



# Processing Jobs in Metrc

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## Introduction

“Processing Jobs” replace the previous method of recording processing activity in Metrc. The new method of reporting will consolidate processing into a stand-alone workflow that better tracks the way in which processing actually occurs. Some of the benefits of the new method of recording processing include:

- Ability to account for “in progress” processing that may extend beyond a single business day.
- A workflow that automatically sets a processed package as a “production batch” in Metrc, without relying on users remembering to check the box each time.
- Multiple outputs being able to be created from the same input material.
- A direct method to account for waste of spent input material after processing has concluded.
- Methods for licensees to see and track their processing activity (including yield rates and other details) independent of individual packages remaining in their inventory.
- Better accounting of what is being made and how.

## Definitions

This new method of recording process lots introduces a few new terms.

- Attributes – the OLCC has supplied pre-defined attributes in Metrc as outlined in testing and labeling rules. More than one attribute can be selected for a processing job type. Attributes are:
  - “Process results in effective sterilization” as defined in OAR [333-007-0310](#)
  - “Process uses hydrocarbon solvents”
  - “Process is purely mechanical and does not include use of solvents”
  - “Outputs are intended for oral consumption or intended to be used as an ingredient in a product intended for oral consumption”
  - “Outputs contain any “major food allergen” as defined in OAR [845-025-7000](#)
  - “None of the other options”
- Processing Job – describes the time when materials are undergoing processing to become a new product through extraction or incorporation. “Processing Job” replaces the past Production Batch feature.
- Processing Job Types – the OLCC has supplied pre-defined processing job type categories in Metrc as outlined in rule. Each processing job type can have a single job type category. These categories are:
  - “Extraction of cannabinoids” (when the outputs’ weights are *less than* the inputs’ weights), or
  - “Incorporation of cannabinoids” (when the outputs’ weights are *greater than or equal* to the sum of the inputs’ weights)

This guide provides education to licensees on how the Processing Job functionality should be used.

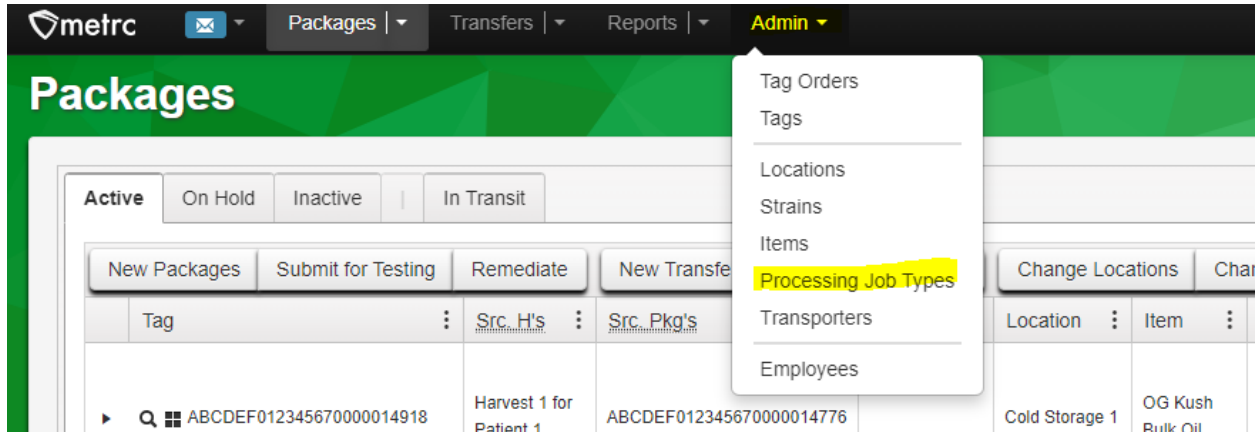
## Creating Processing Job Types

The initial creation of processing jobs must be set up by someone with access to the Admin menu. A processing job is the reusable feature that outlines the standard operating procedures (SOP) that you’re

using. A Processing Job Type may include several SOPs in it and may be used for multiple outputs if the same SOPs, category, and attributes are used across the jobs.

