

OK Sampling Compliance Checklist

1.

- Print a copy of the Sampling SOP
- Print a copy of a Sample Field Log (your choice: OMMA's form, your own, the one attached, or printed from Confident LIMS)
- Print a copy of Sampling SOP Training Sign In Sheet
- Put all three forms inside binder labeled “Lab

2. Sampling”

- Have all Samplers Read Sampling SOP
- Have all Samplers Sign the SOP Training Sign In Sheet

3.

- Use the Sample Field Log when preparing samples to bring to the lab for testing and put them in your “Lab Sampling” binder



THE
HIGHGRADE
TESTING LAB

Title: **Collecting Samples of Usable Marijuana**

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1. Purpose

All medical marijuana products in Oklahoma must pass OMMA testing guidelines before going into the market. This SOP outlines how to collect samples from growers, processors, and dispensaries in order to get an accurate sample that is representative of the entire batch of product.

2. Scope

This procedure is designed to standardize the collection of medical marijuana of samples by Highgrade analysts, other staff, or samplers as designated by the OMMA licensee.

3. Duties & Responsibilities

N/A

4. Reference Documents

Osterbaur, N., S. Krepps, J. Sackett, C. Holladay, E. Wendt, D. Wells, S. Price, and J. Kristof. "Protocol for Collecting Samples of Usable Marijuana." Ed. S. Swantek, M. Moore, L. Garcia, C. Redman, and G. Ward. *Oregon Environmental Laboratory Accreditation Program Rev. 2.0 ORELAP-SOP.001* (2016). *Oregon Health Authority*. Oregon Public Health Division, 21 June 2016. Web. July. 2016.

<<https://public.health.oregon.gov/LaboratoryServices/EnvironmentalLaboratoryAccreditation/Documents/sop-001.pdf>>.

Standard Methods 20th Edition (1998); 1020 Quality Assurance

[Protocol for Collecting Samples of Usable Marijuana ORELAP SOP-001 Revision 4.1](#)

[Protocol for Collecting Samples of Cannabis Concentrates and Extracts: ORELAP SOP-002 Revision 4.3](#)

Standard Methods 20th Edition; 1020 B Quality Control, 11. QC Calculations, f. Duplicate Sample.

Standard Methods 20th Edition; 1020 B Quality Control, 11. QC Calculations, a. Initial Calibration.

Standard Methods 20th Edition; 9020 B, 8. & 9.

EPA School Guidance; Appendix E, Field Duplicates.

5. Definitions

Batch

A quantity of cannabinoid concentrate or extract or cannabinoid product from a process lot.

CBD

Cannabidiol

Chain of Custody

The chronological documentation showing the collection, custody, control, transfer, analysis, and disposition of a sample

Composite sample

A sample containing all primary samples taken from a batch.

Container

A sealed, hard or soft bodied receptacle in which a marijuana item is placed or a physical division of an extract or concentrate process lot for random sampling.

Deep Container

A Three-Dimensional receptacle containing marijuana items - length × width × height (i.e. bulk liquid in a bucket, packaged edibles or bulk flower in a Tupperware bin)

Decision Unit (DU) or sampling unit

The material from which the primary sample(s) is collected and to which the inference(s) is made.

Equal Portions

+/- 20%.

Equipment blank

A sample of analyte-free media, collected after decontamination prior to sampling, which has been used to rinse the sampling equipment after cleaning to validate cleaning procedure or between sampling batches to demonstrate lack of contamination.

Field Duplicate Sample

Sample taken in an identical manner to primary sample, representative of the same marijuana items, that will be prepared and analyzed separate from the primary sample.

Flat Container

A Two-Dimensional surface containing marijuana items – length × width only (i.e. solids on a sheet, a single layer of flowers on a tray, or packaged edibles on a table).

Fundamental Sampling Error (FSE)

The results from compositional heterogeneity, which is controlled through the collection of sufficient sample mass (mass is inversely proportional to error).

Harvest Lot

A specifically identified quantity of marijuana that is cultivated utilizing the same growing practices and harvested within a 72-hour period at the same location and cured under uniform conditions.

