

<b>Quality Laboratories LLC: Quality Management System Procedure</b>		Publish Date: 8/28/2024
Identifier: <b>QCL-WI-SP-001</b>	Approved by: Niilo Snyder	Version: 4
Title: <b>Quality Labs Field Sampling Procedure_Version 4</b>		Page Number: 1 of 6

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**Purpose:**

The purpose of this procedure is to outline the best practices for final harvest batch and final production batch test sampling following OMMA regulations.

**Scope:**

This procedure applies to personnel (samplers) who are responsible for collecting test samples to submit to a testing laboratory for analysis.

**Recommended Equipment and Supplies:**

- Scale
- Thermometer
- Gloves
- Appropriate sample container
- 70% alcohol (for sterilization)
- Cooler with ice pack (for transporting)
- Transfer syringe or scooper
- Tamper-proof seal

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**Minimum Test Sample Size:**

The following minimum weight requirements are for primary package only (please include an equal amount in the reserve package. Reserve package is not applicable on R&D tests)

<b>Table 1. Minimum <u>primary sample</u> sizes for cannabis and cannabis products</b>			
<b>Test Type</b>	<b>Flower</b>	<b>Concentrate</b>	<b>Infused Product</b>
Final Batch	5g	5g	5g
Single R&D Test (including yeast and mold)	1g	1g	1g
Full microbial R&D panel (yeast and mold, aspergillus, STEC, and salmonella)	3g	3g	3g

**Accepted Test Sample Types:**

Flower (wet and dry), concentrates, extracts, vapes, and cannabis-infused products (drinks, edibles, topicals, tinctures, etc.).

**Required Documents:**

- Field sample log (for all samples)
- Chain of custody form
- Transfer manifest
- Transporter license (if delivering samples to lab)

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**Sampling Procedure:**

1. All samplers must read and understand this procedure prior to sampling harvest/production batches
  - a. Licensees must retain training records for this procedure on site
2. Use this procedure in conjunction with OMMA's Sample Field Log Version 1.0 (April 2023). Find this document on our website under Forms: Sample Field Log
  - a. Licensees must keep a record of each Sample Field Log at their facility and submit a copy to the laboratory with each test sample
3. Samples collected must be representative of the entire batch to ensure accurate microbiological analysis and foreign material assessments.
4. For accuracy in laboratory analysis, it is required that samples be delivered to the laboratory on the same day they are collected.
5. Samples submitted for testing at the laboratory shall only be collected from harvest batches and production batches in their final form.
6. Please adhere to the following list of best practices for sample handling and collection to rule out possible sources of contamination from sample collection:
  - a. Choose an appropriate container for sample collection. The laboratory recommends a sterile container whenever possible, but other containers, such as a food grade plastic bag or cannabis concentrate container are acceptable.
  - b. It is recommended that the outside of the sampling container be thoroughly cleaned with an isopropyl alcohol solution prior to sample collection.
  - c. After the container has been cleaned and is dry, it should be labeled with the licensed name of the grower or processor, the license number of the grower or processor, the strain/product name of the sample being collected, the Metrc sample number, whether it is a primary or reserve sample, and the batch number associated with the sample being collected.
  - d. Always wear gloves when collecting samples. It is recommended that gloves be changed between samples and thoroughly sanitized with a minimum of 70% isopropyl alcohol solution.
  - e. Avoid touching the inside of the sample collection container when collecting samples for laboratory analysis.
  - f. During the process of sample collection, avoid touching all common surfaces including, but not limited to:
    - Cell phones
    - Keyboards
    - Light switches
    - Pens/Pencils

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**Sampling Procedure (continued):**

- Door knobs/handles
  - Any other commonly used surfaces/materials/tools
- g. Ensure the appropriate weight of sample according to Table 1 has been collected by use of a scale that has been tared to the weight of the sample collection container
- h. If, at any point, it is suspected that the cleanliness of the gloves used to collect samples has been compromised, discard them immediately and proceed with a fresh pair of gloves.
- i. Addition of any non sterile foreign materials into the sample collection container (such as strain identification papers or tags, humidity monitors, humidity packs, etc) is highly discouraged.
- j. Once the sample has been collected, ensure that the collection container has been securely sealed via tamper-proof seal to prohibit contamination after collection.

