

Bulletin Number: ME_IB_0003	Distribution Date: 2/05/2025	Effective Date: Ongoing
Contact Point: Metrc Support	Subject: Creating Pre-Roll and Vape Product Packages	
Reason: Updated process for creating Pre-Roll, Infused Pre-Roll, and Vape Product Packages.		

Greetings Metrc Users,

Metrc and the OCP would like to provide additional clarity on the process for creating Raw Pre-Roll packages. This process will be a repackaging, and it will not constitute a production batch, so the user should ensure that the “Production Batch” identifier is not selected when creating packages of Raw Pre-Rolls.

Additionally, this guidance extends to the process of packaging Vape Products. As long as there have been no changes to the chemical composition of the concentrate (added terpenes, flavors, etc.) packaged in the cartridge since it passed testing, the user will not use the production batch identifier.

Finally, this bulletin will review the process of creating Infused Pre-Roll packages. Since this process uses multiple different products to create a new item entirely, the user will use the production batch identifier when creating the new package.

Please see the following pages for more details:

Raw Pre-Roll Packages

When creating Raw Pre-Roll packages, select a package of buds/flower or shake/trim (this will highlight the package in orange) and use the “New Packages” button to start the process. This step is shown below in Figure 1.

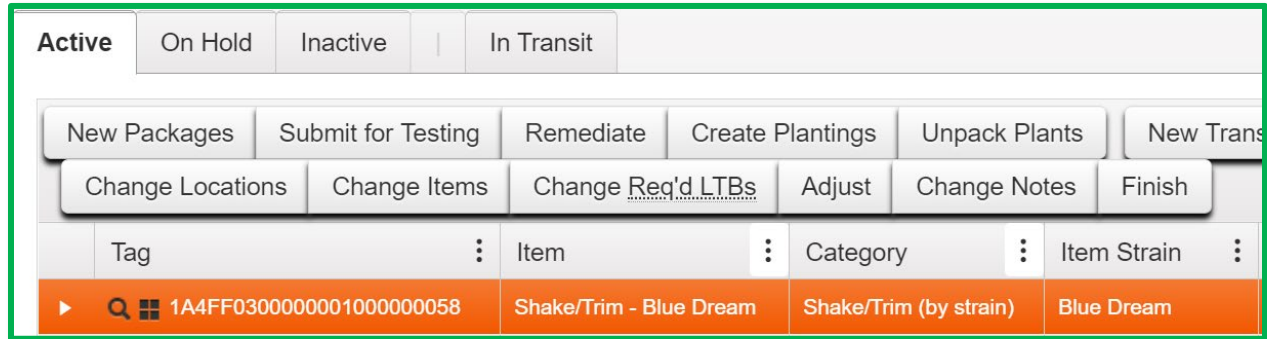


Figure 1: Select Shake/Trim Package for Raw Pre-Roll Package

This button will trigger an action window where a new package can be created of the Raw Pre-Roll package. Input the amount taken out of the parent package, in this example, 100 grams from the package of Blue Dream Shake/Trim, on the right side. Then, enter the required information about the new Raw Pre-Roll package on the left side, including: new tag number, pre-roll item, location, package date, and the amount going into the new package (this should match the amount being taken out of the parent package).

Please Note: Do not select the “Production Batch” indicator when creating this package as it is a repackage and not a production batch. By not selecting the “Production Batch” indicator, the new pre-roll package will reflect the testing status of the parent package.

This process is shown in **Figure 2** below.