Heterogeneity

The state or quality of being heterogeneous.

Heterogeneous

Non-uniform or consisting of dissimilar parts or components.

Homogeneous

Uniform in composition within recognized tolerances.

Label

A tag or other device attached to or written, stamped, or printed on any container or accompanying any batch in bulk stating all required batch information.

Marijuana item

Marijuana, Usable Marijuana, a cannabinoid product or a cannabinoid

Primary Sample

A sample composed of sample increments and tested for the required and primary analysis methods.

Representative Sample

A sample obtained according to a sampling procedure designed to ensure that the different parts of a batch or lot or the different properties of a batch or lot are proportionally represented.

Sample

An amount of marijuana item collected by sampling personnel from a registrant or licensee and provided to a laboratory for testing.

Sample Increment

An amount of a marijuana item collected by laboratory personnel from a registrant or licensee that may be combined into a sample for purposes of testing, or in the case of a control study, is tested individually.

Sample Quality Criteria

A series of statements that clarify program technical and quality needs to support defensible decisions, including statements of the questions to be answered, definition of the decision unit, and the desired confidence in the inference.

Sampler

A person designated as having been trained on the procedure outlined in this SOP who performs field sampling duties for the OMMA licensee(s).

Sealed

Secured to provide authenticity or integrity.

Sterilization

The removal of all microorganisms and other pathogens from a marijuana item by treating it with approved chemical or subjecting it to high heat.

Usable Marijuana

The dried and cured leaves and flowers of marijuana, a concentrated marijuana extract, or a product infused with concentrated/extracted cannabis products. Usable Marijuana does not include the seeds, stalks and roots of marijuana or waste material that is a by-product of producing or processing marijuana.

6. Health & Safety

N/A

7. Quality Control

7.1. Equipment

a. Instrumentation

- a. Field Balance
- b. Thermometer

b. Supplies

- a. Calibrated verification weights
- b. Ice packs
- c. Gloves
- d. Transfer syringes

- e. Mylar bags or other storage containers
- f. Cooler
- g. 70% ethanol or isopropyl alcohol (IPA not recommended for concentrate sampling)
- h. Kim wipes

7.2. Control Samples

a. Field Duplicates

Field duplicates are recommended for any usable marijuana sampling event. Duplicates must use the same procedure and contain the same number of sample increments as the primary sample. The field duplicate may serve as the reserve testing sample as required per OMMA.

7.3. Quality Assurance Measures

Sampling plans must meet a 95% confidence level for representative sampling and limit fundamental sampling errors. The most common way to achieve this is by increasing the number of sample increments to compensate for normal batch heterogeneity. It is recommended that a minimum of 7 increments be taken for the sample to be considered representative.

The sampler must be prepared to collect adequate sample masses for all analyses requested by the grower or processor. This mass must adequately include sample masses for any quality-controlled samplers required by the laboratory.

To prevent contamination, field sampling tools must be cleaned prior to use. They may also be cleaned in the field between batches using the appropriate solvent and decontaminant to prevent cross-contamination. Any disposable sampling items used may be properly discarded.

7.4. Procedure

- 7.4.1. Locate the batch to be sampled.
- 7.4.2. Ensure the minimum required information is given for the sample, such as batch number, lot number, sample name.
- 7.4.3. The maximum batch size for flower is 15 pounds, or 50 pounds if the batch is being turned into concentrates. For concentrates, the maximum batch size is 4 liters for liquids and 9 pounds for non-liquids. Final infused products have a maximum batch size of 1000 grams of THC content. A minimum sample of 7 grams is required for flower tests, 6 grams for concentrates, and a retail package for infused goods. A duplicate sample to be held in reserve is also required per OMMA guidelines. This means a total sample size of 14 grams for flower, 12 grams of concentrates, and 2 retail packages of infused product.

