

<b>Bulletin Number:</b> RI_IB_0011	<b>Distribution Date:</b> 6/9/23	<b>Effective Date:</b> 6/9/2023
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> Plants without a Source, Beginning Inventory and Creating a Production Batch	
<b>Reason:</b> Providing guidance on closing the Beginning Inventory window and creating Production Batches in Metrc		

Greetings Metrc Users,

Per the instruction of the Office of Cannabis Review (OCR), the ability to create an Opening Balance Plant Batch will be deactivated on 06/09/2023. Metrc would like to provide clarification on the deactivation of Opening Balance Plant Batches. The deactivation of Opening Balance Plant Batches means that all plant batches now must come from a source plant or package. The source plant must be either in the vegetative or flowering state in Metrc, or else the source package must be a seed or immature plant package.

After the deactivation of Opening Balance Plant Batches, licensees can request permission from the OCR to be granted the ability to create an Opening Balance Plant Batch. Requests must be sent to [DBR.MMPCompliance@dbr.ri.gov](mailto:DBR.MMPCompliance@dbr.ri.gov).

In addition to the beginning inventory process, we've provided best practice guidance surrounding the use of creating Production Batches in Metrc.

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.

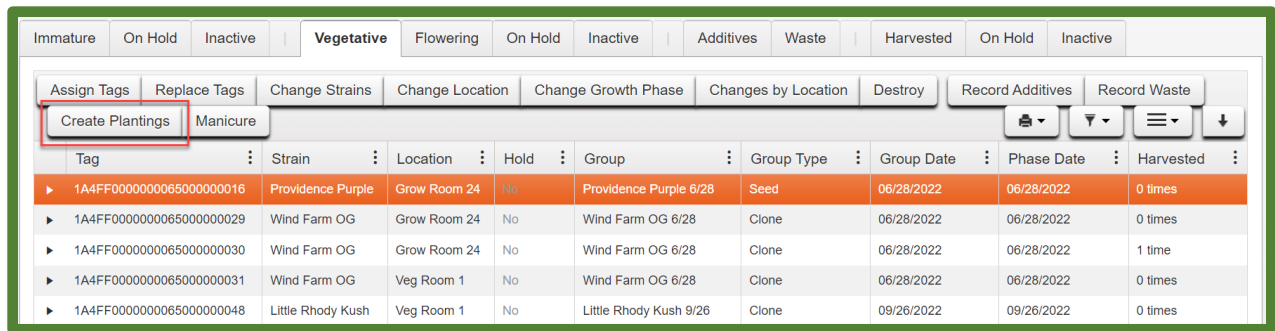
Production Batches in Metrc should only be created after the actual yield is known.

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

## Creating a Plant Batch from a Source Plant

Since the plantings will no longer be able to be created in the immature plant page, the user must navigate to the vegetative or flowering plant tab to select the source or “mother” plant that the clone(s) will be taken from. Once selected the user will use the

