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Contact Point: Metrc [®] Support Subject: Creating a Production Batch, Remediation						
Reason: Providing guidance on process in Metrc	creating Production Batche	s and the Remediation				

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

Smetrc Plant	s ▼ Packages ▼ Trans	fers	Reports -	Admin 👻			
Packages						K	
Active On Ho	In Transit						
New Packages	Submit for Testing Remed	diate Create Plantings	New Transfe	Change Locations	Chan	ge Items	Cha
Tag	-	<u>Src. H's</u>	: <u>S</u>	c. Pkg's	:	<u>Src. Pj's</u>	:
► Q 1A4F	0100000CC00000079 🛦	MN Mudslide 12523					
► Q 1A4F	0100000CC00000081 🛦	Minneapolis Mudslide II 12523					
► Q 🔡 1A4F	01000000CC00000082	Minneapolis Mudslide II 12523	1A	4FF01000000CC00000081			



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**.

acl	kages								
Acti	ive On Hold Inactive	In Transit							
N	ew Packages Submit for Testing	Remediate		Create Planting	s New Trai	nsfer Chan	ge Locations	Change Iten	ns Change <u>F</u>
	Tag	Src. H's	: ;	Src. Pkg's	Src. Pj's :	Location :	Item :	Category :	Item Strain
•	Tag Q 11 1A4FF01000000CC000000079	MN Mudslid		Src. Pkg's :	Src. Pi's :	Location : Product Vault	Item : Minneapolis Mudslide	Category : Bulk Flower	Item Strain Minneapolis Mudslide
•		MN Mudslid		Src. Pkg's :	Src. Pi's :		Minneapolis	3 ,	Minneapolis

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

Note: Production Batches in Metrc should only be created <u>after</u> 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**.

New Packages	5						×
New Packa	ge # 1						(clear)
New Tag	1A4FF010000	00CC000000101	Q	Package # 1	1A4FF01	000000000000000000000000000000000000000	9 Q 😑
Location	Product Vault		Q		Current Lat	o Testing State: Not Su	bmitted
Item	Minnesota Wile	d Pre-roll 1g	Q	Quantity	500	Grams	~
	Same Item			Quick Entry		- new total will be 2,250	_
Quantity	500	Each	~ Σ	(contents)	QUICK en	try packages	OFF
Note	Pre-Rolls with	B-Buds		(contenta)			
Package Date	a 02/16/202	24 📰	today				
	Production E	Batch					
Prod. Batch No.	00101						
	Remediate F	Product					
+ 1							
	Сте	eate Packages	Cancel	J			

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**.

Active	e On Hold	Inactive I In	Transit													
Nev	w Packages	Submit for Testing	Remediate Crea	te Plantings	w Transfer	Change Loca	ations Cha	nge Items	Change Regio	LTBs	Adjust	Change	Notes	Finish E	dit She	lf Life
	Tag	:	Src. H's	Src. Pkg's	: Lo	cation :	Item	:	Category :	Item St	rain :	Quant	ity :	<u>P.B. No.</u>	: L	T Status
	Q III 1A4FF010	00000CC00000085	Star North 09.29.23		Pro	duct Vault	Star of The No	rth Buds	Bulk Flower	Star of T	he North	50 g			N	otSubmitte
	Q 1 1A4FF010	00000CC00000094	Star North 09.29.23	1A4FF01000000CC0	00000085 Pro	duct Vault	North Star Pre	-Roll 1g	Bud/Flower	Hiawath	a Haze	2,450 g		12123	N	otSubmitte
	Description Packaged 2.4	450 Grams of North Star	Pre-Roll 1g from anothe	Package			:	Employee		:	Date	:	Reported		:	Sources
	Took 2,450 Package Ty Location: Pr Location Ty Production	roduct Vault pe: Default Batch No: 12123			00085			Miguel Lope	ez (Lopez0•••)		12/01/2023	i) s	12/11/2023 (03:54 pm		User
	- Note: Pre-ro	Page 1 of 1	► ► 20	rows per page												

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 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.**

Active On Hold	I Inactive I	n Transit												
New Packages	Submit for Testing	Remediate	Creat	e Plantings	v Transfer	Change Loc	ations Change Items	Change Regid	LTBs Adjust	Change Notes	Finish Edit	t Shelf Life	e-)[▼ •][≡·
Tag		Src. H's	1	Src. Pkg's	:	Location :	Item	Category :	Item Strain	Quantity :	P.B. No.	LT Status	: <u>A.H.</u>	: Date
► Q . 1A4FF0	1000000CC00000085	Star North 09.29	.23			Product Vault	Star of The North Buds	Bulk Flower	Star of The North	50 g		NotSubmitted	No	12/01/202
D Q # 1A4FF0	10000000000000094	Star North 09.29	.23	1A4FF0100000CC00	0000085	Product Vault	North Star Pre-Roll 1g	Bud/Flower	Hlawatha Haze	2,450 g	12123	NotSubmitted	No	12/01/202

