

<b>Bulletin Number:</b> MS_IB_04	<b>Distribution Date:</b> 5/10/23	<b>Effective Date:</b> On-Going
<b>Contact Point:</b> Metric® Support	<b>Subject:</b> Creating a Production Batch	
<b>Reason:</b> Providing guidance on creating Production Batches in Metric		

Greetings Metric Users,

The following is a step-by-step guide to creating Production Batches in Metric. 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 a product changes category**
- **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,
- anytime non-marijuana ingredients are added to an already-created marijuana product, or
- from a concentrate or extract into an infused edible or an infused non-edible

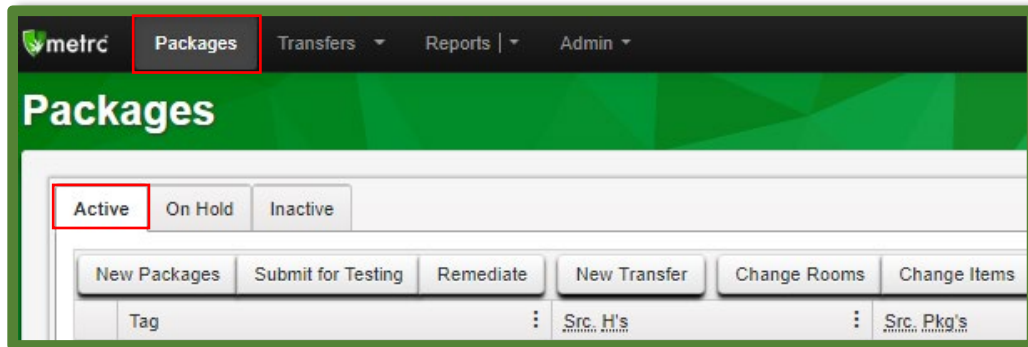
then the Production Batch indicator should be used when creating that new package. Production Batches in Metric should only be created after the actual yield is known.

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

## **Production Batch Process**

### **Step 1: Navigate to the Packages area of Metric**

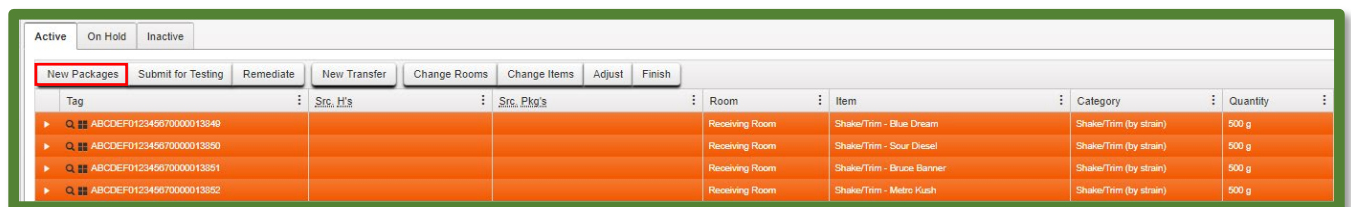
Select the “Packages” area on the top navigational bar and once in the Packages grid, select the “Active” tab on the packages grid. This is shown in **Figure 1** below.



