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Chemist or Designee

03/14/23
Date

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Laboratory Director

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1.0 PURPOSE

The purpose of this procedure is to describe the sampling protocols used by the Client, Sampler, and Transporter, to ensure the proper collection, clear labeling, proper preservation, careful transportation, and storage of samples by trained personnel for laboratory analyses.

2.0 SCOPE

These practices ensure that samples are representative of the entirety of the batch being samples and establish homogeneity of samples taken and consistency of results.

3.0 DEFINITIONS

Hold Time: Time elapsed from the date of sampling until the start of testing.

Chain of Custody (COC): The unbroken trail of accountability that ensures the physical security of samples, data, and records.

Client (Customer): The person or company requiring product testing.

Grab Sample: A sampling technique in which a single sample is taken at a specific time (or over a short a period as feasible). Grab samples provide an immediate sample and are thus preferred for some tests.

Packaging: Refers to a container surrounding the product that provides a means of marketing, protecting or managing a product.

Sample: A portion of a product separated from the product to be collected and transported to the laboratory for testing.

Research and Development (R&D) testing: Research and Development (R&D) gives you the option to ensure your product is safe before publishing a COA. This test is intended for use by manufacturers and cultivators to know and improve upon the quality of their product(s).

Representative Sample: A sampling technique in which multiple samples are collected from a batch typically from various depths, from a single container or a single selection from multiple containers.

4.0 RESPONSIBILITIES

4.1 Client

- Read, understand, and follow the SOP.

4.2 Quality Assurance Manager or Designee

- Maintains SOP and ensures Laboratory is following regulatory guidelines.

4.3 Transport

- Ensure the COC is completed.
- Check METRC Tags to the Manifest and COC
- Ensure samples are sealed on receipt.
- Secure the sample on transport.
- Ensure samples are held within temperature during transport.

5.0 EQUIPMENT, SUPPLIES, AND REAGENTS

5.1 Equipment

- Sampling Records
- Sample Chain of Custody and Test Request Form
- Top loading balance capable of 0.1 g resolution
- Stainless Steel Bowl

5.2 Supplies

- Disposable gloves
- Disposable Sterile Sampling equipment (spoons, spatulas, scissors, pipettes, etc.) or Stainless-Steel Spatula and Stainless Steel Tongs
- 2 Clean Sample containers (bags, bottles, jars) appropriate for the requested tests.
- Container labels and pen with indelible ink
- Disposable cleaning wipes

5.3 Reagents

- Isopropyl alcohol for cleaning and sterilization
- Fresh 10% Bleach Solution (in a spray bottle)

6.0 PROCEDURE

6.1 OMMA Sampling Procedure

6.1.1 Sample-specific procedures are dependent upon sample matrix and instructions are listed below for each general sample type analyzed; however, the following common practices are employed per batch. A batch is defined as finished plant material, cannabis resin, cannabis concentrate, or other medical marijuana-infused products or edible that is processed or manufactured at the same time, using the same method of

production, equipment and ingredients. The materials for testing must have met the requirements for batch as defined in OMMA 310:681.

6.1.2 All Samples, regardless of the matrix, should be submitted in their final (ready for sale) form. i.e., flower (dried and cured), concentrate (vape cartridge), edibles (flavors, frosting, etc.).

6.1.3 Randomized % of the production Batch (defined by OMMA) should be collected from various portions of the batch, homogenized well and aliquoted into a Primary Sample (PS) and Reserve Sample (RS)

6.1.4 Sampling of materials is performed by trained staff only. Flower samples taken in the field are returned to the laboratory for additional processing to establish sample homogeneity. Representative sampling practices for oils, concentrates and other cannabis-infused products in the field promote sample homogenization and no additional processing is required.

6.1.5 Batches must not be mixed, diluted, compromised or adulterated in any way that adversely affects the integrity of testing results. Each sample submitted for testing and sampled on the behalf of Bluebonnet labs must be from a single batch and representative of the batch as defined in OMMA 31:681.

