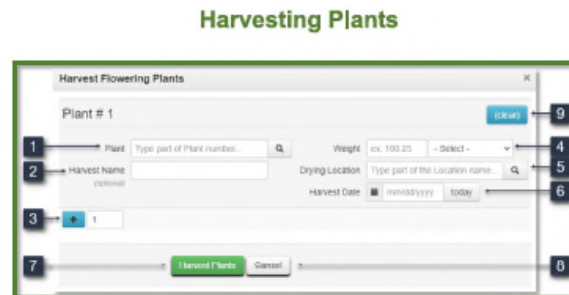# Compliant Harvest Batch Tracking

The intent of this bulletin is to provide the marijuana industry with information regarding best practices for entering harvest batch data into Metrc.

## Tracking Harvest Batch Data

Please remember the following must be completed to compliantly track harvest data:

1. Each plant must be weighed in its entirety and reported into the harvest. This creates the overall wet weight of the harvest.

2. Waste should be reported the day it is created, and that weight will be subtracted from the overall weight of the harvest.

3. As packages are made, the weight of each package is subtracted from the overall wet weight of the harvest.

4. The packages created must accurately reflect the product contents; for example, if the product is fresh frozen, this will be reflected as wet whole plant.

5. Once all weight has been created and all packages have been created, the remaining weight is the moisture loss/water weight that was lost during the drying and curing process.

*Screenshot from Metrc:*



**Item 1: Plant**

Use this field to type part of the plant tag number that you wish to harvest or use the magnifying glass to select it from a list of plant tags.

**Item 2: Harvest Name**

This optional field is to input a custom harvest name for this harvest batch. If a name is not populated, the system will name the harvest for you.

**Item 3: Add button**

You may use this button to add additional plants to harvest from this same screen. Use the box next to the blue plus sign to input the number of additional plants you wish to add.

**Item 4: Weight**

Input the individual wet weight of the plant and select the appropriate unit of measure.

**Item 5: Drying Location**

Type or use the magnifying glass to select the location in which this harvest will be dried.

**Item 6: Harvest Date**

Input the date of the harvest or use the "today" button to select the current date.
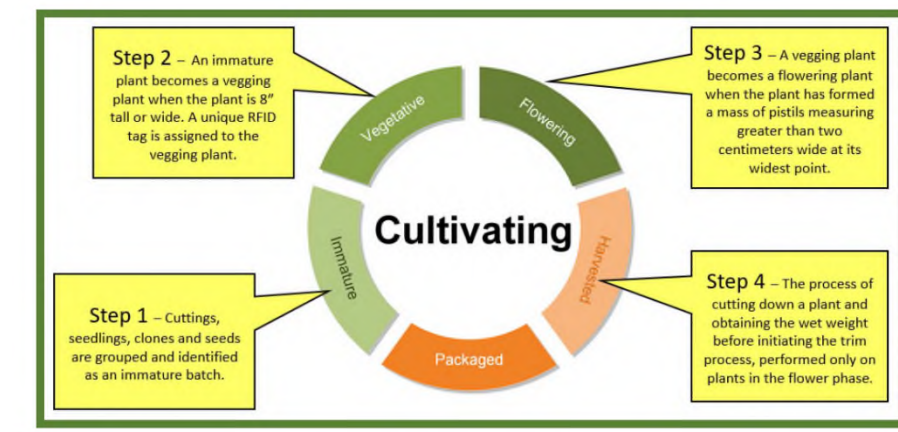
**Item 7: Harvest Plants**

Use this button to complete the action and harvest the plants.

## Other helpful reminders:

- Licensees can sign up for the Metrc Learn LMS training offered by Metrc. This is modular training, by facility type – there are three levels in each training block. Each level has multiple modules for self-paced learning and is approximately two minutes long. The participant watches the video then has the opportunity to demonstrate the functionality that was just learned.

- Metrc has You Tube videos available as refreshers.

- Metrc has a Knowledge Center where bulletins, best practice documents, and other helpful information is available.

- Metrc offers a Chatbot to offer real time help as well.

Growers should have an SOP which includes the "Tracking Harvest Batch Data" information from above as well as specific instructions on how to harvest the physical product, tracking tag locations and how the harvest is tracked within the business.

*Marijuana plant lifecycle as it coincides with compliant data entry practices:*



Questions can be sent to Metrc support support@metrc.com.