

Bulletin Number: OR_IB_42	Distribution Date: 3/27/23	Effective Date: 4/14/23
Contact Point: Metrc® Support	Subject: New Production Batch features in Metrc	
Reason: Provide information regarding the new processing job functionality		

Greetings Metrc® users,

Metrc, in conjunction with the OLCC, is announcing new functionality relating to the change in the production batch process. The new process leverages the newly created processing job workflow. The OLCC has created documentation on the specific requirements for the information required:

Processing Jobs in Metrc Guide

<https://www.oregon.gov/olcc/marijuana/Documents/CTS/Processing-Job-Guide.pdf>

Processing Job Type Template

<https://www.oregon.gov/olcc/marijuana/Documents/CTS/Processing-Job-Type-Template.docx>

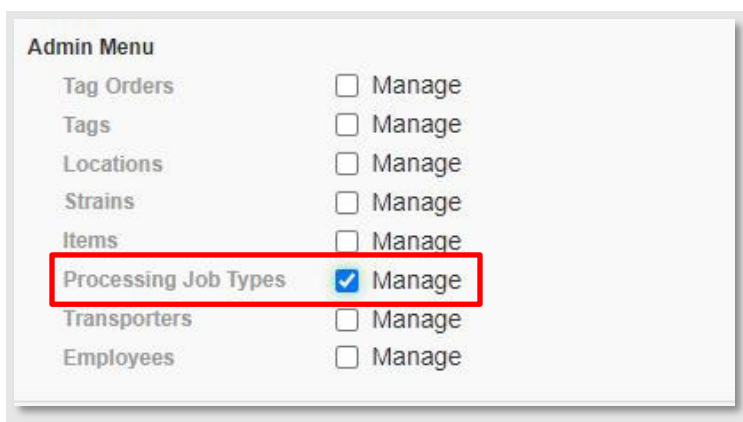
This functionality replaces the production batch process and the details of how it should be used is provided by the OLCC. The processing job functionality allows for multiple packages to be created at different times from the same inputs.

A detailed description of these enhancements is provided on the following pages.

Admin: Configuring Processing Job Types

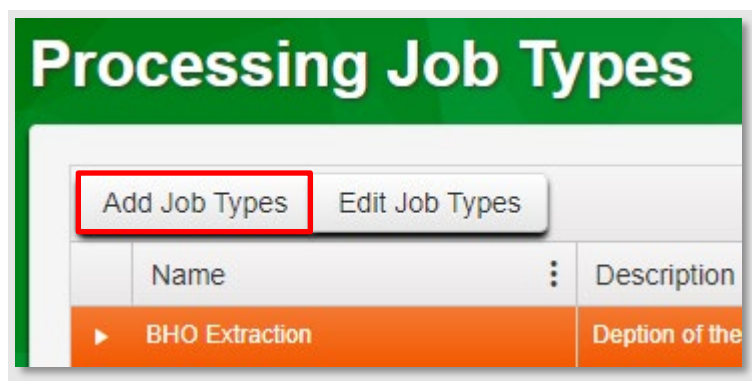
The first step to using the functionality is for the Admin of the account to enable permission to add Processing Job Types. Any user with rights to manage employee permissions can grant this to themselves and others. To start:

1. Navigate to Employees (under Admin tab).
2. Select the user and use the “Edit Employees” button.
3. Assign the Processing Job Types permission to the user by checking the ‘Manage’ box (shown below).

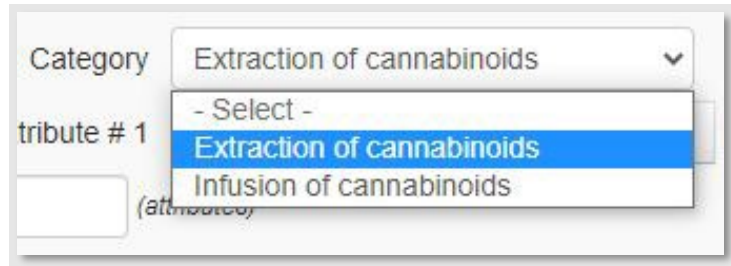


Once permission is enabled, the user can then configure the Processing Job Types used at the manufacturing facility. To configure, use the following steps:

1. Navigate to the Processing Job Type screen (under Admin tab).
2. Click the Add Job Types button (shown below).

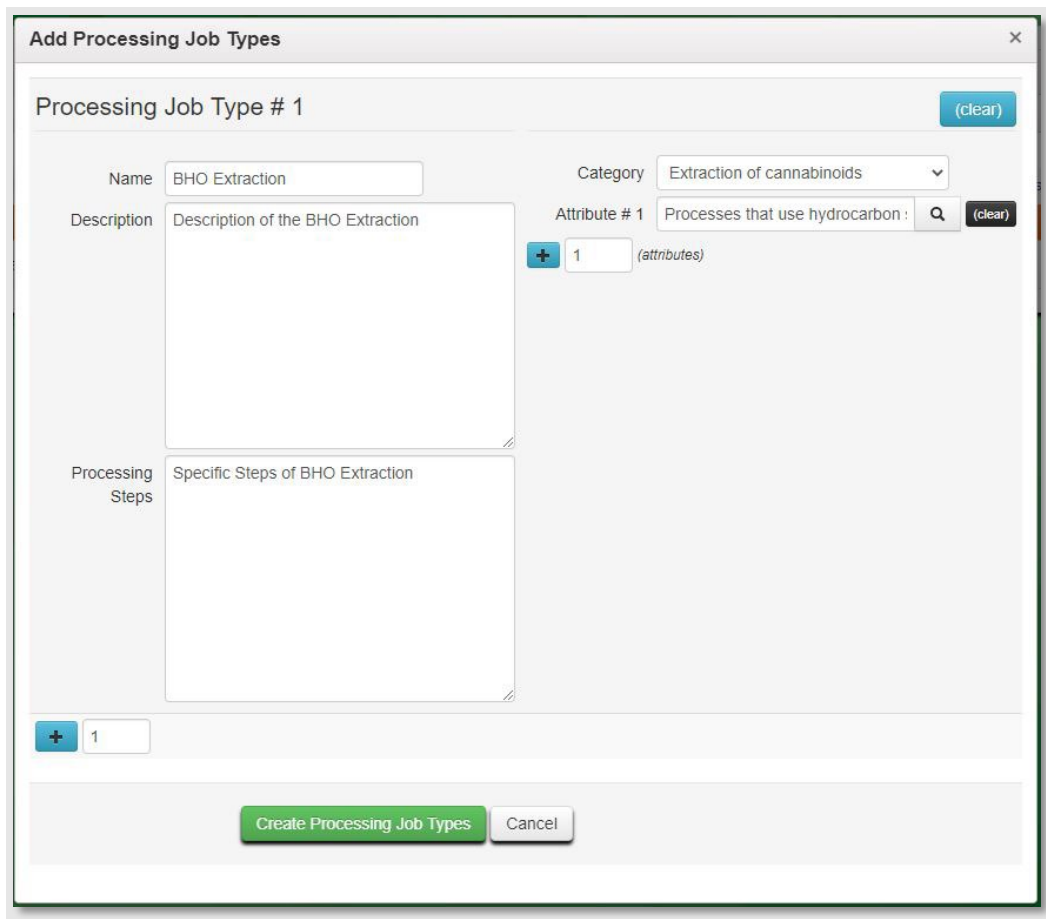


3. Add the following information in the action window (see Exhibit 1 below):
 - a. Add the proper Name in the text box.
 - b. Use the Category dropdown to select the correct OLCC-configured option.



A screenshot of a dropdown menu for the 'Category' field. The menu is open, showing three options: '- Select -', 'Extraction of cannabinoids' (highlighted in blue), and 'Infusion of cannabinoids'. The 'Category' label is visible to the left of the dropdown.

- c. Add a Description in the text box.
- d. Add Processing Steps in the text box.
- e. Add one or more Attributes (see Exhibit 1.1 below):
 - i. Select the correct attribute(s) from the OLCC-configured options using the Search button (magnifying glass icon).
 - ii. To add multiple attributes, use the blue plus sign button.




A screenshot of the 'Add Processing Job Types' window. The window title is 'Add Processing Job Types'. Inside, there's a section for 'Processing Job Type # 1' with a '(clear)' button. The form contains several fields:

- Name:** BHO Extraction
- Description:** Description of the BHO Extraction
- Processing Steps:** Specific Steps of BHO Extraction
- Category:** Extraction of cannabinoids
- Attribute # 1:** Processes that use hydrocarbon: (with a search icon and a '(clear)' button)
- Attributes:** A list with one attribute, '1', and a blue plus sign button to add more.