**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**.



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

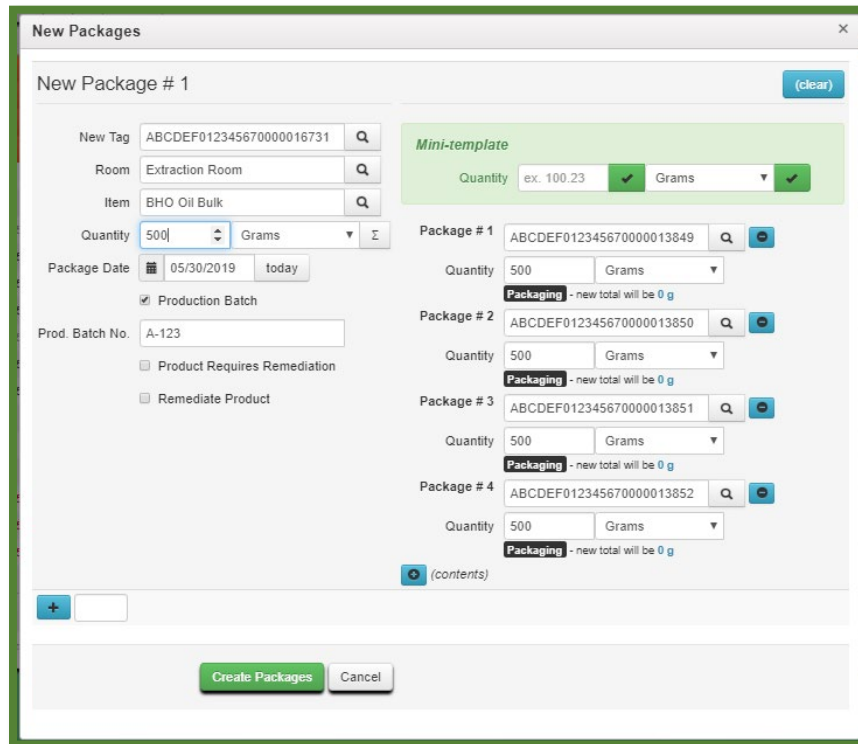
### Step 3: Create the Production Batch Package

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.

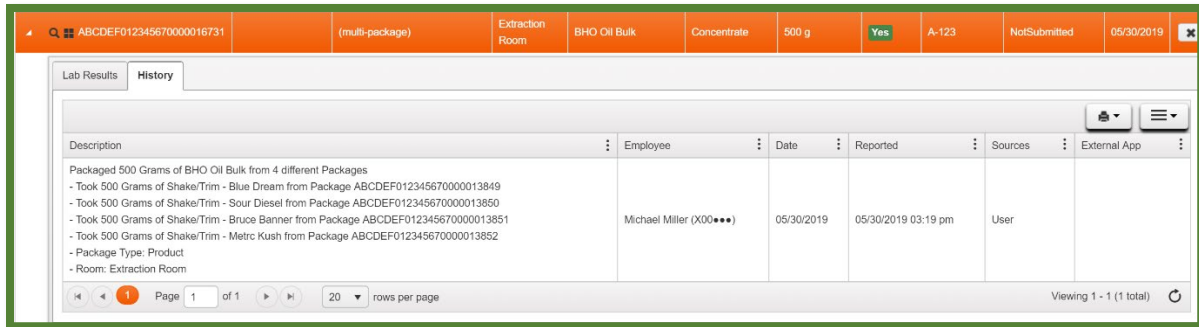
After all the information has been entered and checked for accuracy, select the “Create Package” button. This step is demonstrated in **Figure 3** below.