6.2 Client (Customer) Procedure

6.2.1 The Customer contacts the lab, provides forms and creates a METRC Manifest:

a. New Client and Intake Forms
b. METRC Manifest is used to complete the OP-341 Chain of Custody (COC). The manifest request should detail when, where, what, how many samples, specific samples, Customer Batch ID, the weight of the sent sample, and all sample information being transported or transferred. The Client must dictate in METRC the request of testing: either Oklahoma Compliance Package or Research and Development (R&D). Reference OMMA Testing Information Chart. The manifest will be used from the origination location to the ending location and must include all licensing information and a detailed list of inventories to be transferred. This releases custody of the sample from the client to the transporter and from the transporter to the laboratory, and will be documented with a signature on the manifest and COC.
c. Payment: All orders must be paid for the time of sample collection unless otherwise prearranged. We accept Cash, Check or Credit Card.

6.2.2 Storage – Samples are stored in a separate room equipped with a locked door. Samples are only removed for a brief time for subsampling of materials for analyses and unused materials are returned immediately to the locked storage room when not in use.

6.3 Sampling Procedure:

6.3.1 Cleaning Procedure of stainless steel bowl, spatula, and tongs

a. Prepare 10 % bleach.
b. Remove any concentration that may remain on the sampling tools from the previous sample by wiping with a paper towel saturated with 70 %

ethanol (or isopropyl alcohol). Dry thoroughly.

c. Spray sampling tools liberally with 10% bleach solution and allow it to sit for 5minutes.
d. Dry with clean paper towels.
e. Spray sampling tools with 70% Ethanol (or Isopropyl Alcohol) and allow it to sit for 5 minutes.
f. Wipe dry with clean paper towels.
g. Set aside on a clean surface.

6.3.2 Flower, Trim, or Kief Procedure

a. Product-Specific Sampling "Flower"
    i. Harvest batches of picked flower or unpackaged products in storage container shall be sampled in a spatial pattern throughout the whole batch.

    ii. When Sampling, entire plant should be divided into thirds; the samples shall be taken from lower, mid, and top portions.

b. Samples must be submitted to the laboratory into **TWO** sample containers with an equal weight of sample in each. One sample is the Primary Sample (PS) the otheris the Reserve Sample (RS).
c. Sampling Flower
    i. Harvest batch size:
        1. Sampler shall wear gloves and must be changed between each Production Batch
        2. Place clean stainless-steel bowl on the tabletop balance and tarebalance
        3. Using clean tongs randomly select flower from the

harvest batch until 12 g has been weighed into bowl
Note: For 99 % confidence level 30 sample aliquots are collected. Increment sample aliquot weight (g) = Total Sample weight (g) / 30

4. Gently mix flower with tongs
5. Equally separate the sample into 2 separate sample containers (6 g in each).
6. Label sample container with the sample name, **Batch ID**, **weight(g),** and Primary Sample (PS) or Reserve Sample (RS). (If using a Bluebonnet sample container please do not remove the container weight sticker.)
7. Seal samples with a custody seal
8. A total of 12 g will be submitted for testing.
9. Record the date/time the sample was collected, sampler's initials, sample identification and any inconsistencies with the sampling plan on Sampling Records
10. After all samples are collected, the chain of custody and sample collection request form should be signed and dated by both the sampler and the grower to confirm that a sampling event occurred.

6.3.3 Single batch Pre-roll Sampling Procedure

a. One Strain:
   1. Sampler shall wear gloves and must be changed between each Production Batch
   2. Using clean tongs randomly select the number of 1g pre-rolls that 2021.11.23_OSDH681_OMMARules APPENDIX D. SAMPLE COLLECTION FOR FINAL MEDICAL MARIJUANA PRODUCTS suggested from batch size.
      a. Example: Final product 0-99 serving within production batch client will send 5 minimum samples for testing.
   3. Place the pre-rolls into two separate sample containers.
   4. Label sample container with the sample name, Batch ID, weight (g), and Primary Sample (PS) or Reserve Sample (RS)
   5. Seal samples with a custody seal
   6. A total of g submitted for testing depends on the batch size.
   7. Record the date/time the sample was collected, sampler's initials, sample identification and any inconsistencies with the sampling plan on Sampling Records. (If using a Bluebonnet sample container please do not remove the container weight sticker.)
   8. After all samples are collected, the chain of custody and sample collection request form should be signed and dated by both the sampler and the grower to confirm that a sampling event occurred.

