system. The document will show how a facility will correctly use the Production Batch indicator and walk through an example of correctly creating a Production Batch.

Going forward, the Production Batch indicator should be used

- anytime a product changes form physically or chemically,
- anytime multiple categories are combined, or
- anytime an additive, lipid, flavoring, or terpene is added to a product

For example, if product goes:

- from flower into a concentrate or extract,
- shake/trim into a concentrate or extract,
- from a concentrate or extract into a vape cartridge, or
- anytime non-marijuana ingredients are added to an already created marijuana product,

then the Production Batch indicator should be used when creating that new package. Production Batches in Metrc should only be created <u>after</u> the actual yield is known.

Please see the following pages for more details on the process:

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# **Production Batch Process**

### Step 1: Navigate to the Packages area of Metrc

Select the "Packages" area on the top navigational bar and once in the Packages grid, select the "Active" tab on the packages grid. This is shown in **Figure 1** below.

<b>∛</b> me	trc	Packages	Transfer	s 🕶	Reports   -	Admin 🝷		
Pad	cka	ges						
	Active	On Hold	Inactive					
	New P	ackages	Submit for	Testing	Remediate	New Transfer	Change Rooms	Change Items
	Та	9			:	Src. H's	:	Src. Pkg's

Figure 1: Navigate to Active Packages

### Step 2: Identify packages to be used in the Production Batch

Select one or more packages intended to be used to create a Production Batch package. These package(s) will be combined to form one new Production Batch package. After highlighting the packages, select the "New Packages" button. This will prompt an action window to create the Production Batch. In this example, we are combining four shake/trim packages to create a concentrate Production Batch process. This step is demonstrated below in **Figure 2**.

ctive On Hold Inactive											
New Packages Submit for Testing	Remediate	New Transfer	Change Rooms	Change Items	Adjust	Finish					
Tag	:	Src. H's	:	Src. Pkg's			:	Room :	Item	: Category :	Quantity
Q # ABCDEF012345670000013849								Receiving Room	Shake/Trim - Blue Dream	Shake/Trim (by strain)	
ABCDEF012345670000013850								Receiving Room		Shake/Trim (by strain)	
Q # ABCDEF012345670000013851								Receiving Room	Shake/Trim - Bruce Banner	Shake/Trim (by strain)	
ABCDEF012345670000013852								Receiving Room	Shake/Trim - Metro Kush	Shake/Trim (by strain)	500 g

#### Figure 2: Select Source Package(s) for Production Batch



### **Step 3: Create the Production Batch Package**

After using the New Package button, an action window will open with all the selected package(s) populated on the right side of the window. Note, the amount of raw product being taken from each package is on the right side of the window.

Next, fill in the information about the created package (new tag, room (location), item, quantity, unit of measure, and package date). Since the product is going through a process in which it is changing form, the "Production Batch" field **must be checked** to denote this process. At this time, the "Production Batch No." field will become available to utilize to enter the Production Batch number.

**Please Note:** the "Production Batch No." field is to input a unique identification system for Production Batches. The last five digits of the new package tag ID # can be used in place of the Production Batch number. This field is required.

After all the information has been entered and checked for accuracy, select the "Create Package" button. This step is demonstrated in **Figure 3** below.

New Packages	3							×
New Packa	ge # 1							(clear)
New Tag	ABCDEF0123	4567000001673	1 <b>Q</b>	Mini-templat	te			
Room	Extraction Roo BHO Oil Bulk	m	q	Quanti	ty ex. 100.23	I Grams		· •
Quantity	500	Grams	Ψ Σ	Package # 1	ABCDEF012	345670000013849	۹ .	
Package Date	05/30/201			Quantity	500	Grams	•	
Prod. Batch No.	Production E A-123	latch		Package # 2	1	345670000013850	۹	
	Product Req	uires Remediati	on	Quantity	500 Packaging - ne	Grams	۳	
	Remediate F	Product		Package # 3	ABCDEF012	345670000013851	۹	
				Quantity	500 Packaging - ne	Grams	٣	
				Package # 4	-	345670000013852	۹ .	
				Quantity	500 Rackaging	Grams	۳	
				(contents)	Fackaging - In-	w total will be o g		
+								
	Cre	ate Packages	Cancel					
	-							

Figure 3: Create Production Batch Package from Multiple Packages

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### Step 4: Verify that the new package has been created correctly

Next, verify that the new bulk Production Batch package has been created and the weights of the source packages were correct using the package history. This is shown below in **Figure 4**.

▲ Q # ABCDEF012345670000016731   (multi-package)   Extraction Room   BHO Oil Bulk   Concentrate   500 g   Yes   A.123   NotS     Lab Results   History     Description   :   Employee   :   Date   :   Reported   :   Sources     Packaged 500 Grams of BHO Oil Bulk from 4 different Packages   :   Employee   :   Date   :   Reported   :   Sources     - Took 500 Grams of Shake/Tim - Skue Dream from Package ABCDEF012345670000013860   - <th></th> <th></th> <th></th>											
											A-
Description			:	Employee	:	Date :	Reported	:	Sources	:	External App
Took 500 Grams of Shake/Trim - Blue Took 500 Grams of Shake/Trim - Sou Took 500 Grams of Shake/Trim - Brue	Dream from Package ABCDEF012345	670000013850 15670000013851		Michael Miller (X00•••)		05/30/2019	05/30/2019 0	3:19 pm	User		

Figure 4: Verify Production Batch Package History

**Please Note:** Once the Production Batch package is created, the Lab Testing status will be "NotSubmitted" and the lab results from the parent packages will not carry to the newly created Production Batch package. This is demonstrated in **Figure 5** and **Figure 6** below.

Tag :	Location :	Item		:	Cate	gory	: <u>P.</u>	<u>3.</u>	: Lab	Testin	ng :
Q III ABCDEF012345670000016115	Manufacturing Room	M0000001601: Cherry	Tincture 50 mg THC		Tinctu	res	Ye	s	NotS	ubmitte	ed
Lab Results History											
Description		:	Employee	Date	:	Reported	Ĺ	Sou	<b>▼</b> •		External App
Packaged 600 Each of M0000001601: Chu - Took 100 Grams of M0000003901: Synth ABCDEF012345670000016114 - Took 200 Grams of M00000004001: Conce ABCDEF012345670000016117 - Took 5 Grams of M00000001701: Pure CE ABCDEF01234567000016102 - Package Type: Product - Location: Manufacturing Room - Location Type: default - Production Batch No: TNC-10001	etic Terpenes from Package entrate - BHO Oil from Packa	, i i i i i i i i i i i i i i i i i i i	Charles Harris (X00•••)	10/12/	/2020	10/12/202 pm	0 01:19	Use	ï		

Figure 5: Production Batch Indicator Resets Lab Testing Status

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ag			:	Location		:	Item					:	0	ategory	÷	P.B.	:	Lab Tes	sting	
AE	3CDEF01234567	0000016115		Manufactur	ring R	oom	M00000	001601: Ch	nerry	Tincture 5	0 mg	THC	Т	nctures		Yes		NotSubmitted		
Lab F	Results Histo	у														(				
	Test Date	Overall	: т	est Name	:	Test Passed	a :	Result	:	Notes	:	Released Dat	te	: Samp	ole Pa	ckage		▼ ▼ Item	Catego	
						No	o dat	a is av	vai	lable	to	display.								

Figure 6: Production Batch Indicator Severs Parent Package Test Results

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