

Bulletin Number: DC IB 0073	Distribution Date: 2/20/2025	Effective Date: Ongoing
Contact Point: Metrc Support	Subject: Production an	d Harvest Batch Best Practices
<b>Reason:</b> Providing information a harvest batches.	about best practices wher	n it comes to production and

Greetings,

Metrc, in conjunction with ABCA, are pleased to provide updates related to:

- Production Batch best practices
- Harvest Batch best practices

Please read on for more detailed information.



## **Production Batch Best Practices**

The Production Batch feature is used to designate specific products and processes within the Metrc system. The **Production Batch** indicator should be used every time:

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

To better understand the list of scenarios where a Production Batch should be used, below are some additional examples of when to use a production batch:

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

### **Production Batch Process**

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.







Select one or more packages intended on using to create the production batch package. These packages will be combined to form one new production batch package – **see Figure 2**.

New Packages Submit for Testing Remediate	New Transfer Change Room	Change Items Adjust Finish				
Tag i	Sig. Ha	Stc. Phata I	Room i	Nem	Category I	Quantity
C # ABCDEF012349670000013849				Shake/Trim - Blue Dream	Shake/Trim (by strain)	
Q # ABCDEF012345970000013850						
C # ABCDEF012345670000013851			Receiving Room	Shake/Tim - Bruse Banner	Shake/Trim (by strain)	
Q # ABCREF012345670000013852			Receiving Room	Shake/Trim - Metro Kash	Shake/Trim (by strain)	500 g

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

This will open the New Packages action window 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). 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 that the "Production Batch No." field is used to input a production batch number of the licensee's choosing and is a required field.

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

## **Smetrc**

New Packa	age # 1						(clear)
New Tag	ABCDEF012345670000013842	Q	Mini-templat	e			
Location	Extraction Room	Q	Quanti	w ex. 100	.23 C 🖌 - Se	lect - 🗸 🗸	Max
Item	Metrc Bliss Oil	Q					
	Same Item		Package # 1	ABCDEF	0123456700000112	231 Q 🖸	
Quantity	52.3 C Grams	~ Σ		Item: Buds	- Blue Dream		
Note				Current Lac	lesting state: Not s	submitted	
Package Date	■ 02/07/2025	today	Quantity	12 Please enter	C Ounces	✓ Max	
	Production Batch		Package # 2	ADODED	0402456700000445	0	
Prod. Batch No.	13842			Item: Buds	- Blue Dream		
				Current Lab	Testing State: Not S	Submitted	
			Quantity	15	0unces	~ Max	
				Please enter	a non-zero quantity.		
			Package # 3	ABCDEF	0123456700000112	233 Q 💿	
				Item: Buds Current Lab	- Blue Dream Testing State: Not S	Submitted	
			Quantity	8	0 Ounces	✓ Max	
				Please enter	a non-zero quantity.		
			Quick Entry	Quick ent	ry packages	OFF	
			(contents)				
+ 1 0							
	Control Date	Const )					
	Create Packages	Cancel					

Figure 3: Create Production Batch Package from Multiple Packages

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**.

Source Harvests	Lab Test Batches	Lab Results	History										
												A- Y- E	-
Description					: Emp	ployee	:	Date	:	Reported	: Sources	External App	
Took 12 Ounces     Took 15 Ounces     Took 8 Ounces     Took 8 Ounces     Dackage Type: F     Location: Extrac     Location Typo: d	of Buds - Blue Dream of Buds - Blue Dream Product tion Room lotault	n from Package : n from Package A from Package A	NBCDEF0123456700000112 NBCDEF0123456700000112 BCDEF01234567000001123	31 32 3	Муп	a Chinn (Chinn0+++)		02/07/2025		02/10/2025 02:04 pm	User		

Figure 4: Verify Production Batch Package



To learn more about how to use the Production Batch feature, visit <u>Metrc Learn</u>. Once in Metrc Learn, navigate to My Courses and Learning Plans page, and access the course titled "Creating A Production Batch" – **see Figure 5**.



