

<b>Bulletin Number:</b> MS_IB_0007	<b>Distribution Date:</b> 7/20/23 Updated 07/08/2024	<b>Effective Date:</b> On-Going
<b>Contact Point:</b> Metric® Support	<b>Subject:</b> Creating a Production Batch Revision	
<b>Reason:</b> Providing guidance on creating Production Batches in Metric		

Greetings,

The following is a step-by-step guide to creating Production Batches in Metric. This document will show how a facility will correctly use the Production Batch indicator and walk through an example of correctly creating a Production Batch.

Going forward, **the Production Batch indicator should be used**

- **anytime a product changes form physically or chemically,**
- **anytime a product changes category**
- **anytime multiple categories are combined, or**
- **anytime an additive, lipid, flavoring, or terpene is added to a product**

For example, if product goes:

- from flower into a concentrate or extract,
- shake/trim into a concentrate or extract,
- from a concentrate or extract into a vape cartridge,
- anytime non-marijuana ingredients are added to an already-created marijuana product,
- from a concentrate or extract into an infused edible or an infused non-edible, or
- from bud/flower or shake/trim into raw pre-roll

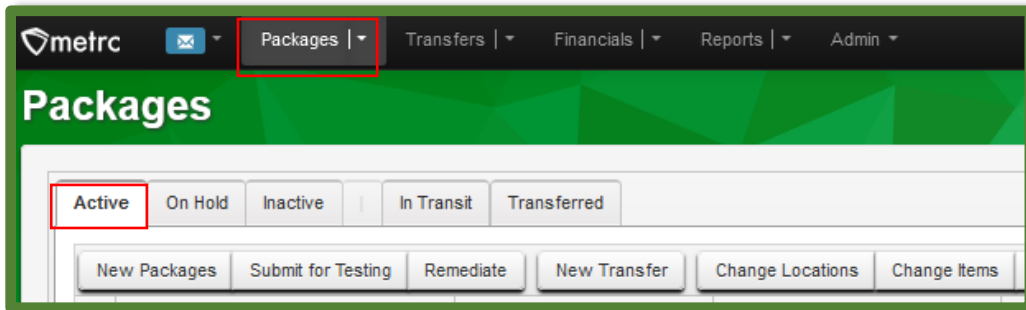
then the Production Batch indicator should be used when creating that new package. Production Batches in Metric should only be created after the actual yield is known.

Please see the following pages for more details on the process:

## **Production Batch Process**

### **Navigate to the Packages area of Metrc**

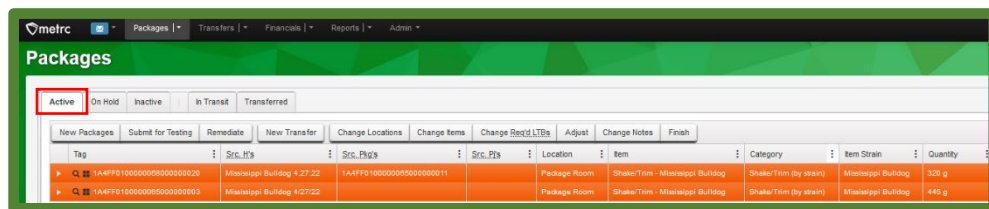
Select the “Packages” area on the top navigational bar and select the Packages option. Once on the Packages grid, select the “Active” tab – **see Figure 1**.



**Figure 1: Navigate to Active Packages**

### **Identify packages to be used in the Production Batch**

Select one or more packages intended to be used to create a Production Batch package. These package(s) will be combined to form one new Production Batch package. Then select the “New Packages” button. This will open an action window to create the Production Batch. In this example, we are combining 2 shake/trim packages to create a concentrate Production Batch process - **see Figure 2**.



