



STANDARD OPERATING PROCEDURES FOR PRODUCT SAMPLING

GROWERS

Sampling procedure for cannabis flower

CONTACT

PHONE:
918.872.7015

WEBSITE:
www.okctl.com

EMAIL:
info@okctl.com

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 product.

Harvest Batch – an identified amount of cannabis flower that is uniform in strain, grown under the same conditions, harvested at the same time and location, and dried under the same specifications which does not exceed current weight regulations.

Test Batch – a group of Samples from an identified amount of a single Harvest Batch that is uniform in strain, cultivated utilizing the same pesticides and other agricultural chemicals, and harvested at the same time. The combined Samples are to be collectively submitted to a licensed testing facility for testing purposes.

EQUIPMENT & SUPPLIES

- Ziploc/Whirl-Pak/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.

STANDARD OPERATING PROCEDURES FOR PRODUCT SAMPLING

GROWERS

Sampling procedure for cannabis
flower

CONTACT

PHONE:
918.872.7015

WEBSITE:
www.okctl.com

EMAIL:
info@okctl.com

Sample Collection

- Samples must be collected from product in its final, ready-for-sale state.
- The Sampler must wear sterile nitrile, latex, or equivalent gloves during Sample Collection. The gloves must be changed between sampling each Harvest Batch to minimize potential cross contamination.
- The flower collected for each sample must be placed into the corresponding sample container. These containers must be labeled appropriately and sealed completely at time of sampling.
- The OKCTL issued Sampling Field Log 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 Harvest 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 Harvest Batch...
 - Transportation documentation (manifest)
 - Sampling Field Log Document

Amounts to be Submitted for Testing

- The minimum number of Samples necessary to make up a Test Batch for a Harvest Batch is ten (10) at 1 gram 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 Standard Operating Procedure (SOP) is to outline Oklahoma Compliance Testing Lab's (OKCTL) procedure for the sampling of marijuana flower products for analysis.

Terminology

Harvest Batch – an identified amount of cannabis flower that is uniform in strain, grown under the same conditions, harvested at the same time and location, and dried under the same specifications which does not exceed current weight regulations.

Test Batch – a group of Samples from an identified amount of a single Harvest Batch that is uniform in strain, cultivated utilizing the same pesticides and other agricultural chemicals, and harvested at the same time. The combined Samples are to be split into a Primary Sample and a Reserve Sample and 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.

Primary Sample – the portion of a Test Batch intended for compliance testing.

Reserve Sample – the portion of a Test Batch intended for quality control or retesting purposes.

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

Sampling Field Log Document – a log used to document the individuals acting as samplers, the sampling conditions, time, and location, and the specific batches to be delivered for testing.

Procedure

The procedure is designed to ensure that each Test Batch and Reserve Sample is representative of the Harvest 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 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.

The Sampling Field Log Document shall be pre-populated as much as possible prior to the sampling. Samplers will work together to complete the rest of the log in its entirety as they prepare the Test Batch.

Sampling Procedure

OKCTL currently requires ten (10) grams minimum for flower samples, with five (5) grams allocated for Primary and five (5) grams for the Reserve.

In accordance with OMMA regulations, a randomized 0.5% of the Harvest Batch shall be collected from various portions of the batch, homogenized well, and aliquoted into a Primary and Reserve sample.

These samples should be appropriately labeled to include:

- a.) the name of the sample
- b.) 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 state.

