

Bulletin Number: NV_IB_0079_Processing Jobs	Distribution Date: 1/12/24	Effective Date: 2/9/2024
Contact Point: Metrc Support	Subject: New Processing Jobs Functionality - New effective date.	
Reason: New functionality and features that will be available in Metrc.		

Greetings,

Metrc, in conjunction with the Nevada CCB, is announcing new functionality relating to the change in the production batch process. The updated process leverages the newly created processing job workflow.

This functionality replaces the production batch process. The processing job functionality allows for multiple packages to be created at different times from the same inputs. The ability to create a production batch outside of the processing job will be removed once the processing job functionality is enabled.

A detailed description of these enhancements is provided on the following pages.

Configuring Processing Job Types & Permissions

Before the new Processing Jobs functionality can be used, an Admin of the account must enable the necessary permissions to view and manage Processing Jobs for themselves and any employees intending to use this function.

- To add the permission to view and/or manager Processing Jobs, go to the Employees option in the Admin area dropdown from the Navigational Toolbar – **see Figure 1.**

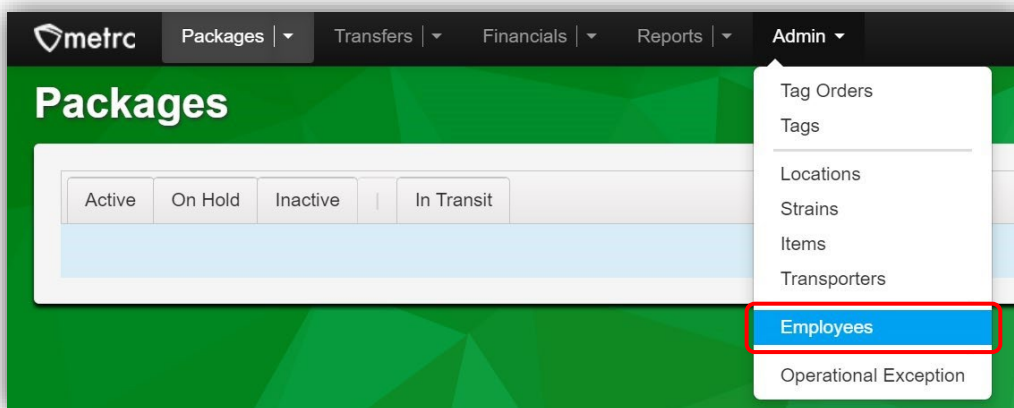


Figure 1: Employee area in Admin dropdown

- Once on the Employees grid, highlight the Employee permission added. And select the Edit Employees button – **see Figure 2.**

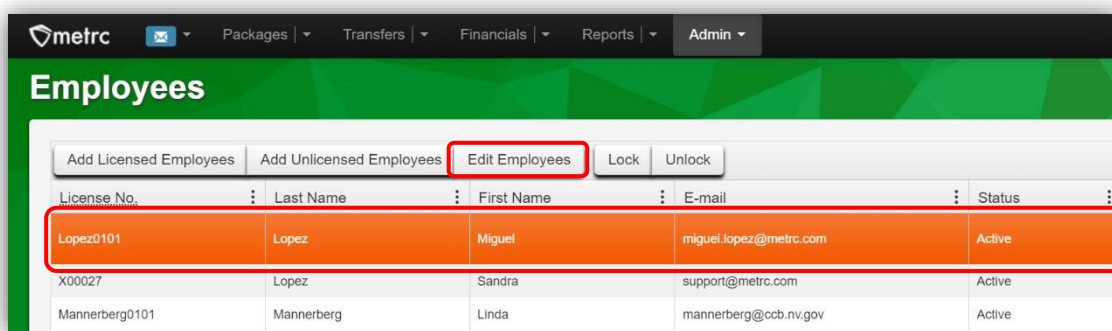


Figure 2: Edit Employees button in the Employees Grid

- This will open the Edit Employees action window to assign the necessary Processing Jobs permissions to view or manager to the employee by checking the box next to one or any of the following permissions – **see Figure 3.**
 - Processing Jobs Page – Grids (req'd) - View
 - Processing Jobs Page – Inventory - Manage
 - Admin Menu – Processing Job Types - Manage

Permissions	
Packages Page	
Grids (req'd)	<input checked="" type="checkbox"/> View
Inventory	<input checked="" type="checkbox"/> Manage
Create/Submit/Disco	<input checked="" type="checkbox"/> Manage
Notes	<input checked="" type="checkbox"/> Manage
Processing Jobs Page	
Grids (req'd)	<input checked="" type="checkbox"/> View
Inventory	<input checked="" type="checkbox"/> Manage
Transfers Menu	
Licensed & External	<input checked="" type="checkbox"/> Manage
Templates	<input checked="" type="checkbox"/> Manage
Trips Menu	
All	<input type="checkbox"/> View <input checked="" type="checkbox"/> Manage
Financials Menu	
All	<input checked="" type="checkbox"/> Manage
Reports Menu	
All	<input checked="" type="checkbox"/> View
Admin Menu	
Tag Orders	<input checked="" type="checkbox"/> Manage
Tags	<input checked="" type="checkbox"/> Manage
Locations	<input checked="" type="checkbox"/> Manage
Strains	<input checked="" type="checkbox"/> Manage
Items	<input checked="" type="checkbox"/> Manage
Processing Job Types	<input checked="" type="checkbox"/> Manage
Transporters	<input checked="" type="checkbox"/> Manage
Employees	<input checked="" type="checkbox"/> Manage
Operational Exception	<input checked="" type="checkbox"/> Manage

Figure 3: Assign Processing Jobs Permissions

After permissions are enabled, the user can then configure the Processing Job Types used at the manufacturing facility. To configure, use the following steps:

- Go to the Processing Job Types option under the Admin area dropdown in the Navigational Toolbar – **see Figure 4.**

