

<b>Bulletin Number:</b> MO_IB_0035	<b>Distribution Date:</b> 02/10/2025	<b>Effective Date:</b> Ongoing
<b>Contact Point:</b> Metrc Support	<b>Subject:</b> Creating a Production Batch	
<b>Reason:</b> Providing guidance on creating production batches in Metrc		

The following bulletin includes a step-by-step guide to creating Production Batches in the Metrc system, demonstrates how to use the Production Batch indicator, and walks through an example of creating a production batch.

The Production Batch Indicator should be used **anytime**:

- An item changes form physically or chemically
- When changing the item category
- Multiple item categories are combined
- **Anytime** an ingredient, additive, lipid, flavoring or terpene is added to an item

Below is a limited list of examples denoting when the Production Batch indicator should be selected when creating new packages.

- Bud/Flower into Shake/Trim
- Bud/Flower or Shake/Trim into a Raw Pre-Roll
- Bud/Flower or Shake/Trim into a Concentrate/Extract
- Concentrate/Extract into a Vape Cartridge
- Concentrate/Extract into an Infused Product
- **Anytime** non-marijuana ingredients are added to an already created marijuana product

**Reminder:** An item’s production yield should not be estimated when creating a new item tag. Item processes are required to be completed when the new item tag is created and exact inventory weights, or counts, must be entered.

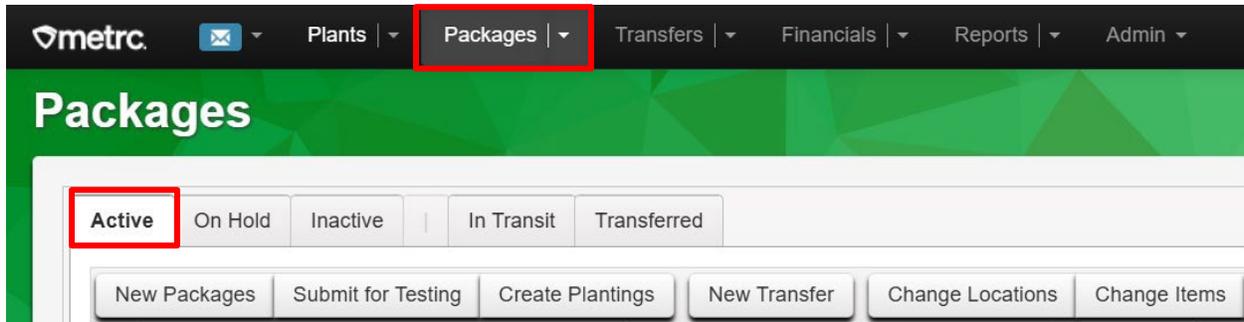
For example, when manufacturing infused beverages, do not list the anticipated production amount on the new tag and use package adjustments to reconcile inventory. Production batch tags must be created after the yield is known.

Please see the following pages for more details on the process

## Production Batch Process

### Step 1: Navigate to the Packages Area of Metrc

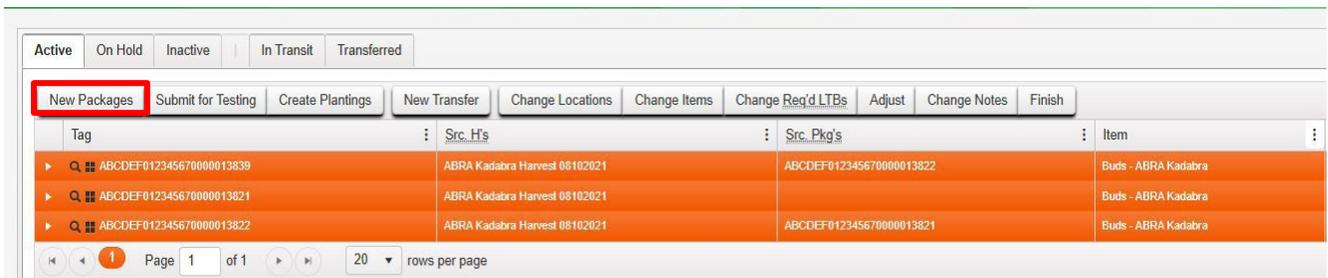
To create a Production Batch package, navigate to the Packages area on the navigational toolbar and select the “Packages” option from the drop-down menu. Once on the Packages grid, select the “Active” packages tab – see **Figure 1**.