Figure 5: Creating A Production Batch Course Listing in Metrc Learn



## Harvest Batch Best Practices

The Harvesting Process can be applied to single or multiple plants to create a harvest batch. Maintain strain specificity in harvest batches so two different strains are not combined into a single package.

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 6**.

Immature	On H	old	Inactive		Vegetative	Flowering	On Hold	Inactive		Additives	Waste		Harvested	On Hold	Inactiv
Replace	Tags	Cha	nge Strains	0	Change Location	n Change C	Frowth Phase	Change	es by	Location	Destroy	R	ecord Additives	Record	Waste

Figure 6: 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. It should be noted that the harvest batch should be strain-specific and harvested on the same day. Once the plants are highlighted, select the Harvest button.

The Manicure button should be selected 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 – **see Figure 7 below**.

## **Smetrc**.

Immature	On Hold	Inactive	T	Veget	tativ	Flowering	On Hold	Inactive		Additives	Waste		Harveste	ed	On Hold	Inacti
Replace 1	ags Ch	ange Strains	Cł	nange l	Loc	ation Change	Growth Phase	Chang	jes by	Location	Destroy	Re	cord Addi	tives	Record	Waste
Create I	Plantings	Manicure	Har	vest								_				
Tag		:	Strai	'n	:	Location :	Hold	Plant Ba	atch	:	Plant Bate	ch Typ	e :	Pla	nt Batch Da	ate
► ABCDE	F01234567	0000010905	Metro	Bliss		Flower Room A	No	Metrc Bli	ss See	1 3/22/2017	Seed			03/2	2/2017	
► ABCDE	F01234567	0000010906	Metro			Flower Room A		Metrc Bli	ss See	d 3/22/2017						
► ABCDE	F01234567	0000010907	Metro			Flower Room A		Metrc Bli	ss See	d 3/22/2017	Seed					
► ABCDE	F01234567	0000010908				Flower Room A			ss See	d 3/22/2017						
► ABCDE	F01234567		Metro			Flower Room A		Metrc Bli	ss See	d 3/22/2017	Seed					
ABCDE	F01234567	0000010910	Metro	Bliss		Flower Room A		Metrc Bli	ss See	1 3/22/2017	Seed			03/2	2/2017	

Figure 7: Select Flowering Plants for Harvest

Selecting the Harvest button will open the Harvest Flowering Plants action window - **see Figure 8 below**.

After the flowering plants are cut down, they should be individually weighed. These are the individual plant wet weights that should be recorded in Metrc. 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).

## **Smetrc**

Template			Unit of Measure	Gr	ams 🗸 🖌		
Harvest Name	Metrc Bliss 1/31/25		Drying Location	Ha	arvest Room	0	2 🖌
(optional)			Harvest Date		02/01/2025	toda	ay 🖌
Plant # 1							-
Plant	ABCDEF012345670000010905	٩	Weight	11(	08.3 🗘 Grams	~	
Harvest Name	Metrc Bliss 1/31/25		Drying Location	Ha	arvest Room	c	2
(optional)			Harvest Date		02/01/2025	toda	ay
Plant # 2							-
Plant	ABCDEF012345670000010906	۹	Weight	10	94.44 🗘 Grams	~	
Harvest Name	Metrc Bliss 1/31/25		Drying Location	Ha	arvest Room	0	2
(optional)			Harvest Date		02/01/2025	toda	ay
Plant # 3							-
Plant	ABCDEF012345670000010907	٩	Weight	10	87.3 🗘 Grams	~	
Harvest Name	Metrc Bliss 1/31/25		Drying Location	Ha	arvest Room	c	2
			Harvest Date	m	02/01/2025	toda	ay

Figure 8: Harvest Flowing Plants Action Window

Once the Harvest has been created, navigate to the Harvested grid by selecting the Harvested tab – **see Figure 9**. 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".

