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| Bulletin Number: DC IB 0073 | Distribution Date: 2/20/2025 | Effective Date: Ongoing |
| Contact Point: Metrc Support | Subject: Production and Harvest Batch Best Practices | |
| Reason: Providing information about best practices when it comes to production and harvest batches. | | |

Greetings,

Metrc, in conjunction with ABCA, are pleased to provide updates related to:

- Production Batch best practices
- Harvest Batch best practices

Please read on for more detailed information.

Production Batch Best Practices

The Production Batch feature is used to designate specific products and processes within the Metrc system. The **Production Batch** indicator should be used every time:

- **A product changes form physically or chemically,**
- **A product changes item category**
- **Multiple categories are combined, or**
- **An additive, lipid, flavoring, or terpene is added to a product**

To better understand the list of scenarios where a Production Batch should be used, below are some additional examples of when to use a production batch:

- 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-cannabis ingredients are added to an existing cannabis 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
- When creating infused pre-rolls from bud/flower or shake/trim and concentrate/extract

Production Batch Process

Navigate to the Packages area on the navigational toolbar and select the “Packages” option from the drop-down menu. Once on the Packages grid, select the “Active” packages tab – see **Figure 1**.

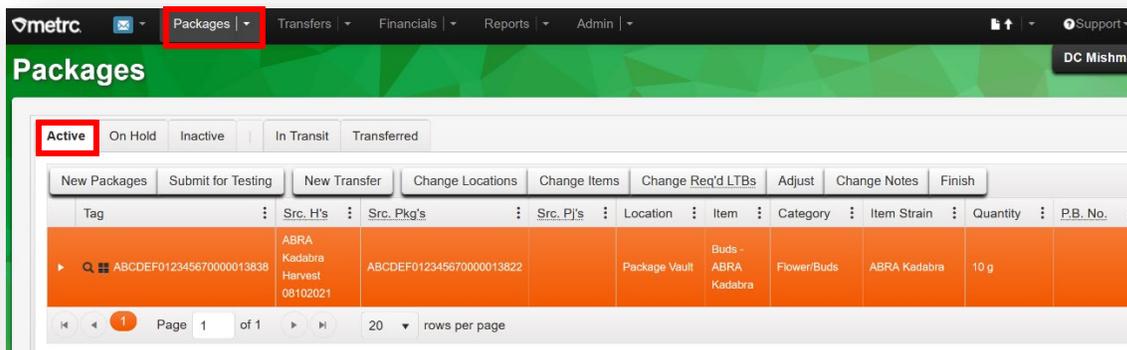


Figure 1: Navigate to Active Packages

Select one or more packages intended on using to create the production batch package. These packages will be combined to form one new production batch package – see **Figure 2**.

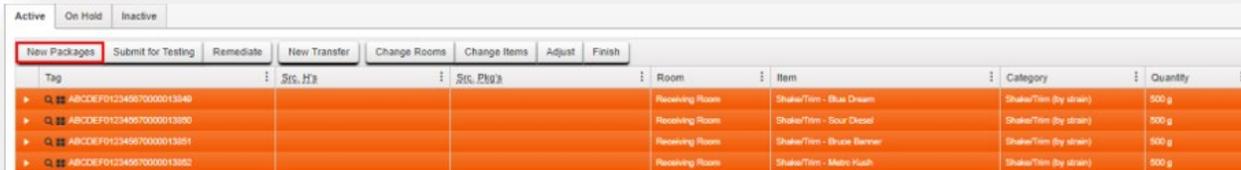


Figure 2: Select Source Multiple Packages for Production Batch

This will open the New Packages action window with all the selected package(s) populated on the right side. Enter the amount of product being taken from each package that is being used to create the new production batch.

Next, fill in the information about the new production batch package (new tag, location, item name, and package date). Since the product is going through a process in which it is changing form, the “Production Batch” check box **must be checked** to denote this process. At this time, the “Production Batch No.” field will become available to utilize.

Please note that the “Production Batch No.” field is used to input a production batch number of the licensee’s choosing and is a required field.