 At the bottom, there are two buttons: 'Create Processing Job Types' and 'Cancel'.

Exhibit 1



Select

Name

- None of the other options.
- Outputs that are intended for oral consumption or intended to be used as an ingredient in a product intended for oral consumption.
- Outputs that contain any major food allergen, as that term is defined in OAR 845-025-7000.
- Processes that are purely mechanical and do not include the use of solvents.
- Processes that result in effective sterilization.
- Processes that use hydrocarbon solvents.

Select Cancel

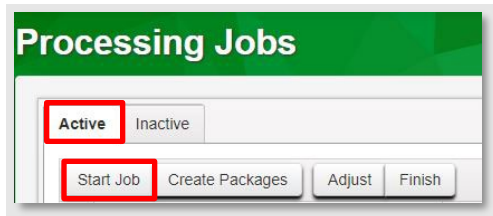
Exhibit 1.1

Note: You can edit these details up until the Create Processing Job Type button is clicked. After this action is taken, only the Name and Description can be edited.

Starting a Processing Job

Once the Processing Job Type is created, it can be used by anyone with permissions to create packages that were previously captured through the Production Batch process. To start a Processing Job:

1. Navigate to the Processing Jobs screen (under Packages drop down on the top navigation bar)
2. Select the Active tab.
3. Click the Start Job button.



4. Enter the required information (*see Exhibit 2 below*):
 - a. Select the Processing Job Type using the dropdown which contains configured options from the Admin.
 - b. Processing Job Name:
 - i. The processing job name will record all production batches under the same processing job i.e. Similar to how harvest batch packages are tied to the same harvest batch.
 - c. Select the Start Date using the calendar option, or you can type in manually.
 - d. Use the Search button to identify Packages used for input (multiple packages can be used with the black “+” button)
 - e. Enter the Quantity used from the input packages.
 - i. Select the Unit for the type of Quantity of the Total Weight at the top (this will auto sum all inputs)
5. When ready, click the green Create Processing Job button.

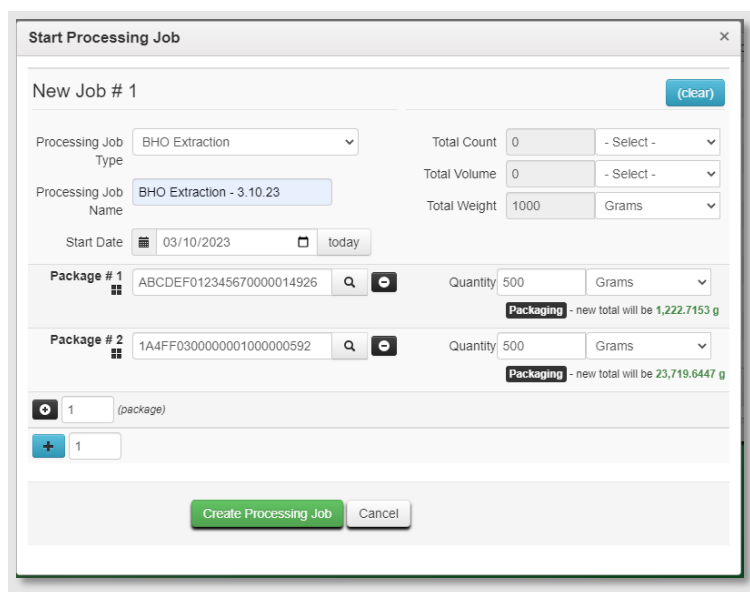
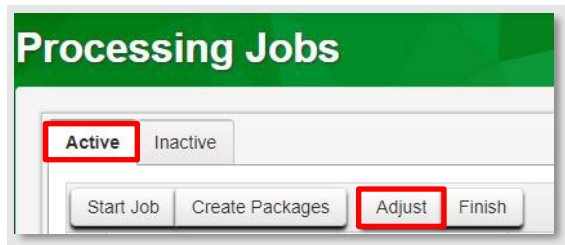


Exhibit 2

Adjusting Processing Jobs

If an entry error occurs on the Processing Jobs inputs, the Adjust feature should be used. To adjust a Processing Job (see *Exhibit 3 below*):

1. Navigate to the Processing Jobs screen (under Packages drop down on the top navigation bar) and select the Active tab, then the Adjust button.



