# **Smetrc**

Bulletin	Distribution	Effective
Number:	Date:	Date:
MO_IB_0035	02/10/2025	Ongoing
Contact Point: Metrc Support	Subject: Creating a Produc	ction Batch
Reason: Providing guidance on	creating production batches	in Metrc

The following bulletin includes a step-by-step guide to creating Production Batches in the Metrc system, demonstrates how to use the Production Batch indicator, and walks through an example of creating a production batch.

The Production Batch Indicator should be used anytime:

- An item changes form physically <u>or</u> chemically
- When changing the item category
- Multiple item categories are combined
- **Anytime** an ingredient, additive, lipid, flavoring or terpene is added to an item

Below is a limited list of examples denoting when the Production Batch indicator should be selected when creating new packages.

- Bud/Flower into Shake/Trim
- Bud/Flower or Shake/Trim into a Raw Pre-Roll
- Bud/Flower or Shake/Trim into a Concentrate/Extract
- Concentrate/Extract into a Vape Cartridge
- Concentrate/Extract into an Infused Product
- **Anytime** non-marijuana ingredients are added to an already created marijuana product

**Reminder:** An item's production yield should <u>*not*</u> be estimated when creating a new item tag. Item processes are required to be completed when the new item tag is created and exact inventory weights, or counts, must be entered.

For example, when manufacturing infused beverages, do not list the anticipated production amount on the new tag and use package adjustments to reconcile inventory. Production batch tags must be created after the yield is known.

Please see the following pages for more details on the process



# **Production Batch Process**

# Step 1: Navigate to the Packages Area of Metrc

To create a Production Batch package, 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.** 

⇒metrc.	•	Plants   -	Packa	ages   <del>-</del>	Transfers   <del>-</del>	Financials   -	Reports   <del>-</del>	Admin <del>-</del>
Packa	ges							
Active	On Hold	Inactive	In T	Transit	Transferred			
New F	ackages	Submit for T	esting	Create Pl	antings	w Transfer Ch	ange Locations	Change Items

## Figure 1: Navigate to Active Packages

# Step 2: Identify Packages to be Used in the Production Batch

Once on the Active Packages grid, select one or more packages intended to be used to create the production batch package. These packages will be combined to form one new production batch package. After highlighting the packages, click the New Packages button – **see Figure 2**.

On Hold	Inactive		In Transit	Transferr	ed										
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					:	Src. H's			1	Src. Pkg's				:	Item
ABCDEF012	23456700000	013839				ABRA Kad	labra Harvest 08102021			ABCDEF01234	15670000013	3822		1	Buds - ABRA Kadabra
ABCDEF012	23456700000					ABRA Kad	labra Harvest 08102021							Buds - ABRA Kadabra	
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Figure 2: Select Source Multiple Packages for Production Batch



## Step 3: Create the Production Batch Package

After clicking the New Packages button, the New Packages action window will open 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) on the left side. 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**: The "Production Batch No." field is used to input a *unique* production batch number of the licensee's choosing and is a required field. The last digits of the new package tag ID # may be used in place of the production batch number also.

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

ew Packa	ge # 1										(cl
New Tag	ABCDEF0123	345670000013841	Q	Mini-templat	e						
Location	Packaging Ro	om	۹	Quanti	ty ex.	100.23 🔇		- Select -		~ ~	Max
Item	ABRA Kadabra	a Raw Pre-Rolls .5g	Q				-				
	Same Item			Package # 1	ABCD	EF01234	45670000	013821	٩	•	
Quantity	60 0	Each	~ Σ		Item: B	uds - ABR	RA Kadabra	Test Passa			
Note				Quantity	10	Cab 1030	Grame	10311 8330		Mox	
ackage Date	■ 01/02/2	2025	today	Quantity	Please e	enter a non	-zero quan	lity.	*	IVIAX	
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d. Batch No.	13841				Item: B	uds - ABR	RA Kadabra	]			
					Current	Lab Testi	ng State:	Test Passe	d		
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				(contents)							
1 0											

Figure 3: Create Production Batch Package from Multiple Packages

Metrc LLC For additional support, please visit <u>Support.Metrc.com</u>

# Metrc Support Bulletin



# Step 4: Verify That the New Package was Created Correctly

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**.

ew Packages	Submit for Testing	Create Plantin	ngs N	ew Tran	nsfer	Change Locations	Change Items	Chang	e Req'd LTBs	Adjust	Change Notes	Finish
Tag				:	Src. H's	ł		:	Src. Pkg's			
Q III ABCDEF0	12345670000013840				ABRA Ka	idabra Harvest 08102021	6		(multi-package)			
Source Harve	sts Lab Test Batches	Lab Results	History									
			2.0									
<u> </u>												
Description												
Description Packaged 6	0 Each of Prerolls	from 3 o	different Pac	kages	00000422	224						
Description Packaged 6 - Took 10 Gr - Took 10 Gr	0 Each of Prerolls ams of Buds - ABRA Kad ams of Buds - ABRA Kad	from 3 o labra from Package labra from Package	different Pac e ABCDEF0 e ABCDEF0	kages 1234567 1234567	00000138	321						
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#### Figure 4: Verify Production Batch Package

Please Note: Once the Production Batch Package is created, the new tag's Lab Testing Status Will be "NotSubmitted." **See Figure 5**.

Tag	Location	:	Item			Cate	egory :	<u>P.B.</u>	:	Lab Tes	sting
<b>Q #</b> ABCDEF012345670000016115	Manufacturing Room		M00000001601: Cherry	/ Tincture 50 mg THC		Tinct	ures	Yes		NotSubn	nitted
Lab Results History											
Description			:	Employee	:	Date	Reported		- Source	₹.	
Packaged 600 Each of M00000001601: Che - Took 100 Grams of M00000003901: Synth ABCDEF012345670000016114 - Took 200 Grams of M00000004001: Conce ABCDEF012345670000016117 - Took 5 Grams of M00000001701: Pure CE ABCDEF012345670000016102 - Package Type: Product - Location: Manufacturing Room - Location Type: default - Production Batch No: TNC-10001	erry Tincture 50 mg THC letic Terpenes from Pack entrate - BHO Oil from P SD Extract from Package	from age Packa	; 1 3 different Packages ge	Charles Harris (X00•••)		10/12/2020	10/12/2020 01 pm	:19	User	•	

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



To learn more about how to use the Production Batch feature, visit <u>https://learn.metrc.com.</u> Once in Metrc Learn, navigate to My Courses and Learning Plans page, and access the course titled "Creating A Production Batch – **see Figure 6**.



Figure 6: Creating A Production Batch Course Listing in Metrc Learn

# **Metrc Support Bulletin**



# **Metrc Resources**

If you have any questions, or need additional support, the following resources are available:

#### **Contact Metrc Support:**

- From the Metrc System, click Support and navigating to <u>Support.Metrc.com</u>, 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", as well as 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 <u>Metrc Learn</u> 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, including educational guides, manual, and more.

Thank you for your continued partnership.