

Bulletin Number: OK_IB_0025	Distribution Date:	Effective Date:						
	07/13/23	7/14/23						
Contact Point: Metrc® Support Subject: Averaging weights of harvested plants.								
Reason: Metrc is providing information regarding averaging the weights of harvested plants.								

Greetings Metrc Users,

OMMA licensees are required to report accurate information to OMMA through the State inventory tracking system. To support these requirements, the option previously available in Metrc to "average" plant weights when harvesting and creating a harvest batch is no longer available. Licensees should accurately report plant weights which form a harvest batch to OMMA.

Please find on the following pages a detailed description of the updates:



Harvest Flowering Plants Template

When creating a Harvest Batch from multiple strain specific plants, a template is available as shown in **Figure 1**. The Harvest Batch Name, Unit of Measure, Drying Location, and Harvest Date can be auto populated utilizing this template. The required field that must be filled in is the individual wet weight for each plant. Please note there is no "auto-divide" field when harvesting plants to create a harvest batch.

Harvest Flowe	ring Plants								×
Template		Unit of Measure	- Select - 🗸 🗸						
Harvest Name	H 🖌		Drying Location	Type part of the Location name			۹	*	
(optional)		Harvest Date	🗰 mm/dd/yyyy 🗂				today	1	
Plant # 1									-
Plant	1A4FF00000006500000129	Q.	Weight	0		- Select -		~	
Harvest Name			Drying Location	Ту	pe part of th	e Location na	me	Q	
(optional)			Harvest Date		mm/dd/yy	/уу		today	
Plant # 2									-
Plant	1A4FF00000006500000014	۹	Weight	0		- Select -		~	
Harvest Name			Drying Location	Ту	Type part of the Location name		me	Q	
(optional)			Harvest Date	Ħ	mm/dd/yy	/уу		today	
Plant # 3									-
Plant	1A4FF00000006500000015	۹	Weight	0		- Select -		~	
Harvest Name			Drying Location	Ту	pe part of th	e Location na	me	Q	
(optional)			Harvest Date		mm/dd/yy	/уу		today	

Figure 1: Harvest Flowering Plants Requires Individual Weights



CSV Data Import Option

When harvesting numerous strain specific plants simultaneously, Metrc recommends using the CSV upload option. To understand how to format the CSV, please see the **CSV Formatting Guide**, located under the support area on the navigational toolbar shown in **Figure 2**, for further instructions on harvesting plants.



Figure 2: Locating the CVS Formatting Guide

Once the CSV file is ready to upload, please see the Data Import grid to upload the harvest CSV file as shown in **Figure 3** below. The Data Import Icon is located on the navigational toolbar on the right side of the screen. Once in the Data Import grid, proceed to the middle toolbar and locate the "Harvest Plants" tab. Then click the "Select files" button to select your file for upload. Once you have successfully uploaded the new harvest batch, it will appear in your "Harvested" tab in your "Plants" area as shown in **Figure 4** below.

metrc.

Smetrc Plants	Packages -	Transfers 🗸 Finar	ncials - Repo	rts				🖺 🕇 🛛 🥥 Suppo	rt 🕶
Data Impor	t 🖉								
Please be sure to select the correct files before uploading! • All uploaded files will be imported automatically! • Once a file is uploaded, it cannot be removed! • Once a file is imported, its data cannot be removed automatically! • Every single upload is tied to your current account and facility. • Files are limited to 1 mb (megabyte) in size. • All files will be scanned by antivirus software.									
	Plants Location	Plants Growth Phase	Destroy Plants	Manicure Plants	Harvest Plants	Plants Additives	Plants Waste	Packages from Harvest	Pa
Harvest Plants Import Please review the Harvest Plants CSV guidelines for information on the format required by the import process. All imported entries can be reviewed under the Plants Inactive and/or Harvested tab in the Plants page. All imported entries can be manually corrected under the Harvested tab in the Plants page. Select files									
File	: U	ploaded		Entries		: Status		: User	
	No data is available to display.								
R . 0 P	age 0 of 0	► ► 20 ▼ I	rows per page						
1. Plant Label 2. Harvested Weig 3. Unit of Weight 4. Drying Location 5. Harvest Name	nns	ABCDEF01234567000 ABCDEF01234567000	ABCDEF013345670000010011,100.23,Grams,Harvest Location,2015-12-15-Harvest Location-H,X00001,2015-12-15 ABCDEF012345670000010012,10.15,Grams,Harvest Location,X00002,2015-12-15 A CSV header row must not be included. Files must be plain-text only (e.g. CSV and TXT).						

Figure 3: Data Import for Harvest Plants

Smetrc Plants - Packages - Transfers - Financials - Reports - Admin -											
PI	ants										
	Immature	On Hold	Inactive	Vegeta	tive Flowerin	ng On Hol	d Inactive	Additive	s Waste	Harveste	e d On
Create Packages Rename Change Location Report Waste Finish											
	Harv	est Batch	:	Strain :	Location	Plants :	Wet Wgt.	Waste :	Total Pkg'd	Pkg's	Weight
► Q O Blue Dream 111022 MB		Blue Dream	Harvest Room	1	60 g	0 g	0 g	0	60 g		

Figure 4: Harvested tab in Plants Area

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