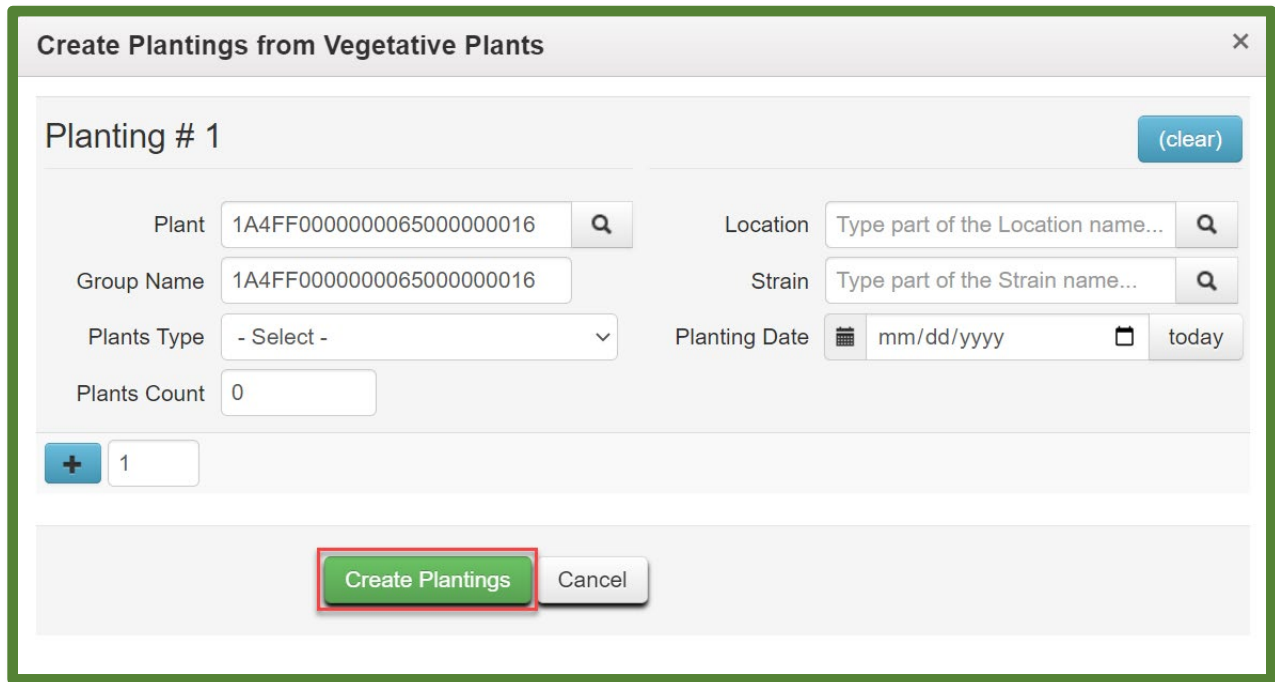
 button to create the immature plant batch as seen in **Figure 1**.



Tag	Strain	Location	Hold	Group	Group Type	Group Date	Phase Date	Harvested
▶ 1A4FF000000065000000016	Providence Purple	Grow Room 24	No	Providence Purple 6/28	Seed	06/28/2022	06/28/2022	0 times
▶ 1A4FF000000065000000029	Wind Farm OG	Grow Room 24	No	Wind Farm OG 6/28	Clone	06/28/2022	06/28/2022	0 times
▶ 1A4FF000000065000000030	Wind Farm OG	Grow Room 24	No	Wind Farm OG 6/28	Clone	06/28/2022	06/28/2022	1 time
▶ 1A4FF000000065000000031	Wind Farm OG	Veg Room 1	No	Wind Farm OG 6/28	Clone	06/28/2022	06/28/2022	0 times
▶ 1A4FF000000065000000048	Little Rhody Kush	Veg Room 1	No	Little Rhody Kush 9/26	Clone	09/26/2022	09/26/2022	0 times

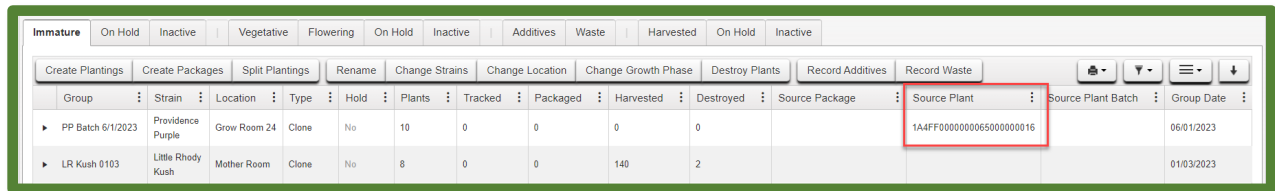
**Figure 1: Select Source Plant**

Next use the action window to create the immature plant batch, recording the number of plantings in the batch, strain, location, and planting date and select the “Create Plantings” button demonstrated in **Figure 2**.



**Figure 2: Create Plantings Window**

The user can now navigate to the immature plant tab shown in **Figure 3** under the Plants screen and verify that the planting(s) information is correct, including the “Source Plant” tag number.