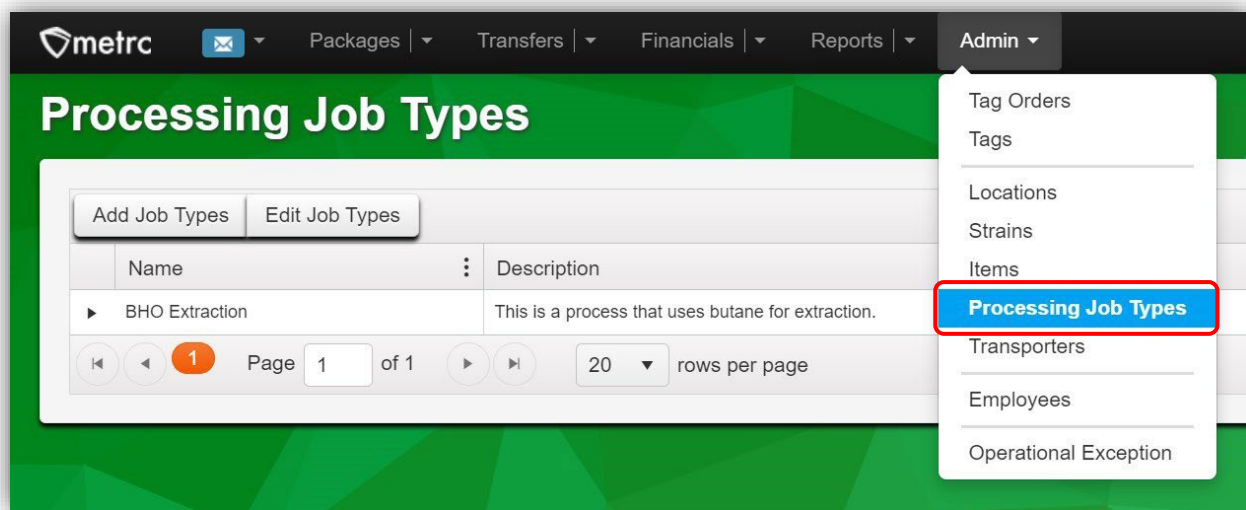


Figure 4: Processing Job Types grid in the Admin dropdown

- Once on the Processing Job Types grid, click the Add Job Types button to access the Add Job Types action window – **see Figure 5.**

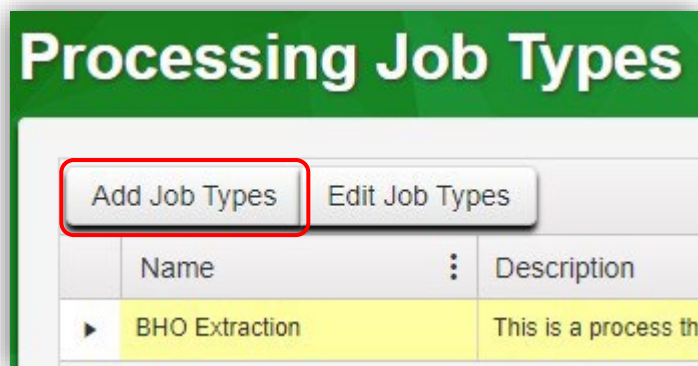


Figure 5: Add processing Job Type

- All of the following fields in the Add Processing Job Types action window must be completed – **see Figure 6.**
 - **Name** – descriptor for the process job
 - **Category** – use dropdown to select the appropriate CCB-configured Category option
 - To determine the correct category, reference the section below, **CCB Approved Categories and Attributes.**
 - **Description** – definition of the process being done
 - **Processing Steps** – detailed steps used in the process
 - **Attributes** – add one or more
 - To add multiple attributes, use the blue plus sign button
 - Select the attribute(s) from the CCB-configured options using the Search button (magnifying glass icon) – **see Figure 7** below.
 - To determine the correct attribute(s) reference the section below, **CCB Approved Categories and Attributes.**

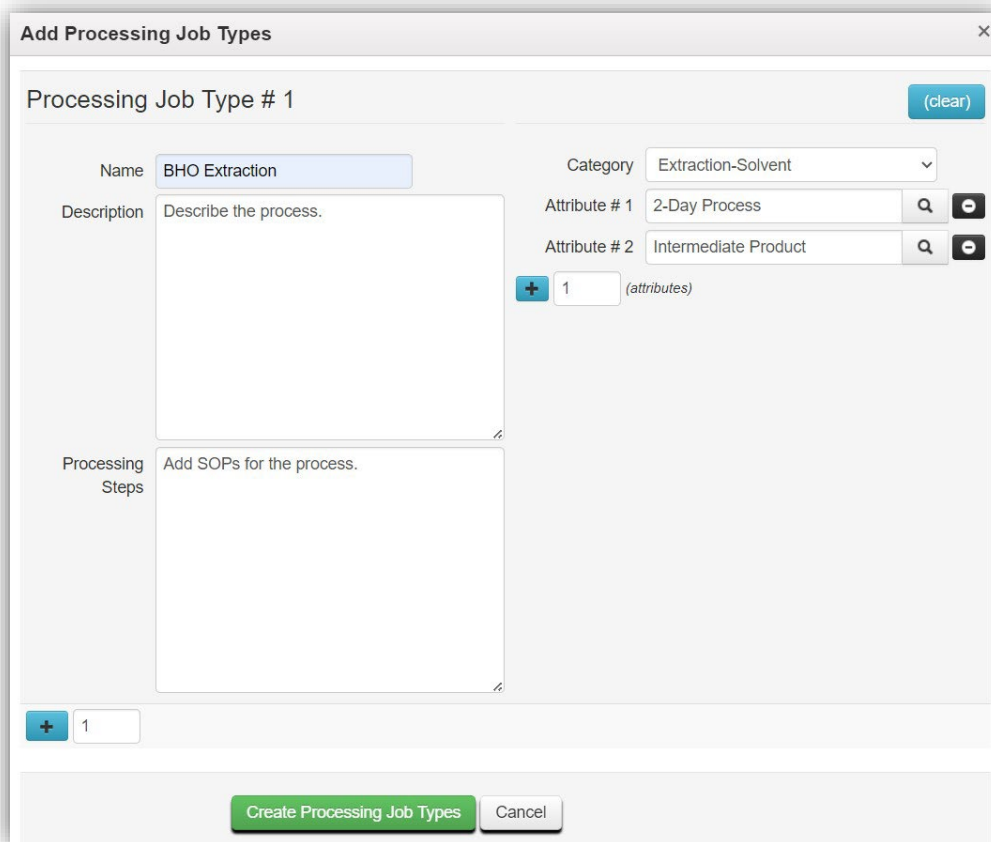


Figure 6: Add Processing Job Types action window

Important Note: You cannot edit these details after the Create Processing Job Type button is clicked. After this action is taken, only the Name and Description can be edited.



