

Bulletin Number: MN_IB_20	Distribution Date: 2/23/2023	Effective Date: Ongoing
Contact Point: Metrc® Support	Subject: Creating a Production Batch, Remediation	
Reason: Providing guidance on creating Production Batches and the Remediation process in Metrc		

Greetings,

We are pleased to provide a step-by-step process to creating Production Batches in Metrc. Production Batches provide licensees and regulators with enhanced visibility into inventory and the production process.

This document clearly outlines how a facility should correctly use the Production Batch indicator and walks through an example of correctly creating a Production Batch.

Please read on for more detailed information.

Creating a Production Batch

The Production Batch feature is used to track specific products and processes within the Metrc system. Find the complete list of all instances where a Production Batch should be used, in addition to examples of each, below:

Going forward, the **Production Batch** indicator should be used every time:

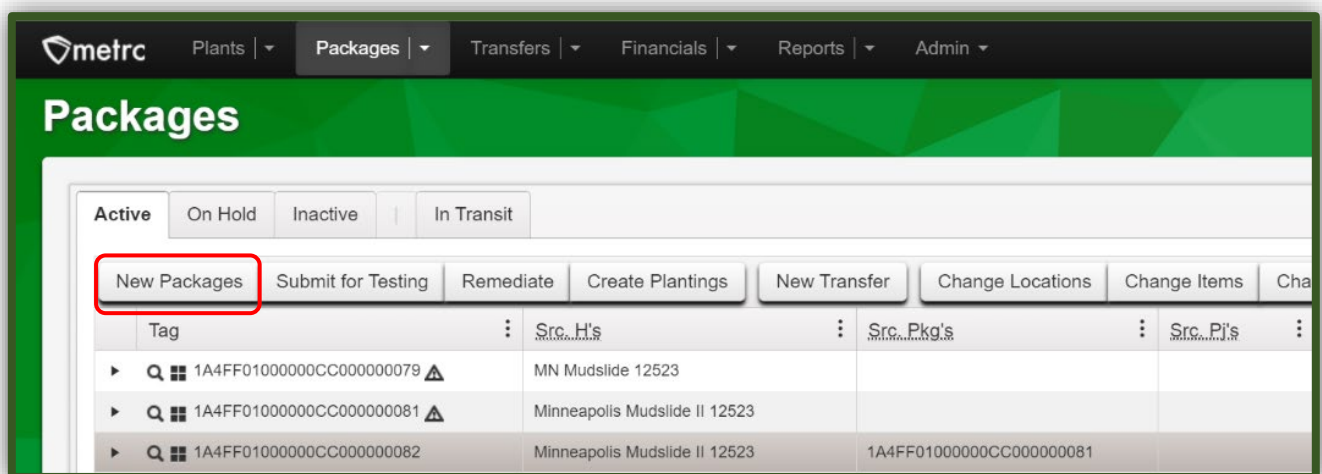
- a product changes form physically or chemically,
- a product changes category
- multiple categories are combined, or
- an additive, lipid, flavoring, or terpene is added to a product

The following are examples of when the Production Batch indicator should be used:

- When bud/flower or shake/trim is processed into a concentrate or extract
- When bulk concentrate or extract is put into a vape cartridge or other concentrate/extract
- Any time non-marijuana ingredients are added to an existing marijuana product
- When adding concentrate or extract into an infused edible or infused non-edible
- When creating raw pre-rolls from bud/flower or shake/trim

To create a production batch package, select the Packages area on the navigational toolbar. This will take the user to the Packages grid, then select the Active tab to view all active packages – **see Figure 1**.

Figure 1: Active tab in Packages grid



Once on the active packages grid, select to highlight one or more packages being used to create the Production Batch package. If more than one package is being used, they will be combined to form one new Production Batch package. With the Package(s) highlighted, select the New Packages button to open the New Packages action window. In this example, we are using a package of Bulk Flower to create a Production Batch of pre-rolls – see Figure 2.