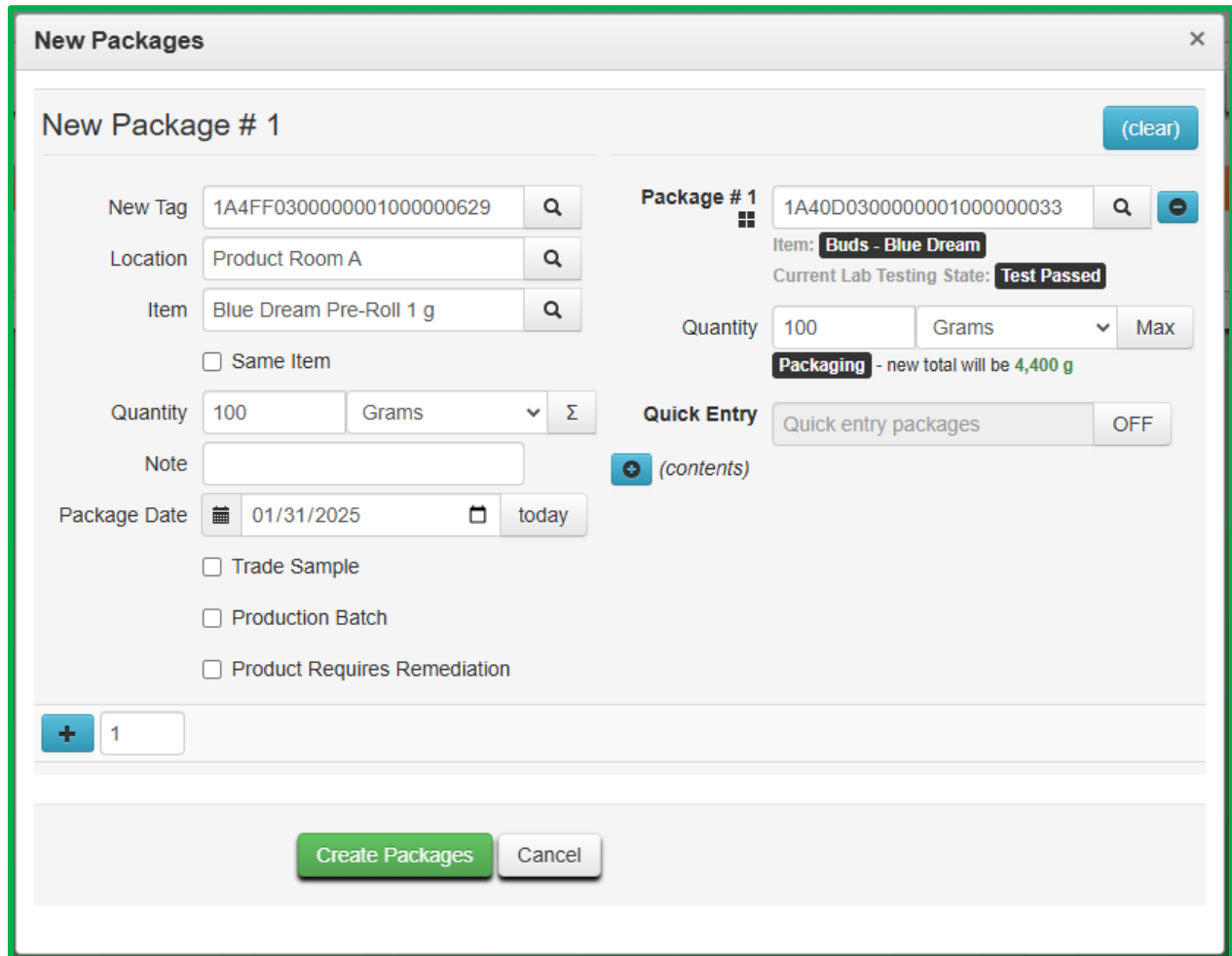


Figure 2: Create Raw Pre-Roll Package Action Window

Once the raw pre-roll package has been completed, the licensee will need to test for the following analytes: **Total Yeast & Mold Count, Microbials, and Filth & Foreign Materials**. In order to obtain a representative sample, the licensee will need to submit the sample in its final pre-roll form.

This process is shown in **Figure 3** below.

Submit for Testing [X]

New Package Sample # 1 [clear]

New Tag: 1A4FF0300000001000000614 [Q]

Location: Transfer Vault [Q]

Same Item

Quantity: 6.5 Grams [v] [Σ]

Note: []

Package Date: 01/24/2025 [today]

Proficiency Testing Sample

Package # 1: 1A4FF0300000001000000613 [Q] [e]

Item: **Blue Dream Pre-Roll 1g**

Current Lab Testing State: **Not Submitted**

Quantity: 6.5 Grams [v] [Max]

Sampling - new total will be 93.5 g

Source Package - Weight 100 g

Quick Entry: Quick entry packages [OFF]

[+] (contents)

Required Testing:

- Filth & Foreign Materials
- Homogeneity
- Metals - Concentrate & Inhalable Concentrate
- Metals - Flower/Trim
- Metals - Ingestion/Suppository
- Metals - Topical
- Metals - Topicals
- Microbials - E.coli
- Microbials - Enterobacteriaceae
- Microbials - Salmonella
- Microbials - Total Aerobic Microbial Count
- Microbials - Total Coliform
- Microbials - Total Yeast & Mold Count
- Mycotoxins
- Pesticides
- Potency (Concentrate)
- Potency (Flower/Trim)
- Potency (Infused)
- Residual Solvents
- Water Activity

[+] 1

Creating Sample Packages immediately locks out the source Package(s) by setting the Testing State to SubmittedForTesting. [More info]

[Submit for Testing] [Cancel]

Figure 3: Raw Pre-Roll Lab Sample Action Window

Vape Product Packages

When creating a Vape Product package, select the concentrate used to create the package and use the “New Packages” button. Note, if there has been any change to the concentrate formula, such as additional terpenes or flavors, then this would be indicated through a Production Batch before or during the process of creating the Vape Products.

