

Metrc Flower Handling SOP

Section 1 — Bucking, Trimming, Packaging, and Distribution

1. Purpose

To define the standardized procedure for weighing, tagging, and transferring cannabis flower from bucking through trimming, packaging, and distribution using Metrc-compliant workflows.

2. Inputs

- Metrc Cultivation Tags
- Metrc Processing Tags
- Metrc Distribution Tags
- Internal identification labels
- Lined bucking totes
- Trimming containers (Bigs, Smalls, Trim)
- 3.5 g glass jars and caps
- 12 × 12 × 12 shipping boxes
- 4BARCODE label printer
- Ohaus Ranger scale

3. Responsibilities

- **Harvest Technician:** Buck flower, weigh bucked totes, and apply cultivation tags.
 - **Trimming Technician:** Trim flower and create trimming packages.
 - **Packaging Technician:** Package jars and create processing cases.
 - **Distribution Technician:** Generate Retail Item IDs and prepare wholesale shipments.
 - **Compliance Manager:** Verify Metrc tag assignment and lineage accuracy.
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4. Procedure

4.1 Bucking

1. Remove dried flower from stems using scissors and place into a lined tote.
 2. Select **Weigh Bucked Totes** from the Harvest menu.
 3. For each tote:
 1. Select the **Crop** and **Strain**.
 2. Remove the bag of flower and hang it from the Ranger scale.
 3. Click **Save Tote Weight**.
 4. Click **Print Label** to generate an internal label containing:
 - Strain
 - Harvest date
 - Weight
 5. Affix the internal label to the tote.
 6. Return the bag of flower to the tote.
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4.2 Trimming

1. Trim dried flower using scissors.
 2. Use separate containers for:
 - Bigs
 - Smalls
 - Trim
 3. When a container is full:
 1. Affix one **Metrc Cultivation Tag** to the filled container.
 2. Select **Add Package** from the Trimmer menu.
 3. Select the **Crop** and **Strain**.
 4. Select **New Bucket** or select an existing bucket if re-weighing.
 5. Scan the **Metrc Cultivation Tag**.
 6. Click **Save Weight**.
 7. Click **Print Label** to generate an internal label containing:
 - Strain
 - Harvest date
 - Metrc Cultivation UID
 - Weight
 8. Affix the internal label to the container.
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4.3 Packaging Jars

1. Remove one container of Bigs from inventory.
 2. Fill each jar with **3.5 grams** of flower.
 3. Place up to 100 filled jars into a **12 × 12 × 12** box.
 4. Select **Add Package** from the Packaging menu.
 5. Select the **Crop** and **Strain**. The system will list existing packages.
 6. Select the Package Type (Jars)
 7. Select **New Case** or select an existing case to update or reprint a label.
 8. If this is the first case for the strain:
 - Affix a **Metrc Processing Tag** to the case and scan the tag.
 - The system will automatically use the Metrc Processing Tag for additional packages
 9. Click **Save Package**.
 10. Click **Print Label** to generate an internal label containing:
 - Strain
 - Harvest date
 - Package type
 - Case number
 - Metrc Cultivation UID
 - Jar count
 - Weight
 11. Affix the internal label to the case.
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4.4 Distributing Jars

1. Generate **Retail Item IDs** in Metrc for the number of jars ordered.
 2. Remove a case of jars from inventory.
 3. Affix one **Retail Item ID** to the lid of each jar.
 4. Pack jars into an appropriately sized case.
 5. Affix one **Metrc Distribution Tag** to the outside of the case.
 6. Select **Dispensary Label** from the Distribution menu.
 7. Select the **Crop** and **Strain**.
 8. Enter the number of labels to print.
 9. Click **Print Label** to generate a label containing:
 - Strain
 - Company name
 10. Affix the label to the case.
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5. Quality & Compliance Checks

- Each tote, trimming container, case, and shipment must have the correct Metrc tag applied.
 - Cultivation, Processing, and Distribution tags may not be interchanged.
 - Retail Item IDs must be applied to each jar prior to shipment.
 - No product may move to the next stage without a corresponding Metrc record.
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6. Records

- Bucked flower weight logs
- Trimming package creation logs
- Packaging case logs
- Retail Item ID generation logs
- Distribution transfer manifests