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

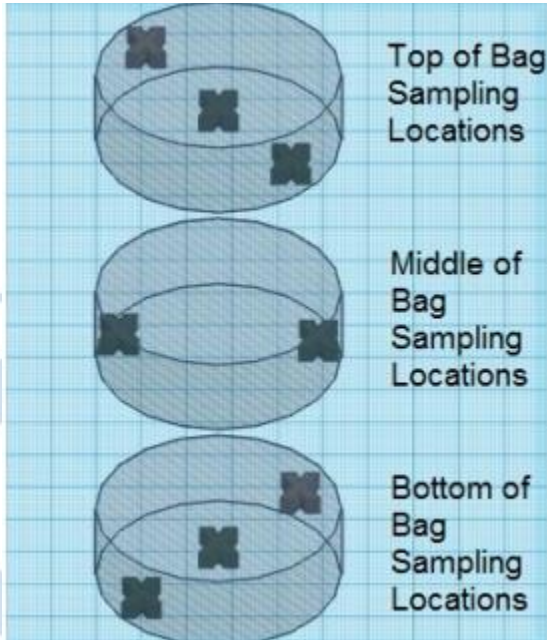
The flower collected for each sample shall be placed into the corresponding container, labeled appropriately, and sealed to prevent tampering. Acceptable containers included but are not limited to glass jars or sealable plastic bags such as a Ziploc or Whirl-Pak.

Sampling Collection

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

For Harvest Batches stored in storage containers such as tubs or bags, the samples shall be collected in a spatial pattern so that each region of the container has been sampled. This will ensure that the batch has been sampled representatively.

FIGURE 1:



(Image Source: Colorado Department of Public Health & Environment, Lab Service Division – Marijuana Flower Sampling Procedure)

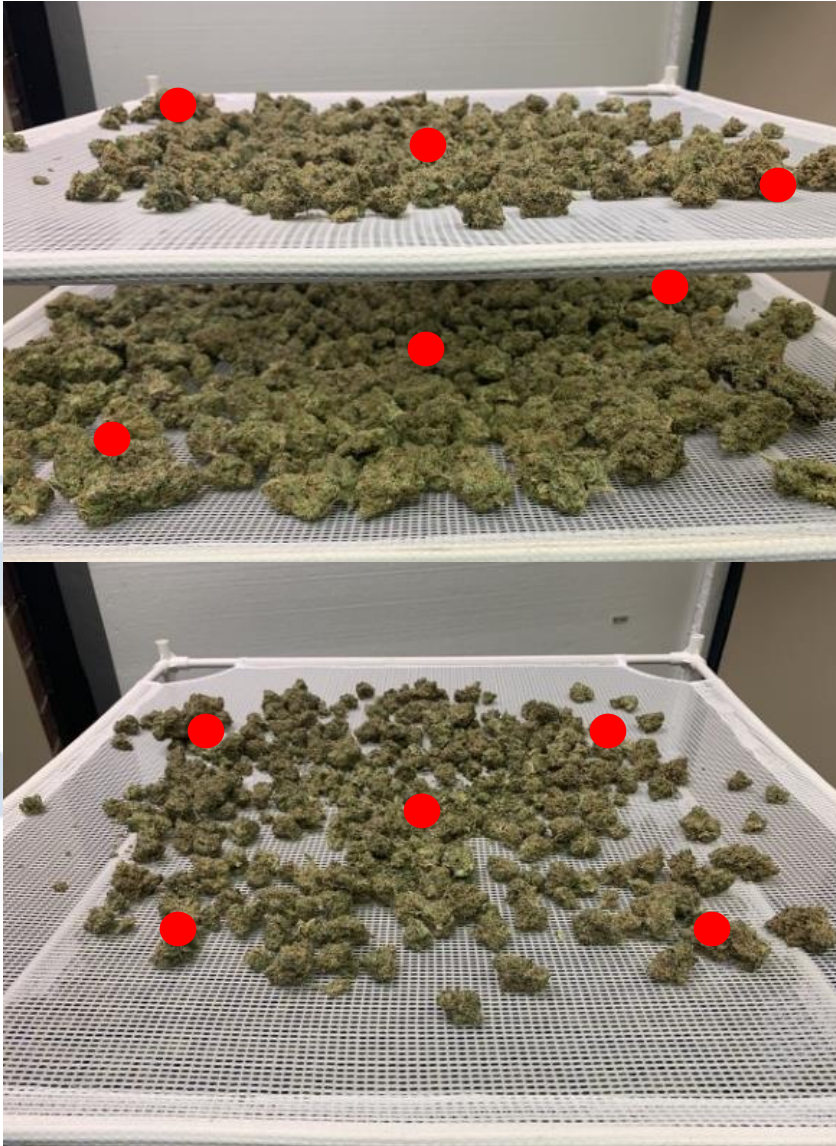
For Harvest Batches hanging on drying racks, sample in a spatial pattern so that each region of the rack has been included. Samples should be obtained from the lower, mid, and top portions of the plant. This will ensure that the batch has been sampled representatively.

