

Bulletin Number: MA_IB_0092	Distribution Date: 05/15/2025	Effective Date: Ongoing
Contact Point: Metrc Support	Subject: Finishing Harvests and Packages	
Reason: Metrc is providing emphasized guidance on the requirement to finishing harvests and packages.		

Greetings Metrc Users,

To ensure optimal system performance, Metrc continuously monitors and addresses potential issues. You can also improve system efficiency by:

- Finishing harvests once completed
- Finishing packages when they reach zero quantity

These steps speed up processing, reduce data errors, and enhance system integrity. This bulletin provides a demonstration of both processes.

Finishing Harvests

Cultivation facility licensees must complete the harvest batch process following the steps outlined in the Metrc training and guide. Once all the unusable plant material is wasted out and all usable plant material is packaged (which moves it to the active packages inventory), the harvest must be finished.

Finishing a harvest not only removes it from the active harvest screen but will also indicate that any remaining weight left in the harvest is attributed to moisture loss.

To finish a harvest, navigate to the Harvested tab of the Plants Area and select a harvest(s) that has/have no more physical plant material remaining that has not been attributed to waste or a package in Metrc. Once selected, use the “Finish” button. This step is demonstrated in **Figure 1**, below.

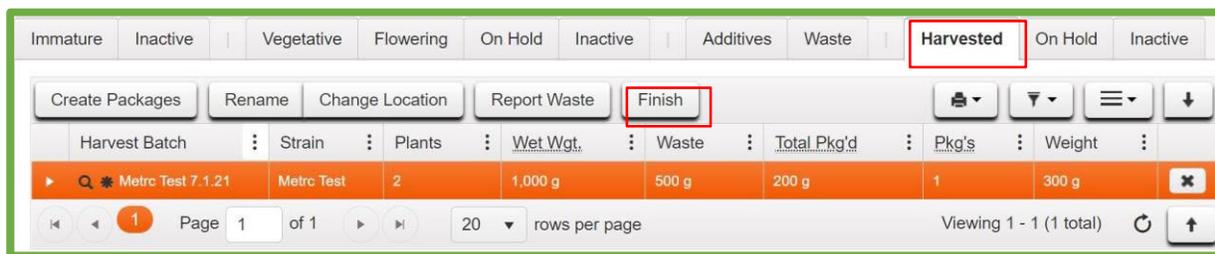


Figure 1: Select Harvest Batch to Finish

This button will open an action window to indicate the Date Finished and then select the “Finish Harvests” button to complete the process. This step is demonstrated below in **Figure 2**.

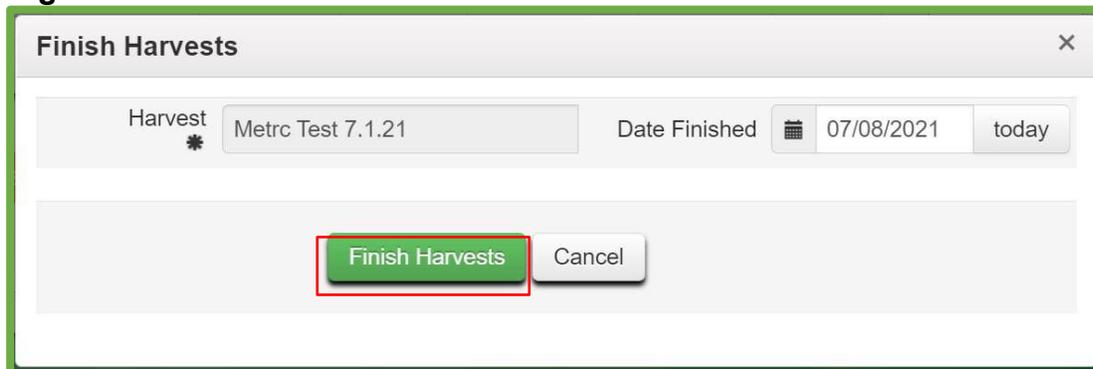


Figure 2: Finish Harvest Batch Action Window

Once this step is completed, the harvest batch will be moved to the Inactive Harvests tab. Also, it can be noted that the remaining weight left in the harvest, after all physical plant material has been wasted or packaged, is now attributed to Moisture Loss. This example is shown below in **Figure 3**.



Harvest Batch	Strain	Patient	Plants	Wet Wgt.	Waste	Total Pkg'd	Pkg's	Moist Loss
Metrc Test 7.1.21	Metrc Test		2	1,000 g	500 g	200 g	1	300 g

Figure 3: Finished Harvest Batch Example

Finishing Zero-Quantity Packages

Any licensee with packages must ensure that all packages of zero-quantity are finished out. This moves these packages to the Inactive Package grid so that only packages with remaining quantities are visible in the active packages grid. This helps with overall performance in the system.

To identify packages that are zero-quantity or lower, navigate to the Packages grid by going to the Packages area on the long black navigational bar. Once there, click on the “Quantity” table header, so all zero-quantity packages are listed first. By clicking once, the table will sort all packages in ascending order, by quantity, moving the smallest, or zero-quantity, packages to the top. Zero-quantity packages are also identified by the gray font.

Next, select one or several packages at a time to finish and use the “Finish” button to start the process. This step is demonstrated in **Figure 4**, below.

Packages

Active | On Hold | Inactive | In Transit

New Packages | Submit for Testing | Remediate | Create Plantings | Unpack Plants | New Transfer
Change Locations | Change Items | Change Req'd LTBs | Adjust | Trade Sample | Change Notes | **Finish**

Tag	Src. H's	Location	Item	Category	Item Strain	Quantity
1A4FF0300000001000000356	Metrc Test Harvest	Product Room	Shake/Trim - Metrc Test	Shake/Trim (by strain)	Metrc Test	0 g
1A4FF0300000001000000299		Immature Plant Room	Immature Plant - Blue Dream	Immature Plants	Blue Dream	0 ea
1A4FF0300000001000000226	2020-09-10-Harvest Room-H	Product Room	Buds - Maine Chocolate Bear	Buds/Flower	Maine Chocolate Bear	0 g
1A4FF0300000001000000180		Grow Room A Row 5	Mature Plant - Skywalker Kush	Mature Plants	Skywalker Kush	0 lb
1A4FF0300000001000000184		Flower Room A Row 1	JRG TEST	Mature Plants	Metrc Test	0 lb
1A4FF0300000001000000176		Harvest Room	Mature Plant - Skywalker Kush	Mature Plants	Skywalker Kush	0 lb
1A4FF0300000001000000177		Immature Plant Room	Immature Plants - Skywalker Kush	Immature Plants	Skywalker Kush	0 ea
1A4FF0300000001000000167		Transfer Vault	Immature Plant - Jack Herrer	Immature Plants	Jack Herrer	0 ea

Figure 4: Select Zero-Quantity Package to Finish

This button will open an action window to indicate the Date Finished. Then use the “Finish Packages” button to complete the process, moving the package to the Inactive Packages tab. This step is demonstrated below in **Figure 5**.

Finish Packages

Package: 1A4FF0300000001000000356 Date Finished: 07/07/2021 (today)

Finish Packages Cancel

Figure 5: Finish Package Action Window

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 – Service Cloud – by navigating to [Support.Metrc.com](https://support.metrc.com), or from the Metrc System, click the Support area dropdown on the navigational toolbar and click support.metrc.com to 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 was recently redesigned to offer interactive educational opportunities to enhance Metrc system users’ skills and provide 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 or register for an account, visit [Metrc Learn](#).

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.