

# Trimming SOP

## Section 1 — Trimming Bucked Flower

### 1. Purpose

To define the standardized procedure for trimming bucked flower, separating usable flower from smalls, maintaining sanitation, and preparing trimmed flower for weighing, Metrc tracking, and downstream packaging.

### 2. Responsibilities

- **Trimming Technician:** Perform trimming and maintain sanitation.
  - **Administrator (Trimmer Menu):** Verify crop, strain, and trimmer data entry for compensation calculations.
  - **Compliance Manager:** Ensure all Metrc package transfers are completed correctly.
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### 3. Trimming Procedure

#### 3.1 Remove Flower From Bucked Totes

1. Remove one bucked flower tote from storage at a time.
2. Verify the tote has a readable **Metrc Package Tag UID** affixed to the lid.
3. Remove flower from the tote and place it in the trimming tray.

#### 3.2 Separate Bigs and Smalls

1. Place:
  - Large flowers (“Bigs”) into the trimming tray.
  - Small flowers (“Smalls”) into the designated smalls tray for preroll processing.
2. Only **Bigs** are trimmed during this process.

#### 3.3 Trim Flower

1. Trim leaves and visible stems from each flower using scissors.
2. Use scissor cleaner periodically to remove oil buildup.
3. Place trimmed flower into a clean stainless steel tray.

#### 3.4 Sanitation

1. Clean scissors with isopropyl alcohol between strains.
  2. Wipe trays and tables between strain changes.
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## Section 2 — Weighing Trim for Trimmer Compensation

### 1. Purpose

Trimmed flower is weighed at lunch, end of day, and when switching strains. These weights are recorded in the local system to calculate trimmer compensation.

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### 2. Procedure

#### 2.1 Launch Weighing Application

1. Select **Enter Daily Trim** from the Trimmer menu.

#### 2.2 Weighing Trim by Trimmer For each trimmer:

1. Place an empty tray on the scale and **tare**.
  2. Load the tray with trimmed flower from a single trimmer.
  3. Select:
    - Trimmer Name
    - Crop Number
    - Strain
    - Type = Flower
    - AM / PM = Morning or Afternoon
  4. Select Start and End Time for the trimmer.
  5. Click **Save Entry**.
  6. Bag the weighed flower.
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## Section 3 — Creating Trimmed Flower Containers

### 1. Purpose

Trimmed flower must be transferred from bucked totes into trimmed flower containers while maintaining Metrc traceability.

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### 2. Procedure

#### 3.1 Prepare Trimmed Flower Bucket

1. Line a clean container with a breathable liner.
2. Affix one unused **3 × 4 inch Metrc Package Tag UID (Processing License)** to the container lid.
3. This container is now the **Trimmed Flower Bucket**.

#### 3.2 Transfer Flower From Bucked Tote to Trimmed Bucket (Metrc)

1. Log into Metrc under the **Processing license**.

2. Navigate to: **Processing** → **Packages** → **Create Package**.
3. For the trimmed flower bucket:
  - **Source Package:** Select the bucked flower tote UID.
  - **Item:** *[Strain Name] – Trimmed Flower*.
  - **Quantity:** Enter the trimmed flower weight being added.
  - **Count:** 1.
  - **Package Tag UID:** Enter the UID affixed to the trimmed flower bucket.
4. Save the package.

### Important Rule

- A trimmed flower bucket may receive material from **only one bucked tote UID**.
  - If a bucked tote is finished and the trimmed bucket is not full, **do not add flower from a different tote**.
  - Close the bucket, create the Metrc package, and start a new trimmed flower bucket with a new UID for the next tote.
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## Section 4 — Weighing and Closing Trimmed Flower Buckets

### 1. Purpose

Trimmed flower buckets must be weighed, sealed, and recorded in Metrc before storage or packaging.

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### 2. Procedure

#### 4.1 Seal Trimmed Flower Bucket

1. When the bucket is full or the source tote is finished:
  - Seal the liner with a zip tie.
  - Hang the bag using an “S” hook and weigh on the scale.

#### 4.2 Record Final Weight in Metrc

1. Log into Metrc → **Processing** → **Packages**.
2. Edit the trimmed flower bucket package UID.
3. Update the final weight.
4. Save changes.

### Compliance Check

- Each trimmed flower bucket must trace back to exactly one bucked tote UID.
- Mixed-source buckets are prohibited.