FIGURE 2:



For Harvest Batches stored in drying racks, the samples shall be collected in a spatial pattern so that each region of the rack has been sampled. This will ensure that the batch has been sampled representatively.

FIGURE 3:



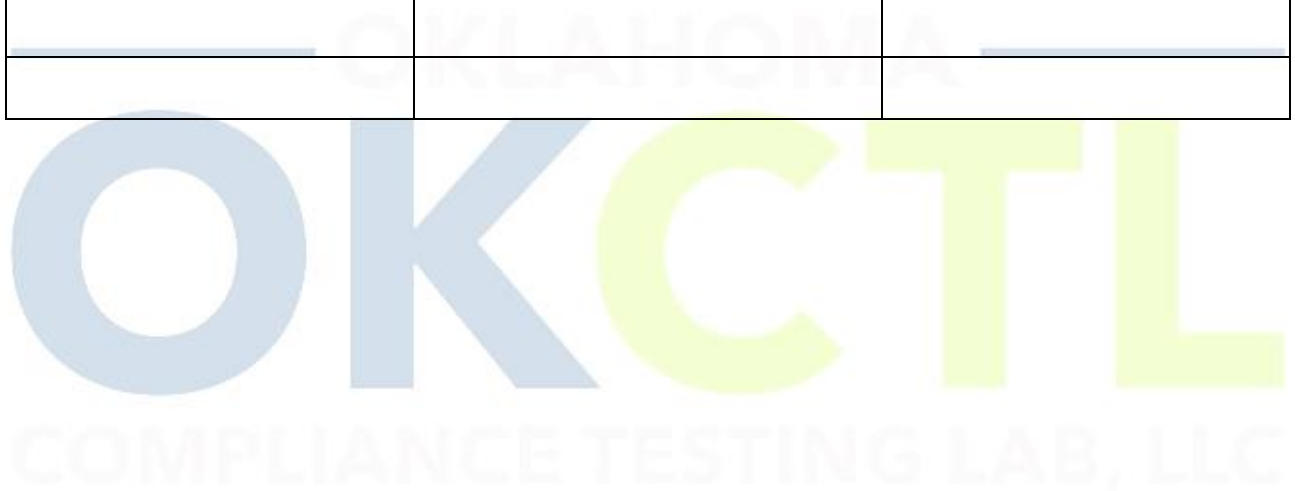
Transportation & Drop Off Procedure

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 testing material will be accepted by an authorized **OKCTL** employee. A completed Transport Manifest must be provided at the time of drop-off, along with OMMA and OBND license numbers and a valid Transportation Agent Card.

Revision History

VERSION	AUTHOR	DATE OF PUBLICATION
Sampling Procedures – V2 (Growers)	Jessica L. Stacy, Quality Director	07/14/2021
Sampling Procedures – V3 (Growers)	Jessica L. Stacy, Quality Director	10/07/2021
Sampling Procedures – V4 (Growers)	Jessica L. Stacy, Quality Director	02/02/2022



Nick Purtell
Lab Director

Jessica L. Stacy
Quality Director

SAMPLING FIELD LOG DOCUMENT

Company Name: _____

Address: _____

License Number: _____

Date Samples Were Prepared: _____

Sampling Start Time: _____ Sampling Finish Time: _____

Sampling Conditions (location & temperature): _____

Individual(s) Who Prepared the Sample(s):

Include name & title

Names/Titles of Others Onsite:

Individual(s) who helped prepare the samples for testing

Individual Dropping Off Samples: _____

Address: _____

Transport Agent ID: _____

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: _____

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: _____