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

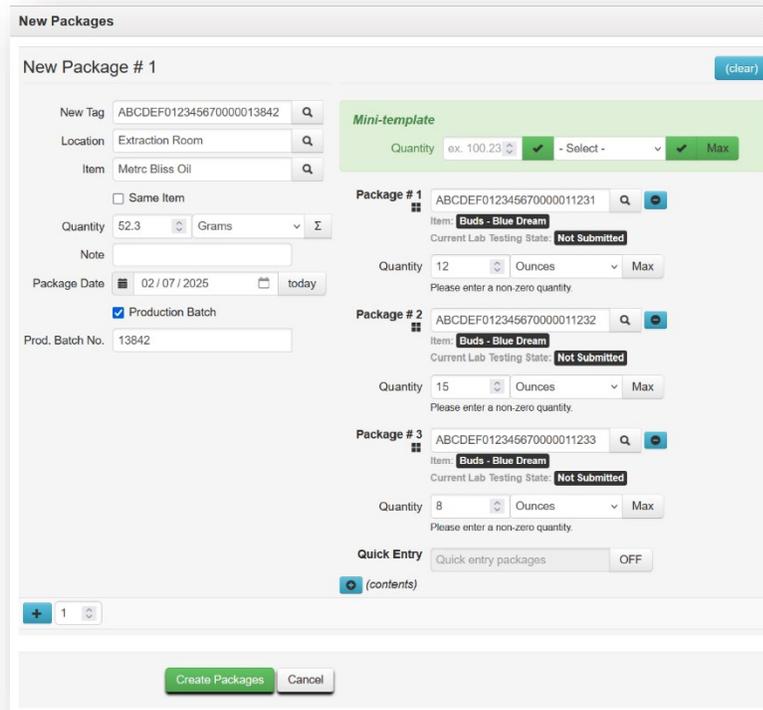


Figure 3: Create Production Batch Package from Multiple Packages

Next, verify that the new Production Batch package has been created and the weights of the source packages were correct using the package history – see **Figure 4**.

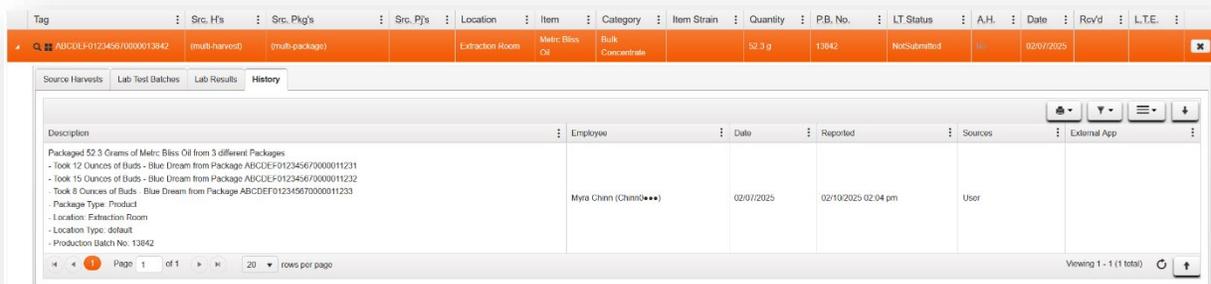


Figure 4: Verify Production Batch Package

To learn more about how to use the Production Batch feature, visit [Metrc Learn](#). Once in Metrc Learn, navigate to My Courses and Learning Plans page, and access the course titled “Creating A Production Batch” – **see Figure 5**.