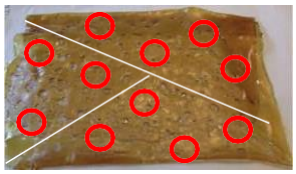
b. Multiple Strain:
   1. Sampler shall wear gloves and must be changed between each Production Batch

2. Using clean tongs randomly select 12 x 1g pre-rolls.
3. Place all the pre-rolls into 2 separate sample containers (6 g in each).
4. Label sample container with the sample name, Batch ID, weight (g), and Primary Sample (PS) or Reserve Sample (RS)
5. Seal both samples with a custody seal
6. A total of 12 g will be submitted for testing.
7. Record the date/time the sample was collected, sampler's initials, sample identification and any inconsistencies with the sampling plan on Sampling Records. (If using a Bluebonnet sample container please do not remove the container weight sticker.)
8. After all samples are collected, the chain of custody and sample collection request form should be signed and dated by both the sampler and the grower to confirm that a sampling event occurred.

6.3.4 Concentrates Sampling Procedure

a. Oil or Tincture
   i. Mix the container of oil or tincture thoroughly before collecting sample increments. Invert the oil or tincture. The oil or tincture shall flow to the cap of the container and back to the base at least three times.
   ii. The container should be divided into thirds and randomly select from the lower, mid, and top portions.

b. Shatter/Wax/Slab
   i. Divide the production batch into three thickness levels. Collect the same amount of the sample increments within each thickness level. Sample increments should sample in a special pattern throughout the whole batch.
   Note: For 99 % confidence level 30 sample aliquots are collected. Increment sample aliquot weight (g) = Total Sample weight (g) / 30

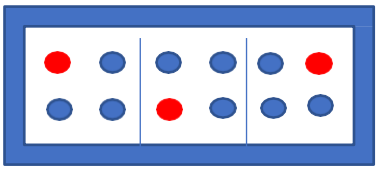


c. Submit the samples into **TWO** sample containers with an equal weight of sample in each. One sample is the Primary Sample (PS) the other is the Reserve Sample (RS)
    i. A total of 12 grams of concentrate must be submitted to the lab for testing.(6 g for PS and 6 g for the RS)
    ii. Sample SHOULD be submitted in their final Sale-ready form example:
        1. Carts- submit 12-1 g carts in syringe (6 in each container).
        2. Distillate/Crumble/Shatter/Batter/ etc. – submit 12 g (6 g in each container) Note: Distillate samples may need to be warmed.

d. Sampling
    i. Sampler shall wear gloves and must be changed between each Production Batch
    ii. Place first sampling container on the tabletop balance and tare balance
    iii. Each sample increment should be taken from a randomly chosen position in the lot. A sample increment should be taken from each container in a lot. For products that are liquid, the container should be mixed to ensure homogenization prior to sampling
    iv. Using the clean spatula/tongs, weigh into containers.
    v. Label sample container with the sample name, **Batch ID**, **weight (g),** and Primary Sample (PS) or Reserve Sample (RS)
    vi. Seal both samples with a custody seal
    vii. Record the date/time the sample was collected, sampler's initials, sample identification and any inconsistencies with the sampling plan on Sampling Records. (If using a Bluebonnet sample container please do not remove the container weight sticker.)
    viii. After all samples are collected, the chain of custody and sample collection request form should be signed and dated by both the sampler and the grower to confirm that a sampling event occurred.

