



Bulletin Number: MO IB 0050	Distribution Date: 01/23/2026	Effective Date: Ongoing
Contact Point: Metrc Support	Subject: Harvest Batch Best Practices	
Reason: Providing information about best practices when it comes to harvest batches.		

Greetings,

Metrc, in conjunction with DCR, is providing guidance on Harvest Batch best practices to support consistent and accurate completion of the harvest workflow in Metrc. This guidance is intended to reduce common errors and improve downstream reporting and compliance visibility.

Please read on for more detailed information.

Harvest Batch Best Practices

The Harvest process can be applied to single or multiple plants to create a harvest batch.

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 1.



Figure 1: 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. A harvest batch must be strain-specific with all plants harvested on the same day. Harvest batches can also be recorded via a CSV upload to the system.

Once the plants are highlighted, select the Harvest button - see Figure 2.

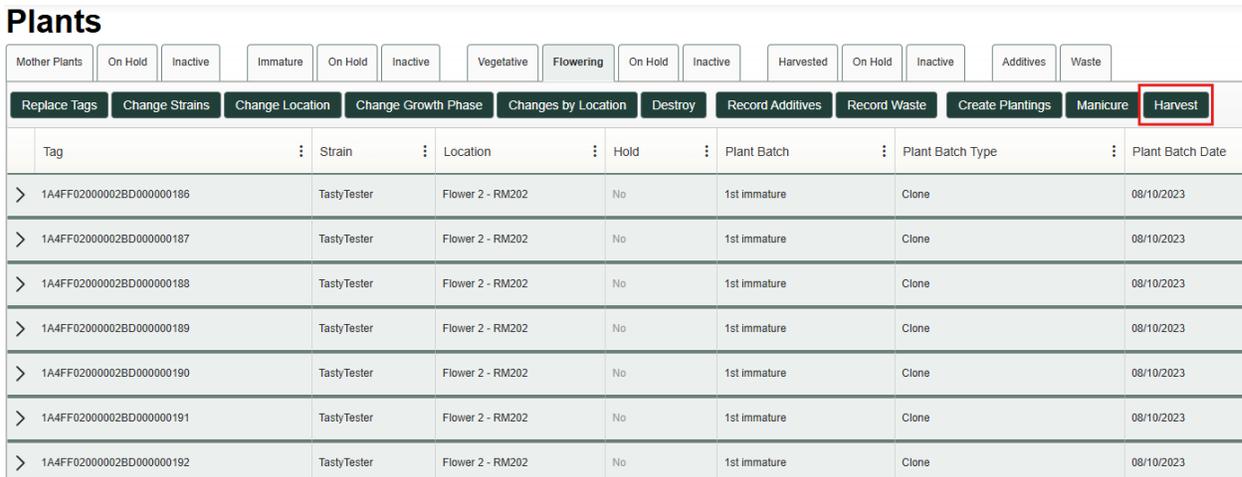


Figure 2: Select Flowering Plants for Harvest

Select the Manicure button 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.

Selecting the Harvest button will open the Harvest Flowering Plants action window. After flowering plants are cut down, they must be individually weighed and individual plant wet weights recorded in Metric. 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) - **see Figure 3.**

Figure 3: Harvest Flowering Plants Action Window

Once the Harvest has been created, navigate to the Harvested grid by selecting the Harvested tab – **see Figure 4**. 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”. As a reminder, the Division of Cannabis Regulation requires all harvest batches to contain only a single strain.

Licensees have 72-hours to edit a harvest batch. For example, if plants of another strain were accidentally included, the plants may be removed. If the harvest batch is past the 72-hour discontinuation window, then please reach out to Missouri DCR for assistance at CannabisCompliance@health.mo.gov or directly to your assigned Compliance Officer.