2. Enter the adjusted Quantity for the inputs.
 - a. This should be the amount being adjusted (a positive number if adding or negative number if subtracting).
 - b. Total Weight at the top will update automatically.
3. Click the green “Adjust Processing Job” to finalize the change.

Adjust Processing Jobs x

New Adjust Job # 1 (clear)

<p>Job Name: <input type="text" value="BHO Extraction - 3.10.23"/> Q</p> <p>Job Number: <input type="text" value="0000002201"/></p> <p>Reason: Entry Error v</p> <p>Required Note: <input type="text"/></p> <p>Adj. Date: 03/14/2023 today</p>	<p>Total Count: <input type="text" value="0"/> - Select - v</p> <p>Total Volume: <input type="text" value="0"/> - Select - v</p> <p>Total Weight: <input type="text" value="1200"/> Grams v</p>
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<p>Package # 1 Q</p> <p><input type="text" value="1A4FF0300000001000000592"/> Q</p>	<p>Adjust Quantity <input type="text" value="100"/> Grams v</p> <p>New Quantity <input type="text" value="600"/> Grams v</p> <p style="background-color: #f0f0f0; padding: 2px; font-weight: bold;">Processing</p> <p style="font-size: 0.8em;">- new total will be 23,619.6447 g</p>
<p>Package # 2 Q</p> <p><input type="text" value="ABCDEF012345670000014926"/> Q</p>	<p>Adjust Quantity <input type="text" value="100"/> Grams v</p> <p>New Quantity <input type="text" value="600"/> Grams v</p> <p style="background-color: #f0f0f0; padding: 2px; font-weight: bold;">Processing</p> <p style="font-size: 0.8em;">- new total will be 1,122.7153 g</p>

(package)