Figure 7: Selecting processing jobs Attributes

Starting a Processing Job

After a Processing Job Type is created, it can be used by anyone with permission to create Processing Jobs that were previously captured through the Production Batch process. To start a Processing Job:

- Choose to the Processing Jobs option found under the Packages area dropdown in the Navigational Toolbar – **see Figure 8.**

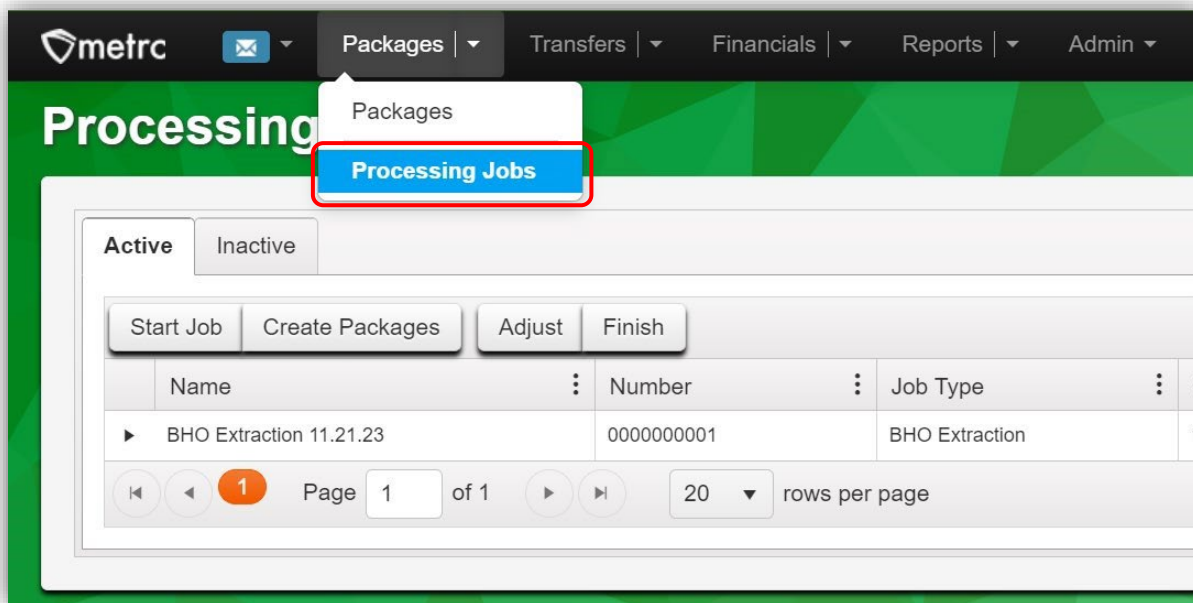


Figure 8: Processing Jobs grid in Packages dropdown

- This will open the Processing Jobs grid to select the Active tab.
- Click the Start Job button to access the Start Processing Job action window – **see Figure 9.**

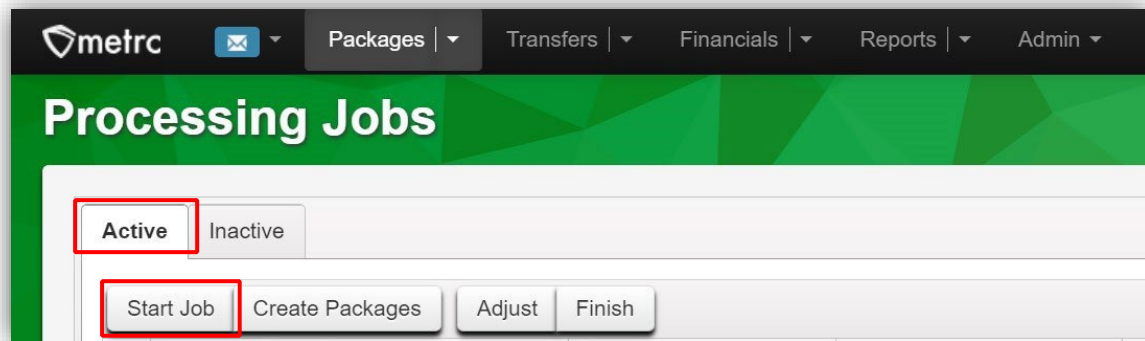
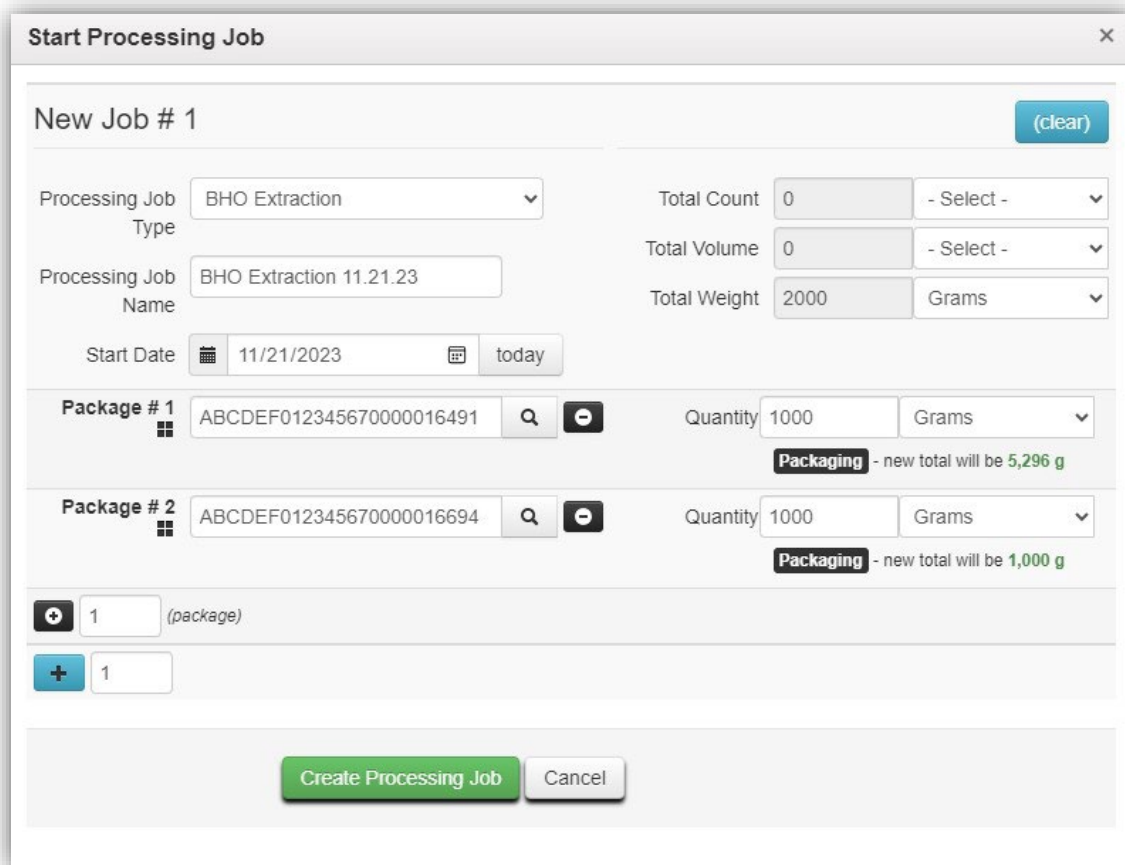