**Figure 1: Navigate to Active Packages**

### Step 2: Identify Packages to be Used in the Production Batch

Once on the Active Packages grid, select one or more packages intended to be used to create the production batch package. These packages will be combined to form one new production batch package. After highlighting the packages, click the New Packages button – see **Figure 2**.



**Figure 2: Select Source Multiple Packages for Production Batch**

### Step 3: Create the Production Batch Package

After clicking the New Packages button, the New Packages action window will open 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) on the left side. 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.

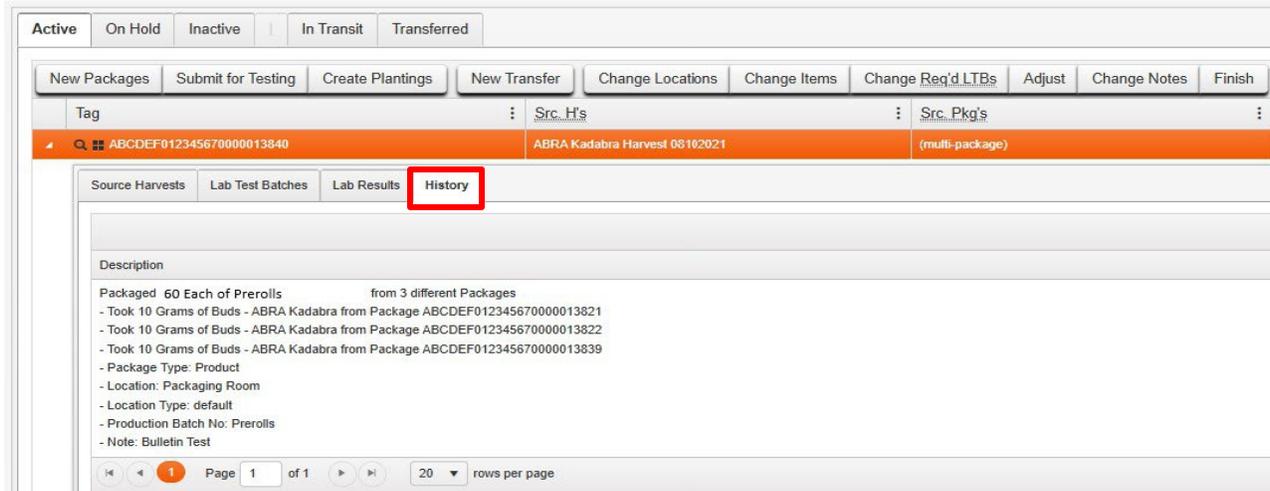
**Please note:** The “Production Batch No.” field is used to input a *unique* production batch number of the licensee’s choosing and is a required field. The last digits of the new package tag ID # may be used in place of the production batch number also.