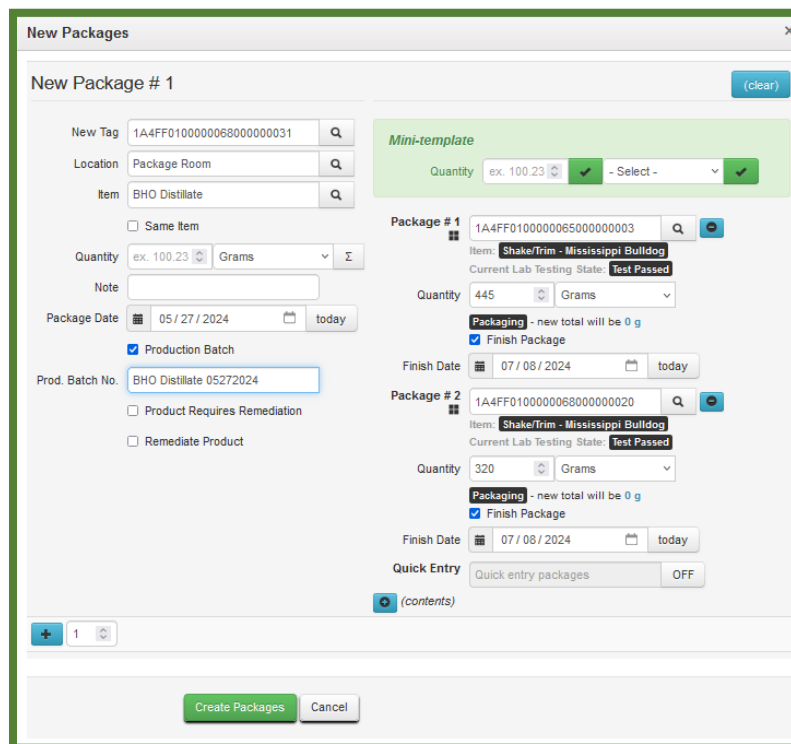
**Figure 2: Select Source Package(s) for Production Batch**

### Create the Production Batch Package

In the New Packages action window will open with all the selected package(s) populated on the right side of the window that is being used to create the new Production Batch package.

Next, fill in the information about the newly created package (new tag, location, item, quantity, unit of measure, and package date). Since the product is going through a process in which it is changing form, the “Production Batch” field **must be checked** to denote this process. At this time, the “Production Batch No.” field will become available to utilize to enter the Production Batch number.

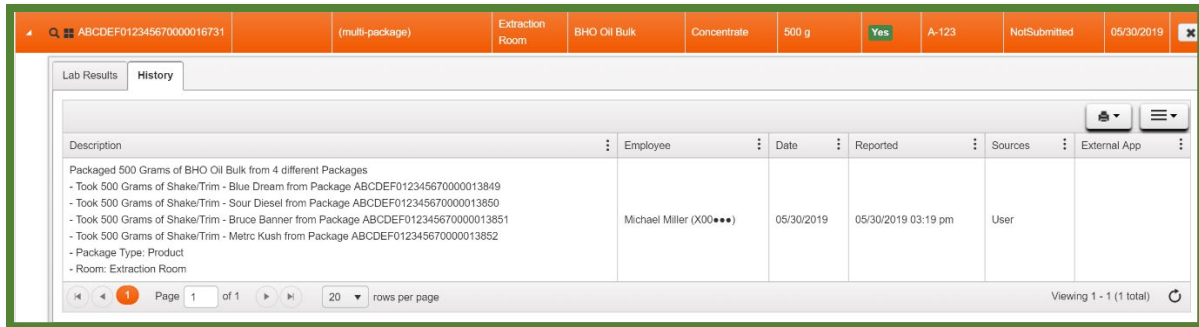
**Please Note:** the “Production Batch No.” field is required to be the item name and date produced. In the event that multiple batches of the same product or item are created on the same date, a unique suffix shall be added such as a numeric or alphabetical character. (e.g., 1, 2, 3, a, b, c, etc.). For example, "Blue Dream .5g Preroll (5-pack) 07082024" and "Blue Dream .5g Preroll (5 pack) 07082024B After all the information has been entered and checked for accuracy, select the “Create Package” button. This step is demonstrated in **Figure 3** below.