Figure 9: Start a processing job

- Enter the required information in the action window – **see Figure 10.**
 - **Processing Job Type** – use the dropdown which contains the previously created options from the Processing Job Types
 - **Processing Job Name**
 - The Processing Job name will record all the same production batches under the same processing job, similar to how harvest batch packages are tied to the same harvest batch.
 - **Start Date** – use the calendar option, choose ‘today’ or type in manually.
 - **Package** – use the Search button to choose the Package(s) that will be used as inputs for the Processing Job (add multiple packages using the black “+” button)
 - **Quantity** – enter the amount(s) used from the input packages.
 - Select the Unit of Measure from the dropdown.
 - Choose the matching UoM in the Total Count, Total Volume, or Total Weight dropdown depending on your inputs (this will auto-sum your inputs)
- When ready, click the green Create Processing Job button to save the job.



Start Processing Job

New Job # 1 (clear)

Processing Job Type: BHO Extraction

Processing Job Name: BHO Extraction 11.21.23

Start Date: 11/21/2023 today

Total Count: 0 - Select -

Total Volume: 0 - Select -

Total Weight: 2000 Grams

Package # 1: ABCDEF012345670000016491 Quantity: 1000 Grams
Packaging - new total will be 5,296 g

Package # 2: ABCDEF012345670000016694 Quantity: 1000 Grams
Packaging - new total will be 1,000 g

+ 1 (package)

+ 1

Create Processing Job Cancel

Figure 10: Start Processing Job action window

Adjusting Processing Jobs

If an entry error occurs on the Processing Job inputs, the Adjust feature should be used to correct it. To adjust a Processing Job:

- Go to the Processing Jobs option found under the Packages area drop-down in the Navigational Toolbar – **see Figure 11.**

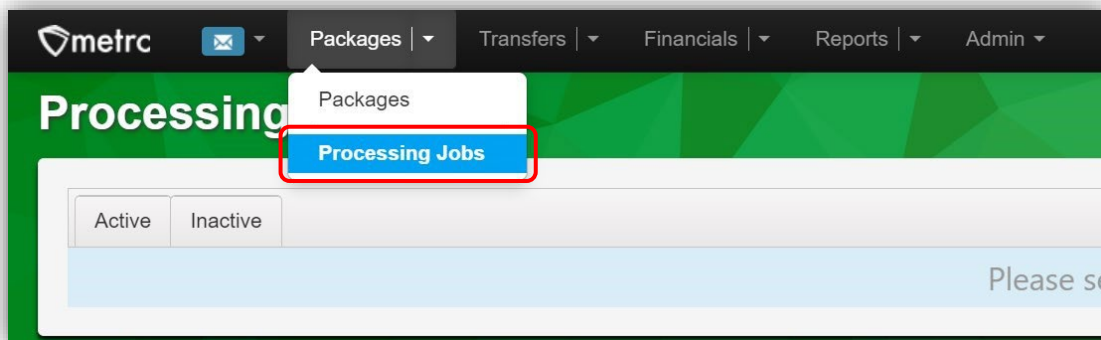


Figure 11: Processing Jobs grid in the Packages dropdown

- Once on the Processing Jobs grid, select the Active tab, highlight the Processing Job to adjust, then select the Adjust button to access the Adjust Processing Jobs action window – **see Figure 12.**