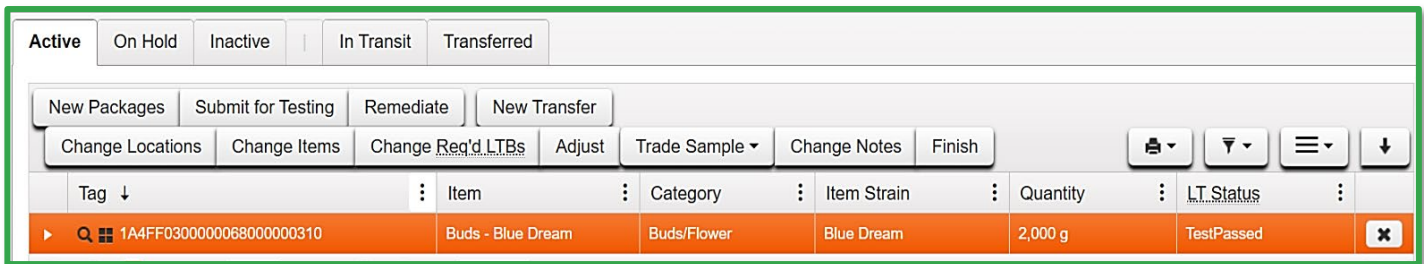
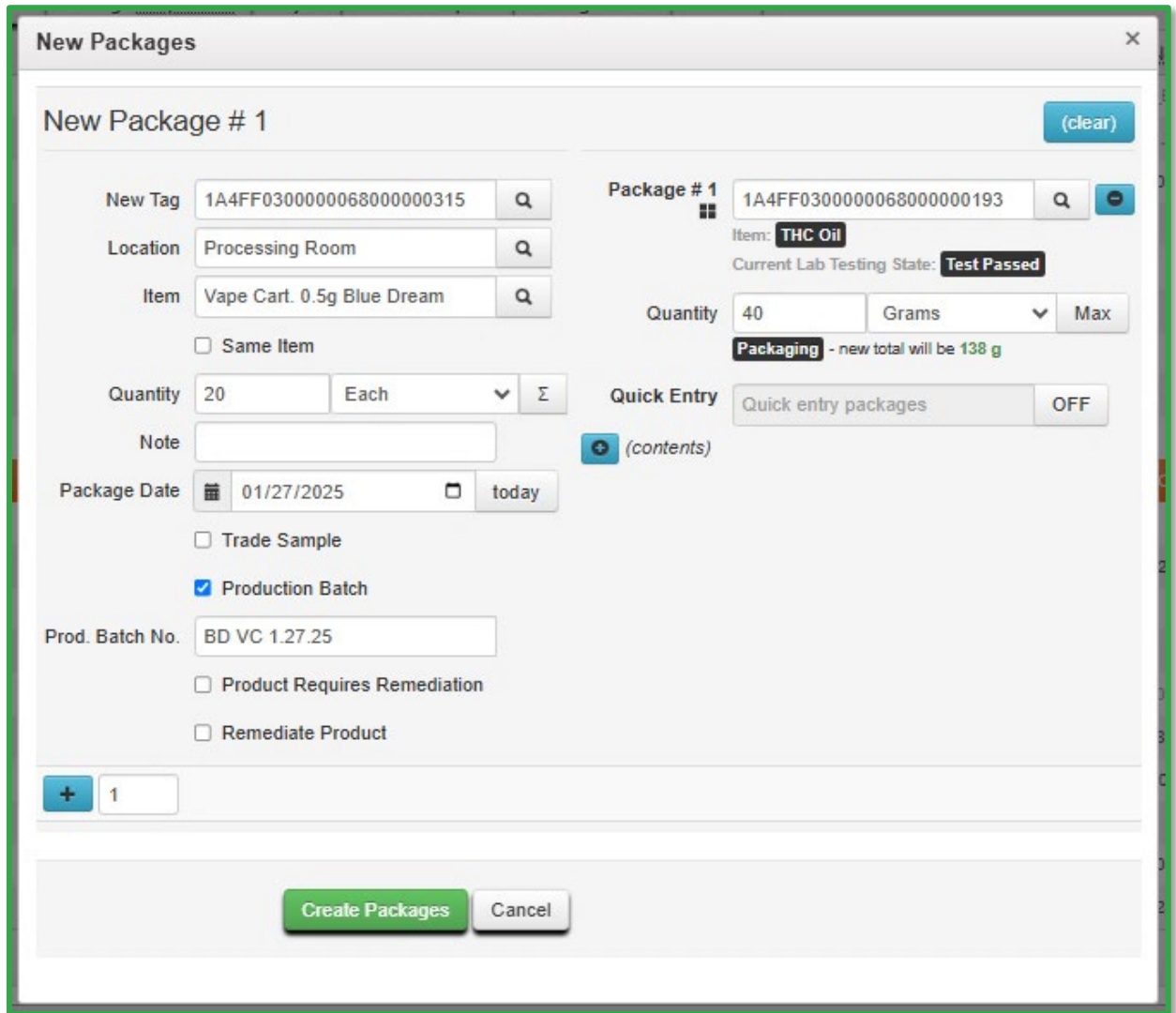


