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# OKCTL DROP-OFF CHECKLIST

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## 1. MANIFEST

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*This document must include...*

- Client Information (license number, business name, address, phone number)
- Lab Information (license number, business name, address, phone number)
- Inventory of product to be tested (including batch number for all and lot number for edible products)
- Date and Time of departure
- Transport license number

*Without a complete manifest, the sample must be rejected in accordance with current regulations*

## 2. VALID LICENSE NUMBERS

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- OBND (Oklahoma Bureau of Narcotics & Dangerous Drugs)
- OMMA (Oklahoma Medical Marijuana Authority)
- Transport Agent Card

*If valid license numbers are not given, the sample must be rejected in accordance with current regulations*

## 3. SAMPLING DOCUMENT (PROVIDED BY OKCTL)

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- Basic Client Information
- Details of sampling conditions
- Ensures that the Sampler followed the official OKCTL Sampling Standard Operating Procedures (SOP)

*Please ensure all samples are labeled with the sample name, business name and license number, batch ID, and Primary or Reserve designation as applicable*