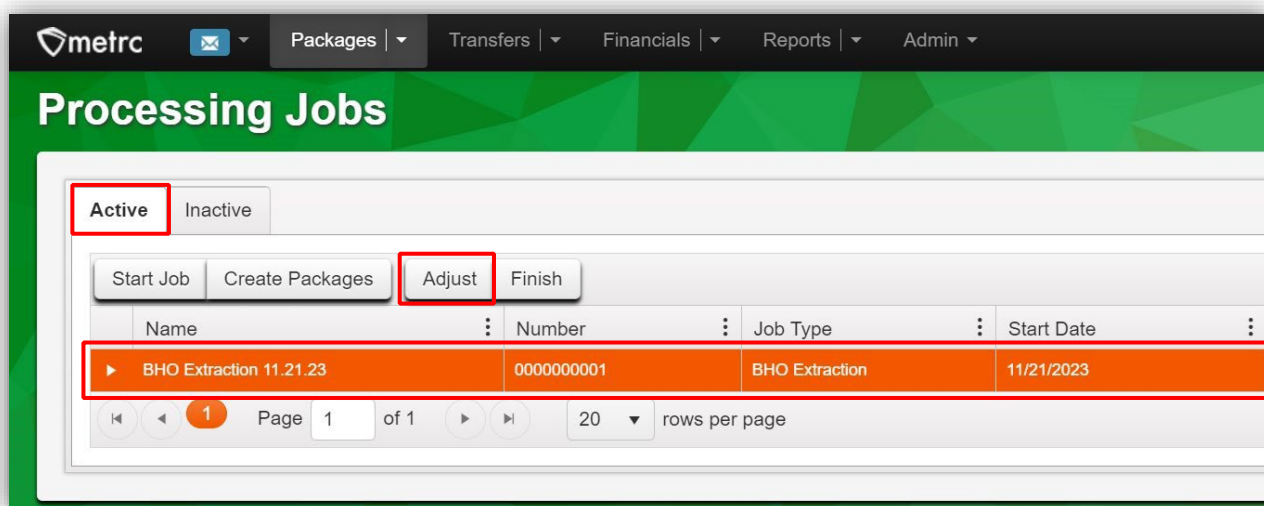
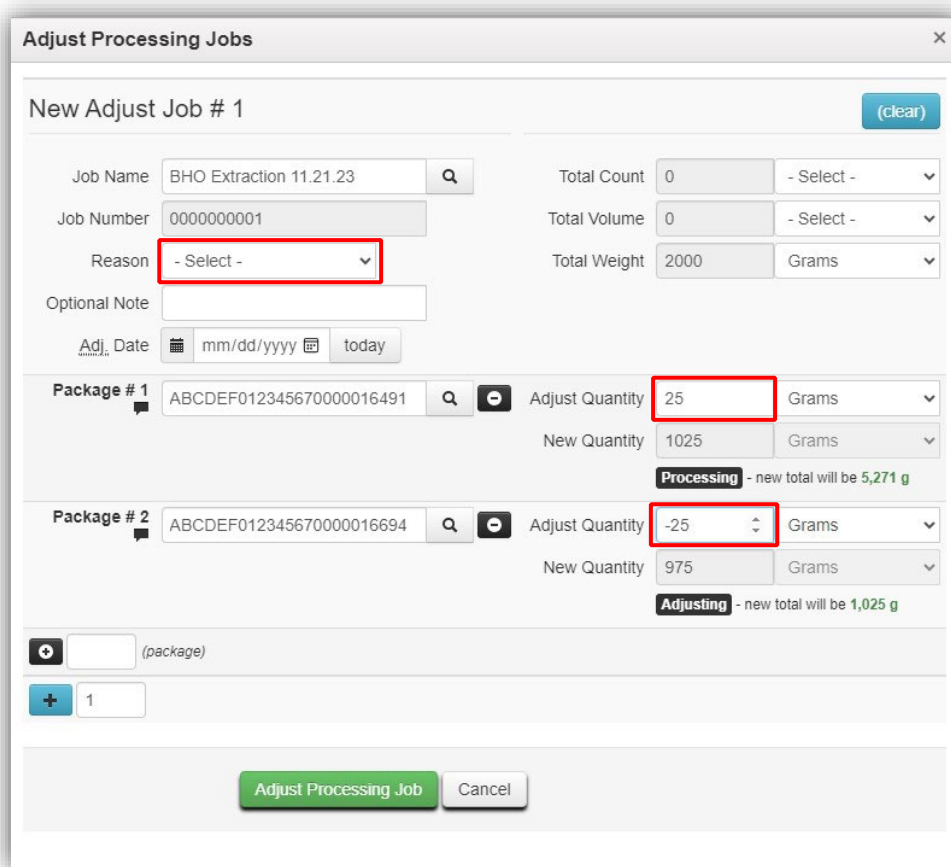


Figure 12: Adjust a Processing Job

- Enter the Adjust Quantity for the inputs – **see Figure 13.**
 - This should be the amount being adjusted from the original input amount
 - Enter a positive number if adding
 - Enter a negative number if subtracting
 - Total Weight at the top will auto-sum after adjustments are entered
- Select a Reason from the dropdown and add appropriate note.
- Click the green Adjust Processing Job to finalize the change.