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

**Figure 3: Create Production Batch Package from Multiple Packages**

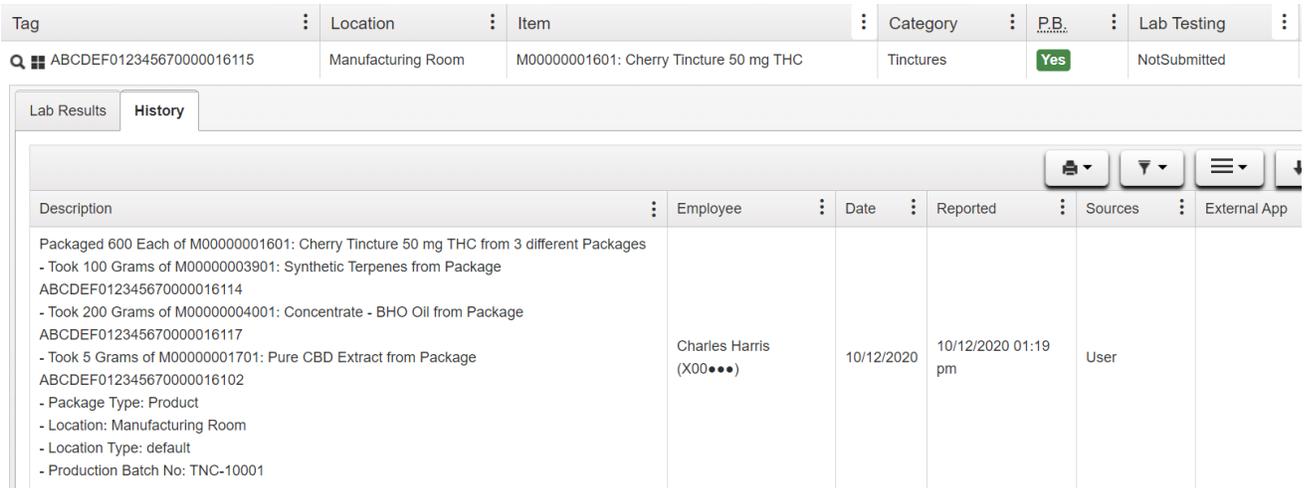
### Step 4: Verify That the New Package was Created Correctly

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**

Please Note: Once the Production Batch Package is created, the new tag’s Lab Testing Status Will be “NotSubmitted.” See **Figure 5**.



**Figure 5: Production Batch Indicator Resets Lab Testing Status Indicator**

To learn more about how to use the Production Batch feature, visit <https://learn.metric.com>. Once in Metric Learn, navigate to My Courses and Learning Plans page, and access the course titled “Creating A Production Batch – see Figure 6.

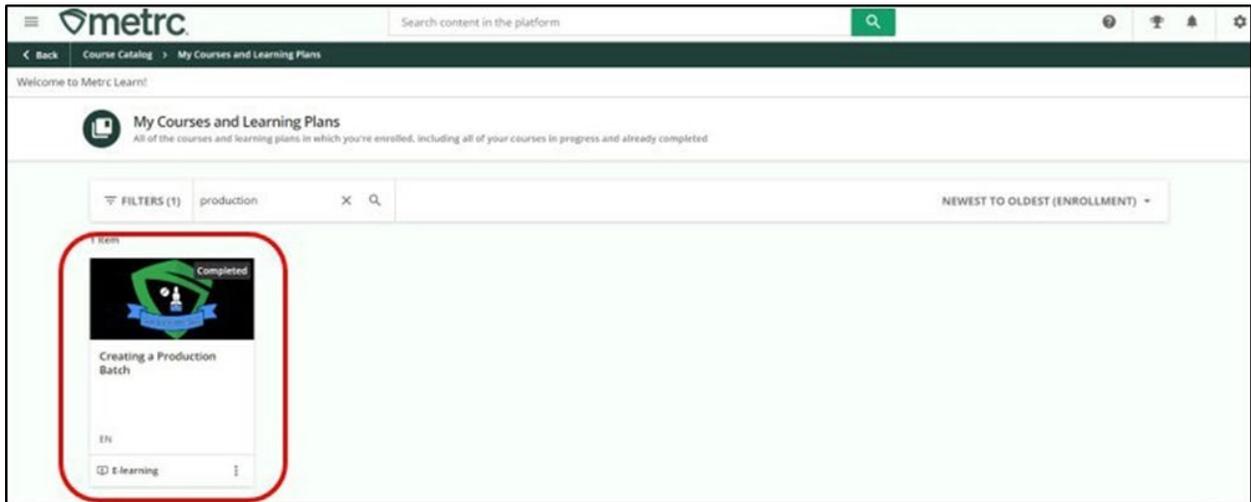


Figure 6: Creating A Production Batch Course Listing in Metric Learn

## **Metrc Resources**

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

### **Contact Metrc Support:**

- From the Metrc System, click Support and navigating to [Support.Metrc.com](https://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”, as well as a valid email to set a password are required.

### **Metrc Learn:**

- Metrc Learn is designed to provide users with interactive, educational information on system functionality to expand skillsets and drive workflow efficiencies.
- Accessing [Metrc Learn](#) 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, manual, and more.

Thank you for your continued partnership.