



STANDARD OPERATING PROCEDURES FOR PRODUCT SAMPLING

INFUSED PRODUCTS MANUFACTURER

Sampling procedure for cannabis-infused products

CONTACT

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TERMINOLOGY

Sample – any item collected from a cannabis establishment or business and provided to a Cannabis Testing Facility for testing. Types of samples may include but are not limited to cannabis flower, cannabis concentrate, or cannabis-infused products.

Production Batch – an identified amount of cannabis concentrates of the same category that is produced using the same extraction methods, ingredients, and procedures which does not exceed 10 pounds.

Test Batch – a group of Samples from an identified amount of a single production batch that is uniform in category, extraction methods, ingredients, and procedures. The combined Samples are to be collectively submitted to a licensed testing facility for testing purposes.

EQUIPMENT & SUPPLIES

- Ziplock/other sealable plastic bag/container
- Sterile nitrile/latex/rubber gloves
- Isopropyl Alcohol ($\geq 70\%$)
- Identification labels
- Permanent ink pen
- Analytical balance or scale
- OMMA Approved travel container

CONTROLS & FREQUENCY

Sampling Frequency – Sampling will be completed for each Harvest Batch as outlined by current OMMA regulations

Sample Amount – The amount collected must meet the requirements outlined and must be sufficient to complete the analyses as defined by the Oklahoma Medical Marijuana Authority.

Sample Collection Data – The Sampler(s) must complete the OKCTL issued Sampling Document and have it verified by the Intake Coordinator upon delivery

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Sample Collection

- Samples must be collected from product in its final, ready-for-sale unpackaged state.
- The Sampler must wear sterile nitrile, latex, or equivalent gloves during Sample Collection. The gloves must be changed between each Production Batch to minimize potential cross contamination.
- The concentrate collected for each sample must be placed into the corresponding sample container. These containers must be labeled as PRIMARY and RESERVE and sealed completely at time of sampling.
- The OKCTL issued Sampling Document must be completed and given to the Intake Coordinator for review and verification upon delivery of testing material.

Equipment and Sampling Area Clean-Up

- The area where the sampling occurs must be cleaned, isopropyl alcohol rinsed, and allowed to dry between sampling Production Batches.
- Forceps and any additional sampling equipment shall be cleaned, isopropyl alcohol rinsed, and allowed to dry between sampling batches.

Sample Storage and Retention

- Samples must be stored in a manner that prevents unauthorized access until acceptance by the testing facility.
- Samples will be destroyed per applicable OMMA disposal rules after testing is completed.

Quality Records

- The following documents must be retained for each Production Batch...
 - Transportation documentation
 - Copy of the verified Sampling Document

Amounts to be Submitted for Testing

- The minimum number of Samples necessary to make up a Test Batch is eight (8) at 1 serving each. These Samples must be collected in accordance with the requirements outlined and divided equally into two portions labeled PRIMARY and RESERVE.
- Samples must be collected randomly and in accordance with the instructions outlined in OKCTL's official procedures.

Purpose

The purpose of this Sampling Standard Operating Procedure (SOP) is to outline Oklahoma Compliance Testing Lab's (OKCTL) procedure for the sampling of cannabis infused products for analysis.

Terminology

Production Batch – an identified amount of cannabis concentrates of the same category that is produced using the same extraction methods and procedures which does not exceed 10 pounds.

Test Batch – a group of Samples from an identified amount of a single production batch that is uniform in category, extraction methods, ingredients, and procedures. The combined Samples are to be collectively submitted to a licensed testing facility for testing purposes.

Sample – any item collected from a cannabis establishment or business and provided to a Cannabis Testing Facility for testing. Types of samples may include but are not limited to cannabis flower, cannabis concentrate, or cannabis-infused product.

Sampling Team – The facility or personnel, or other designated samplers, who have been assigned responsibility for sampling activities. The sampling team must, at minimum, consist of two individuals (one individual taking the sample and the other reviewing sampling information).

Procedure

The procedure is designed to ensure that each Test Batch and Reserve Sample is representative of the Production Batch as a whole.

Pre-Sampling Procedure

Sampling equipment shall be collected and organized where the sampling shall occur and inspected prior to use. All sampling tools and equipment shall be washed, isopropyl alcohol rinsed, and dried prior to sampling to prevent microbial contamination.

Sample containers shall be new and inspected to be clean and dry prior to sampling. The appropriate number of containers shall be collected and packaged appropriately.

All required paperwork shall be pre-populated with pertinent information, as much as possible, prior to the sampling.

Sampling Procedure

In accordance with OMMA regulations, a randomized .5% of the Production Batch should be collected from various portions of the batch, homogenized well, and aliquoted into a Primary and Reserve sample. These aliquots should be appropriately labeled to include:

- a.) the designation of Test Batch (PRIMARY) or Reserve Sample (RESERVE)
- b.) company name and OMMA license number; and
- c.) the batch number from which the sample was taken.

The Samples shall be collected from product in its final, ready-for-sale, packaged state.

The sampler shall wear sterile nitrile, latex, or equivalent gloves during sample collection. The gloves must be changed between each Production Batch to minimize potential cross contamination.

The material collected for each sample shall be placed into the corresponding container, labeled appropriately as PRIMARY and RESERVE, and sealed to prevent tampering. Acceptable containers included but are not limited to glass jars, syringes, or sealable plastic bags such as a Ziploc or Whirl-Pak.

Sample Collection

As you work, ensure that the Sampling Document is carefully and accurately completed by a member of the Sampling Team.

Samples should be collected in as random a fashion as possible. This can be accomplished by dividing the Production Batch into fourths and selecting a random serving from each $\frac{1}{4}$ of the batch. Any oils should be homogenized thoroughly through inversion and pipetting.

Transportation Procedure

Samples shall be stored in a manner to prevent unauthorized access.

OKCTL recommends storing samples under refrigeration or on ice and retaining in a cool environment.

The samples and the Sampling Document must be checked and verified before the Test Batch will be accepted by an authorized OKCTL employee.

SAMPLING FIELD LOG DOCUMENT

Company Name: _____

Address: _____

License Number: _____

Date of Sampling: _____

Sampling Start Time: _____ Sampling Finish Time: _____

Sampling Conditions (location & temperature): _____

Sampler(s) Names/Titles:

Names/Titles of Others Onsite:

Individual Dropping Off Samples: _____

Address: _____

License Number: _____

If any problems occurred during sampling, provide details of the corrective actions taken.
If any major inconsistencies were observed, indicate so in the following NOTES section.

Sample Name: _____

- Hybrid
- Sativa
- Indica
- Sativa Dominant
- Indica Dominant
- _____

Sample Type (flower, edible, concentrate, etc.): _____

Weight of Primary: _____ Weight of Reserve: _____

Batch ID: _____ Batch Size: _____

Requested Analysis:

- Full Compliance
- Potency
- Terpenes
- Moisture
- Water Activity
- Foreign Material
- Heavy Metals
- Pesticides
- Mycotoxins
- Residual Solvents
- Microbials
- Research & Development

Notes: _____

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