ants																			
Immature	On Hold	Inactive	Vegetative	Flowering	On Hold	Inactive	1	Additives	Waste	Ha	arvested	d On Hold	Inacti	ve					
Create P	ackages	Rename	Change Locatio	n Report	Waste	inish Res	store A												
Harv	est Batch		Strain	Locati	on	: Plants	:	Wet Wgt.	:	Waste	:	Total Pkg'd	:	Pkg's	:	Weight	:	Restored	:
	Metrc Bliss 1/3	31/25	Metrc Blis	s Harvest	Room	3		3,290.04 g		0 g		0 g		0		3,290.04 g		0 g	

Figure 9: Navigate to Harvested Plants Tab and Verify Harvest Batch



The physical waste attributed to the harvest batch should be collected and recorded by highlighting the harvest batch and selecting the Report Waste button – see Figure 10.

mmature On Hold Inactive	Vegetative I	Flowering On Ho	Id Inactive	Additiv	waste	Harvest	ed On Hold	Inactive									
																-	
Create Packages Rename	Change Location	Report Waste	Finish Re	istore All											6	· .	
Harvest Batch	: Strain	Location	: Plants	: Wet	Mgt :	Waste	Total Pkg'd	: Pkg's	:	Weight	: Res	ored	: Lab Testing	: A	.н.	Date	:

Figure 10: Select Harvest Batch and Report Waste

This will open the Report Waste action window to open where the waste information will be recorded. Fill in the weight of the waste, waste type, and waste date. Upon completing the record of the waste, select the Report Waste button so the waste amount will be deducted from the initial wet weight of the harvest and be recorded under the waste column of the harvested table – **see Figure 11**.

atch # 1					(clear)
Batch *	Metrc Bliss 1/31/25	Q	Waste Type	Plant Material	~
Weight	230 🗘 Grams	~	Waste Date	<b>iii</b> 01/23/2025	📩 today
	Removing - new total will be 3,0	60.04 g			
- 1 🗘					

Figure 11: Report Waste Action Window



Once plant material is ready to be packaged (dried and cured or flash frozen), select the harvest batch that is being pulled from for packaging to highlight it, then select the Create Packages button – **see Figure 12**.

Immature	On Hold	Inactive	V	egetative	Flowering	On Hold	Inactive		Additives	Waste	Han	ested	On Hold Inact	ive							
Create F	Packages	Rename	Chang	e Location	Report	Waste	inish F	Restore A	JI												
Harv	vest Batch		:	Strain	: Loca	tion	: Plants	:	Wet Wgt.	:	Waste	:	Total Pkg'd	Pkg's	:	Weight	:	Restored	:	Lab Testing	3
an march	Advertise Director	34/26		Martin Diale	Hanna	et Doom	3		3 200 04 a		230.4		0.0	0		2 060 04 0		0.0		Not Cubmitted	

Figure 12: Select Harvest Batch and Create Packages Option

This will open the Create Packages action window to enter the details of the package being created. This information includes the new package tag number, location of the new package, item name, and the quantity of the product being pulled from the harvest batch to create the package. Once satisfied that the package information is accurate, then select the Create Packages button – **see Figure 13**.

New Tag	AB	CDEF012	345670000013841	Q	Harvest # 1 *	Metrc Bl	iss 1/3	31/25	Q	•
Location	Pa	ckaging Ro	oom	Q	Quantity	1500	\$	Grams	~	
Item	Bu	ds - Metrc	Bliss	Q		Packagin	g - nev	v total will be 1,5	60.04 g	
Quantity	Ca	lculated	Grams	~	(contents)					
Note										
Package Date		01/23/2	2025 📋	today						
	D F	Production	Batch							
F 1 0										

#### Figure 13: Create Packages Action Window

**Please note:** Typically, and at a minimum, two different types of item categories are being pulled from the harvest batch, and they should be recorded as separate packages (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 14.** 