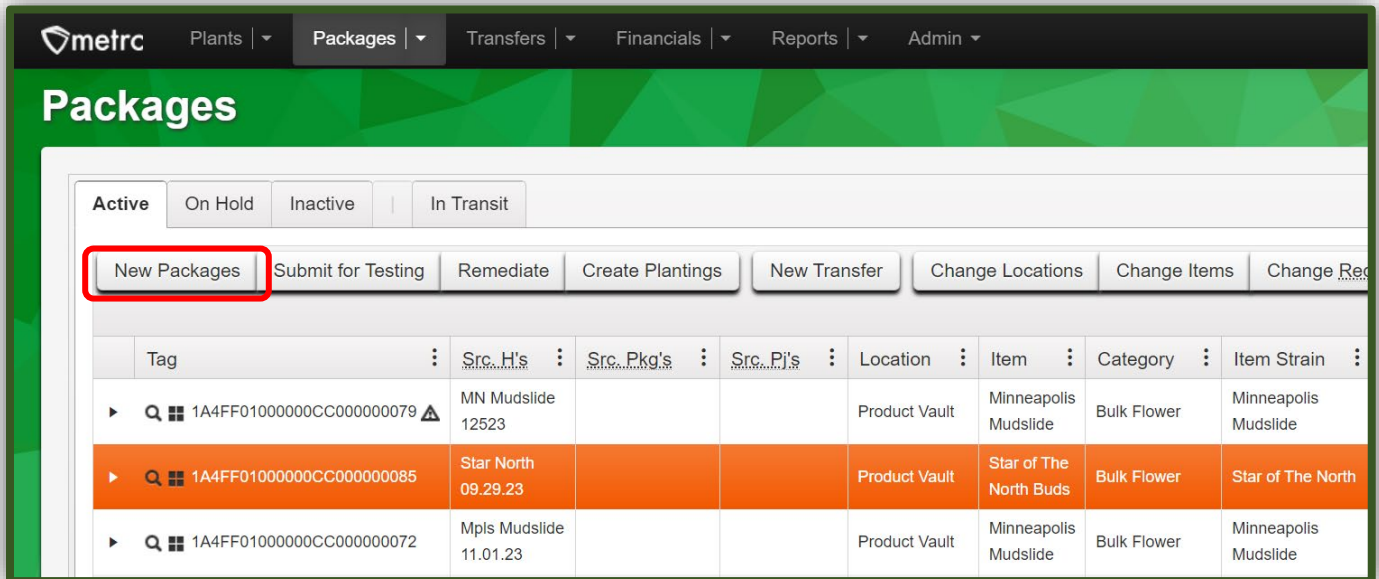


Figure 2: Select Source Package(s) for Production Batch

Note: Production Batches in Metric should only be created after the actual yield is known.

Once in the New Packages action window, the Package field will be populated with the tag number of the package(s) that were highlighted in the last step. Input the quantity being used from the source package(s) in the Quantity field under the Package on the right side of the window.

Next, input information about the new Production Batch in the remaining fields to the left side of the action window including New Tag, Location, Item, Quantity (the yield), Note (if applicable), Package Date and Prod. Batch No. The Production Batch checkbox must be checked to access the Prod. Batch No. field that is required. The Prod. Batch No. field should be utilized to input a unique identification number for Production Batch. The OMC requires using the last five digits of the tag number. **This field is required.**

After all information has been entered and checked for accuracy, select the green Create Packages button – see **Figure 3**.

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

- New Package # 1** (clear)
- New Tag:** 1A4FF01000000CC000000101
- Location:** Product Vault
- Item:** Minnesota Wild Pre-roll 1g
- Same Item
- Quantity:** 500 Each
- Note:** Pre-Rolls with B-Buds
- Package Date:** 02/16/2024
- Production Batch**
- Prod. Batch No.:** 00101
- Remediate Product
- Package # 1:** 1A4FF01000000CC000000099
- Current Lab Testing State:** Not Submitted
- Quantity:** 500 Grams
- Packaging:** - new total will be 2,250 g
- Quick Entry:** Quick entry packages OFF
- Count:** 1
- Buttons:** Create Packages (green), Cancel

Figure 3: Create Production Batch Package from a Package

Once the new Production Batch has been created successfully, find the newly created Production Batch package under the Active tab in the Packages grid. Use the dropdown arrow to access the History tab for the new package and verify that the source package was deducted from correctly – see **Figure 4**.

