

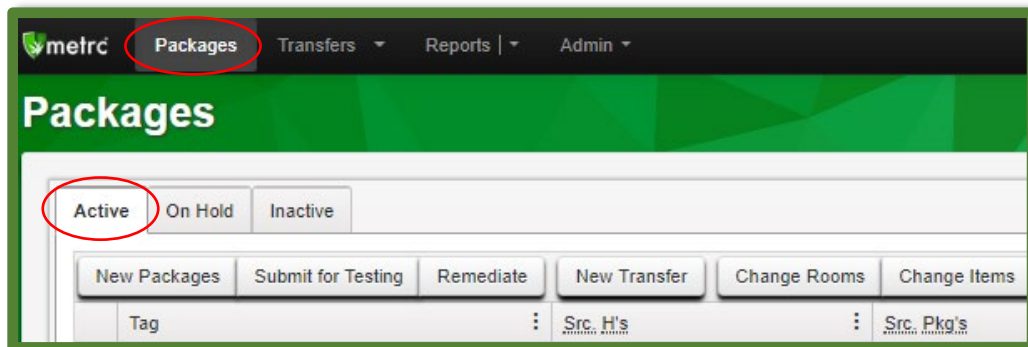
Bulletin Number: DC_IB_0024	Distribution Date: 12/19/19	Effective Date: Ongoing
Contact Point: Metrc® Support	Subject: Production Batches Best Practices	
Reason: Metrc is providing best practices around production batches		

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 processor facility would record the creation of bulk concentrate batch from several shake/trim packages, and from there create several different items from the bulk concentrate through additional production batches. There will be screenshots to aid in the understanding of this process and the contact for Metrc support if you have any questions.

Please see the following pages for the guidance:

Step 1: Navigate to the Packages section of Metrc

Select the Packages area on the top navigational bar and select the Active packages tab.



Step 2: Identify packages to be used in the production batch

Select the raw flower packages being used to create the bulk concentrate production batch. These packages will be combined and processed into a new production batch of bulk concentrate. After highlighting the packages select the **New Packages** button. This will prompt an action window to create the production batch.

Active

On Hold

Inactive

New Packages

Submit for Testing

Remediate

New Transfer

Change Rooms

Change Items

Adjust

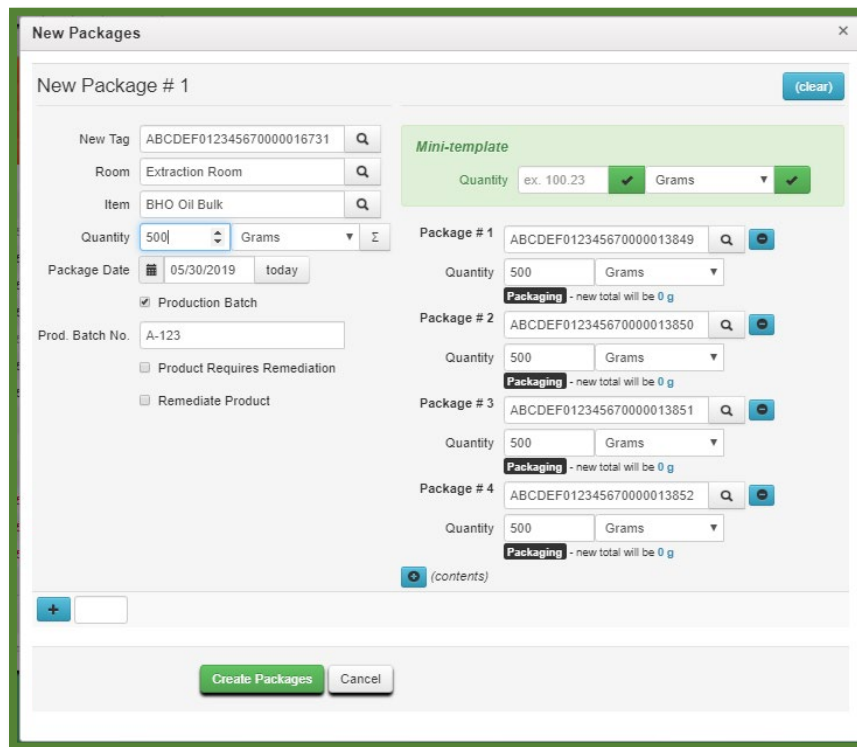
Finish

Tag	Src. H's	Src. Pkg's	Room	Item	Category	Quantity
▶ Q ABCDEF012345670000013549			Receiving Room	Shake/Trim - Blue Dream	Shake/Trim (by strain)	500 g
▶ Q ABCDEF012345670000013550			Receiving Room	Shake/Trim - Sour Diesel	Shake/Trim (by strain)	500 g
▶ Q ABCDEF012345670000013551			Receiving Room	Shake/Trim - Bruce Banner	Shake/Trim (by strain)	500 g
▶ Q ABCDEF012345670000013552			Receiving Room	Shake/Trim - Metro Kush	Shake/Trim (by strain)	500 g