Figure 4: Select Concentrate for Vape Product

Next, an action window will open to complete the creation of the new Vape Product package. Enter the required information in the window, including the amount of concentrate taken from the parent package on the right-hand side and all of the new package information on the left-hand side.

Please Note: If the concentrate used to create the new package has not undergone any changes in its chemical composition since it passed mandatory testing, then the Production Batch indicator will not be used. If there have been any additives added to the concentrate before use in the vape products, then the Production Batch indicator will be required.

This step is shown in **Figure 5** below.



New Packages [X]

New Package # 1 [clear]

New Tag: 1A4FF0300000068000000315 [Q]

Location: Processing Room [Q]

Item: Vape Cart. 0.5g Blue Dream [Q]

Same Item

Quantity: 20 Each [v] [Σ]

Note: []

Package Date: 01/27/2025 [today]

Trade Sample

Production Batch

Prod. Batch No.: BD VC 1.27.25

Product Requires Remediation

Remediate Product

Package # 1: 1A4FF0300000068000000193 [Q] [e]

Item: **THC Oil**

Current Lab Testing State: **Test Passed**

Quantity: 40 Grams [v] Max

Packaging - new total will be 138 g

Quick Entry: Quick entry packages [OFF]

[+] 1

Create Packages Cancel

Figure 5: Create Vape Product Package Action Window

Infused Pre-Rolls

When creating packages of Infused Pre-Rolls, this will be combining raw plant material (shake/trim or flower/bud) with a concentrate to create a new package of a new item. This process is a **Production Batch**, and will therefore use the Production Batch indicator when creating the new package.

To begin the process, select the packages used to create the new Infused Pre-Roll package and then use the “New Packages” button. This step is seen in **Figure 6** below.

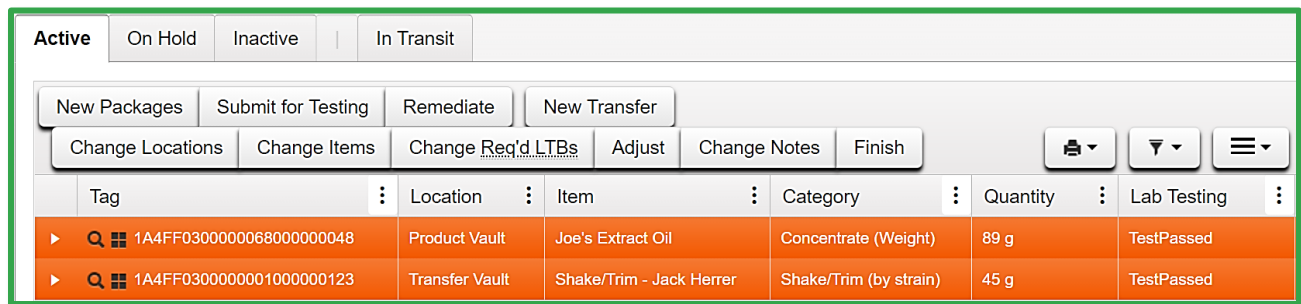


Figure 6: Select Parent Packages to Create the Infused Pre-Roll Package

Next, use the action window to indicate the new tag, item, location, and weight of the new Infused Pre-Roll package on the left-hand side. On the right-hand side, indicate the amounts taken from the parent packages selected in the previous steps. The amounts on both sides of the window should be equal. There is a Sum button (Σ) that can be used once the amounts are entered on the right-hand side.

Please Note: Use the Production Batch indicator when creating the new Infused Pre- Roll package. This will require the new package to be submitted to and pass the required lab tests before transferring to a Marijuana Store and sold.