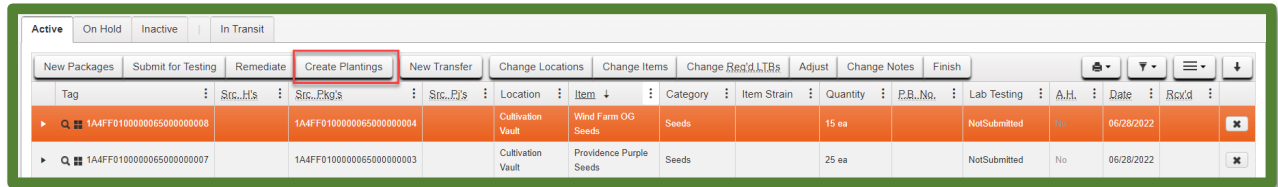


Group	Strain	Location	Type	Hold	Plants	Tracked	Packaged	Harvested	Destroyed	Source Package	Source Plant	Source Plant Batch	Group Date
▶ PP Batch 6/1/2023	Providence Purple	Grow Room 24	Clone	No	10	0	0	0	0		1A4FF0000000065000000016		06/01/2023
▶ LR Kush 0103	Little Rhody Kush	Mother Room	Clone	No	8	0	0	140	2				01/03/2023

**Figure 3: Newly Created Immature Plant Batch**

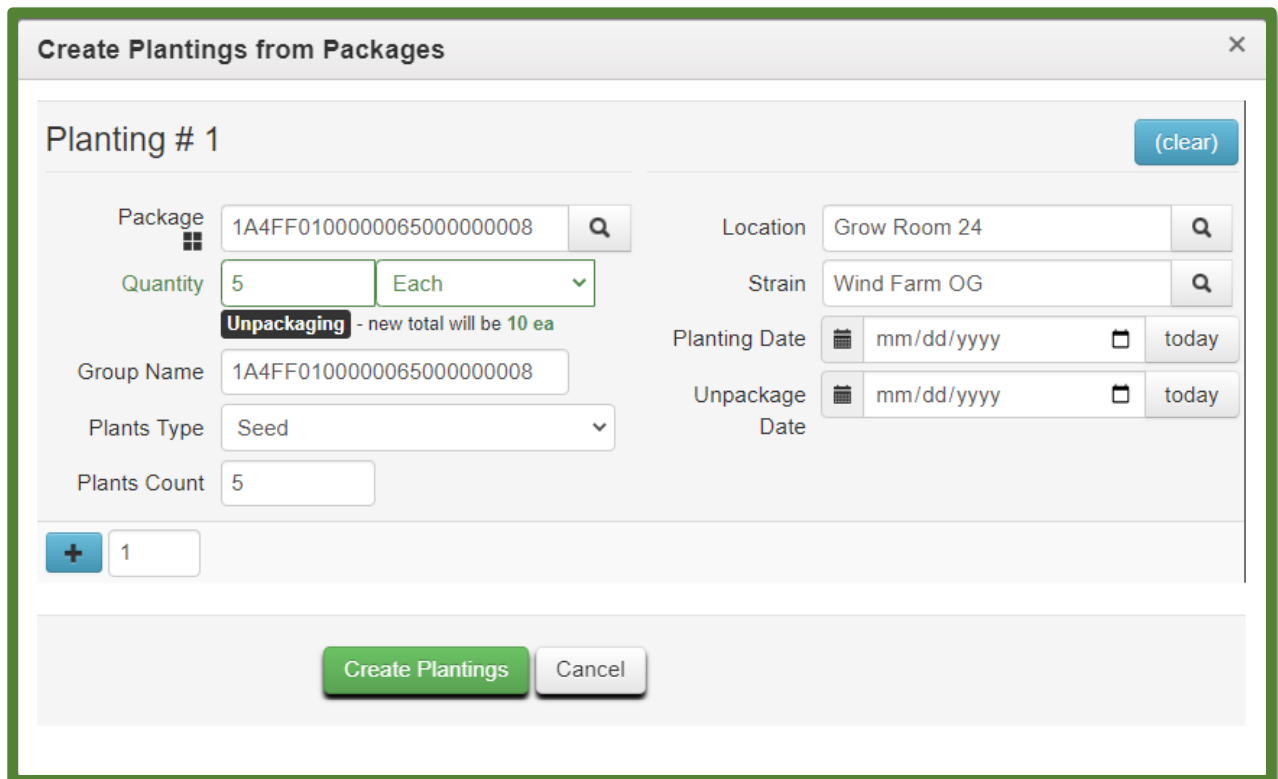
### **Creating Plant Batch from Source Package**

An immature plant batch can also be created from a source package. This process can mean growing from a package of seeds or unpacking an immature plant package (clones). To do this, Select the source package and select the “Create Plantings” button as seen in **Figure 4**.