Step 3: Create the Bulk Concentrate Production Batch

After selecting the **New Packages** button, an action window will appear with all the selected packages populated on the right side of the window. Then note the amount of raw product being taken from each package on the right side of the window. Next, fill in the information regarding the package being created (new tag, room, item, package date). Since the product is going through a process in which it is changing form, the “Production Batch” box **must be checked** to denote this process. At this time, the “Production Batch No.” field will become available to utilize. Please note that the “Production Batch

No.” field is to identify the licensee’s production batch number and is required. After all of the information has been entered and checked for accuracy then select the **Create Packages** button.



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

Next, verify that the new bulk Production Batch package was created correctly and the weights of the source packages were correct using the package history.

ABCDEF012345670000016731

(multi-package)

Extraction Room

BHO Oil Bulk

Concentrate

500 g

Yes

A-123

NotSubmitted

05/30/2019

Lab Results

History

Description	Employee	Date	Reported	Sources	External App
Packaged 500 Grams of BHO Oil Bulk from 4 different Packages - Took 500 Grams of Shake/Trim - Blue Dream from Package ABCDEF012345670000013849 - Took 500 Grams of Shake/Trim - Sour Diesel from Package ABCDEF012345670000013850 - Took 500 Grams of Shake/Trim - Bruce Banner from Package ABCDEF012345670000013851 - Took 500 Grams of Shake/Trim - Metrc Kush from Package ABCDEF012345670000013852 - Package Type: Product - Room: Extraction Room	Michael Miller (X00●●●)	05/30/2019	05/30/2019 03:19 pm	User	

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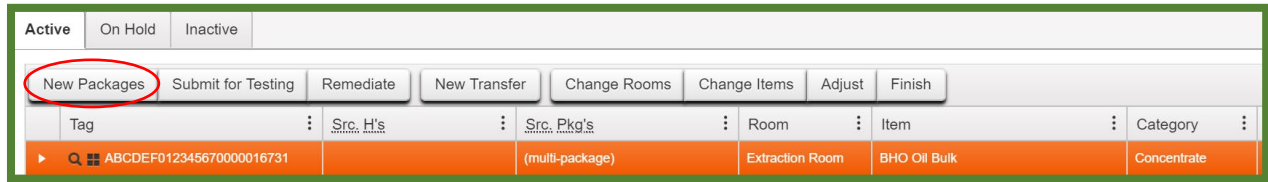
20 rows per page

Viewing 1 - 1 (1 total)

Please note: Anytime the production batch field is checked and a production batch is created, the system will recognize that the new package is a different item that requires new testing and resets its “Testing State” field to “NotSubmitted”. A test sample should be sent to a testing facility and receive “TestPassed” testing state before doing anything with the new package.

Step 5: Create Marijuana Infused Products

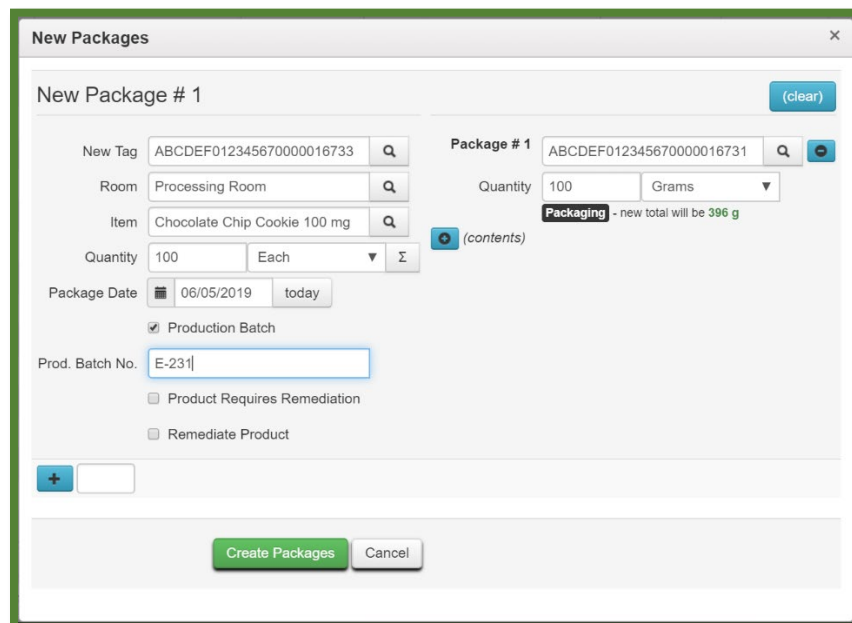
Now that the bulk oil package has been created, the oil to create various Marijuana infused products. To do this, select the bulk oil package and click the New Packages button.