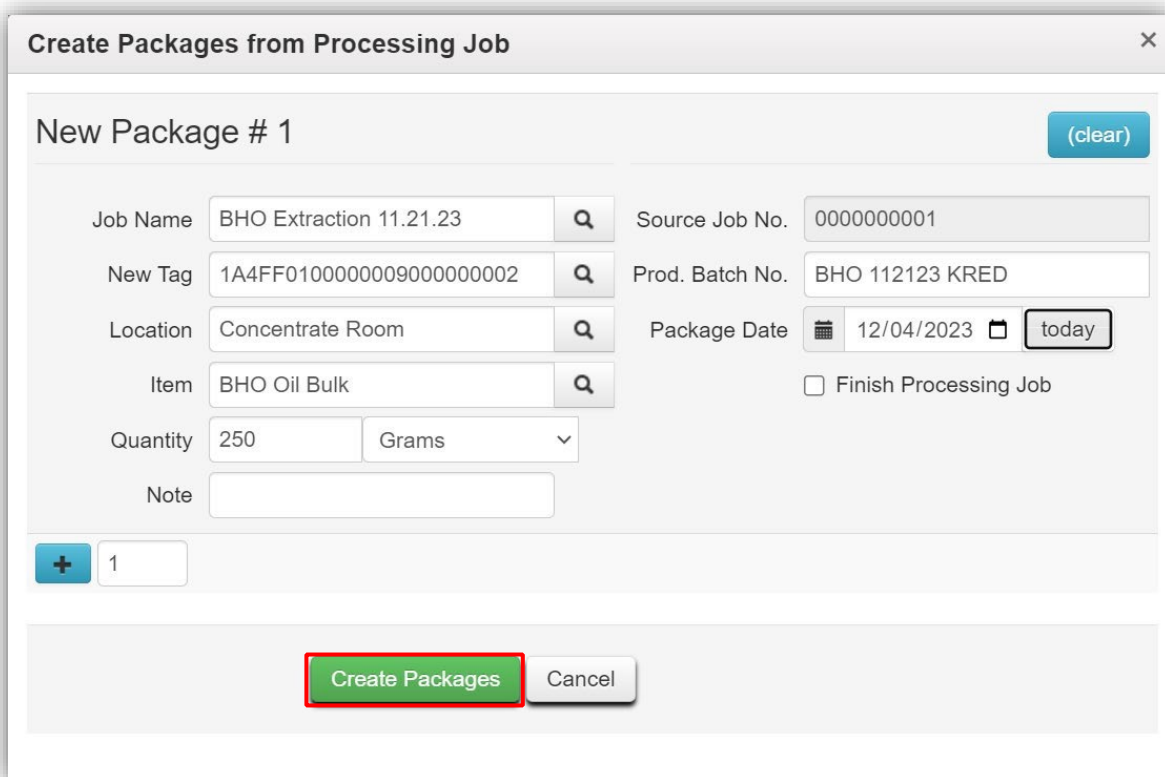
The image shows a software window titled "Adjust Processing Jobs" with a close button (X) in the top right corner. The window is divided into several sections. At the top, it says "New Adjust Job # 1" with a "(clear)" button. Below this, there are input fields for "Job Name" (containing "BHO Extraction 11.21.23"), "Job Number" (containing "0000000001"), "Reason" (a dropdown menu with "- Select -" highlighted by a red box), "Optional Note" (an empty text box), and "Adj. Date" (a date picker showing "mm/dd/yyyy" and a "today" button). To the right of these fields are three rows of summary information: "Total Count" (0, "- Select -"), "Total Volume" (0, "- Select -"), and "Total Weight" (2000, "Grams"). Below the summary section, there are two package entries. "Package # 1" has a package ID "ABCDEF012345670000016491" and an "Adjust Quantity" of "25" (highlighted by a red box) in "Grams". Below this, it shows "New Quantity" as "1025" and a status bar that says "Processing - new total will be 5,271 g". "Package # 2" has a package ID "ABCDEF012345670000016694" and an "Adjust Quantity" of "-25" (highlighted by a red box) in "Grams". Below this, it shows "New Quantity" as "975" and a status bar that says "Adjusting - new total will be 1,025 g". At the bottom of the window, there are two buttons: "Adjust Processing Job" (green) and "Cancel" (grey). There is also a section for adding new packages with a "+" button and a text box containing "1".

Figure 13: Adjust Processing Jobs action window

Creating Packages from a Processing Job

Once the Processing Job has been created, the user can create packages that were previously marked as Production Batch Packages. To create packages, complete the following fields in the action window – **see Figure 14.**

- **Job Name** - select the Processing Job that is producing the new package(s).
- **New Tag** –select the New Metrc Package Tag ID.
- **Location** – select the Location of the package.
- **Item** – select the Item type of the package.
- **Quantity** – enter the Quantity of the production batch package.
- Add a Note (optional)
- **Prod. Batch No.** – Production Batch Number can be entered here. ○ If multiple packages are created from the same Processing Jobs, different Prod. Batch No.'s should be used for each.
- **Package Date** – enter manually, use the calendar option, or click the today button.
- If the Processing Job is complete, the user can finish the job while creating the final production batch by selecting the checkbox next to Finish Processing Job. (These steps will be outlined in the next section)
- Select the green Create Packages button to complete the creation of the package.



Create Packages from Processing Job

New Package # 1 (clear)

Job Name BHO Extraction 11.21.23 Source Job No. 0000000001

New Tag 1A4FF0100000009000000002 Prod. Batch No. BHO 112123 KRED

Location Concentrate Room Package Date 12/04/2023 today

Item BHO Oil Bulk ☐ Finish Processing Job

Quantity 250 Grams

Note

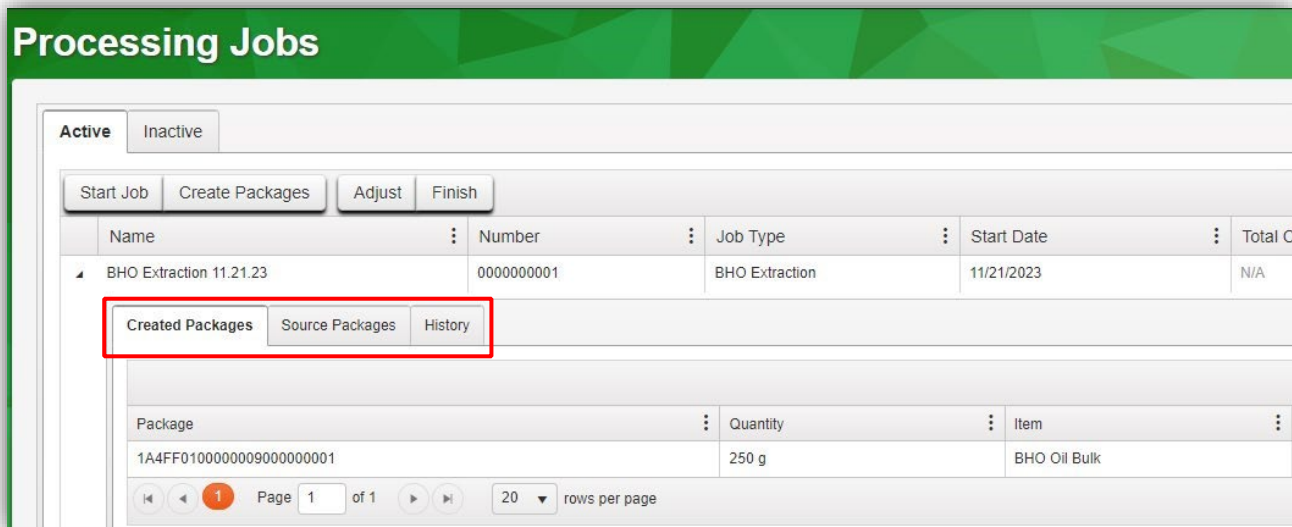
+ 1

Create Packages Cancel

Figure 14: Create packages from Processing Jobs**Notes:**

Information on the Created Packages, Source Packages, and History for each Processing Job are available through their drilldown arrow – see **Figure 15**.