The only fields that can be edited after a Processing Job Type is created is the Description. **If your SOP changes you will need to create a new Processing Job Type listing the updated SOP name/version in the Processing Steps field and then Discontinue the old Processing Job Type. Once a Processing Job Type has been discontinued, you will no longer be able to see it in Metrc on the Processing Job Types screen.**

1. Go to the Admin Menu and select “Processing Job Types”



2. Click “Add Job Types”



3. In the pop-up enter your processing job information. This does not need to be detailed. It can simply reference your SOP and indicate a timeline for processing. A single Processing Job Type may include several SOPs within it as long as they are specified in the Processing Steps.
  - a. The name of the job should help your employees identify this processing job type from the other job types at your license. The Processing Job Type serves as a template that will be used to create processing jobs.
  - b. The Description box should include a short overview of what the process is doing.
    - i. This field can be updated in the future if needed.
  - c. Processing Steps need to include the steps taken during processing. You should reference the specific SOPs that are being used, making sure to note the revision date or version number. Multiple SOPs can be referenced; just be sure to list the SOPs in order. For each SOP in the Processing Steps, include the expected amount of time each step will take; for steps where the amount of time will vary based on amount of input material, specify the amount per day that is processed. For example:

- i. For a winterizing step that is always run for one day regardless of the amount of input material, specify one day for that step.
  - ii. For an extraction step with physical limitations on how much input material can be processed at one time, specify the amount of input material per day you process per your SOP.
- d. You can add more than one Processing Job Type at the same time by entering the number of additional jobs in the box and clicking the blue plus in the bottom left corner.
- e. There are two Processing Job Type Categories available. These categories are different than the categories used for packages and refer to the type of processing that is occurring.
  - i. “Extraction of cannabinoids” for the creation of products like extracts and concentrates including kief.
    - 1. The packages created from this process will have a smaller quantity than the inputs.
  - ii. “Incorporation of cannabinoids” for the creation of products like edibles, tinctures, and topicals. Homogenization is an example of incorporation.
    - 1. **This category also includes mixing together multiple batches of concentrates or extracts if no further extraction, separation, or refinement is occurring.**
    - 2. The packages created from this process will be equal to or greater than the inputs.
- f. More than one Attribute can be selected for a processing job type.
  - i. Attributes are:
    - 1. “Process results in effective sterilization”
      - a. According to OAR 333-007-0310(70) “sterilization” means “the removal of all microorganisms and other pathogens from a marijuana item or industrial hemp-derived vapor item by treating it with approved chemicals, subjecting it to high heat or other process.”
      - b. Examples include using hydrocarbon based solvent or a CO<sub>2</sub> closed loop system.
    - 2. “Process uses hydrocarbon solvents”
      - a. Examples of hydrocarbon-based solvents are butanes, hexanes, or propane.
    - 3. “Process is purely mechanical and does not include use of solvents”
      - a. Examples include short-path distillation, using a rosin press to apply heat and pressure, or using screens or mesh bags to sift trichomes.
    - 4. “Outputs are intended for oral consumption or intended to be used as an ingredient in a product intended for oral consumption.”
      - a. Includes edibles and tinctures, as well as extracts and concentrates that are intended to be consumed orally (e.g. “RSO”). Also includes extracts, concentrates, and products that will be used as an ingredient in an edible or tincture.

5. "Outputs contain major food allergen"
  - a. Major food allergen is defined in OAR 845-025-7000(37)(a) to (i) as milk, egg, fish, crustacean shellfish, tree nuts, wheat, peanuts, soybeans, and after July 1, 2023, sesame.
6. "None of the other options" is to be used when none of the other options are applicable.
  - ii. You can assign more attributes by typing the number of additional lines and clicking the blue + button under the Attributes field.
- g. After all the information has been entered click the "Create Processing Job Types" button at the bottom of the popup.

4. You will now see your new processing job(s) in the Processing Job Types grid.

## Creating a Production Batch

1. You can select the packages to use in the Package grid then click the "Add Processing Job" button or go to the Packages Menu and select "Processing Jobs." This is the first step of the actual processing job, so be sure to select all the input packages.
  - a. If packages have yet to be created, you can change the source packages and amounts using the "Adjust" button on the Active Processing Jobs screen. You can also discontinue the processing job if the wrong Processing Job Type was selected.