- 7.4.4. Determine the minimum number of sample increments needed for sampling. At least 7 increments are recommended.
- 7.4.5. Determine the number of quadrants for sampling based off of the size and shape of the container. This number must be greater than or equal to the number of increments determined in D. See Appendix A for model of quadrants.
- 7.4.6. Use a random number generator or dice to randomly number the quadrants.
- 7.4.7. Sample randomly from the quadrants in a random order.
- 7.4.8. Visually inspect samples for uniformity. Note any irregularities.
- 7.4.9. Combine all increments into the sample container, record the final weight of the sample, and label with the appropriate Confident Cannabis assigned number and "FOR TESTING ONLY." Confident Cannabis ID numbers are only generated for samples when the order is placed online before transporting to the lab. If the order has not been placed online, then labeling the sample with the strain name and batch number is sufficient.
- 7.4.10. Fill out 2 copies of a chain of custody form. One copy goes to the client, the other copy goes to the lab.
- 7.4.11. Fill out 2 copies of the Sample Field Log. 1 copy for Highgrade and 1 for the customer to keep.

7.5. Sample Transportation

- 7.5.1. Transport the sample to Highgrade Labs following OMMA license transportation regulations. Note: Shipping samples to Highgrade Labs is not permitted under any circumstance.
- 7.5.2. Protect the samples from moisture and temperature extremes. When outdoor temperatures are greater than 15°C, the use of an insulated cooler and ice packs is necessary.
- 7.5.3. Any person(s) transporting samples to or from the laboratory must have a valid, unexpired transport agent license issued by the OMMA.

7.6. Preventing Cross Contamination During Sampling

- 7.6.1. If multiple batches are being sampled, sample each batch individually. Use a separate container for each batch, labeled with the confident cannabis ID number or the strain name and batch number.
- 7.6.2. In order to prevent cross-contamination, gloves should be switched out in between each sample.
- 7.6.3. In order to prevent cross-contamination, any tools or scales used during sampling should be thoroughly cleaned with either an isopropanol or ethanol solution in

between batches. The alcohol solution should be at least 70% alcohol to maintain sterility.

7.7. Samples Other Than Flower or Concentrate

7.7.1. Highgrade Labs has the ability to test a variety of medical-marijuana products and medical-marijuana derived products. This includes:

7.7.1.1. Bath bombs and other detergent based products (minimum sample size of 1 bath bomb, or at least 5 grams, plus a reserve sample)

7.7.1.2. Topicals/salves (minimum sample size of 1 jar, or at least 5 grams, plus a reserve sample)

7.7.1.3. Edibles of any nature (minimum sample size of 1 package, or at least 5 grams, plus a reserve sample)

7.7.1.4. pre-rolls and enhanced pre-rolls (minimum sample size of 5 grams, plus a reserve sample)

7.7.2. Because most of these products have been homogenized during the production of the product, increments and quadrants are not necessary for sampling these products. For example, 1 bath bomb should already be representative of the entire batch of bath bombs made from one extract.