**Step-by-Step Guide for Collection by Matrix Type:**

**1. Flower/Trim**

- a. Batch Size:
  - Less than or equal to 15 pounds (final harvest batch)
  - Less than or equal to 50 pounds (harvest batches for the purpose of processing into concentrate)
- b. To obtain a representative sample of a final harvest batch or the final product composed of non-infused pre-rolls, a total of one-half of one percent (0.5%) of the batch shall be collected from different areas of the batch following Quality Laboratories' approved protocol.
- c. The sample shall then be well mixed and aliquoted into a primary sample and reserve sample. The primary sample and the reserve sample shall each weigh greater than or equal to five grams ( $\geq 5$  g). Any amounts left over after aliquoting may be returned to the harvest or production batch.
- d. To achieve this, our laboratory recommends the following step-by-step procedure with following all best practices listed above
  - Obtain a large food grade plastic bag or jar
  - Randomly select portions of the harvest batch to generate a representative sample of the batch
  - Seal the container and tumble the product in the bag to mix the portions from the harvest batch

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**Step-by-Step Guide for Collection by Matrix Type (continued):**

- Open the bag and collect the primary and reserve samples as listed above in the best practices
- After allocating the required amount of flower into an approved sample container, the remainder of the 0.5% can be returned to the harvest batch.

**2. Concentrates**

- a. Batch Size:
  - Less than or equal to 4 liters (liquid medical marijuana concentrate. i.e. distillate, terp sauce, etc.)
  - Less than or equal to 9 pounds (non-liquid concentrate. i.e. sugar, batter, etc.)
- b. To obtain a representative sample of a final production batch that is a well mixed liquid, a sampler shall obtain a primary sample and a reserve sample that shall each weigh greater than or equal to five grams ( $\geq 5$  g) To obtain a representative sample of infused pre-rolls or a non-liquid final production batch, one-half of one percent (0.5%) of the batch shall be collected from different portions of the batch following the laboratory's approved protocol. The sample shall then be well mixed and aliquoted into a primary sample and reserve sample, which shall be equal in amount. The primary sample and reserve sample shall each weigh greater than or equal to five grams ( $\geq 5$  g). Any amount left over after aliquoting may be returned to the final production batch.
- c. To achieve this, our laboratory recommends the following step-by-step procedure with following all best practices listed above:
  - The best way to obtain a sample for collection is to do so while the concentrate is still heated and thus less viscous.
  - Sterilize the sample scoop with alcohol and let it dry.
  - Obtain 0.5% of the batch in a clean and dry large mason jar or equivalent container.
  - Mix the product thoroughly in this jar or equivalent container.
  - Using a syringe, pipette or other dispensing tool, collect the appropriate amount for laboratory testing as listed in best practices.
  - After allocating the required amount of concentrate into an approved sample container, the remainder of the 0.5% can be returned to the production batch.

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**Step-by-Step Guide for Collection by Matrix Type (continued):**

**3. Infused products**

a. Batch Size:

- Infused final products shall contain less than or equal to one-thousand ( $\leq$  1,000) grams of total delta-9- tetrahydrocannabinol ( $\Delta$ -9-THC)
- For smaller products, such as gummies, small chocolates, and hard candies, randomly select 4-5 units within the respective lot for both the primary and reserve samples, totalling at least 10 grams.
- For larger products, such as whole chocolate bars, randomly select 1 unit for both the primary and reserve samples, totalling at least 10 grams

**Revision History:**

Version 2 (8/11/2023)

- Updated minimum sample sizes (Table 1)
- Added recommended equipment list

Version 3 (11/1/2023)

- Included tamper-proof seal on equipment and supplies list
- Added required documents section, including new requirements for field sample logs for all test samples

Version 4 (8/28/2024)

- Added wording to include final harvest batch or final production batch for compliance testing
- Removed Single-Harvest Pre-Rolls from acceptable test batches
- Updated sampling protocol and minimum sample size for final harvest batches and final production batches.