6.3.5 Infused Product Sampling Procedure

a. Product-Specific Sampling
    i. Divide the batch into zones and randomly select units from the beginning third, middle third and end third zones.
    Note: For 99 % confidence level 30 sample aliquots are collected. increment sample aliquot weight (g) = Total Sample weight (g) / 30



Samples must be submitted to the laboratory in TWO sample containers with an equal weight of sample in each. One sample is the Primary Sample (PS) the other is the Reserve Sample (RS)

ii. A total of single finish Edibles (≥12g) must be submitted to the lab for testing.

a. Sampling

i. Sampler shall wear gloves and must be changed between each ProductionBatch

ii. Place first sampling container on the tabletop balance and tare balance

iii. Each sample increment should be taken from a randomly chosen positionin the lot or send a single final edible product.

iv. Label sample container with the sample name, **Batch ID**, **weight (g),** and if separated label the Primary Sample (PS) or Reserve Sample (RS)

v. Seal samples with a custody seal

vi. Record the date/time the sample was collected, sampler's initials, sample identification and any inconsistencies with the sampling plan on the Sampling Records form.

6.4 Transporter

6.4.1 Ensure the Chain of Custody and Samples includes:

a. Labeled sample container with the sample name, **Batch ID, sent weight (g),** and if separated by customer the Primary Sample (PS) or Reserve Sample (RS) Labels.
b. Samples are sealed.
c. Ensure the correct amount of sample is being submitted for testing.
d. Date/time the sample was collected, sampler's initials, sample identification and any inconsistencies with the sampling plan is recorded.
e. Check the METRC tag on samples match the Manifest and COC
f. After all samples are collected, the chain of custody and sample collection request form should be signed.
g. Samples should be immediately transported to the lab either by the Client transport or the Client schedules for laboratory sample pickup. The Sample Chain of Custody and Test Request Form, Manifest or equivalent form shall be kept, detailing movement (driver arrives at the Customer, departs from the Customer, and arrives back at the lab).

i. Licensing: OMMA requires Current OMMA, OBNDD, and Transport

License Numbers for any transfer of sample or product. These must be verified prior to transfer of samples.

6.4.2 All medical marijuana and medical marijuana products shall be transported:

a. In a locked shipping container, shielded from public view, and clearly labeled "Medical Marijuana or Derivative."
b. The locked shipping container is stored in the cargo area of the delivery vehicle during transit.
c. Samples must be stored and shipped in sealed containers within the shipping container to prevent cross-contamination of samples during shipping. Note: Sterilize the shipment container daily or before use.
d. Samples are transported at ambient conditions and the temperature of the vehicle during shipment should not exceed 80º F.
e. A copy of the shipping manifest and/or the laboratory COC must accompany all shipments.
f. Transporters or transport agents must verify weights of material(s) received upon pick up. The transporter or transporter agent must verify that the samples are received in the appropriate amounts in the required containers. Samples that do not meet specifications in the above SOP must be rejected and a new sample must be acquired.
g. Transport or transport agents sign the shipping manifest and/or the laboratory COC upon custody receipt of samples.
h. The laboratory signs the COC and/or the shipping manifest upon receipt of samples at the laboratory.
i. This procedure is repeated for any samples that leave the laboratory for subcontracting of analyses.
j. The GPS tracking system must be enabled and on during the entirety of the trip.
k. The GPS tracking system can show real time transit data, as well as provide daily, monthly, or other summary reports from stored data.
l. The GPS tracking data is stored for a minimum of 7 years.
m. The transporter or transporter agent must carry a copy of the commercial transporter license or laboratory transportation license during transit.
n. The transporter or transporter agent must keep the storage container locked with the cargo area locked to prevent public access during stops. Additionally, the vehicle alarm is activated during prolonged stops where the transporter or transport agent is not in sight of the vehicle.
o. Transporters and transporter agents shall comply with all applicable motor vehicle laws.

7.0 RELATED DOCUMENTS

Document No.	Title
QP-103	Nonconforming Work and Corrective Action
QP-307	Balance Daily Verification Log

OP-315	Environmental Control Log
OP-341	Chain of Custody

8.0 REVISION HISTORY

Rev	Description of Change
0	Initial release
1	Updated sample weight and grammer