

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.

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.

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.

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.