Once all the information is input, use the “Create Packages” button to complete the process. This step is shown in **Figure 7** below.

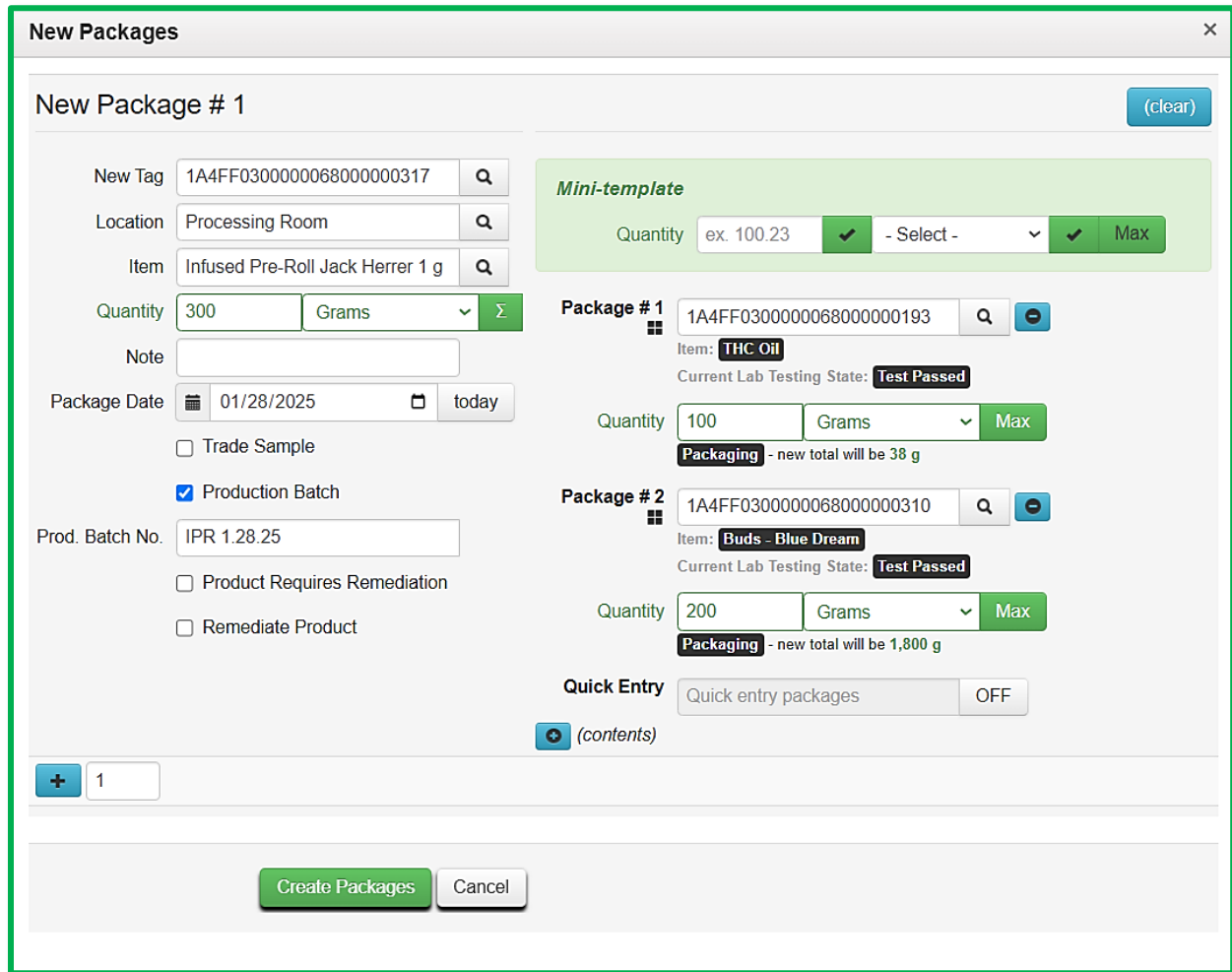


Figure 7: Create Infused Pre-Roll Package Action Window

Once the infused pre-roll production batch has been completed, the licensee will need to test for the following analytes: **Total Yeast & Mold Count, Microbials, Filth & Foreign Materials, and Potency**. In order to obtain a representative sample, the licensee will need to submit the sample in its final infused pre-roll form.

This process is shown in **Figure 8** below.

Figure 8: Create Infused Pre-Roll Lab Sample 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 on the navigational toolbar and click support.metrc.com from the dropdown to redirect the user 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 on the navigational toolbar and select the appropriate resource, including educational guides, manual, and more from the dropdown.

Thank you for your continued partnership.