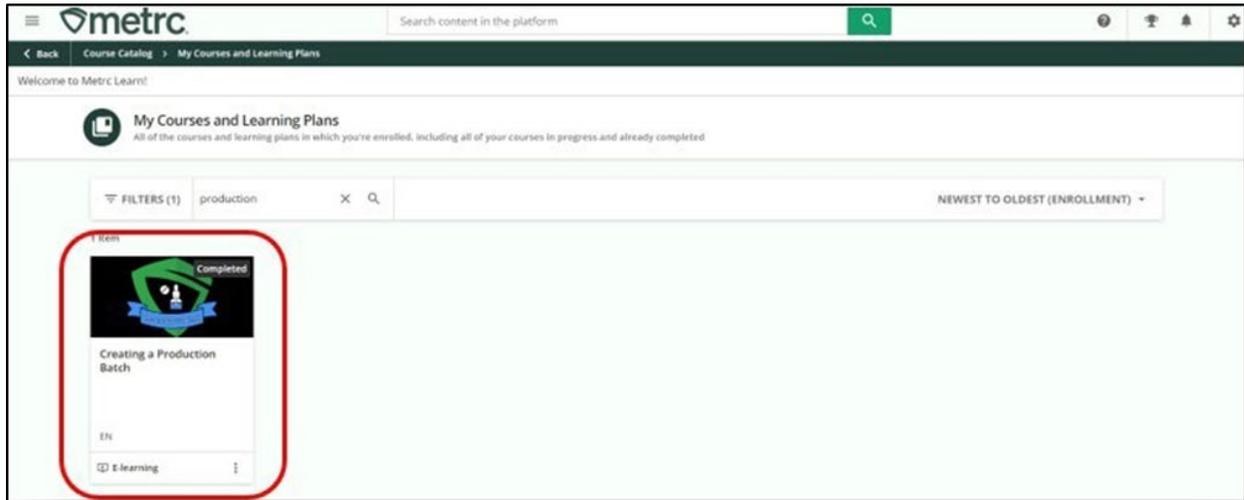


Figure 5: Creating A Production Batch Course Listing in Metrc Learn

Harvest Batch Best Practices

The Harvesting Process can be applied to single or multiple plants to create a harvest batch. Maintain strain specificity in harvest batches so two different strains are not combined into a single package.

To harvest plants, go to the Plants area on the navigational toolbar and select the Plants option from the drop-down menu. Once on the Plant grid, select the Flowering tab – see **Figure 6**.

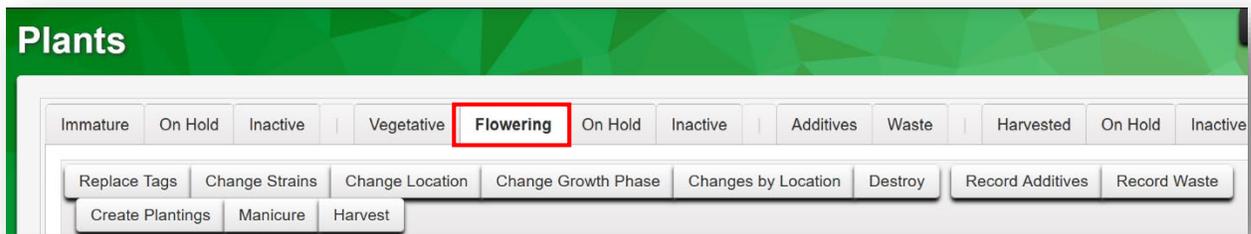


Figure 6: Navigate to Flowering Plants grid

Once on the Flowering plants grid, select the flowering plants that are being harvested. These plants will be a part of the same harvest batch. It should be noted that the harvest batch should be strain-specific and harvested on the same day. Once the plants are highlighted, select the Harvest button.

The Manicure button should be selected if usable cannabis product is being taken off the plant prior to the entire plant being fully harvested in anticipation of selling it or processing it. The manicure button can be used within both the vegetative and flowering tabs – see **Figure 7 below**.

