



# STANDARD OPERATING PROCEDURES FOR PRODUCT SAMPLING

## INFUSED PRODUCTS MANUFACTURER

Sampling procedure for cannabis-infused products

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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 current weight & THC regulations.

**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 Production 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 (manifest)
  - Sampling Field Log Document

## Amounts to be Submitted for Testing

- The minimum number of Samples necessary to make up a Test Batch is dependent upon serving, unit, and batch sizing. Please consult our current weight requirements to determine the proper amount for sampling. 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 current weight or THC content regulations, as applicable.

**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.

**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 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 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 a specific amount of sample to be delivered for testing. This is dependent on serving, unit, and batch size. As the mass required is dependent upon the specific type of product tested, please consult the below chart when preparing to sample your batch.

**OMMA's Sample Collection Guideline for Final Medical Marijuana Products**

*Such as topicals, tinctures, beverages, edibles, etc.*

**Note that a Sample Increment is equal to 1 Serving  
Maximum Batch Size is 1,000g of THC**

Number of Sample Increments to be Submitted	Number of Servings within Production Batch	Number of Packaged Units for a 5-Serving Unit	Number of Packaged Units for a 10-Serving Unit	Number of Packaged Units for a 20-Serving Unit	Number of Packaged Units for a 100-Serving Unit
5	0 - 99	2	2	2	2
8	100 - 999	2	2	2	2
15	1000 - 4999	3	2	2	2
22	5000 - 9999	5	3	2	2
33	10000 - 49999	7	4	2	2
43	50000 - 99999	9	5	3	3
53	100000 - 249999	11	6	3	3
80	≥ 250000	16	8	4	4

**This table indicates the number of units needed for the Primary sample; all Full Compliance & Safety Panels require an equal number of units submitted as a Reserve sample.**

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

These 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
- d.) the lot 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, 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 ¼ of the batch. Any oils should be homogenized thoroughly through inversion and pipetting.

### **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 OBNDD license numbers and a valid Transportation Agent Card.

Revision History

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




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Lab Director

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**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: \_\_\_\_\_

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Notes: \_\_\_\_\_