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| Bulletin Number: Mi_IB_0074 | Distribution Date: 10/11/23 | Effective Date: On-Going |
| Contact Point: Metrc® Support | Subject: Creating a Production Batch | |
| Reason: Providing guidance on creating Production Batches in Metrc | | |

Greetings,

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 (i.e. Crude),
- shake/trim into a concentrate or extract (i.e. Crude),
- from a concentrate or extract into a vape cartridge or other concentrate/extract (i.e. Distillate),
- anytime non-marijuana ingredients are added to an already-created marijuana product,
- from a concentrate or extract into an infused edible or an infused non-edible, or
- from bud/flower or shake/trim into raw pre-roll

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:

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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.

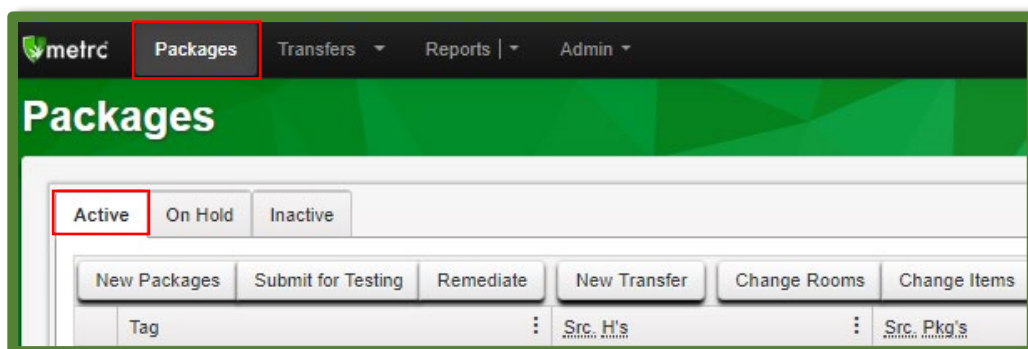


Figure 1: Navigate to Active Packages

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. The package(s) will be combined to form one new Production Batch package. After highlighting the package(s), select the “New Packages” button. This will prompt an action window to create the Production Batch. In this example, we are pulling from a package of Flower/Buds to create a concentrate Production Batch process. This step is demonstrated below in **Figure 2**.