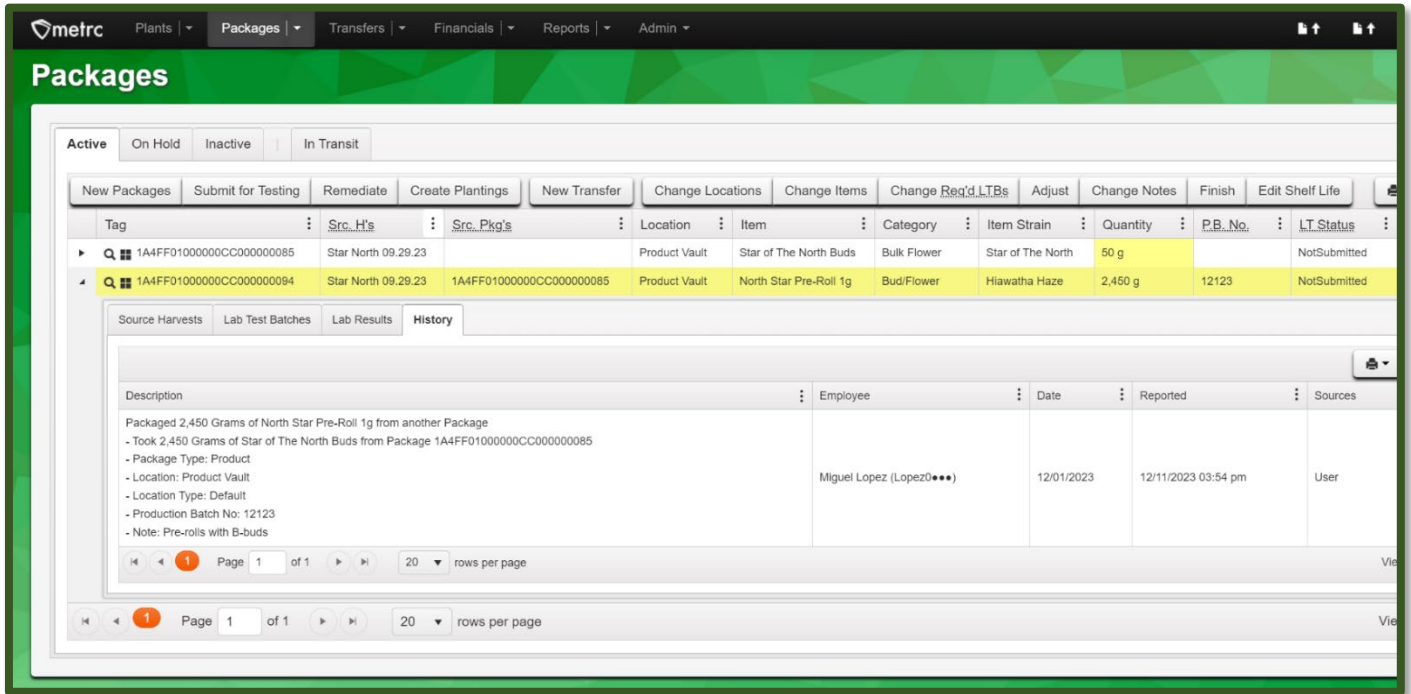


Figure 4: Source Package History

Note: If an error was made in creating the Production Batch package, the new package should be discontinued using the Discontinue button found on the right side of the Package’s row. The weight or count will be returned to the source package so that the Production Batch can be remade correctly – see **Figure 5**.

