

<b>Bulletin Number:</b> WV IB 0032	<b>Distribution Date:</b> 12/31/2024	<b>Effective Date:</b> Ongoing
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> Production Batch Best Practices	
<b>Reason:</b> Providing guidance for creating a Production Batch in Metrc.		

Greetings,

Metrc is pleased to provide best practice guidance on how a licensed facility should correctly use the Production Batch indicator when creating a production batch.

Please read on for more detailed information.

## Creating a Production Batch

The Production Batch feature is used to track packaging of specific products and processes within the Metric system. When packaging up a batch of products, the production batch designation should be used in the following scenarios followed by examples of each.

The Production Batch indicator should be used every time:

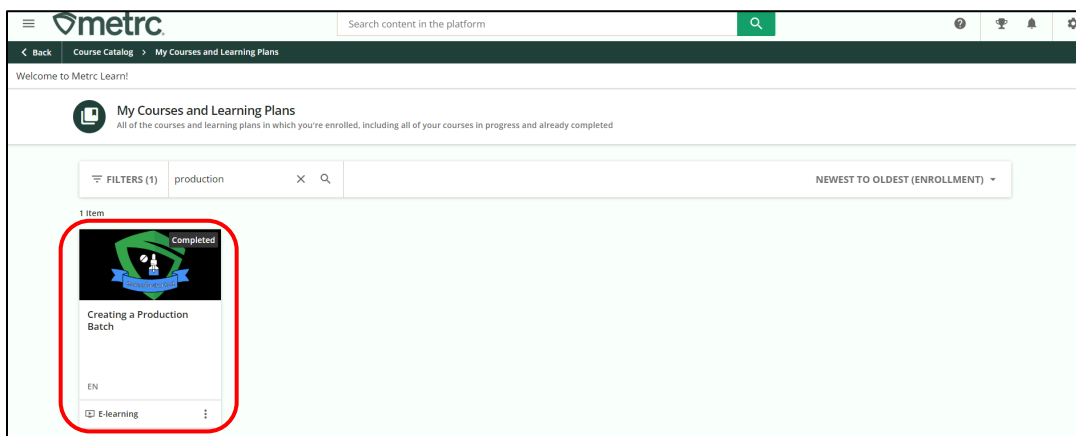
- A product changes form physically or chemically,
- A product changes category,
- Multiple categories are combined, or
- An additive, lipid, flavoring, or terpene is added to a product.

The following are examples of when the Production Batch indicator should be used:

- When bud/flower or shake/trim is processed into a concentrate or extract.
- When bulk concentrate or extract is packaged or processed 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.

To learn more about how to use the Production Batch feature, there is a course available in Metric Learn titled “Creating a Production Batch”.

Visit <https://learn.metric.com> and navigate to My Courses and Learning Plans to access the course – see **Figure 1**.



**Figure 1: 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

By using the new full-service system by navigating to [Support.Metrc.com](https://support.metrc.com), or from the Metrc System, click the Support area and navigate 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”, 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 drop-down Support menu in 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 – <https://learn.metrc.com> – 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.