- b. Once packages have been created from the processing job you are unable to change the input packages nor discontinue the Processing Job.

**Packages** OR Mishmash Rec-MFG X | 030-X0001  
Oregon Testing

Active | On Hold | Inactive | In Transit

Tag	Src. Hts	Src. Pkgs	Src. Pfs	Location	Item	Category	Item Strain	Quantity	P.B. No.	Lab Testing	A.H.	Date	Rcv'd
ABCDEF012345670000014919		ABCDEF012345670000014801		Order Packaging	CBD Isolate	Industrial Hemp Concentrate		60 g		Remediated	No	11/04/2022	
ABCDEF012345670000014913		ABCDEF012345670000014806		Order Packaging	Oil	Concentrate		5 g		NoRequired	No	09/27/2022	
ABCDEF012345670000014906	2020-08-04-Darren's DryRoom-H	ABCDEF012345670000014812		Cold Storage 1	Oil	Concentrate		45 g	Test-JS-01	NoRequired	No	04/01/2022	
ABCDEF012345670000014904	(multi-harvest)	(multi-package)		Cold Storage 1	Allen Wrench 2	Concentrate		5 g	Crude 00001	NoRequired	No	03/30/2022	
ABCDEF012345670000014901	James new testing 8-24-21	1A4FF0300000001000000549		Cold Storage 1	Bulk Concentrate	Concentrate		999 g	Bulk_Conc_062421	RetestPassed	No	06/24/2021	
ABCDEF012345670000014880	Test Harvest 9-16-2020	(multi-package)		Cold Storage 1	Oil	Concentrate		258 g		Remediated	No	04/12/2021	
ABCDEF012345670000014883	(multi-harvest)	(multi-package)		Cold Storage 1	Oil	Concentrate		2 g		Remediated	No	04/12/2021	

2. Complete the information in the pop-up
  - a. Select the Processing Job Type from the dropdown menu.
  - b. The Processing Job Name should help your employees distinguish between actively processing batches.
    - i. The unique Production Batch Number will be assigned when you finish processing and create packages.
  - c. The total unit of measure boxes on the top right need to have the unit of measure selected. These units of measure must match the unit of measure types listed for the packages (count, volume, or weight). For instance, if there's a count-based number on the bottom you'll need to add "Each" to the Total Count box on the top. If there's a weight-based input package, you will need to select the weight-based unit of measure you want the processing job to convert that weight to (e.g. grams vs. pounds vs. ounces). Metrc will automatically complete the numbers on the top half based on the inputs on the bottom including any conversions between weights if needed.
  - d. Click the green "Create Processing Job" button to indicate that processing has begun.

## New Processing Job



New Job # 1

(clear)

Processing Job Type

Total Count

Processing Job Name

Total Volume

Total Weight

Start Date

Package # 1

Quantity

**Packaging** - new total will be 0 ea

Package # 2

Quantity

**Packaging** - new total will be 0 g

Package # 3

Quantity

**Packaging** - new total will be 0 ea

Package # 4

Quantity

**Packaging** - new total will be 0 lb

Package # 5

Quantity

**Packaging** - new total will be 0 oz

(package)

Create Processing Job

Cancel

You can select the Unit of Measure for the Total Weight and Metric will convert the weight based packages to the unit you select.

## Editing Processing Jobs

If you discover a mistake in the source packages (the actual packages or quantity used) you can edit the information by going to the Packages Menu and selecting "Processing Jobs," then click on the "Active" tab. Next select the processing job and click the "Adjust" button at the top of the grid. From the popup you can change packages and quantities used.

# Processing Jobs

Active Inactive

Start Job Create Packages Adjust Finish

Name	Number	Job Type	Start Date
Brownies 1-24-23	0000000901	Brownies	01/24/2023

Although the Job Name field appears editable, if you try to rename the Processing Job it will pull up the Start Job popup when you click the “Adjust Processing Job” button.

### Adjust Processing Jobs

New Adjust Job # 1 (clear)

Job Name

Job Number

Reason

Optional Note

Adj. Date

Total Count  - Select -

Total Volume  - Select -

Total Weight  Grams

Package # 1

Adjust Quantity  Grams

New Quantity  Grams

Please enter a non-zero quantity.

