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To: Current and Prospective AUMP Cultivation Licensees and Manufacturing Licensees  
From: Director Erik Gundersen, Office of Marijuana Policy  
Date: Tuesday, May 18, 2021  
Subject: Guidance for Entering Production Batch Information into Metrc

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### Background

The Office of Marijuana Policy (OMP) is providing this guidance to Adult Use Marijuana Program (AUMP) licensees to ensure appropriate recordkeeping and use of the department's inventory tracking system, Metrc, in accordance with the inventory tracking requirements of the *Adult Use Marijuana Program Rule*, 18-691 C.M.R., ch. 1. In order to appropriately track all marijuana and marijuana products in accordance with Section 4 of the Rule, licensees are reminded that they must create a new production batch package in Metrc any time a production batch, defined as "a specific quantity of marijuana concentrate or a marijuana product that is produced during a specified period of time using the same extraction and/or manufacturing method, formulation and/or recipe and standard operating procedure", is created by that licensee.

### Guidance

Whenever a licensee combines packages from two or more harvest batches, creates a batch of marijuana concentrate, or makes a batch of a marijuana product, the licensee must create a "production batch" package for that batch in Metrc. This step is critical for ensuring accurate and efficient tracking of the particular batch in Metrc and is required for compliance with the rules.

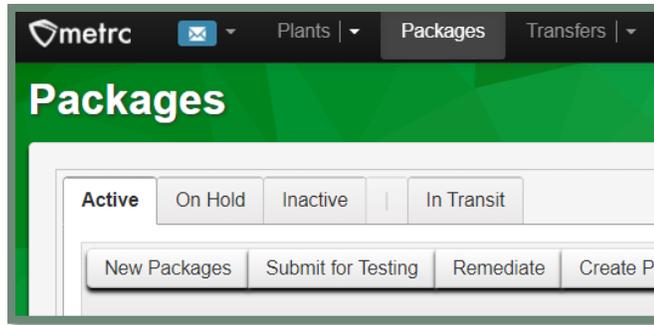
If a licensee adds ingredients to a production batch or further processes that batch into a marijuana product, the licensee must create a new production batch for that particular product. However, if the licensee is simply packaging and labeling individual retail units from a production batch package for distribution to a marijuana store, those individual units do not need to be packaged as a separate production batch, so long as the parent package from which those units was derived was appropriately identified as a production batch.

### Instructions for Creating a Production Batch in Metrc

#### **Steps:**

##### **1. Navigate to Active Packages Tab**

Select "Packages" on the top navigational menu and then select the "Active" tab. Then select the "New Packages" button.



**Figure 1: Navigation to Active Packages**

## 2. Choose 'Production Batch'

The 'New Packages' form will appear. Complete the form and check the 'Production Batch' box. Click the 'Create Packages' button to create the new production batch package.

The image shows a screenshot of the 'New Packages' form in the Metrc application. The form is titled 'New Package # 1' and has a 'clear' button in the top right corner. It contains several input fields: 'New Tag' (with a search icon), 'Location' (with a search icon), 'Item' (with a search icon), 'Package # 1' (with a search icon and a dropdown menu), 'Quantity' (with a search icon and a dropdown menu), and 'Package Date' (with a calendar icon and a 'today' button). There are also several checkboxes: 'Same Item', 'Production Batch' (which is highlighted with a red box), 'Trade Sample', and 'Product Requires Remediation'. A 'Note' field is also present. At the bottom left, there is a '+ 1' button.

**Figure 2: Production Batch Button**

### Conclusion

Mandatory testing of marijuana and marijuana products is required based upon transfers between licensees, not the creation of a production batch in Metrc. The creation of a production batch is required to ensure appropriate tracking but licensees should note that the act of creating the production batch does not immediately require a batch be tested.

Licensees with policy-related questions regarding this guidance should contact OMP at (207) 287-3282 or [compliance.omp@maine.gov](mailto:compliance.omp@maine.gov). For questions about data entry into Metrc, please contact the Metrc support team at (877) 566-6506 or [support@metrc.com](mailto:support@metrc.com).