8. Analysis

N/A

9. Results Review Process

N/A

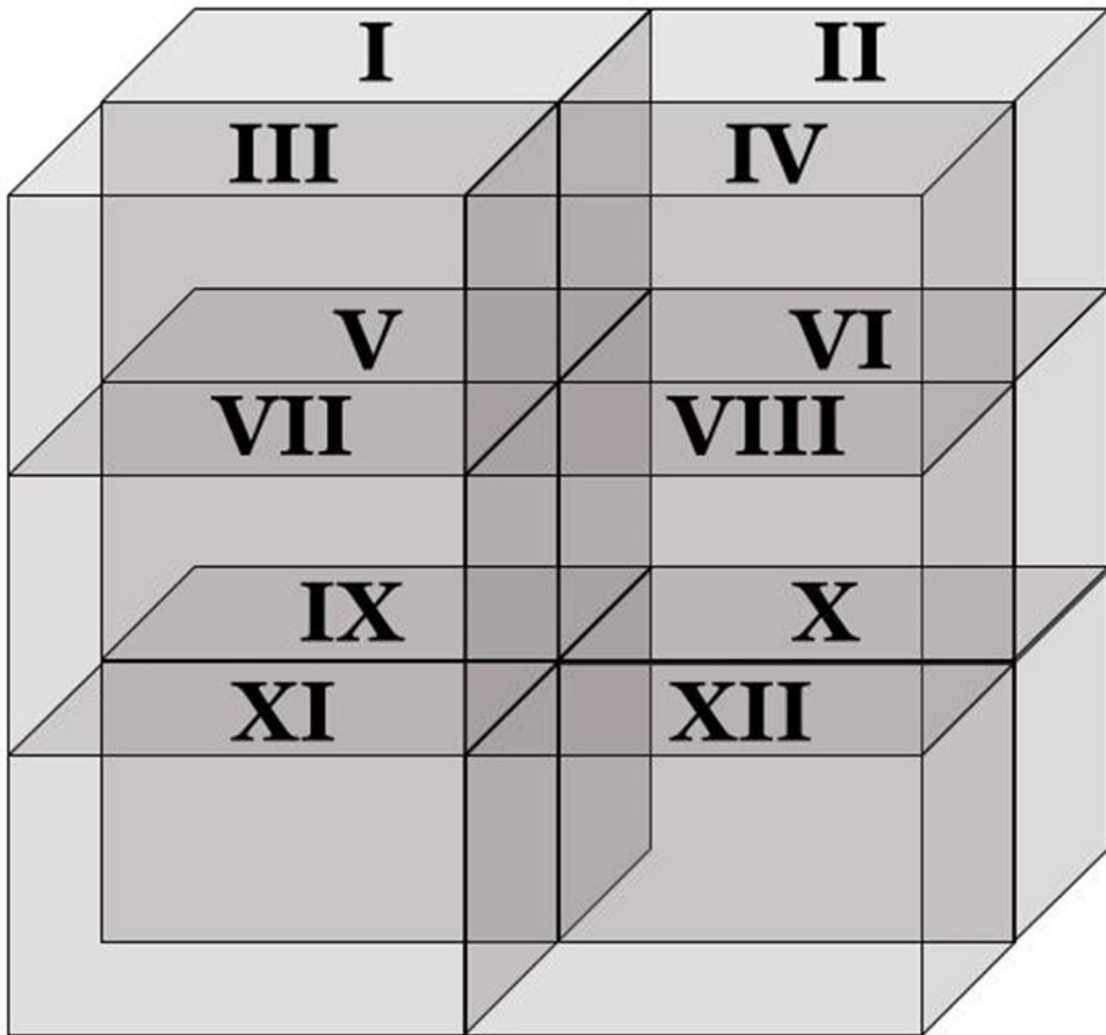
10. Confirmatory Testing

N/A

11. Appendices

Appendix A: Visual Sampling Quadrant Model

Virtual Sampling Quadrant Model



Sampling Field Log

Registered Licensee Name:					Highgrade Labs 2200 S Prospect Ave Oklahoma City, OK 73129 (405) 930-6200 highgradelabs.com Lic# LAAA-NKSE-J8CM					use an "x" for either Compliance R&D	
Registered Address:											
License #:											
Sampler/s Name and Title:				Names/Titles of Others Onsite:							
Personnel Assigned for Transportation:		Transportation Agent ID:		Transportation Address:			Sampling Conditions (location, temperature, and relative humidity)				
Notes (Problems encountered and corrective actions taken during the sampling process, if any; and any other observations from sampling, including major inconsistencies in the medical cannabis color, size, or smell.)											
Batch #	Lot #	Sample Name/Unique Sample ID or metre tag#	Matrix: Flower, Concentrate, etc.	Classification: Hybrid, indica, sativa, etc.	Production: Butane, Alcohol, CO ₂ , Etc.	Total Batch Size	Harvest Date	Primary Mass/Units	Reserve Mass/Units		

TO BE USED IN CONJUNCTION WITH SAMPLING SOP 301
 COMPLIANT WITH OAC 310:681-8-3. Sampling requirements and procedures

Date	Time
Start:	Start:
Finish:	Finish:



HIGHGRADE

Sampling SOP Training Sign In Sheet

	Sampler's Printed Name	Sampler's Signature	Date	Time
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