Package # 2

Adjust Quantity  Grams

New Quantity  Grams

Please enter a non-zero quantity.

(package)

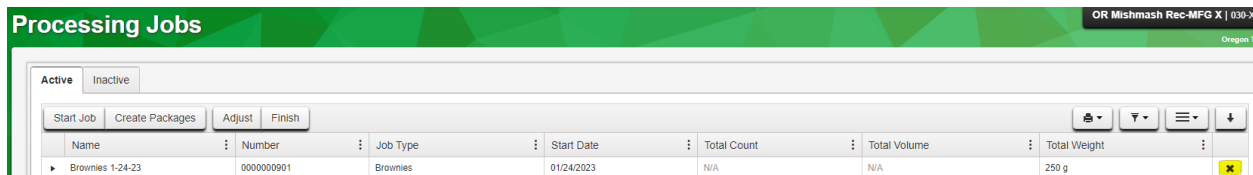
When creating the adjustment, the Reason is required. From this screen you can change the quantities of the source packages, add additional source packages, and remove a currently listed source package that was recorded in error. Be sure to click the “Adjust Processing Job” button once you’ve recorded the changes.



Processing Jobs cannot be adjusted if packages have been created from them.

## Discontinuing a Processing Job

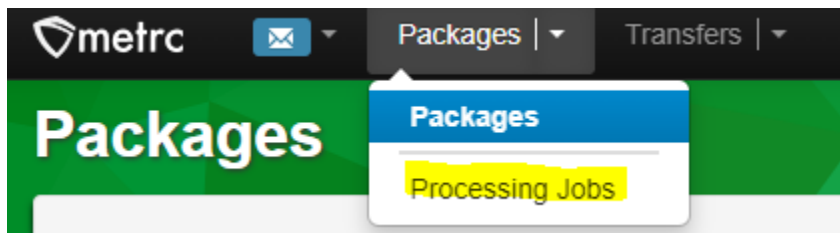
Like other activities in Metrc, if a processing job was created in error, it should be discontinued. Processing jobs can be discontinued unless packages or waste have been recorded from them. To discontinue a processing job, go to the Packages Menu and select “Processing Jobs.” Select the job you want to discontinue and click the “X” button on the far right of the row.



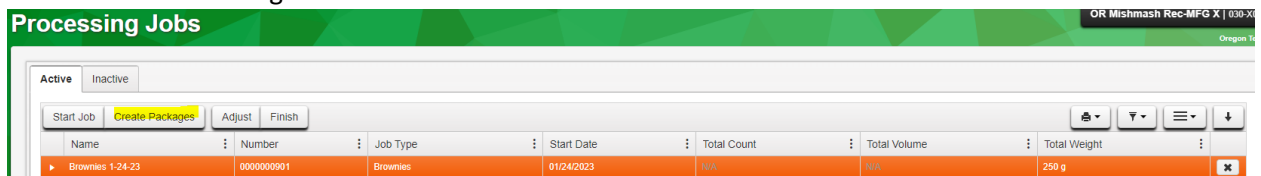
Name	Number	Job Type	Start Date	Total Count	Total Volume	Total Weight	
Brownies 1-24-23	000000901	Brownies	01/24/2023	N/A	N/A	250 g	X

## Creating Packages, Finishing Processing Jobs, and Recording Waste at the Same Time

When you are ready to create packages, go to the Packages Menu and select “Processing Jobs.” Packages can be created at any point during the processing job, which means that “mid-run” quality control and/R&D packages during processing can be created using the Create Packages button.



1. Select the job/production batch from the Active Processing Jobs screen.
2. Click the Create Packages button.



3. Complete the information in the Create Packages from Processing Job pop-up.
  - a. Assign the tag number for the package created. If more than one tag is being used for the products, type in how many additional tags you want to assign in the box next to the blue “+” on the bottom left then click the blue “+” button.
    - i. If you are reusing biomass, create a package for the biomass. Do not record it as waste.
  - b. Assign the location where the package is located.
  - c. Assign the correct Item name to the product that was created.
  - d. Enter the quantity that is in the package.
  - e. Enter any relevant notes.
  - f. Assign a unique Prod. Batch No. This is required to be unique by Rule. You can use letters in addition to numbers.