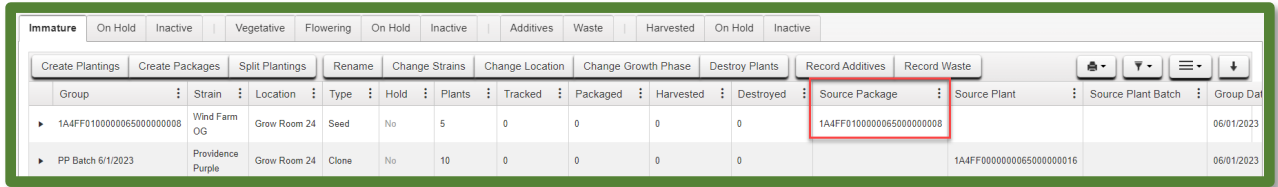
**Figure 4: Create Planting Window**

Then utilizing the action window in **Figure 5**, input all required information for the new immature plant batch. Once the information is correct and verified by the user, then select the “Create Plantings” button. This will create the immature plant batch under the “Immature” tab of the Plants Screen.



**Figure 5: Create Planting from Package Action Window**

The user can now navigate to the immature plant tab in the Plants screen in **Figure 6** and verify that the planting(s) information is correct, including the “Source Plant” tag number.



Immature													
On Hold Inactive Vegetative Flowering On Hold Inactive Additives Waste Harvested On Hold Inactive													
Create Plantings Create Packages Split Plantings Rename Change Strains Change Location Change Growth Phase Destroy Plants Record Additives Record Waste													
Group	Strain	Location	Type	Hold	Plants	Tracked	Packaged	Harvested	Destroyed	Source Package	Source Plant	Source Plant Batch	Group Date
▶ 1A4FF0100000065000000008	Wind Farm OG	Grow Room 24	Seed	No	5	0	0	0	0	1A4FF0100000065000000008			06/01/2023
▶ PP Batch 6/1/2023	Providence Purple	Grow Room 24	Clone	No	10	0	0	0	0		1A4FF0000000065000000016		06/01/2023

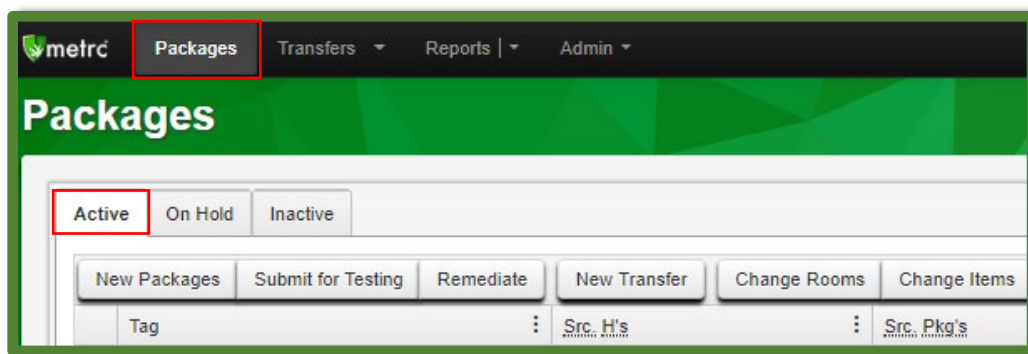
**Figure 6: Newly Created Immature Plant Batch**

## **Production Batch Process**

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.

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

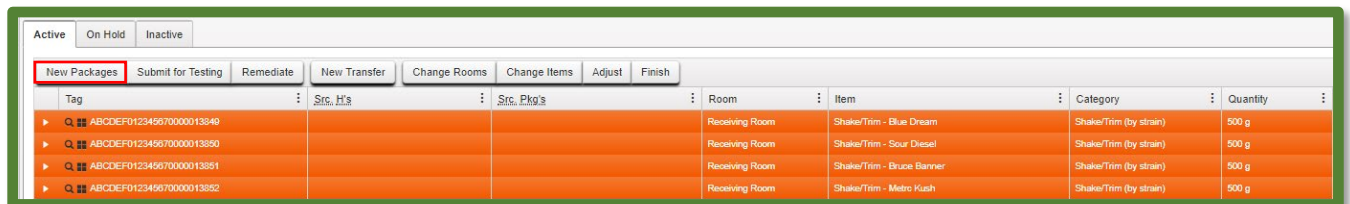
Select the “Packages” area on the top navigational bar and once in the Packages grid, select the “Active” tab on the packages grid. This is shown in **Figure 6** below.