**Figure 3: Create Production Batch Package from Multiple Packages**

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

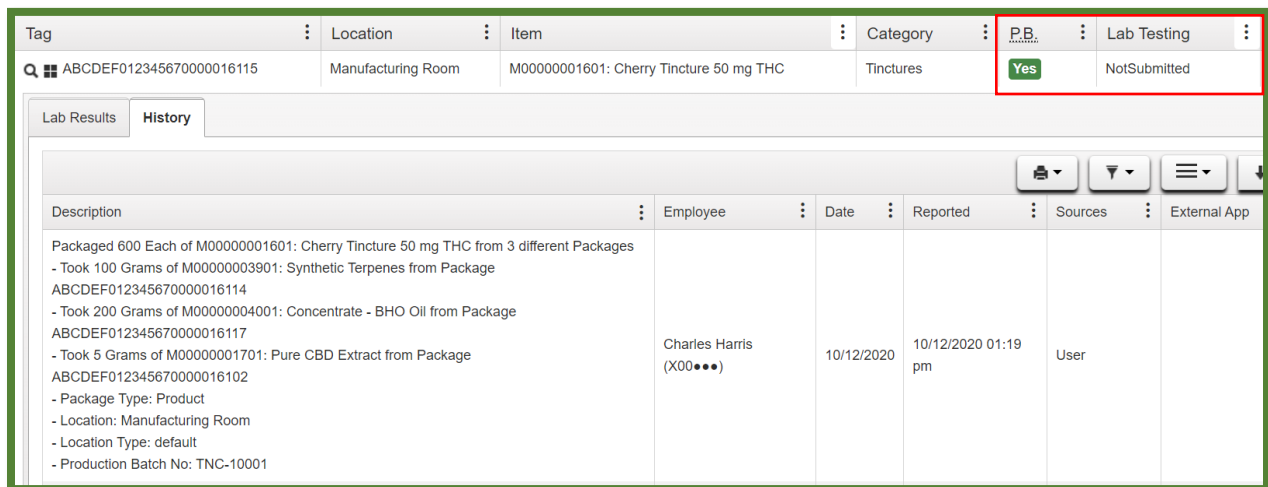
Next, verify that the new bulk Production Batch package has been created and the weights of the source packages were correct using the package history. This is shown below in **Figure 4**. If an error was made in creating the Production Batch package, the new package should be discontinued, and the weight or count will be returned to the source package(s) so that the Production Batch can be remade correctly.



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	

**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 package(s) will not carry to the newly created Production Batch package. This is demonstrated in **Figure 5** and **Figure 6** below.

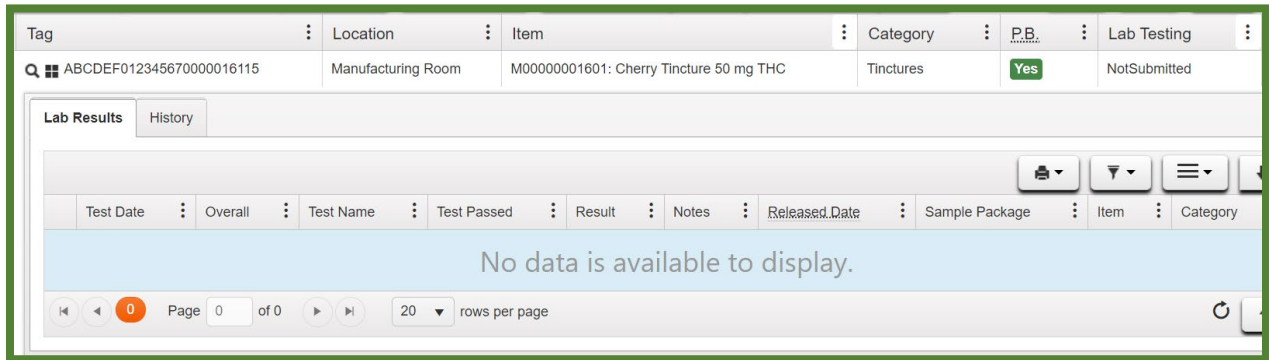


Tag	Location	Item	Category	P.B.	Lab Testing
ABCDEF012345670000016115	Manufacturing Room	M00000001601: Cherry Tincture 50 mg THC	Tinctures	Yes	NotSubmitted

Description	Employee	Date	Reported	Sources	External App
Packaged 600 Each of M00000001601: Cherry Tincture 50 mg THC from 3 different Packages - Took 100 Grams of M00000003901: Synthetic Terpenes from Package ABCDEF012345670000016114 - Took 200 Grams of M00000004001: Concentrate - BHO Oil from Package ABCDEF012345670000016117 - Took 5 Grams of M00000001701: Pure CBD Extract from Package ABCDEF012345670000016102 - Package Type: Product - Location: Manufacturing Room - Location Type: default - Production Batch No: TNC-10001	Charles Harris (X00●●●)	10/12/2020	10/12/2020 01:19 pm	User	

**Figure 5: Production Batch Indicator Resets Lab Testing Status**



**Figure 6: Production Batch Indicator Severs Parent Package Test Results**

Please feel free to contact support at [support@metrc.com](mailto:support@metrc.com) or 877-566-6506 with any questions.