- i. A common naming convention is to write the name of the item along with the date it was produced.
- g. Enter the package date (this normally should consist of clicking the today button.)
- h. If the processing job is complete, meaning **all materials except waste have been assigned to packages**, click the “Finish Processing Job” box. Additional fields will be added to the right side of the popup.
  - i. The Waste unit of measure will only be active for the fields matching the input packages. If the source packages were recorded as weights, the waste will be recorded as weight.
    1. For extractions, the waste weight should be calculated as the difference between the weight of the source cannabis material and the weight of any cannabinoid concentrates or extracts created during the processing job.
    2. For incorporations of cannabinoids, the waste weight should be determined by directly weighing any portion of the source cannabis material being disposed of as waste.
    3. If you are reusing biomass, create a package for the biomass as described above. Do not record it as waste.
  - ii. The note field should include relevant notes on the waste products.

**Create Packages from Processing Job**
✕

**New Package # 1**
(clear)

<div style="margin-bottom: 5px;">Job Name <input type="text" value="Crude Oil 10.12.22"/> <span style="float: right;">🔍</span></div> <div style="margin-bottom: 5px;">New Tag <input type="text" value="ABCDEF012345670000014933"/> <span style="float: right;">🔍</span></div> <div style="margin-bottom: 5px;">Location <input type="text" value="Order Packaging"/> <span style="float: right;">🔍</span></div> <div style="margin-bottom: 5px;">Item <input type="text" value="Crude Concentrate"/> <span style="float: right;">🔍</span></div> <div style="margin-bottom: 5px;">Quantity <input type="text" value="100"/> <span style="margin-left: 10px;">Grams</span> <span style="float: right;">▼</span></div> <div style="margin-bottom: 5px;">Note <input type="text"/></div>	<div style="margin-bottom: 5px;">Source Job No. <input type="text" value="0000000601"/></div> <div style="margin-bottom: 5px;">Prod. Batch No. <input type="text" value="Crude 2.28.23 1"/></div> <div style="margin-bottom: 5px;">Package Date <input type="text" value="02/28/202"/> <span style="margin-left: 10px;">today</span></div> <div style="margin-bottom: 5px;"><input checked="" type="checkbox"/> Finish Processing Job</div> <div style="margin-bottom: 5px;">Finish Date <input type="text" value="02/28/202"/> <span style="margin-left: 10px;">today</span></div> <div style="margin-bottom: 5px;">Waste Count <input type="text" value="ex. 100.23"/> <span style="float: right;">▼</span></div> <div style="margin-bottom: 5px;">Waste Volume <input type="text" value="ex. 100.23"/> <span style="float: right;">▼</span></div> <div style="margin-bottom: 5px;">Waste Weight <input type="text" value="50"/> <span style="margin-left: 10px;">Grams</span> <span style="float: right;">▼</span></div> <div style="margin-bottom: 5px;">Note <input type="text" value="Spent Biomass"/></div>
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+

Create Packages
Cancel

4. Once the processing job/production batch is finished it will appear in the Processing Jobs-Inactive tab.

Name	Number	Job Type	Start Date	Total Count	Total Volume	Total Weight	Finished Date	Finish Note
Cookies 1-17-23-1	0000000701	Cookies	01/17/2023	N/A	N/A	0.5 g	01/17/2023	4 burned cookies

- The newly created package(s) will appear in your active package screen and can be treated as any other package.

**Packages** OR Mishmash Rec-MFG X | 030-X08  
Oregon Test

Active On Hold Inactive In Transit

New Packages Submit for Testing Remediate New Transfer Add Processing Job Change Locations Change Items Adjust Trade Sample Change Notes Finish

Tag	Src_Hs	Src_Pkg's	Src_PJ's	Location	Item	Category	Item Strain	Quantity	P.B. No.	Lab Testing	A.H.	Date	Rcv'd
ABCDEF012345670000014920		ABCDEF012345670000014914	Cookies 1-17-23-1	Order Packaging	Cookie Bites - Peanut Butter (8-pack)	Edibles (each)		100 ea	C1-17-23-1	NotSubmitted	No	01/17/2023	