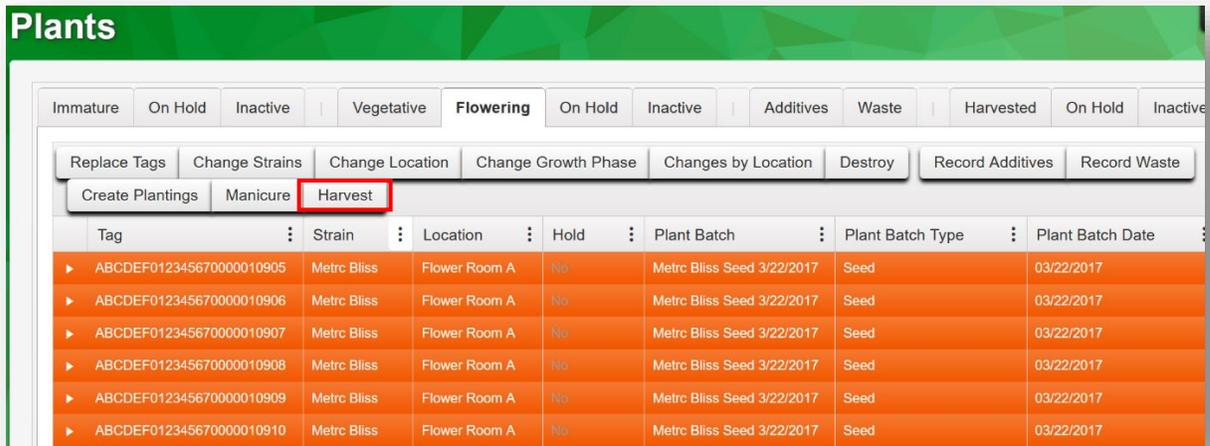


Figure 7: Select Flowering Plants for Harvest

Selecting the Harvest button will open the Harvest Flowering Plants action window - **see Figure 8 below.**

After the flowering plants are cut down, they should be individually weighed. These are the individual plant wet weights that should be recorded in Metrc. Then, indicate the location that the harvested plants are being moved into and a unique identifier for the harvest batch name. The best practice for the harvest batch name is the strain name and date of harvest (like immature plant batches).

Figure 8: Harvest Flowing Plants Action Window

Once the Harvest has been created, navigate to the Harvested grid by selecting the Harvested tab – **see Figure 9**. Once in the Harvested tab, verify the harvest batch that was just created has the correct name and total wet weight. Then, verify that the Strain column indicates the proper strain that was harvested and does not show as “Multi-Strain”.

| Harvest Batch | Strain | Location | Plants | Wet.Wgt. | Waste | Total Pkg'd | Pkg's | Weight | Restored |
|---------------------|-------------|--------------|--------|------------|-------|-------------|-------|------------|----------|
| Metrc Bliss 1/31/25 | Metrc Bliss | Harvest Room | 3 | 3,290.04 g | 0 g | 0 g | 0 | 3,290.04 g | 0 g |

Figure 9: Navigate to Harvested Plants Tab and Verify Harvest Batch

The physical waste attributed to the harvest batch should be collected and recorded by highlighting the harvest batch and selecting the Report Waste button – see Figure 10.

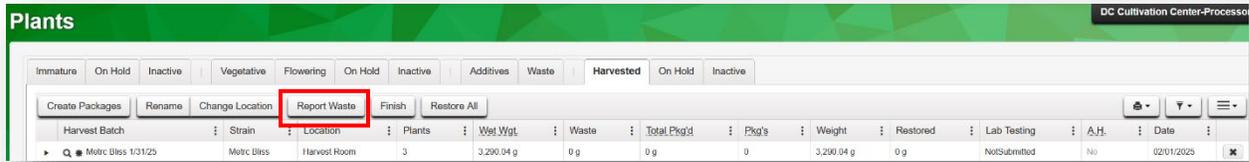


Figure 10: Select Harvest Batch and Report Waste

This will open the Report Waste action window to open where the waste information will be recorded. Fill in the weight of the waste, waste type, and waste date. Upon completing the record of the waste, select the Report Waste button so the waste amount will be deducted from the initial wet weight of the harvest and be recorded under the waste column of the harvested table – see Figure 11.