- The Created Packages tab shows all packages that have been pulled and created from the associated Processing Job.
- The Source Packages tab shows all original packages that have been used as inputs to create the current Processing Job.
- The History tab shows a complete list of all activity regarding the specific Processing Job.



Name	Number	Job Type	Start Date	Total C
BHO Extraction 11.21.23	0000000001	BHO Extraction	11/21/2023	N/A

Package	Quantity	Item
1A4FF0100000009000000001	250 g	BHO Oil Bulk

Figure 15: Accessing Processing Job information

Finishing Processing Jobs

When no additional Production Batch Packages can be produced from a Processing Job, the licensee needs to finish the Processing Job and record the amount of material waste. This waste should be the biproduct used in the Processing Job. In this example, it was raw plant material that was used for extraction.

- Go to the Processing Jobs grid found in the Packages drop-down in the Navigational Toolbar. Select the Active tab, highlight the Processing Job to finish, then select the Finish button – **see Figure 16.**

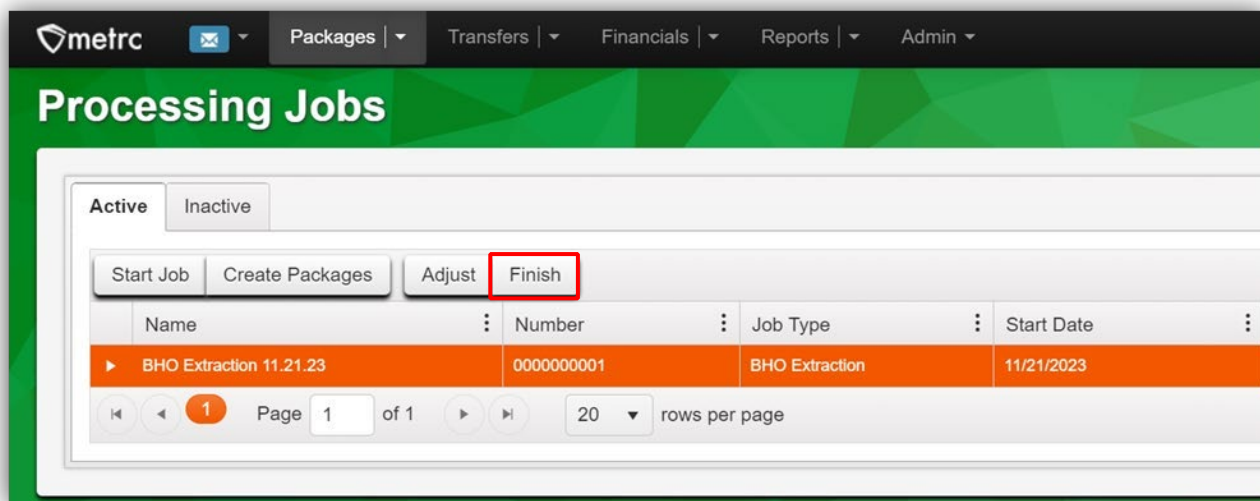
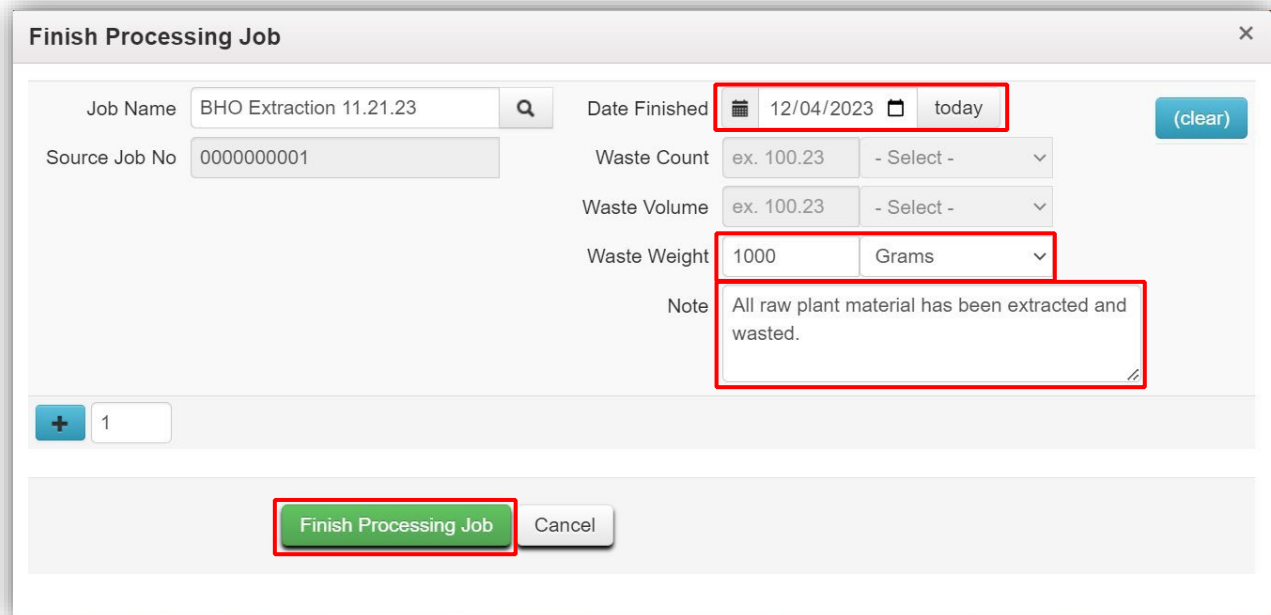


Figure 16: Finish a Processing Job

- Complete the following required fields in the Finish Processing Jobs action window – **see Figure 17.** ◦ Date Finished ◦ Waste Weight ◦ Note
- Click the green Finish Processing Job button to complete.



Finish Processing Job

Job Name: BHO Extraction 11.21.23

Source Job No: 0000000001

Date Finished: 12/04/2023

Waste Count: ex. 100.23 - Select -

Waste Volume: ex. 100.23 - Select -

Waste Weight: 1000 Grams

Note: All raw plant material has been extracted and wasted.

+ 1

Finish Processing Job Cancel

Figure 17: Finish Processing Job action window

Unfinish Processing Jobs

Like with Harvest Batches, if a user finishes a Processing Job prematurely, the user has an option to unfinish the Processing Job and make additional changes.