Template				Mini-template:	Add Content	Harvests		
Tag Sequence	ABCDEF012	345670000013842	Q	Harvest	Metrc Bliss 1/3	31/25	٩	v 0
Location	Packaging R	oom	٩	Quantity	ex. 100.23 🗘	Grams	~	
Item	Type part of	the Item name	٩	4				
Init of Measure	Grams	~ <b>~</b>						
Note			4					
Package Date	02/03/	2025 🛱	today	*				
	Production	Batch						
lew Packa	ae # 1							
New Tag	ABCDEF012	345670000013842	٩	Harvest # 1 *	Metrc Bliss 1/3	31/25	٩	•
Location	Packaging R	oom	٩	Quantity	ex. 100.23 🗘	Grams	~	
Item	Buds - Metrc	Bliss	٩	(contents)	Please enter a no	on-zero quantity.		
Quantity	Calculated	Grams	~					
Note								
Note Package Date	<b>1</b> 01/23/	2025	today					
Note Package Date	01/23/2     Production	2025 🗂 Batch	today					
Note Package Date	<ul> <li>01/23/2</li> <li>Production</li> <li>ge # 2</li> </ul>	2025 🛱	today					-
Note Package Date	01/23/:     Production     ge # 2	2025 💼 Batch	today	Harvest # 1	Motor Blies 10	24/26	0	-
Note Package Date New Packag New Tag	01/23/:     Production     Ge # 2     ABCDEF012:     Dackaging R	2025 🖨 Batch 345670000013843	today Q	Harvest #1	Metrc Bliss 1/3	31/25	٩	-
Note Package Date New Package New Tag Location	O1/23/3     Production     Production     Ge # 2     ABCDEF0123     Packaging Ruds - Metro	2025 🗎 Batch 345670000013843 000m Bliss	today	Harvest # 1 * Quantity	Metrc Bliss 1/3 ex. 100.23 © Please enter a no	31/25 Grams n-zero quantity.	Q ~	-
Note Package Date New Packar New Tag Location Item	O1/23/3     Production     Ge # 2     ABCDEF0122     Packaging Ru Buds - Metrc     Calculated	2025 🗂 Batch 345670000013843 000m Bliss Grams	today a q q	Harvest #1 * Quantity (contents)	Metrc Bilss 1/2 ex. 100.23 © Please enter a no	31/25 Grams n-zero quantity.	Q ~	•
Note Package Date New Tag Location Item Quantity Note	Calculated	2025 🗂 Batch 345670000013843 oom Bliss Grams	today Q Q Q	Harvest # 1 # Quantity @ (contents)	Metrc Bilss 1/3 ex. 100.23 C Please enter a no	31/25 Grams n-zero quantity.	Q ~	•
Note Package Date New Packag Location Item Quantity Note Package Date	O1/23/     Production     Production     Qe # 2     ABCDEF012:     Packaging Ri Buds - Metrc     Calculated     m mn/dd.	2025 🗂 Batch 34567000013843 oom Bliss Grams	today Q Q Q	Harvest # 1 # Quantity @ (contents)	Metrc Bliss 1/2 ex. 100.23 © Please enter a no	31/25 Grams n-zero quantity	Q ~	•
Note Package Date New Package Location Item Quantity Note Package Date	Calculated  mmm / dd  Production  mmm / dd  Production	2025  Batch 34567000013843 com Bliss Grams /ywyy Batch	today c Q Q Q V today	Harvest #1 Quantity (contents)	Metrc Bliss 1/2 ex. 100.23 © Please enter a no	31/25 Grams n-zero quantity.	<b>Q</b>	
Note Package Date New Packag Location Item Quantity Note Package Date	O1/23/2     Production     Production     Ge # 2     ABCDEF012:     Packaging R0     Buds - Metrc     Calculated     mmn/dd,     Production	2025 C Batch 345670000013843 000m Biliss Grams /yyyy C Batch	today Q Q Q V today	Harvest #1 * Quantity • (contents)	Metrc Bliss 1/3 ex. 100.23 © Please enter a no	31/25 Grams n-zero quantity.	Q ~	
Note Package Date New Package Location Item Quantity Note Package Date	O1/23// Production      Production      Qe # 2      ABCDEF012: Packaging Ri      Buds - Metrc      Calculated      mmn/dd,      Production	2025  Batch  345670000013843  345670000013843  Grams  /yyyy  Batch	today Q Q Q V today	Harvest #1 * Quantity • (contents)	Metrc Bilss 1/2 ex. 100.23 © Please enter a no	31/25 Grams on-zero quantity.	~	
Note Package Date New Packar New Tag Location Item Quantity Note Package Date	O1/23/2     Production     Production     Qe # 2     ABCDEF012:     Packaging Ri     Buds - Metrc     Calculated     mm/dd/     Production	2025  Batch  345670000013843  com Bliss Grams  /yyyy  Batch	today Q Q Q V today	Harvest #1 Quantity (contents)	Metrc Bilss 1/3 ex. 100.23 © Please enter a no	31/25 Grams n-zero quantity.	a ~	

