

Bulletin Number: MS_IB_04	Distribution Date: 5/10/23	Effective Date: On-Going
Contact Point: Metrc® Support	Subject: Creating a Produ	iction 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 Metrc. 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 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.

∛ 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**.

New Packages Submit for Testing	Remediate	New Transfer	Change Rooms	Change Items	Adjust	Finish							
Тад	:	Src. H's	:	Src. Pkg's			:	Room :	Item	: Ca	ategory :	Quantity	
Q # ABCDEF012345670000013849								Receiving Room	Shake/Trim - Blue Dream		ake/Trim (by strain)		
► Q # ABCDEF012345670000013850								Receiving Room			ake/Trim (by strain)		
► Q # ABCDEF012345670000013851								Receiving Room	Shake/Trim - Bruce Banner		ake/Trim (by strain)		
Q # ABCDEF012345670000013852								Receiving Room	Shake/Trim - Metro Kush	Shi	ake/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						- 1	(clear)
New Tag	ABCDEF0123	4567000001673	1 Q	Mini-templat	te			
Room	Extraction Roo	om	q	Quanti	ty ex. 100.23	Grams	τ.	~
Quantity	500	Grams	Ψ Σ	Package # 1	ABCDEF012	345670000013849	Q 🖸	
Package Date	05/30/201			Quantity	500 Packaging - no	Grams	•	
Prod. Batch No.	A-123	Satch		Package # 2	1	345670000013850	۹ 😐	
	Product Rec	juires Remediati	on	Quantity	500 Packaging - ne	Grams w total will be 0 g	*	
	Remediate F	Product		Package # 3	ABCDEF012	345670000013851	۹ 😑	
				Quantity	500 Packaging - ne	Grams	•	
				Package # 4	-	345670000013852	Q 😐	
				Quantity	500	Grams	v	
				(contents)	Packaging - ne	w total will be 0 g		
+								
	0	eate Packages	Cancel	ì				
	Cit	cale Facilityes	Calicol	l.				

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.

ABCDEF012345670000016731			Extraction Room	BHO Oil	Bulk				1	Yes					
Lab Results History													۵.		
														A- [=,
Description				:	Employee		: D	Date	Rep	ported	:	Sources	:	External App	
Packaged 500 Grams of BHO Oil Bull - Took 500 Grams of Shake/Trim - Blu - Took 500 Grams of Shake/Trim - So - Took 500 Grams of Shake/Trim - Bru Took 500 Grams of Shake/Trim - Bru	ue Dream from Pack ur Diesel from Pack uce Banner from Pa	age ABCDEF0123456700000138 age ABCDEF0123456700000138	50 3851		Michael Mille	er (X00•••)	0	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.

īag 🚦	Location :	Item		:	Cate	gory :	<u>P.B.</u>	: Lab	Testing
ABCDEF012345670000016115	Manufacturing Room	M0000001601: Cherry	Tincture 50 mg THC		Tinctu	ıres	Yes	Not	Submitted
Lab Results History									
Description		:	Employee	Dat	te :	Reported		Sources	External
Packaged 600 Each of M0000001601: Ch - Took 100 Grams of M0000003901: Synth ABCDEF01234567000016114 - Took 200 Grams of M0000004001: Conc ABCDEF01234567000016117 - Took 5 Grams of M00000001701: Pure CE ABCDEF012345670000016102 - Package Type: Product - Location: Manufacturing Room - Location Type: default - Production Batch No: TNC-10001	etic Terpenes from Package entrate - BHO Oil from Packa		Charles Harris (X00∙∙∙)	10/	12/2020	10/12/2020 0 pm	1:19	User	

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		NotSubm	nitted
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.