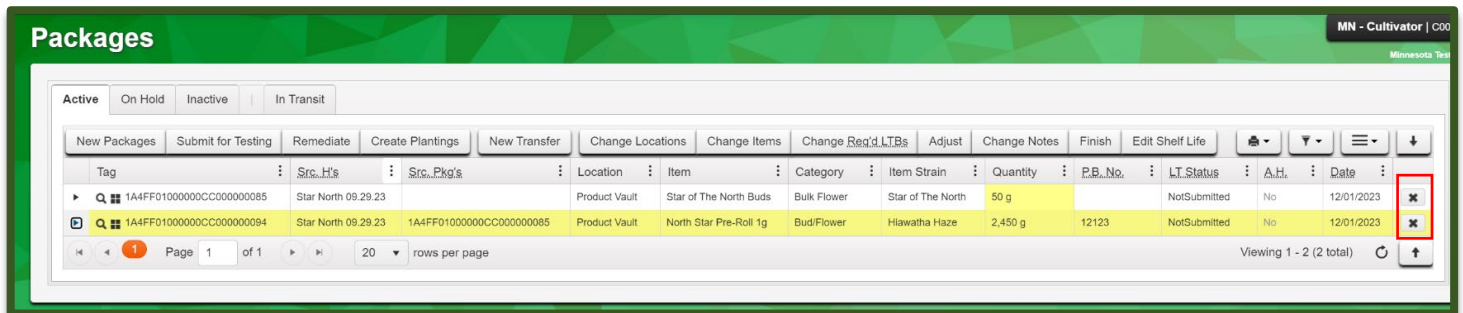


Figure 5: Discontinue button for incorrectly made packages

Important: Once the Production Batch package is created, the Lab Testing status of the newly created package will be set to “NotSubmitted”. The lab results from the parent package will not be inherited by the newly created Production Batch package – **see Figure 6**

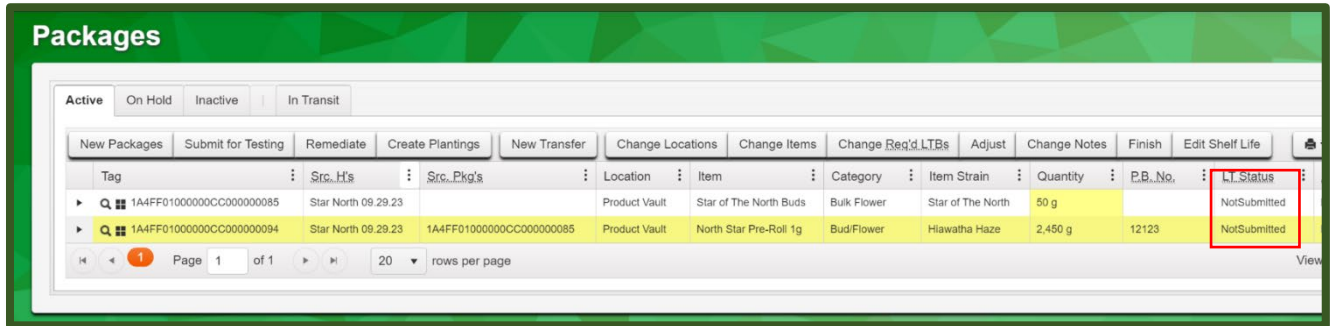


Figure 6: Lab Testing status NotSubmitted for new Production Batch

Once the Production Batch has been created, the original source package can be adjusted down to report the weight of the waste created as a result of the process. Highlight the source package in the Packages grid and select the Adjust button to access the Adjust Packages action window to record the waste – **see Figure 7**.

