



STANDARD OPERATING PROCEDURE: SAMPLING

S U M M A R Y

Product Types^(c)

Cannabis	Plant Material, Concentrates, Infused Products
Hemp	Plant Material, Concentrates, Infused Products

Sample Minimums ^(d)

5 Gram Primary / 5 Gram Reserve

Preferred Containers^(e)

Flower:	Ziplock
Concentrate:	7mL Glass Jar
Edible:	Final Form/Ziplock

CONTACT

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EQUIPMENT AND SUPPLIES

- Ziplock, 7mL Jar, or final packaging
- Sterile nitrile/latex/rubber gloves
- Isopropyl Alcohol ($\geq 70\%$)
- Identification labels
- Permanent ink pen
- Analytical balance or scale
- OMMA Approved travel container

PREPARATION ^{(2), (B)}

- The area where the sampling occurs must be cleaned, isopropyl alcohol rinsed, and allowed to dry between sampling Production/Harvest Batches.
- Forceps and any additional sampling equipment shall be cleaned, isopropyl alcohol rinsed, and allowed to dry between sampling batches.
 - Disposable utensils preferred.
- Always change gloves between samples

SAMPLE COLLECTION ^{(2), (A)}

- Representative samples must be collected from product regardless of matrix.⁽¹⁾
- 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 sample 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.
- A Sampling Document must be completed and may be given to the Intake Coordinator for review and verification upon delivery of testing material.



LABELING^(F)

Samples Labeled With:

- METRC Tags physically attached.
- Samples names
- External Batch ID.
- Primary or Reserve
- Tamper evident seals

TEST SELECTION

- Samples will be processed in accordance with test selection in METRC.
- Safety Testing cannot be stopped once started.
- All Results shall be uploaded to METRC.

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EMPLOYEE TRAINING LOG

NAME	DATE

SOP.00029 8/12/2025_V5⁽⁵⁾

Sample Storage and Retention ^{(3),(g),(h)}

- Samples must be stored in a manner that prevents unauthorized access until acceptance by the testing facility.
- Samples will be automatically destroyed per applicable OMMA disposal rules (30 days) after testing is completed.

QUALITY RECORDS ^{(2), (F), (I)}

- The following documents must be retained for each Harvest/ Production Batch...
 - Transportation documentation (manifest)
 - Sampling Field Log Document
- All transfers must be documented in METRC. ⁽ⁱ⁾
- Remediation & Decontamination document (as necessary)
- Primary and Reserve Samples must have unique tag. ⁽ⁱ⁾

AMOUNTS TO BE SUBMITTED FOR TESTING^(I)

- The minimum number of Samples necessary to make up a Test 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.

APPROVAL ⁽²⁾

Ben Cortez: Medical Laboratory Director 8/12/2025 ⁽⁴⁾

V2:3/21/23_Cole Alleman

V3:10/20/2023_Cole Alleman

V4:7/25/2025_Ben Cortez

V5: 8/12/2025 Training Log Added Cole Alleman