+

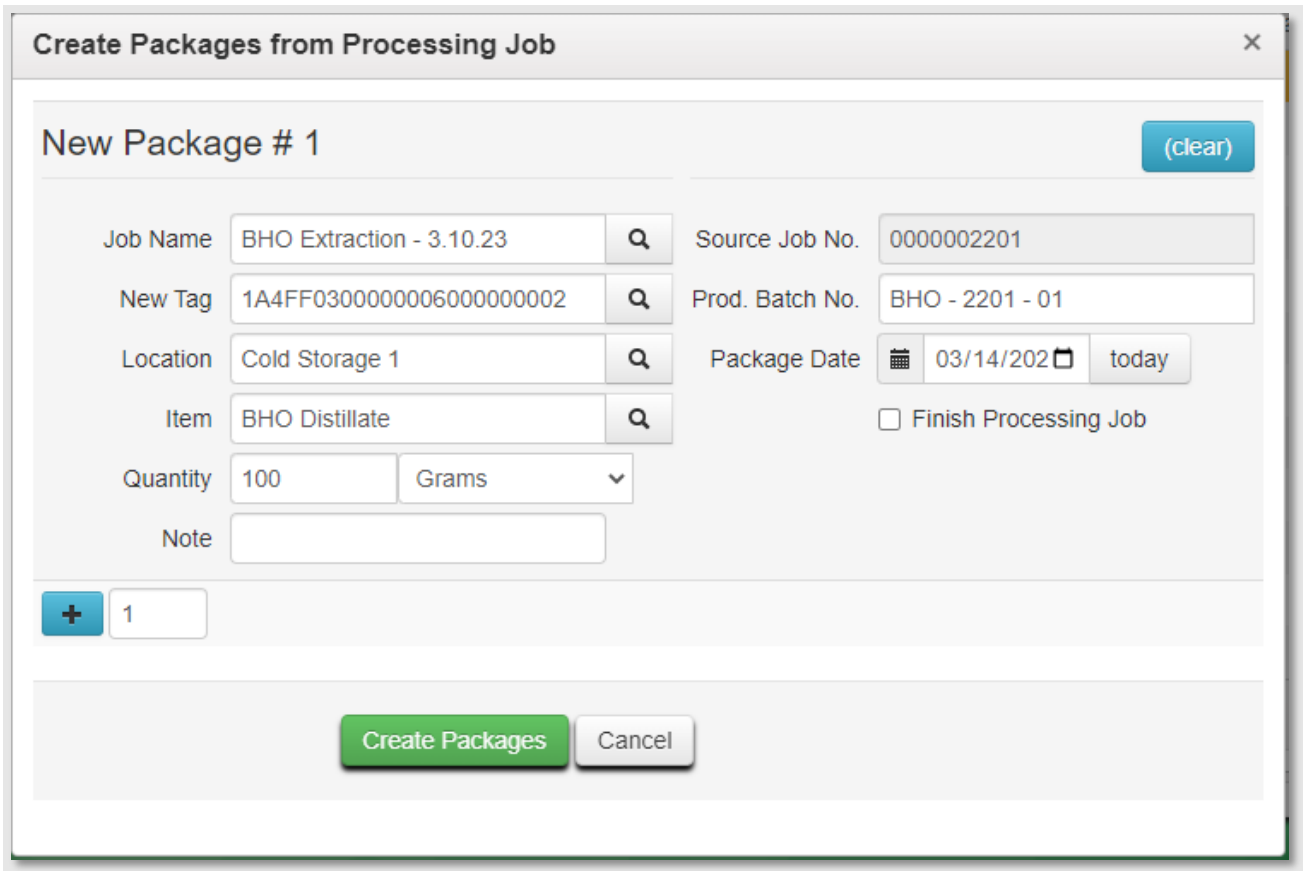
Adjust Processing Job
Cancel

Exhibit 3

Creating Packages from a Processing Job

Once the Processing Job has been created, the user can create packages that were previously marked as “Production Batch Packages” from the processing job that was used to create it. To create packages (see *Exhibit 4 below*):

1. Select the Processing Job Name that is producing the new production batch package. Search for and select the New Tag of the production batch process.
2. Search for and select the Location of the production batch package.
3. Search for and select the Item of the production batch package.
4. Add the Quantity of the production batch package.
5. Add a Note (optional).
6. Type in the Production Batch number:
 - a. If multiple production batches are run on the same processing jobs these should be different
7. Add the Package Date.
8. If the processing job is complete, you can mark it as complete by using the checkbox and perform finishing the processing job at the same time as creating the final production batch package.
9. Use the green Create Packages button to complete the creation of the package.



Create Packages from Processing Job [X]

New Package # 1 [clear]

Job Name	BHO Extraction - 3.10.23	[Q]	Source Job No.	0000002201
New Tag	1A4FF03000000060000000002	[Q]	Prod. Batch No.	BHO - 2201 - 01
Location	Cold Storage 1	[Q]	Package Date	[Calendar] 03/14/202 [Calendar] today
Item	BHO Distillate	[Q]	<input type="checkbox"/> Finish Processing Job	
Quantity	100	Grams [v]		
Note				

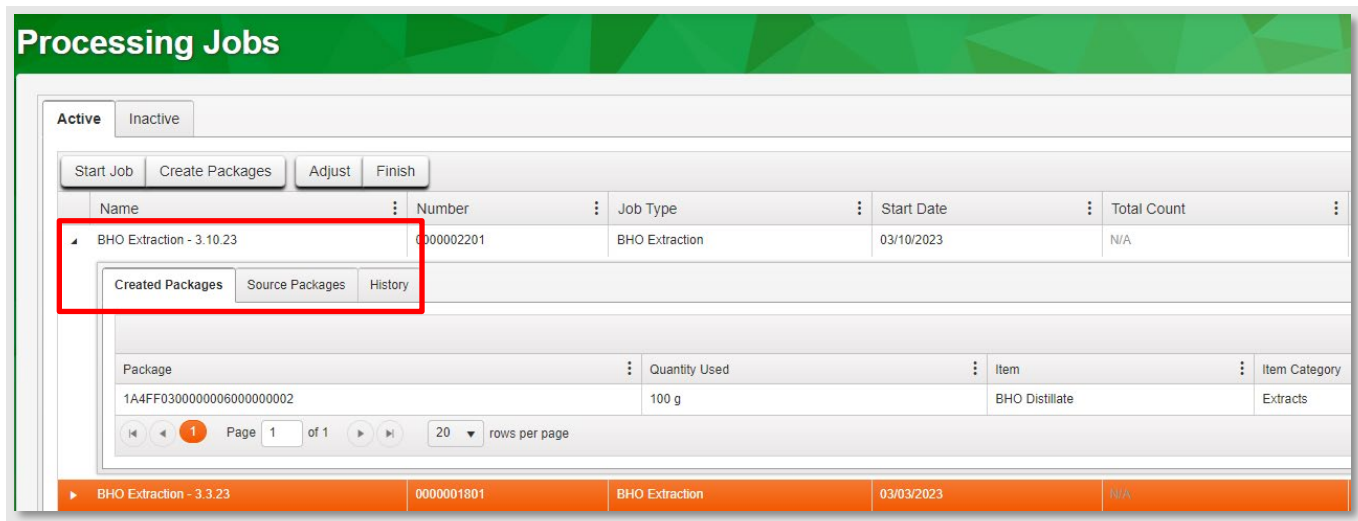
[+] 1

[Create Packages] [Cancel]