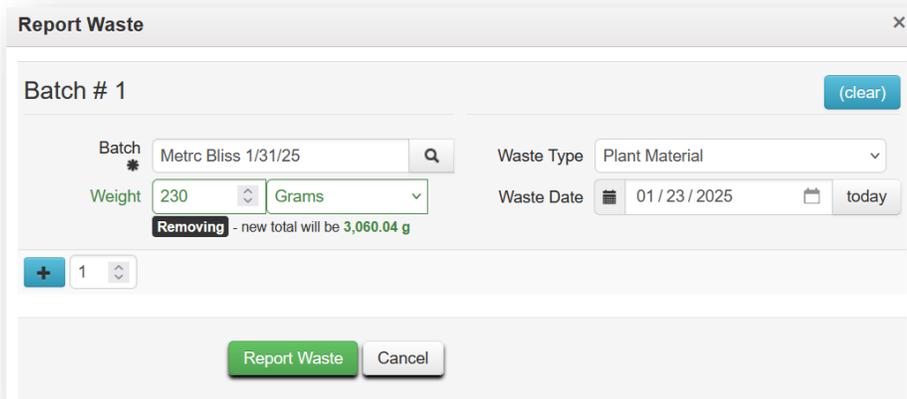


Figure 11: Report Waste Action Window

Once plant material is ready to be packaged (dried and cured or flash frozen), select the harvest batch that is being pulled from for packaging to highlight it, then select the Create Packages button – **see Figure 12.**

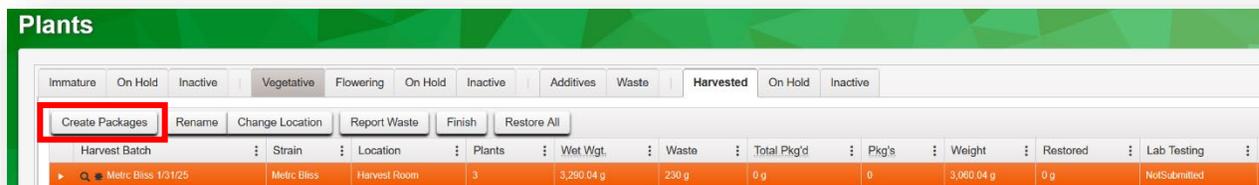


Figure 12: Select Harvest Batch and Create Packages Option

This will open the Create Packages action window to enter the details of the package being created. This information includes the new package tag number, location of the new package, item name, and the quantity of the product being pulled from the harvest batch to create the package. Once satisfied that the package information is accurate, then select the Create Packages button – **see Figure 13.**

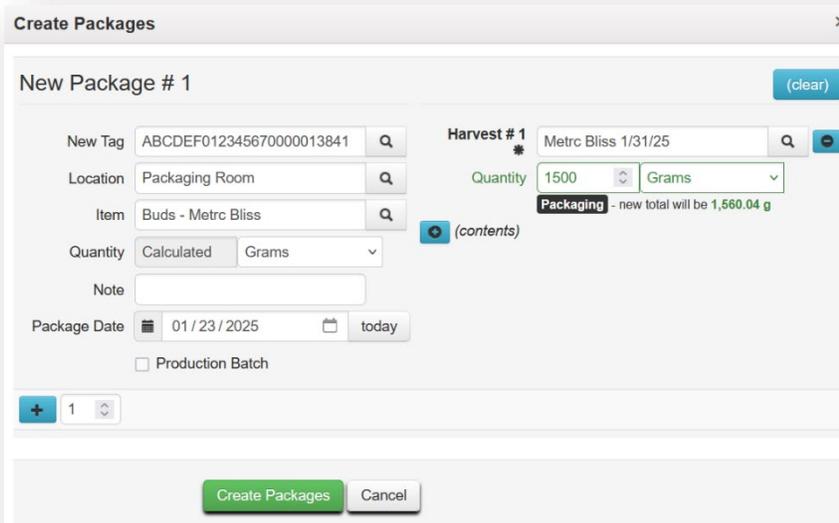


Figure 13: Create Packages Action Window

Please note: Typically, and at a minimum, two different types of item categories are being pulled from the harvest batch, and they should be recorded as separate packages (package(s) for the category of shake/trim and package(s) for the category of buds, etc).

Multiple packages can be created from a single harvest. A template will be populated in the Create Packages action window to help populate the information. Once satisfied that the package information is accurate, then select the Create Packages button - see **Figure 14**.