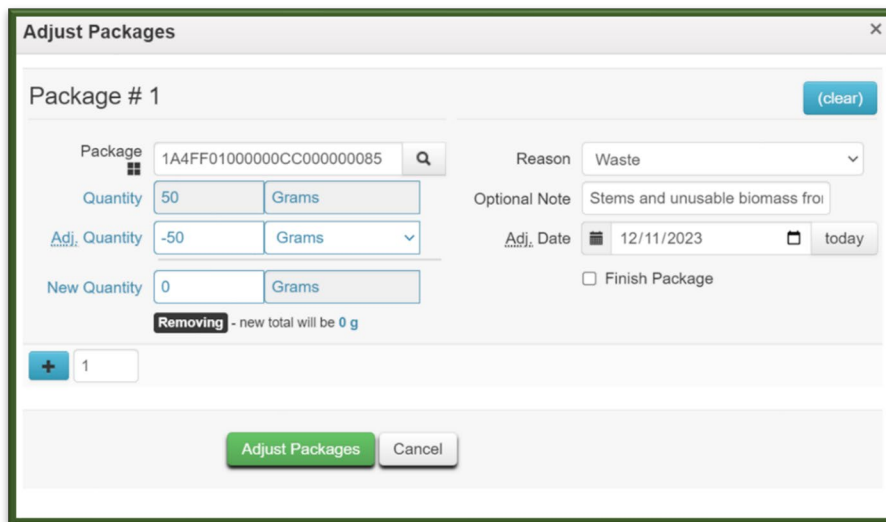


Figure 7: Adjust Package action window to record Production Batch Waste

Remediation

When a product receives a TestFailed status in Metrc, the OMC allows licensees to remediate their product through three approved remediation methods:

- Allowed to Dry/Cure Further
- High Heat & Hydrocarbon Based Solvent
- Repackaging/Remixing

This section provides additional information on the Remediation process in Metrc.

To remediate a package, select the Packages area on the navigational toolbar, then select the Active tab on the Packages grid – **see Figure 7.**

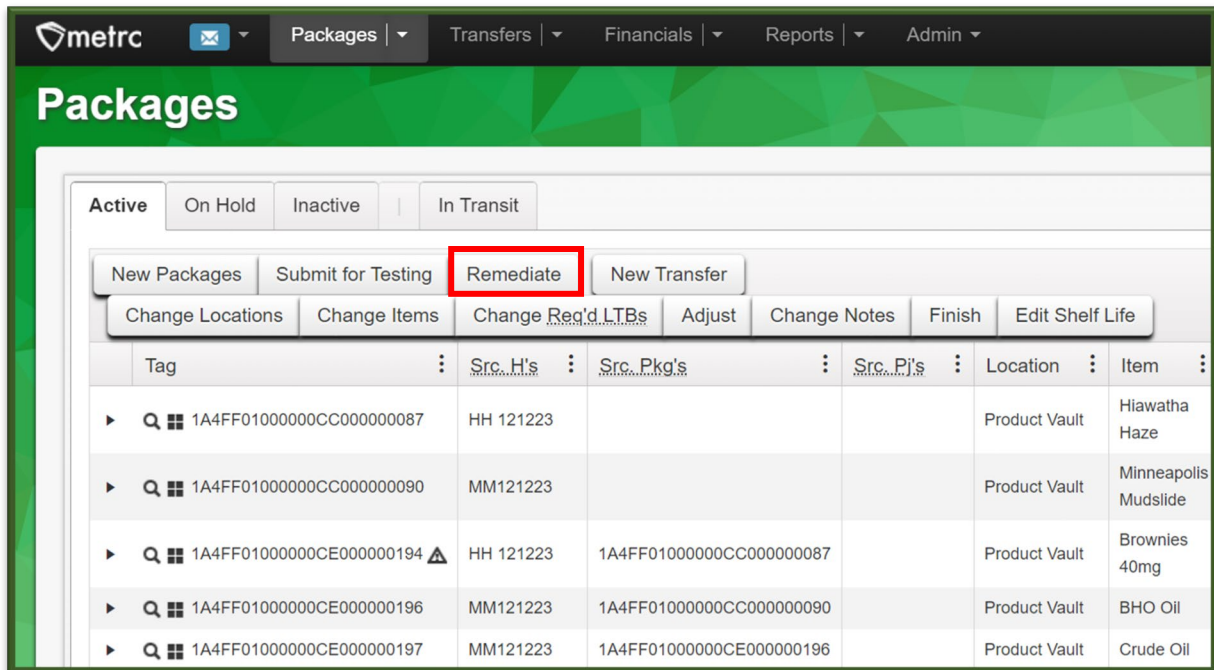


Figure 7: Active Packages Grid

Identify the package with a TestFailed Lab Testing status that requires remediation. It is important to understand the reason the product failed testing so that the appropriate method for remediation can be chosen – **see Figure 8** below.