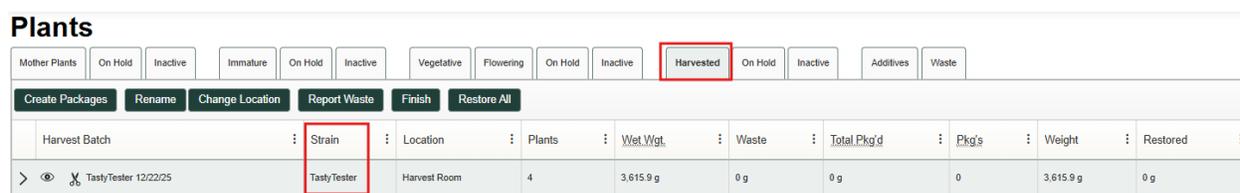


Figure 4: Navigate to Harvested Plants Tab and Verify Harvest Batch

Once a harvest batch is created, the physical waste attributed to the harvest batch must be collected and recorded by highlighting the harvest batch and selecting the Report Waste button – **see Figure 5**.

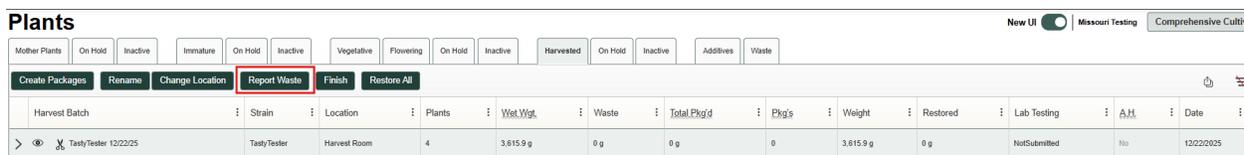


Figure 5: Select Harvest Batch and Report Waste

Once plant material is ready to be packaged, highlight the harvest batch it is being pulled from, then select the Create Packages button – **see Figure 6 below**.

Please note: The entire drying and curing process must be completed under the license where the harvest occurs. Cultivation licensees cannot transfer whole wet plants to another cultivation licensees for the purpose of drying, curing or packaging on their behalf.

Plants

Mother Plants On Hold Inactive Immature On Hold Inactive Vegetative Flowering On Hold Inactive Harvested On Hold Inactive Additives Waste

Create Packages Rename Change Location Report Waste Finish Restore All

Harvest Batch	Strain	Location	Plants	Wet Wgt.	Waste	Total Pkg'd	Pkgs	Weight	Restored
>  TaslyTester 12/22/25	TaslyTester	Harvest Room	4	3,615.9 g	0 g	0 g	0	3,615.9 g	0 g

Figure 6: Select Harvest Batch and Create Packages Option

Typically, two different types of item categories are being pulled from the harvest batch, and they must be recorded as separate packages (for example, 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 7**. The packages that have been created will appear in the active packages grid. It is important to verify the package creation before continuing. If a package was created incorrectly, discontinue the package and start the creation over again.