- Go to the Processing Jobs grid found in the Packages drop-down in the Navigational Toolbar. Select the Inactive tab, highlight the Processing Job to unfinish, then select the Unfinish button to access the Unfinish Processing Job action window – **see Figure 18.**

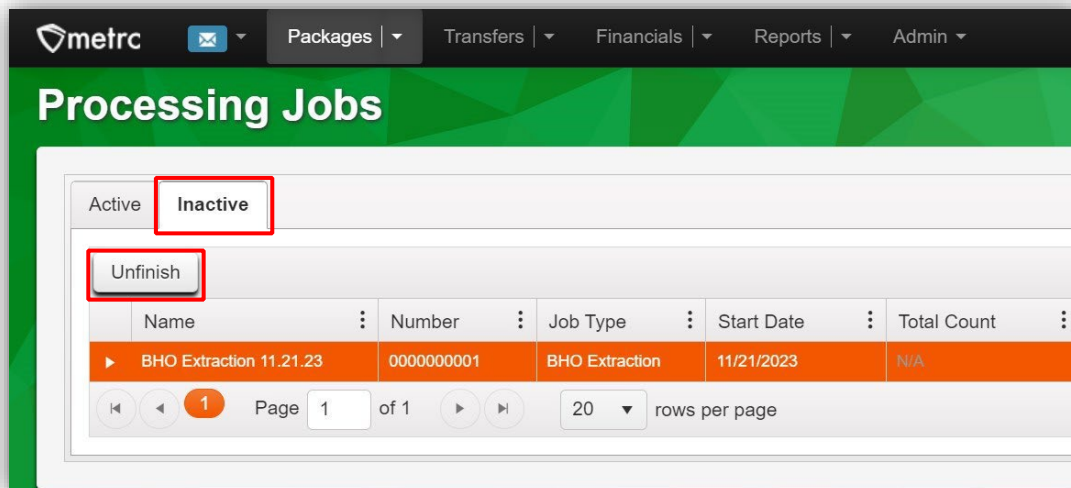


Figure 18: Accessing Unfinish Processing Job

- To complete the unfinish processing job process, click the green Unfinish Processing Job button in the action window – **see Figure 19.**

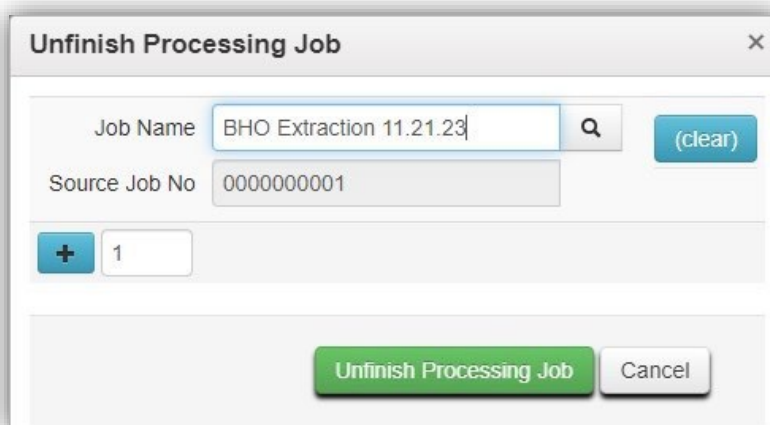


Figure 19: Unfinish Processing Job action window

CCB Approved Categories and Attributes

The CCB has defined and approved the following list of processing jobs Categories and Attributes.

Categories and Descriptions

Decarboxylation	A process that converts a cannabinoid from its acid form to its active form by removing a carboxyl group from a carboxyl acid, usually via a heating process. Usually THCA to delta-9 THC or CBD-A to CBD but can include other cannabinoid acid forms.
ExtractionSolvent	Use of approved solvents such as propane, n-butane, isobutane, or heptane to extract cannabinoids from cannabis flowers.
Extraction-Nonsolvent	Use of approved non-solvent such as water, ice, or foodgrade ethanol to extract cannabinoids from cannabis flower.
Homogenizing	The process to make a cannabis product uniform is usually a mechanical or thermal process.
Infusion	Process of adding concentrated cannabis such as extract or kief to a final product.
Re-Purging	Process for removing the excess solvent, such as a second pass through extraction equipment or offgassing/degassing/heating of the product.
Reformulated	The process to make edible products more homogeneous and uniform is usually by melting down and either diluting or adding delta-9 THC.
Research & Development	Pre-approved limited testing of cannabis matrix for the purposes of determining a particular characteristic of a cannabis product.
Treatment	Any process used to clean or protect, usually to remove contamination or potential contamination from a cannabis product.

Pre-treatment /Remediation	Any approved process intended to remove microbial contamination or potential microbial contamination from a cannabis product.
----------------------------	---

Attributes: Attributes are utilized to describe the production process.

1-Day Process	24-hour processing time to complete production process.
2-Day Process	48-hour processing time to complete production process.
3-Day Process	72-hour processing time to complete production process.
Contains Allergens	Processing job contains one or more of the following ingredients: Milk, eggs, fish, Crustacean shellfish, tree nuts, peanuts, wheat, sesame, and soybeans.
Contains Hemp	Hemp is utilized as an additional ingredient.
Final Product	A cannabis product that is in its finished state, ready to be packaged, and sold/transferred.
Intermediate Product	A cannabis product is produced only to be utilized as an "ingredient" in a final cannabis product.

Metrc Resources

If you have any questions, or need additional support, the following resources are available:

Contact Metrc Support: Email Support@metrc.com or call 877-566-6506

Metrc Learn: Metrc Learn is designed to offer educational opportunities to enhance users' skills with the Metrc system and provides various training options based on experience level. In addition, the learning system is organized into facility-specific programs made up of various courses. To login, visit [Metrc Learn](#) and enter your login credentials, or to access, register by visiting the [Metrc Learn Registration](#).

Access additional resources: In the Metrc system, click on the "Support" dropdown in the top-right navigation pane and select the appropriate resource, including educational guides and more.

Thank you for your continued partnership.