Exhibit 4

Notes:

1. Information on the Created Packages, Source Packages, and History are available through the drilldown arrow (see Exhibit 5 below).
 - a. The Created Packages tab shows all packages that have been pulled and created from the associated Processing Job.
 - b. The Source Packages tab shows all original packages that have been used as inputs to create the current Processing Job.
 - c. The History tab shows a complete list of all activity regarding this Processing Job.



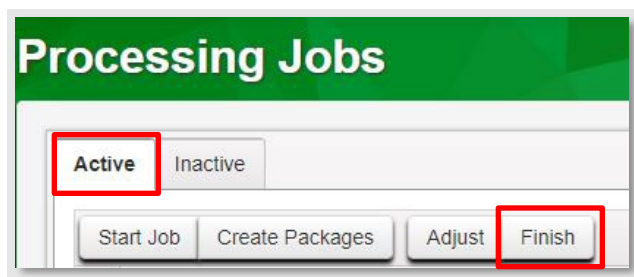
The screenshot shows the 'Processing Jobs' interface. At the top, there are tabs for 'Active' and 'Inactive'. Below these are buttons for 'Start Job', 'Create Packages', 'Adjust', and 'Finish'. A table lists processing jobs with columns: Name, Number, Job Type, Start Date, and Total Count. The first job is 'BHO Extraction - 3.10.23' with Number '0000002201', Job Type 'BHO Extraction', Start Date '03/10/2023', and Total Count 'N/A'. A red box highlights the job name and a drilldown menu that is open, showing three options: 'Created Packages', 'Source Packages', and 'History'. Below the table, there is a section for 'Package' details, showing '1A4FF030000000000000000002' with 'Quantity Used' of '100 g', 'Item' 'BHO Distillate', and 'Item Category' 'Extracts'. At the bottom, there is a pagination bar showing 'Page 1 of 1' and '20 rows per page'.

Exhibit 5

Finishing Processing Jobs

Once the Processing Job has been used to produce all the Production Batch Packages, the licensee needs to finish the Processing Job and record the amount of material waste. This waste should be the biproduct used in the process. In this example, it was raw plant material that was used for extraction.

1. Navigate to the Processing Jobs screen (under Packages drop down on the top navigation bar) and select the Active tab, then the Finish button.



The screenshot shows the 'Processing Jobs' interface. At the top, there are tabs for 'Active' and 'Inactive'. The 'Active' tab is highlighted with a red box. Below these tabs are buttons for 'Start Job', 'Create Packages', 'Adjust', and 'Finish'. The 'Finish' button is highlighted with a red box.

2. Enter the required information on the action window (see *Exhibit 6 below*).
 - a. Date Finished
 - b. Waste Weight
 - c. Note (optional)
3. Click the green Finish Processing Job button to complete.