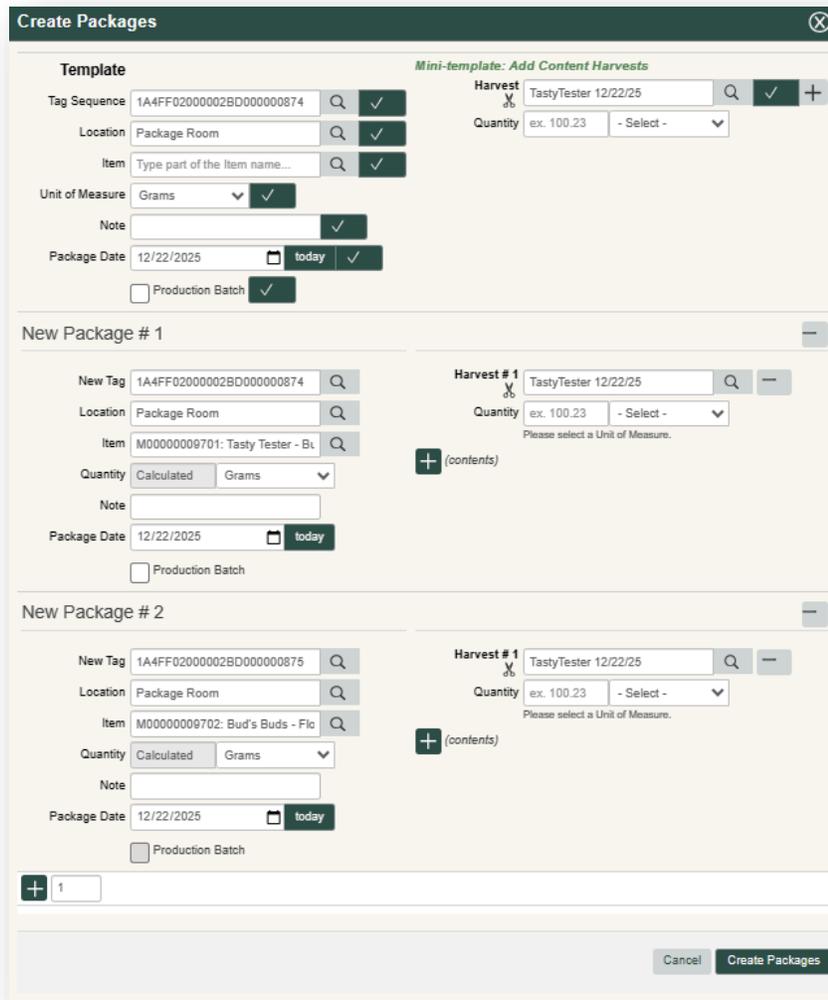


Figure 7: Create Multiple Packages Action Window

Once you have verified all waste has been reported and all packages have been created, the harvest can be finished. To finish a harvest batch, select and highlight the harvest batch to finish and click the Finish button – **see Figure 8.**

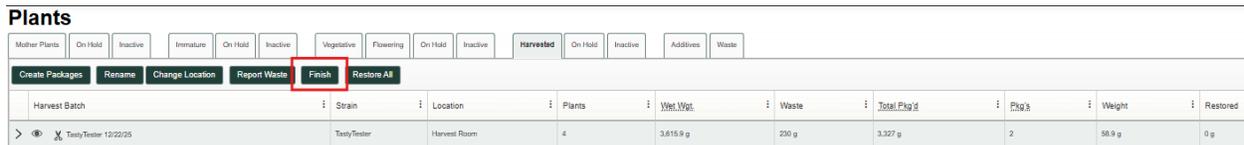


Figure 8: Finish Harvest Batch

The finished harvest batch will be moved to the Inactive tab of the harvested 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 or prematurely, Metrc allows for finished harvest batches to be unfinished. 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 9**.



Figure 9: Navigate to Inactive Harvest Screen and Unfinish Harvest

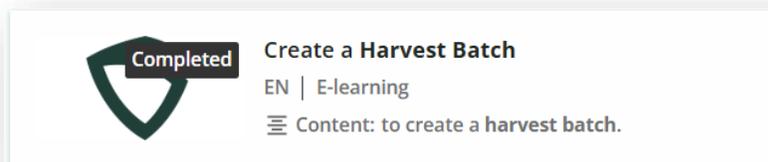
This will move the harvest batch to the active Harvested tab to complete the actions needed before finally refinishing the harvest batch.

To learn more about how to use the Harvest Batch feature, visit one of the following resources.

[Metrc Expert](#) – in Metrc located at the bottom right of the system on any grid. The path in Metrc Expert to follow to create a Harvest Batch is below.

Browse Guides & Resources > Plants > Flowering Plants > Creating Harvest Batch

[Metrc Learn](#), navigate to My Courses and Learning Plans, and access the course titled “Create A Harvest Batch”.



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 is designed 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.

Thank you for your continued partnership.