Source Harvests Lab Test Batches Lab Results History

Description	Employee	Date	Reported	Sources	External App
Packaged 100 Each of Cookie Bites - Peanut Butter (8-pack) - Package Type: Product - Location: Order Packaging - Location Type: Room - Production Batch No: C1-17-23-1	Tristin Blalack (TristinBlalack010***)	01/17/2023	01/17/2023 04:48 pm	User	

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## Finishing Processing Jobs and Recording Waste

Once you have completed the processing job and created all of the packages, you will need to “finish” the processing job indicating all that is remaining is waste. If you’ve created packages but did not finish the job, you can do so by selecting the processing job in the Active tab and clicking the “Finish” button. Enter the finished date (typically by clicking the “today” button).

The Waste unit of measure will only be active for the fields matching the input packages. If the source packages were recorded as weights, the waste will be recorded as weight. If you are reusing biomass, create a package for the biomass as described above. Do not record it as waste.

For *extractions*, the waste weight should be calculated as the difference between the weight of the source cannabis material and the weight of any cannabinoid concentrates or extracts created during the processing job. *For example:* A processor uses 100 kg of bulk flower in an extraction and distillation process. The process results in 1 kg of terpenes and 15 kg of distillate. They would record the waste as 84 kg of spent biomass (100 kg - 1 kg - 15 kg = 84 kg).

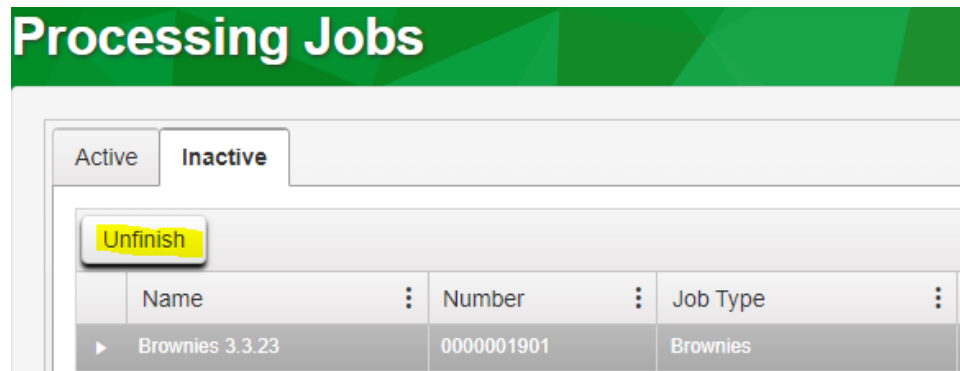
For *incorporations* of cannabinoids, the waste weight should be determined by directly weighing any portion of the source cannabis material being disposed of as waste.

Waste recorded from the processing job should only reflect portions of the starting material that are disposed of as waste. If there is any waste from one of the outputs, such as portions of an edible batch that don’t meet quality control or cartridges that break during the filling process, those do **not** get recorded as waste directly from the processing job. Instead, those should be included in the weight or count of the finished package, then the waste should be recorded as usual from that package.

The note field should include relevant notes on the waste products.

## Inactive Processing Jobs

Once Processing Jobs are finished, they move to the Inactive Processing Jobs tab. From this screen you can see for each finished processing job you can see created packages, source packages, and the history of the processing job. If a mistake was made and the processing job was finished before all of the packages were created, select the processing job and click the “Unfinish” button. This will move the job back to the Active Processing Job page where it can be edited.



## Video Walkthroughs

Video walkthroughs of these examples can be found on the OLCC YouTube Channel. Please note that the videos were created with an early pre-release copy of the update, so some things may appear slightly different than the production release.

- Processing Job Type Creation - Crude Extract 1: <https://youtu.be/qXKnQjlu-jA>
- Sources with different UoM: <https://youtu.be/kiJyCvFXys>
- Creating Jobs from Processing Job Grid: <https://youtu.be/TGzV8zvo6UY>
- Creating Packages: <https://youtu.be/lkqujmmQp1E>
- How to Reuse Biomass: [https://youtu.be/7ozv\\_9v4fI0](https://youtu.be/7ozv_9v4fI0)