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

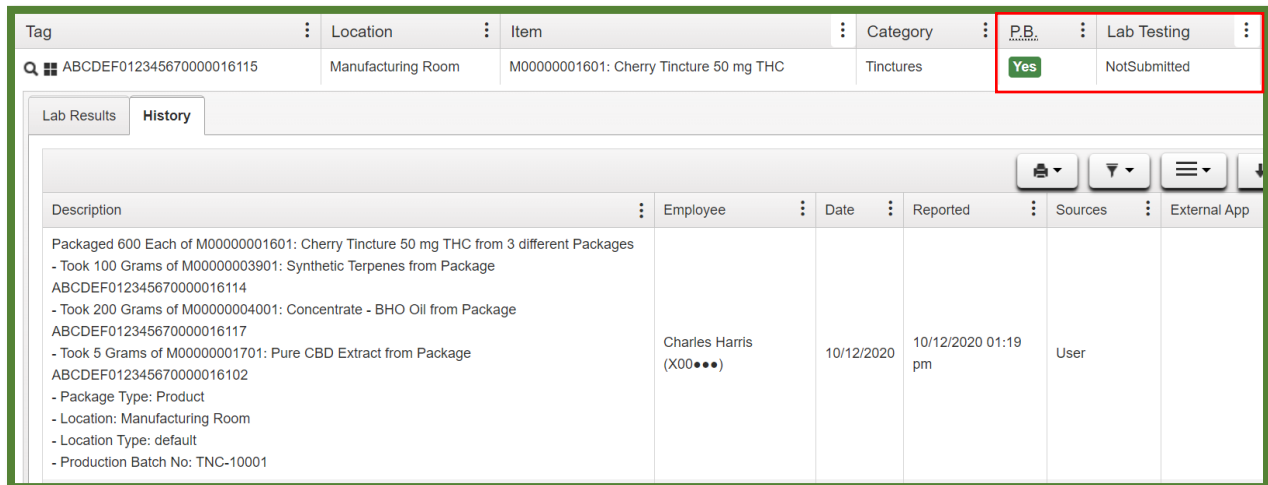
### Verify that the new package has been created correctly

Next, verify that the new bulk Production Batch package has been created and the weights of the source packages were correct using the package history – **see Figure 4**. If an error was made in creating the Production Batch package, the new package should be discontinued, and the weight or count will be returned to the source package(s) so that the Production Batch can be remade correctly.

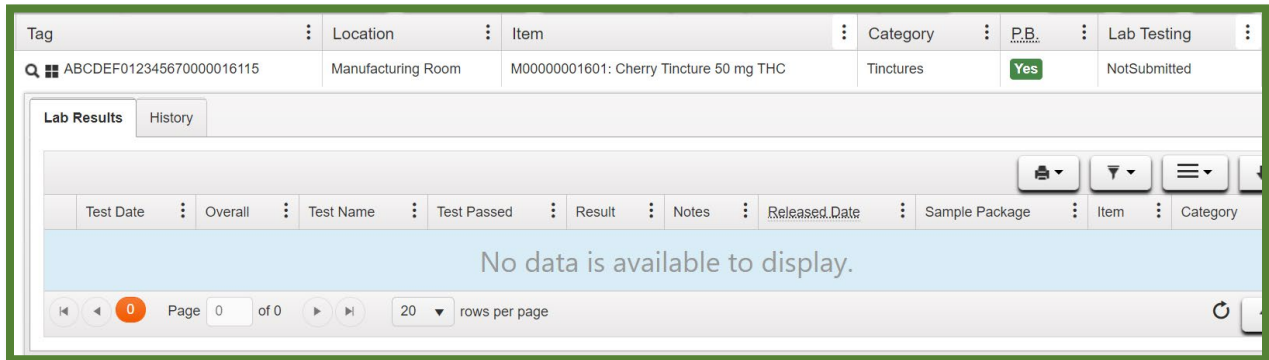


**Figure 4: Verify Production Batch Package History**

**Please Note:** Once the Production Batch package is created, the Lab Testing status will be “NotSubmitted” and the lab results from the parent package(s) will not carry to the newly created Production Batch package as designed - **see Figure 5 and Figure 6** below.



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



**Figure 6: Production Batch Indicator Severs Parent Package Test Results**