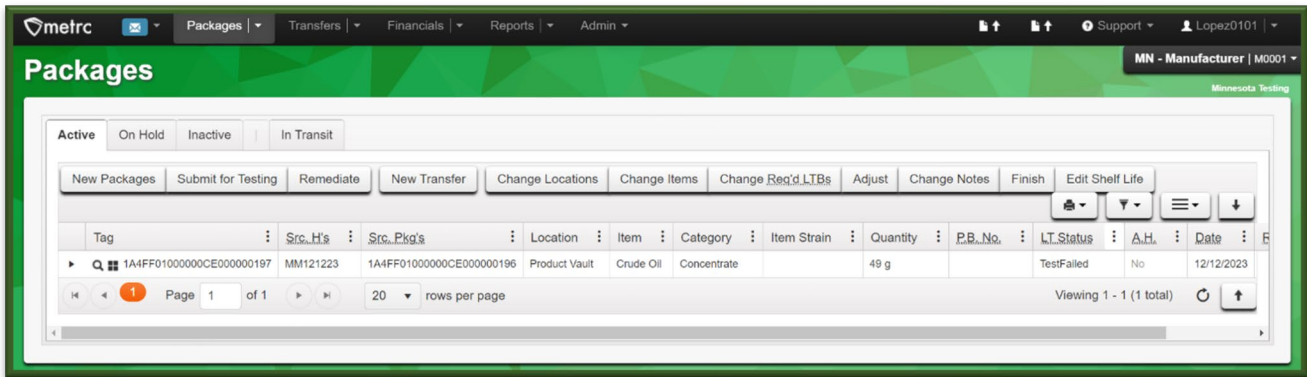


Figure 8: Package with LT Status - TestFailed

Remediation Example 1: Usable Marijuana – Flower, shake/trim from harvest (Drying/Curing)

In the flower/bud package example, the product failed for Water Activity and would continue to be dried. Then the package would need to have an adjustment recorded for the additional drying. To do the package adjustment, select the package and select the Adjust button (**Figure 10**). This will open the Adjust Packages action window to record the loss of weight due to drying. A note of explanation is required. Once all required information has been entered and verified to be accurate, then select the Adjust Packages button - see **Figure 11** below.

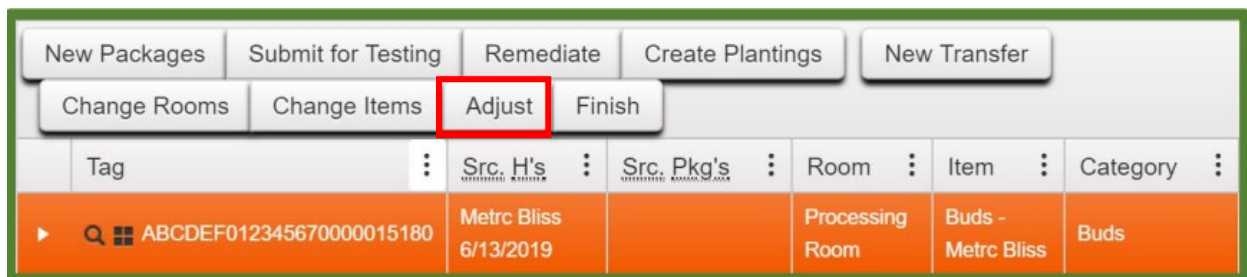


Figure 10: Select the Package and Adjust Button

Figure 11: Adjusting Package Weight for Moisture Loss

Please Note: Only record a weight change to the amount in the package that reflects an accurate representation for what transpired.