The screenshot shows the Metrc interface with a table of packages. The 'New Packages' button is circled in red. The table has columns for Tag, Src. H's, Src. Pkg's, Room, Item, and Category. The first row shows a package with Tag ABCDEF012345670000016731, Src. Pkg's (multi-package), Room Extraction Room, Item BHO Oil Bulk, and Category Concentrate.

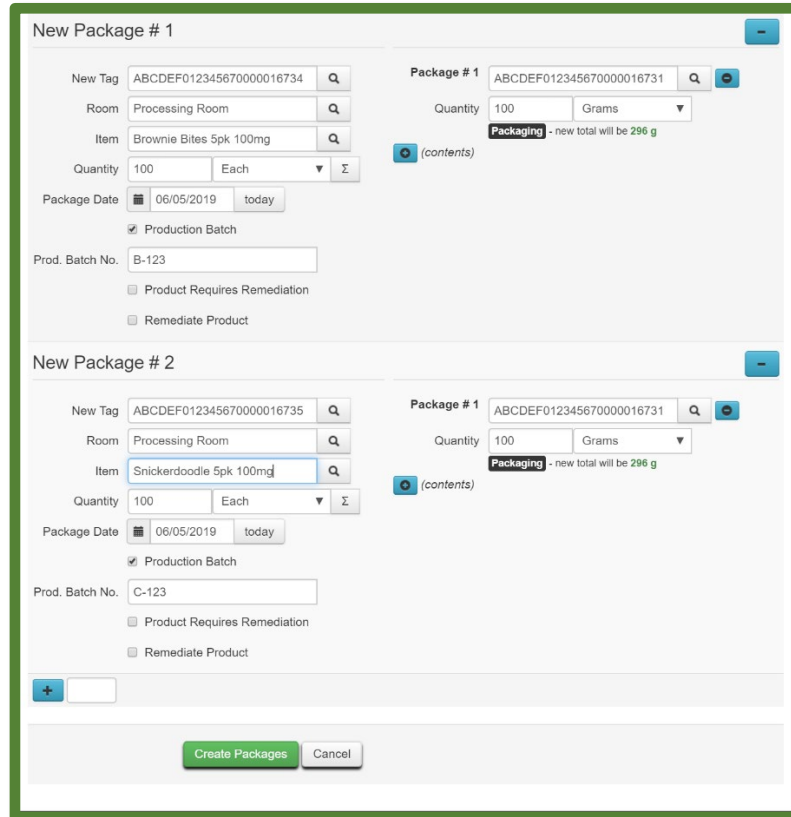
This will prompt a new action window to appear where the amount used from the bulk package on the right can be entered, and then indicate the new tag, item, room and amount of the resulting production batch. Ensure that the production batch box is checked and the production batch number is recorded.

Once the information is entered and verified as correct, then select the Create Packages button.



The screenshot shows the 'New Packages' window with the 'New Package # 1' form. The form includes fields for New Tag, Room, Item, Quantity, Package Date, and Prod. Batch No. The 'Production Batch' checkbox is checked. The 'Package # 1' field is set to ABCDEF012345670000016731, and the Quantity is 100 Grams. The 'Packaging' section shows a new total of 396 g. The 'Create Packages' button is highlighted in green.

Please note: If multiple production batches are being made at the same time, both new production batch packages can be created at the same time ensuring that all of the information is recorded as stated above. (See below example)



New Package # 1

New Tag: ABCDEF012345670000016734

Room: Processing Room

Item: Brownie Bites 5pk 100mg

Quantity: 100 Each

Package Date: 06/05/2019 today

☒ Production Batch

Prod. Batch No.: B-123

☐ Product Requires Remediation

☐ Remediate Product

New Package # 2

New Tag: ABCDEF012345670000016735

Room: Processing Room

Item: Snickerdoodle 5pk 100mg

Quantity: 100 Each

Package Date: 06/05/2019 today

☒ Production Batch

Prod. Batch No.: C-123

☐ Product Requires Remediation

☐ Remediate Product

Create Packages **Cancel**

Support:

On the far right of the navigation panel, there is a Support area dropdown. Please utilize this dropdown for reference guides, Metrc support, or training sign up. These tools can be used at anytime for no additional charges if logged in an active licensed business.