**Figure 6: 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 7**.



**Figure 7: Select Source Package(s) for Production Batch**

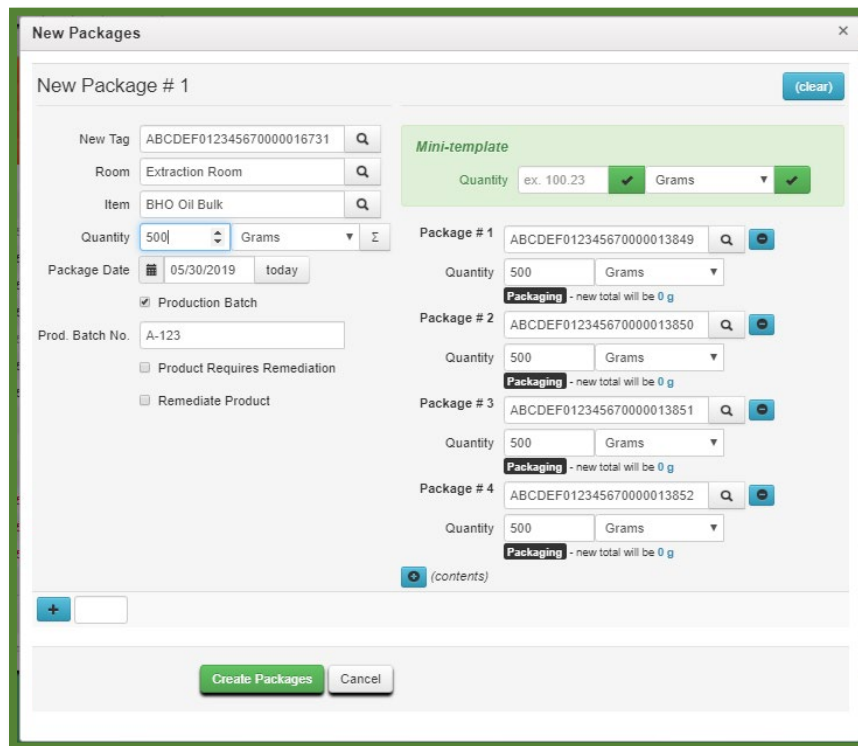
### Step 3: Create the Production Batch Package

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.

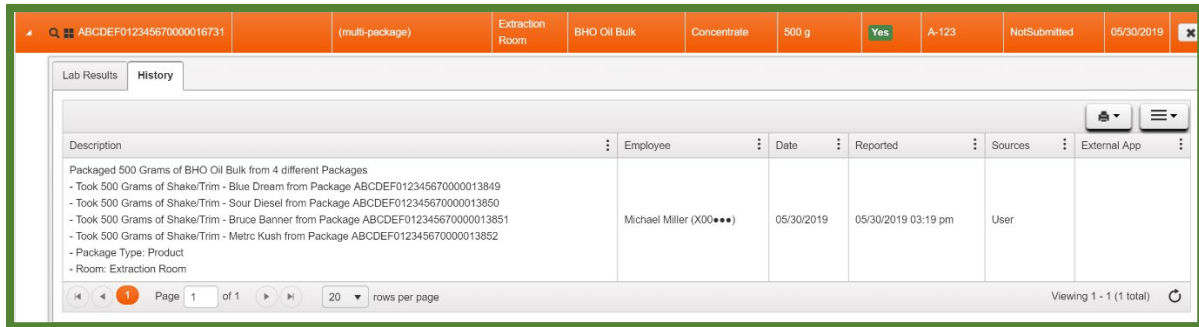
After all the information has been entered and checked for accuracy, select the “Create Package” button. This step is demonstrated in **Figure 8** below.