Figure 5: Discontinue button for incorrectly made packages

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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**

Act	ive On Hold Inactive	In Transit													
N	lew Packages Submit for Testing	Remediate	Crea	te Plantings	New Transfer	Change Loca	ations	Change Items	Change Regid	LTBs	Adjust	Change Notes	Finish	Edit S	Shelf Life
	Тад	Src. H's	:	Src. Pkg's	:	Location :	Item	:	Category :	Item Str	rain :	Quantity :	P.B. No.	÷	LT Status
+	Q II 1A4FF0100000CC00000085	Star North	09.29.23			Product Vault	Star of	f The North Buds	Bulk Flower	Star of Th	he North	50 g			NotSubmitted
	Q # 1A4FF01000000CC00000094	Star North	09.29.23	1A4FF01000000	CC000000085	Product Vault	North	Star Pre-Roll 1g	Bud/Flower	Hiawatha	a Haze	2,450 g	12123		NotSubmitted

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.**

Adjust Packag	jes							>
Package #	1							clear)
Package	1A4FF01	000000CC00000085	۹	Reason	W	aste		~
Quantity	50	Grams		Optional Note	Ste	ems and unusable b	piomass fro	
Adj, Quantity	-50	Grams	~	Adj. Date	=	12/11/2023		today
New Quantity	0	Grams				Finish Package		
	Removing	- new total will be 0 g						
+ 1								
		Adjust Packages	Cancel					

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**.

⊘metrc ⊠ → Packages → ⊤	ransfers -	Financials -	Reports	∣ - Adn	nin -		
Packages							
Active On Hold Inactive I In	Transit						
New Packages Submit for Testing Change Locations Change Items	Remediate Change <u>Req</u> '	New Transfer	Change	Notes F	inish	Edit Shelf L	ife
Tag	Src. H's	Src. Pkg's	:	Src. Pj's	: 1	_ocation :	Item :
► Q # 1A4FF0100000CC00000087	HH 121223				P	Product Vault	Hiawatha Haze
► Q # 1A4FF0100000CC00000090	MM121223				P	Product Vault	Minneapolis Mudslide
► Q # 1A4FF0100000CE000000194 ▲	HH 121223	1A4FF01000000CC	00000087		P	Product Vault	Brownies 40mg
► Q ■ 1A4FF01000000CE000000196	MM121223	1A4FF01000000CC	000000090		P	Product Vault	BHO Oil
► Q ■ 1A4FF01000000CE000000197	MM121223	1A4FF01000000CE	000000196		P	Product Vault	Crude Oil

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.



ack	ages											MN - Ma	nufacturer M0
													Minnesota Te
Activ	ve On Hold Inactive	In Tra	nsit										
Ne	ew Packages Submit for Te	sting Re	mediate	New Transfer Cha	nge Locations	Change I	tems Change	e Reg'd LTBs	Adjust Chang	e Notes Fir	nish Edit Shelf	Life	
_		-									ê- 1	-	
	Tag	: Src.	H's :	Src. Pkg's	Location :	Item :	Category :	Item Strain	Quantity :	P.B. No.	LT_Status	А.Н. :	Date : E
	Q # 1A4FF01000000CE00000	0197 MM12	1223	1A4FF01000000CE000000196	Product Vault	Crude Oil	Concentrate		49 g		TestFalled	No	12/12/2023
н	< 1 Page 1	of 1 (+)	н	20 • rows per page							Viewing 1 -	1 (1 total)	0 +

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.

٠		012345670000015180	Metrc Blis 6/13/2019				Processing Room	Buds - Metrc Bliss	Buds	
	Tag	:	Src. H's	:	Src. Pkg's	:	Room :	Item :	Category	:
l	Change Rooms	Change Items	Adjust	Fin	ish					
LN	lew Packages	Submit for Testing	Reme	diate	Create Pla	antii	ngs New	/ Transfer		

Figure 10: Select the Package and Adjust Button

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Adjust Packag	jes								×
Package #	1								(clear)
Package	ABCDEF	01234	5670000015180	Q	Reason	Drying			~
Quantity	496		Grams		Optional Note	Fu	rther drying and	d curing	
Adj. Quantity	-7	•	Grams	~	Adj. Date	#	07/12/2019	today	
New Quantity	489	•	Grams						
	Removing	- new	total will be 489 g						
+ 1									
		_							
		Adj	ust Packages	Cancel	J				

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.