Figure 14: Create Multiple Packages Action Window

The packages that have been created will appear in the active packages grid. Metrc will deduct the weight of the plant material packaged from the harvest batch and that weight will be put into the new package(s) that were created.

Now that the waste has been reported and the packages have been created, the harvest can be finished. Verify that there is no more plant material that needs to be



wasted or packaged from the harvest batch, then select and highlight the harvest batch and click the Finish button – **see Figure 15**.

ants								$\Delta_{i}$								V.			
Immature	On Hold Inact	ve Vegetati	ve Flowerin	g On Hold	Inactive	Additives	Waste	Harveste	d On Hold	Inactive									
Create	Packages Rena	me Change Loc	ation Rep	ort Waste	Finish Res	lore All													
На	rvest Batch		: Strain		Location		Plants	:	Wet Wgt.	:	Waste	:	Total Pkg'd	1	Pkg's	: Weight	:	Restored	
. 0	Metrc Bliss 1/31/25																		

Figure 15: Finish Harvest Batch

This will open the Finish Harvests action window with the harvest batch name will be auto populated. Then record the finish date of the harvest or the Today button can be used to populate the current date. After the date has been entered or populated, click the Finish Harvests button – **see Figure 16**.

Harvest *	Metrc Bliss 1/31/25	Date Finished	<b>iii</b> 02/03/2025	today
	Finish Harvests	Cancel		
	Philish harvests	Cancer		

Figure 16: Finish Harvest Batch Action Window

The harvest batch will be moved to the Inactive tab of the harvest 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, Metrc does allow for finished harvest batches to be unfinished to allow additional plant material to be recorded as waste or packages of usable raw plant material to be created.

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 17**.

Immature	On Hold	I Inactive	Vegetative	Flowering	On H	lold Inactive		Additives	Waste		Harvested	On	Hold	Inactive										
Unfini	ih																							
Ha	rvest Batch		:	Strain	:	Location	1	Patient	:	Pl	lants	:	et, Wgt,	1	Waste	:	Total Pkg'd	1	Pkg's	:	Moist, Loss	:	Restored	:
. 0	· Metrc Bliss																							

#### Figure 17: 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.

# Please note: The option to unfinish a harvest batch becomes unavailable after 24 hours of the harvest being finished or if any product from the harvest is adjusted, repackaged, or transferred from the facility.

To learn more about how to use the Production Batch feature, visit <u>Metrc Learn</u>, navigate to My Courses and Learning Plans, and access the course titled "Create A Harvest Batch" – **see Figure 18**.



Figure 18: Create A Harvest Batch Course Listing in Metrc 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 <u>Support.Metrc.com</u>, 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 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 Support area on the navigational toolbar and select "Sign up for Training" to register.

#### From the Metrc website:

Navigate to your <u>state's partner page</u> 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, manuals, and more.

Thank you for your continued partnership.