**Figure 8: Create Production Batch Package from Multiple Packages**

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

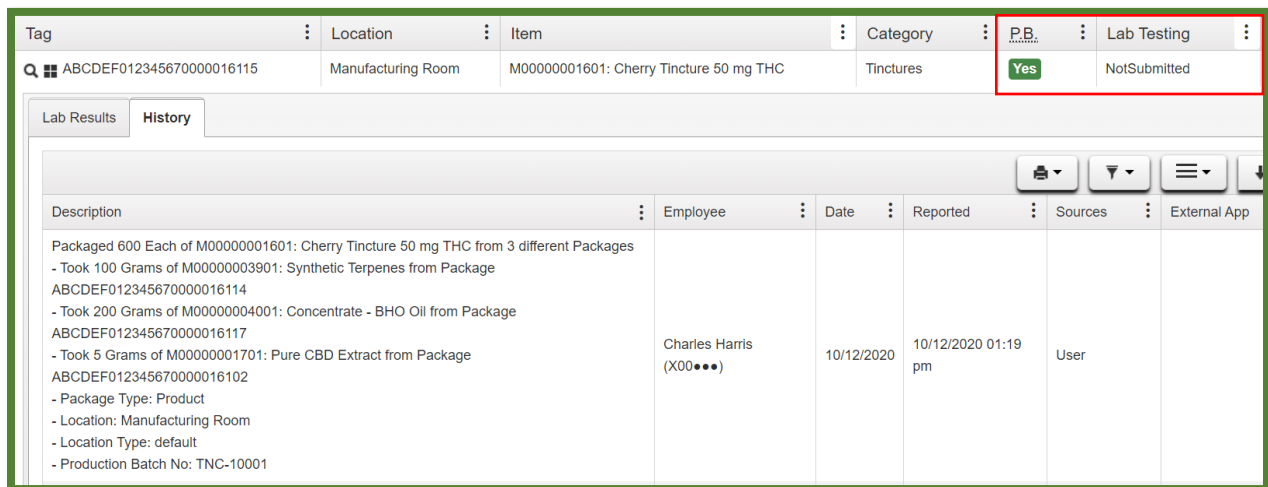
Next, verify that the new bulk Production Batch package has been created and the weights of the source packages were correct using the package history. This is shown below in **Figure 9**. If an error was made in creating the Production Batch package, the new package should be discontinued, and the weight 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 9: 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 10** and **Figure 11** below.



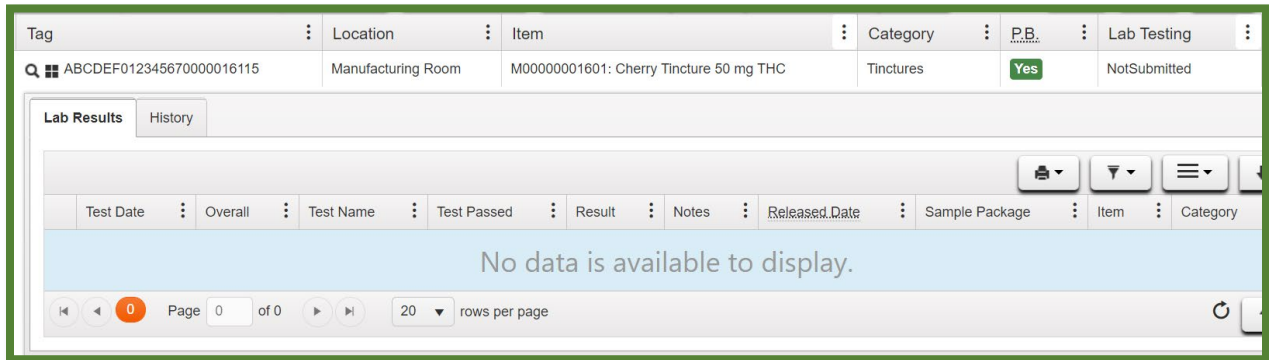
Tag	Location	Item	Category	P.B.	Lab Testing
ABCDEF012345670000016115	Manufacturing Room	M00000001601: Cherry Tincture 50 mg THC	Tinctures	Yes	NotSubmitted

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 10: Production Batch Indicator Resets Lab Testing Status**





**Figure 11: 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.