After the necessary drying has been completed and recorded in Metrc, the product can now be remediated by selecting the flower/bud package to highlight it and then clicking the Remediate button (**see Figure 12**), opening the Remediate Packages action window.

Tag	Src. H's	Src. Pkg's	Room	Item	Category
ABCDEF012345670000015180	Metrc Bliss 6/13/2019		Processing Room	Buds - Metrc Bliss	Buds

Figure 12: Select Package and Remediate Button

In the Remediate Packages action window, record all of the required information in the action window and select *Allowed to Dry/Cure Further* remediation method as shown in **Figure 13**. Upon completely filling out the information and verifying its accuracy, select the green Remediate Packages button to complete the action.

Please note that selecting the remediate product for any item other than “Test Failed” product will trigger an empty Remediate Package window.

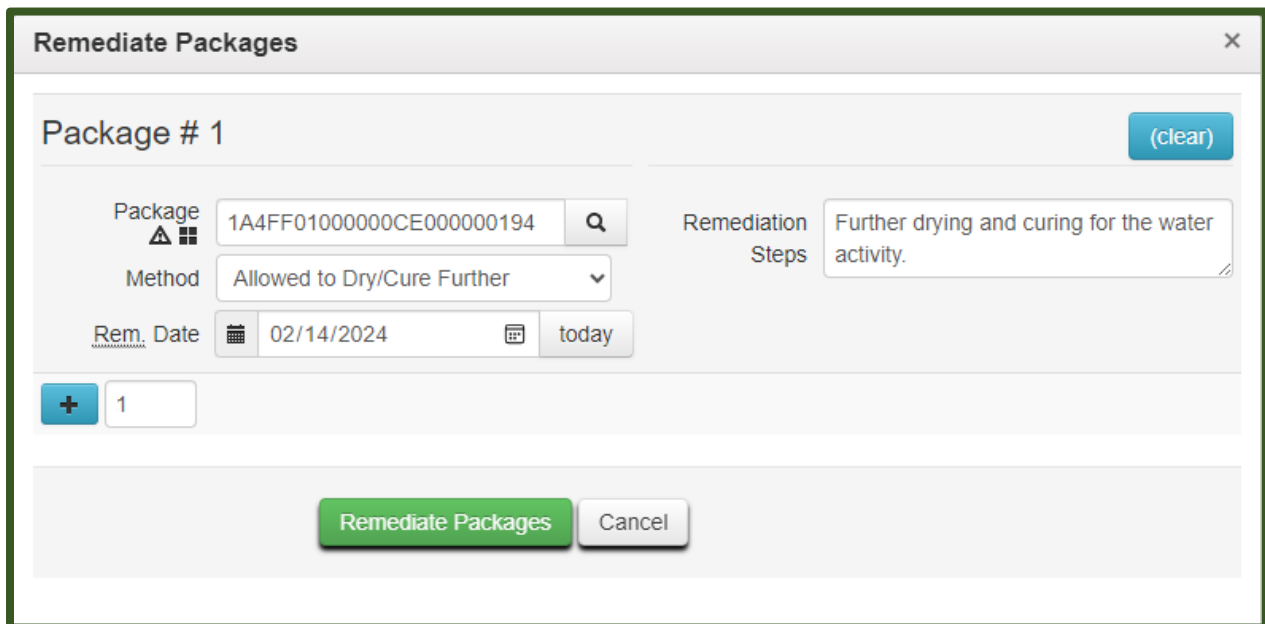


Figure 13: Remediate Packages Window (Drying/Curing Example)

Once the raw plant material is Remediated the testing status will be updated to Remediated.

Remediation Example 2: Remediation via extraction/further processing (High heat and hydrocarbon-based extraction)

Some product types must undergo a process that changes the product’s physical and chemical form in their remediation process. These process types (extraction for example) would be recorded as a production batch in Metrc, while also being recorded as remediating the product. This step must be completed in Metrc.

