Standard Operating Procedure

SOP Title: Master Batch Record (MBR) Administration
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Approved By: [Travis Sykes / Quality Assurance Manager]
Review Date: [Annually or as needed]

1. Purpose

This SOP establishes the process for creating, maintaining, and completing the Master Batch Record (MBR) in production manufacturing for flower, extracts, and infused products. It ensures compliance, traceability, and quality control throughout the entire lifecycle of each batch.

2. Scope

This SOP applies to all production personnel and QA staff involved in:

Harvesting, bucking down, and sorting flower.

Assigning batches to either final product or extraction.

Completing all required documentation in the MBR, including:

Post-Harvest Tracking Log

Production QA Checklist

Production Breakdown Worksheet

3. Responsibilities

Production Managers / Leads:

Initiate the MBR for each new batch.

Ensure all required documents (Post-Harvest Tracking Log, QA Checklist, Production Breakdown Worksheet) are present and correctly filled out.

QA / Compliance Personnel:

Verify that each section of the MBR (logs, checklists, and worksheets) is accurate, complete, and signed off.

Review Certificates of Analysis (COAs) and ensure final product meets regulatory requirements.

Operators / Technicians:

Perform buck down, trimming, sorting, and labeling steps.

Record real-time data (weights, batch IDs, actions) on the MBR documents.

Maintain chain of custody and track any deviations.

Distribution / Final Reviewer:

Determine final product disposition (released, rejected, or reworked).

Verify that all batch documents are archived according to facility policy.

4. Definitions

MBR (Master Batch Record): A complete set of documents capturing the lifecycle of a production batch, including harvest, QA checks, product breakdown, and final disposition.

Buck Down: The process of removing buds from stems post-harvest.

COA (Certificate of Analysis): Third-party lab results confirming potency and purity of a batch.

Advanced Conversion: A system procedure (e.g., in BioTrack) to convert harvested material into sub-lot categories (A/B buds, C buds, trim, etc.) or to designate extraction material.

5. Procedure

5.1 MBR Initiation

Create the MBR Immediately After Harvest

Assign a unique Lot ID.

Insert the Post-Harvest Tracking Log into the MBR.

Ensure the seed-to-sale system mirrors the assigned Lot ID.

Begin Post-Harvest Tracking

Record custody transfers, weights, and any observations on the Post-Harvest Tracking Log in real time.

5.2 Bucking & Sample Collection

Bucking Down

Once plants meet the Dry Room SOP moisture criteria, separate buds from stems ("buck down").

Document the bucked weights in the MBR's Post-Harvest Tracking Log.

Sample Collection for COA

For non-extraction batches, collect the required sample size (e.g., 8g) for third-party lab testing.

Update the Post-Harvest Tracking Log and arrange shipment to the lab.

Extraction-only batches may not require a COA sample unless otherwise noted.

Seed-to-Sale Transfer

Transfer the batch from Cultivation (e.g., "Dry Room") to Processing (e.g., "Cure – Bulk Flower Curing") within the seed-to-sale system.

Ensure date, lot ID, strain, type, and quantity match the MBR documentation.

5.3 Sorting & Trimming

Sort & Trim

In the Processing License area, trim and sort non-extraction flower by grade (A/B, C buds, trim).

Weigh each category and record it on the Post-Harvest Tracking Log (and WIP list) and in the Seed-to-Sale system.

Advanced Conversion

Use seed-to-sale features (e.g., "Advanced Conversion") to create sub-lots: A/B buds, C buds, trim, extraction, etc.

Print barcodes or labels for each sub-lot for proper identification.

Extraction Designation

Immediately transfer any extraction material to “Cure – Distillate Material” (or equivalent location) in the seed-to-sale system.

5.4 COA Review & Product Designation

Lab Results (COA)

Once the lab results return for all tested batches, verify that potency and contaminant levels meet requirements.

Record COA details (pass, fail, or any special notes) in the MBR and WIP list.

Final Products

Based on COA results and internal product plans, designate final SKUs (e.g., “Essence 3.5g Flower,” “Savvy 7g Flower,” “Distillate for Vapes,” etc.) and batch sizes.

Retain original Post-Harvest Tracking Log with archived files and send a copy (clearly marked as a copy) to production along with QA checklist and Production Breakdown Worksheets for each batch.

Insert Production QA Checklist, necessary Production Breakdown Worksheets and Copy of Post-Harvest Tracking Log into MBR for product creation.

Use the Production Breakdown Worksheet to track exact fill weights, final yields, and any blending steps (for infused, vapes, or topicals).

Record final product counts or total weight in the Breakdown Worksheet.

Production QA Checklist

Complete the QA Checklist for each planned product: confirm correct category, net weight, NDC number, expiration date, etc. before labeling any products.

Attach or affix labels as indicated in the checklist.

Have a Manager or Assistant Manager sign off when finished.

5.5 Completion & Approval

Post-Production Review

Verify the Post-Harvest Tracking Log is fully signed/dated.

Check the Production Breakdown Worksheet for accurate yields and that any discrepancies are explained.

Ensure the QA Checklist is signed off, with all labeling verified.

Final Disposition

Distribution, QA, or Final Reviewer decides if the batch is Released or Rejected.

Record Retention

Archive the completed MBR (physical or electronic) according to facility policy and regulatory requirements.

Retain associated COAs, label proofs, and sub-lot records for the required timeframe.

6. Records & Forms

Post-Harvest Tracking Log

Production QA Checklist

Production Breakdown Worksheet

Certificates of Analysis (from Green Analytics or other labs)

Advanced Conversion / BioTrack Records

7. Revision History

8. References

Dry Room SOP

Local Regulations for Cannabis or Processing

Seed-to-Sale Platform (BioTrack or equivalent) user manual

Signatures & Approvals

7. Revision History

Version	Date	Change Description	Approved By

2.0	05May2025	Updated for integration with Quality Manual (QM-VA-001) and revised Facility SOP (FAC-VA-002).	Travis Sykes / QA Manager