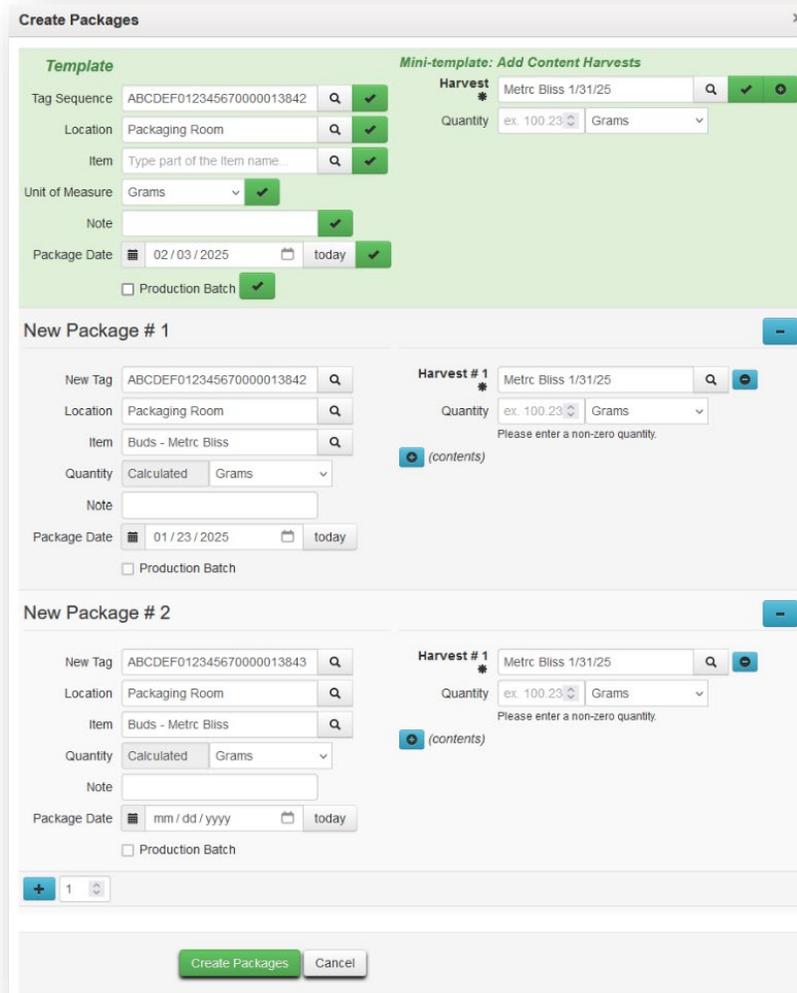


Figure 14: Create Multiple Packages Action Window

The packages that have been created will appear in the active packages grid. Metrc will deduct the weight of the plant material packaged from the harvest batch and that weight will be put into the new package(s) that were created.

Now that the waste has been reported and the packages have been created, the harvest can be finished. Verify that there is no more plant material that needs to be

wasted or packaged from the harvest batch, then select and highlight the harvest batch and click the Finish button – **see Figure 15.**

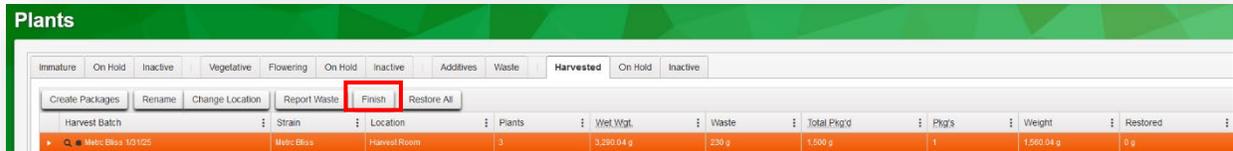


Figure 15: Finish Harvest Batch

This will open the Finish Harvests action window with the harvest batch name will be auto populated. Then record the finish date of the harvest or the Today button can be used to populate the current date. After the date has been entered or populated, click the Finish Harvests button – **see Figure 16.**

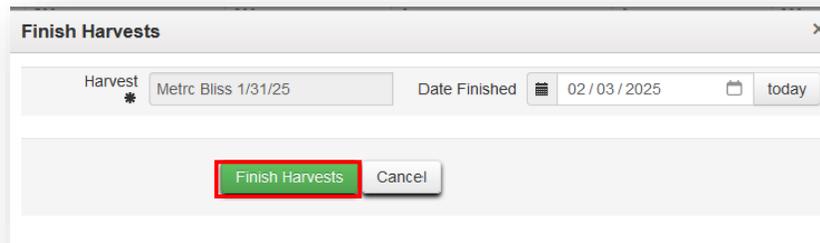


Figure 16: Finish Harvest Batch Action Window

The harvest batch will be moved to the Inactive tab of the harvest in the Plants area. Any remaining weight still associated with the harvest batch will be automatically attributed to moisture loss and recorded under the moisture loss column.