To properly accomplish this, first select the package that is intended to be extracted in the active Packages grid which will highlight the package being remediated. Then click on the New Packages button as shown in **Figure 14**.

New Packages		Submit for Testing	Remediate	Create Plantings	New Transfer		
Change Rooms		Change Items	Adjust	Finish			
Tag	Src. H's	Src. Pkg's	Room	Item	Category	Item Strain	Quantity
▶ Q ABCDEF012345670000015181	Metrc Bliss 6/13/2019		Processing Room	Shake/Trim - Metrc Bliss	Shake/Trim (by strain)	Metrc Bliss	477 g

Figure 14: Select the Package(s) for Extraction

This will open New Packages action window. Fill out all of the required information and ensure that the *Production Batch* and *Remediate Product* boxes are checked, as well as including the remediation method and all steps taken to remediate the product are completed as shown in **Figure 15**. Once all the information is verified for accuracy, then select the Create Packages button to complete the process.

New Packages

New Package # 1 (clear)

New Tag: ABCDEF012345670000015186

Room: Processing Room

Item: BHO Distillate

Quantity: 60 Grams

Package Date: 07/12/2019

Production Batch

Prod. Batch No.: 1234

Product Requires Remediation

Remediate Product

Method: Extraction

Rem. Date: 07/12/2019

Remediation Steps: Extraction using high heat and hydrocarbon-based solvent

Buttons: Create Packages, Cancel

Figure 15: Creating a Production Batch Package for Product Remediation

When creating a Production Batch Package for Remediation you will need to account for the excess material to be transferred to the Waste Facility. First, create a New Package using Production Batch and Remediation.

The screenshot shows the 'New Packages' interface. The main form is titled 'New Package # 1'. It contains the following fields and options:

- New Tag:** 1A4FF01000000CE000000213
- Location:** Processing Vault
- Item:** Infused Oil
- Same Item
- Quantity:** 30 Grams
- Note:** Converting TestFailed flower into
- Package Date:** 02/14/2024
- Production Batch
- Prod. Batch No.:** Infused Oil
- Remediate Product
- Method:** High Heat & Hydrocarbon Based S
- Rem. Date:** 02/14/2024
- Remediation Steps:** Extraction using high heat hydrocarbon based solvent
- Packaging - new total will be 0 g
- Finish Package
- Quick Entry:** Quick entry packages (OFF)

At the bottom of the form, there is a '+ 1' button and two main buttons: 'Create Packages' and 'Cancel'.

Figure 16: Creating a New Remediated Package Using Product Batches

Once the Remediated Production Batch has been created, select the TestFailed package and adjust to account for the waste material.

Figure 17: Adjusting the Package to Account for Waste Material

Once the waste material has been accounted for, select the package and convert it into a Waste Product package for transfer to a waste facility using Product Batch info.

Figure 18: Converting the Adjusted Package into Waste Material

Now the ability to check that the remediated flower/bud package as well as the new concentrate production batch package that was remediated both can be verified and will now have the Lab Testing status of “Remediated.”

The package(s) will also have the triangular symbol next to the tag number denoting that the package contains remediated product as shown in **Figure 19**.

Tag	Stc_H's	Stc_Pkg's	Stc_PJ's	Location	Item	Category	Item Strain	Quantity	P.B.No.	LT.Status	A.H.	Date	Rcv'd	L.T.E.
1A4FF01000000CE000000217	HH 121223	1A4FF01000000CE000000211		Processing Vault	Infused Oil	Concentrate (Bulk)		30 g	Infused Oil	Remediated	No	02/14/2024		
1A4FF01000000CE000000217	HH 121223	1A4FF01000000CE000000216		Product Vault	Waste Product	Cannabis Waste		30 g	Waste - 2142024	NotSubmitted	No	02/14/2024		

Figure 19: Verify Product is in a Remediated Testing State

Once the concentrate is Remediated the testing status will be updated to NotSubmitted.

It is important that the product is remediated prior to any samples being taken from the package. Once the product has been remediated, the product can be sampled for State required testing.