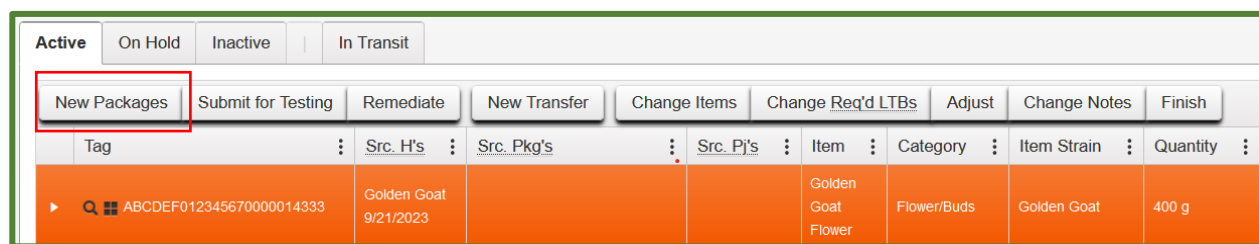


Figure 2: Select Source Package(s) for Production Batch

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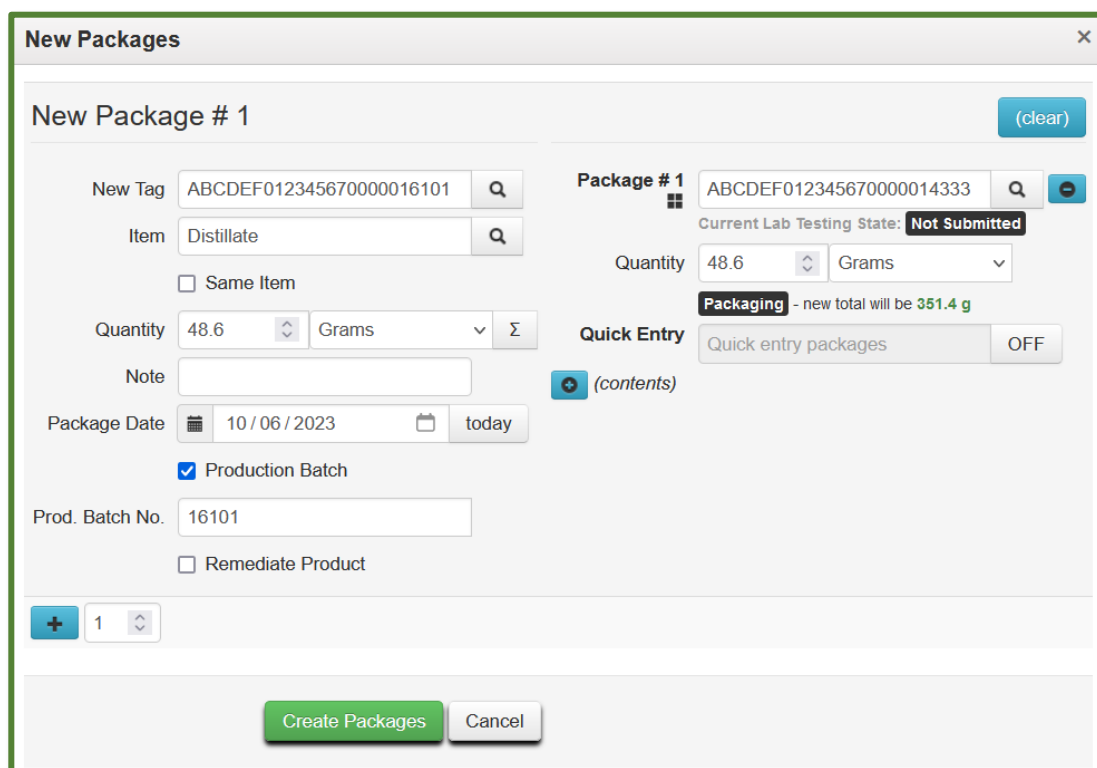
Step 3: Create the Production Batch Package

After using the New Package button, an action window will open with 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. This amount should be the same amount as the weight of the yield per the CRA.

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.



The screenshot shows the 'New Packages' window with the following details:

- New Package # 1** (with a clear button)
- New Tag:** ABCDEF012345670000016101
- Item:** Distillate
- ☐ Same Item
- Quantity:** 48.6 Grams
- Note:** (empty text box)
- Package Date:** 10/06/2023 (with a calendar icon and 'today' button)
- ☒ Production Batch
- Prod. Batch No.:** 16101
- ☐ Remediate Product
- Package # 1:** ABCDEF012345670000014333
- Current Lab Testing State:** Not Submitted
- Quantity:** 48.6 Grams
- Packaging:** - new total will be 351.4 g
- Quick Entry:** Quick entry packages OFF
- Buttons:** (+), (1), (contents), Create Packages, Cancel

Figure 3: Create Production Batch Package from a Package

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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 package(s) 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.

| | | | | | | | | | | |
|---|--|--------------------------|--------------------------|------------|-------------|--------|-------|--------------|----|------------|
| Q ABCDEF012345670000016101 | | Golden Goat 9/21/2023 | ABCDEF012345670000014333 | Distillate | Concentrate | 48.6 g | 16101 | NotSubmitted | No | 10/06/2023 |
| Source Harvests Lab Test Batches Lab Results History | | | | | | | | | | |
| 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| | | | | | | | | | |

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 | Src. H's | Src. Pkg's | Src. P's | Item | Category | Item Strain | Quantity | P.B. No. | Lab Testing | A.H. |
| Q ABCDEF012345670000016101 | Golden Goat 9/21/2023 | ABCDEF012345670000014333 | | Distillate | Concentrate | | 48.6 g | 16101 | NotSubmitted | No |

Source Harvests

Lab Test Batches

Lab Results

History

| Description | Employee | Date | Reported | Sources |
|--|-------------------------------|------------|---------------------|---------|
| Packaged 48.6 Grams of Distillate from another Package - Took 48.6 Grams of Golden Goat Flower from Package ABCDEF012345670000014333 - Package Type: Product - Production Batch No: 16101 | METRC INDUSTRY ADMIN (X00●●●) | 10/06/2023 | 10/06/2023 01:30 pm | User |

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20 rows per page

View

Figure 5: Production Batch Indicator Resets Lab Testing Status

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| | | | | | | | | | |
|--|--------------------------|--------------------------|-----------|------------|-------------|-------------|----------|----------|--------------|
| Tag | Src. H's | Src. Pkg's | Src. Pl's | Item | Category | Item Strain | Quantity | P.B. No. | Lab Testing |
| ABCDEF012345670000016101 | Golden Goat 9/21/2023 | ABCDEF012345670000014333 | | Distillate | Concentrate | | 48.6 g | 16101 | NotSubmitted |
| Source Harvests Lab Test Batches Lab Results History | | | | | | | | | |
| No data is available to display. | | | | | | | | | |
| Page 0 of 0 20 rows per page | | | | | | | | | |

Figure 6: Production Batch Indicator Severs Parent Package Test Results

Once the Production Batch has been created, the original source package(s) can be adjusted down for the weight of the waste needed to be reported.

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