Unfinishing Harvests

If a harvest batch has been finished in error, Metrc does allow for finished harvest batches to be unfinished to allow additional plant material to be recorded as waste or packages of usable raw plant material to be created.

To unfinish a harvest batch, select the Inactive tab of the harvests under the Plants area, select the harvest to be unfinished, then select the Unfinish button – **see Figure 17.**

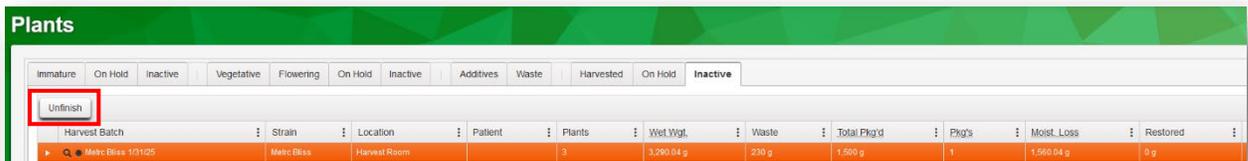


Figure 17: Navigate to Inactive Harvest Screen and Unfinish Harvest

This will move the harvest batch to the active Harvested tab to complete the actions needed before finally refinishing the harvest batch.

Please note: The option to unfinish a harvest batch becomes unavailable after 24 hours of the harvest being finished or if any product from the harvest is adjusted, repackaged, or transferred from the facility.

To learn more about how to use the Production Batch feature, visit [Metrc Learn](#), navigate to My Courses and Learning Plans, and access the course titled “Create A Harvest Batch” – **see Figure 18.**

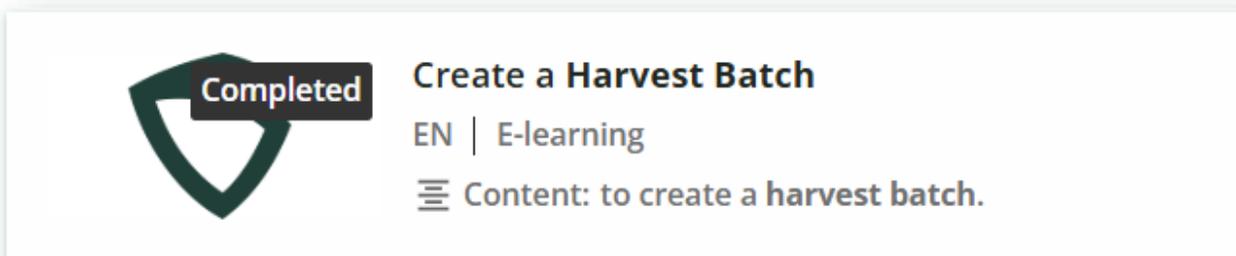


Figure 18: Create A Harvest Batch Course Listing in Metrc Learn

Metrc resources

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

Contact Metrc Support:

By using the new full-service system by navigating to Support.Metrc.com, or from the Metrc System, click Support and navigate to support.metrc.com and it will redirect to the portal.

Please note: If accessing the portal for the first time, a username (which is established when logging in), the respective state and “Facility license number”, and a valid email to set a password are required.

Metrc Learn:

Metrc Learn has been redesigned to provide users with interactive, educational information on system functionality to expand skillsets and drive workflow efficiencies.

Accessing the new [Metrc Learn](#) LMS is simple through multiple convenient locations:

From within the Metrc system:

Navigate to the Support area on the navigational toolbar and select “Sign up for Training” to register.

From the Metrc website:

Navigate to your [state’s partner page](#) and scroll down to the “Metrc’s Training Resources” section to find the link.

Also, save the link as a bookmark in your preferred web browser. If you have the existing link saved as a bookmark, please replace it with the new link.

Access additional resources:

In the Metrc system, click on the Support area dropdown on the navigational toolbar and select the appropriate resource, including educational guides, manuals, and more.

Thank you for your continued partnership.