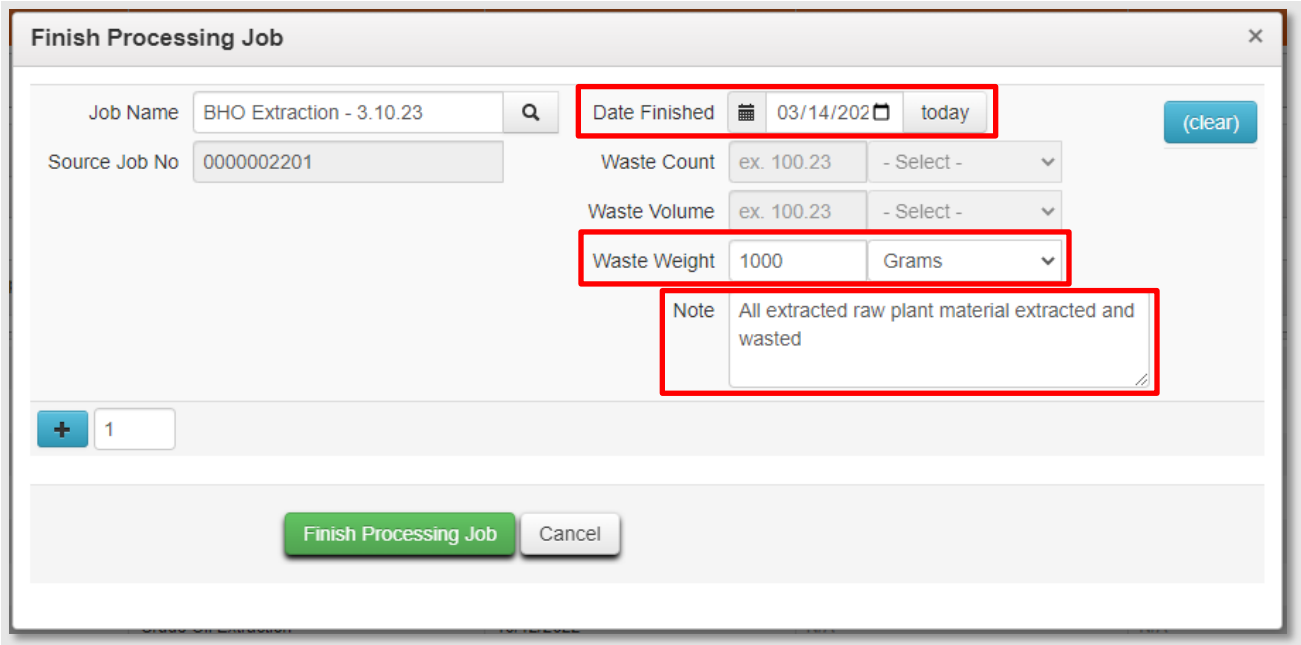


Exhibit 6

Unfinish Processing Jobs

Similar to Harvest Batches, if a licensee has a situation where they finished a Processing Job prematurely, they have the option to unfinish it and make additional changes (see *Exhibit 7 below*).

1. Navigate to the Processing Jobs screen (under Packages drop down on the top navigation bar) and select the Inactive tab.
2. Select the row of the Processing Job to unfinish.
3. Click the Unfinish button.

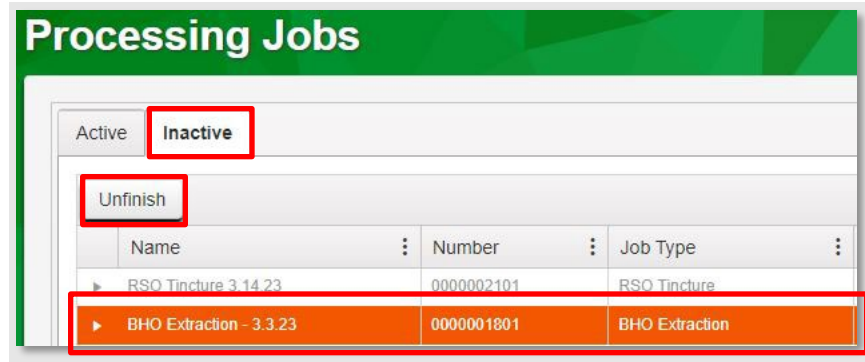


Exhibit 7

- An Unfinish Processing Job window will appear. To confirm the processing job, click the green Unfinish Processing Job button in the action window (see Exhibit 7.1 below).

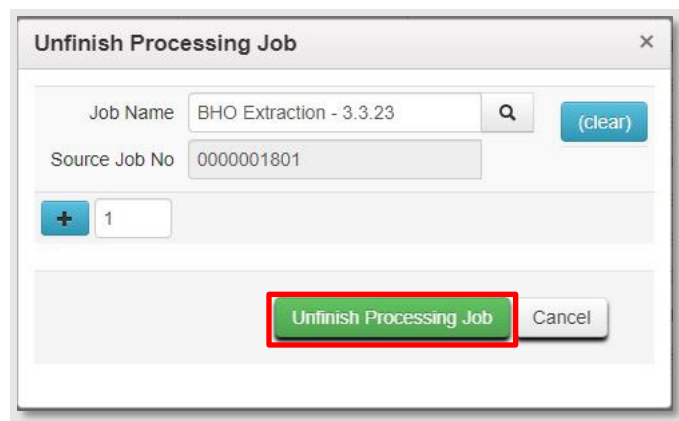


Exhibit 7.1

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