×		012345670000015180	Metrc Blis 6/13/2019				Processing Room	Buds - Metrc Bliss	Buds	
	Tag	:	Src. H's	:	Src. Pkg's	:	Room :	Item :	Category	:
(Change Rooms	Change Items	Adjust	Fir	nish					
New Packages		Submit for Testin	g Reme	diate	Create Pla	antir	ngs New	Transfer		

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.

Remediate Pa	ckages			×
Package #	1			(clear)
Package ▲ ■ Method <u>Rem.</u> Date	1A4FF01000000CE000000194 Allowed to Dry/Cure Further 102/14/2024	Q V today	Remediation Steps	Further drying and curing for the water activity.
+ 1				
	Remediate Packages	s Ca	ncel	

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**.





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 Tag	New Tag ABCDEF012345670000015186			Q	Package # 1	ABCDEF012345670000015181			
Room	Pro	ocessing Roo	m	Q	Quantity	477	Grams	۳	
Item	BH	O Distillate		Q	(anataata)	Packaging - new total will be 0 g			
Quantity	60 Grams			ΨΣ	(contents)				
Package Date	=	07/12/2019	today						
	Ø F	Production Ba	itch	1					
Prod. Batch No.	. 1234			1					
	() F	Product Requ	ires Remediation						
	✓ F	Remediate Pr	oduct						
Method	Ex	traction		۲					
Rem, Date		07/12/2019	today						
Remediation Steps		traction using drocarbon-ba	high heat and sed solvent						
	-								
+									



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.

New Packages	5						×
New Packa	ge # 1						(clear)
New Tag	1A4FF010000	00CE000000213	Q	Package # 1	1A4FF0100	Q 💿	
Location	Infused Oil Same Item 30 Grams			Quantity	Current Lab Te	sed	
Item					50	~	
					Packaging - r		
Quantity	30	Grams	~ Σ	Quick Entry	Quick entry	packages	OFF
Note	Converting Tes	stFailed flower into		(contents)			
Package Date	iii 02/14/202	24 📼	today				
	Production E	Batch					
Prod. Batch No.	Infused Oil						
	Remediate F	Product					
Method	High Heat & H	lydrocarbon Based	is 🗸				
Rem. Date	02/14/202	24 📰	today				
Remediation Steps	Extraction usin based solvent.	ng high heat hydrod 	carbon				
+ 1							
	Сге	eate Packages	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.

Adjust Packaç	ges						×
Package #	1	000000CE000000211 Q Reason Compost ✓ Grams Grams Adj. Date 02/14/2024 Image: today Grams Grams Grams Image: today	(clear)				
Package	Image 1A4FF01000000CE000000211 Image Image Image Image		۹	Reason	Compost		~
Quantity	0	Grams		Required Note	Accounting for waste	material.	
Adj. Quantity	30	Grams	~	Adj. Date	02/14/2024		today
New Quantity							
+ 1	_		Cancel				

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.

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New Packages	3				×
New Packa	ge # 1				(clear)
New Tag	1A4FF0100000CE00000217	Q	Package # 1	1A4FF0100000CE000000216	6 Q 😑
Location	Product Vault	Q	Quantity	Current Lab Testing State: Test Fa	iled
Item	Waste Product	Q		30 Grams	~
	Same Item			Packaging - new total will be 0 g Finish Package	
Quantity	30 Grams		Finish Date	■ 02/14/2024 📼	today
Note	Waste Material		Quick Entry	Quick entry packages	OFF
Package Date		today	(contents)		
	Production Batch				
Prod. Batch No.	Waste - 2142024				
	Remediate Product				
+ 1					
	Create Packages	Cancel			

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**.

	New Packages Submit for Testing Remediate New Transfer Change Locations Cha	ange Items C	Change Reg'd LTB	3s Adjust Change No	otes Finish				ê.	▼•][≡	• [+]
	Tag Src. H's : Src. Pkg's : Src. Pi's : Lo	ocation : Ite	tem : Catego	ory : Item Strain :	Quantity :	P.B. No. :	LT Status	A.H. :	Date : R	wid : L.T	.E. :
,	→ Q	rocessing ault	nfused Oil (Bulk)	trate	30 g	Infused Oil	Remediated	No	02/14/2024		×
	Q :: 1A4FF01000000CE000000217 HH 121223 1A4FF01000000CE000000216 Pro	roduct Vault	Vaste Cannab Vroduct Waste	vis	30 a	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.