

Quality Laboratories LLC: Quality Management System Procedure		Publish Date: 07/14/2021
Identifier: QCL-WI-GR-001	Approved by: Roberta Wilson	Revision 1
Title: Instructions and Best Practices for Harvest and Production Batch Sampling		Page Number: 1 of 3

Purpose:

The purpose of this document is to outline the best practices for harvest and production batch sampling for samplers.

Best Practices:

- For accuracy of laboratory analysis, it is highly recommended that samples be delivered to the laboratory on the day in which they were collected.
- Samples submitted for testing at the laboratory shall only be collected from harvest batches and production batches in their final form.
- The minimum amount of sample that our laboratory needs to perform analysis is 10 grams, split into two 5 gram samples; one for primary and one for reserve. Our laboratory will divide the samples on your behalf if you do not feel comfortable doing so.
- Please adhere to the following list of best practices for sample handling and collection to rule out possible sources of contamination from sample collection:
 - 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, are acceptable.
 - It is recommended that the outside of the sampling container be thoroughly cleaned with an isopropyl alcohol solution prior to sample collection.
 - After the container has been cleaned and is dry, it should be labelled with the licensed name of the grower or processor, the license number of the grower or processor, strain/product name of the sample being collected, and the batch number associated with the sample being collected and the amount of sample that is placed in the container. If packaging a separate reserve sample for the laboratory, ensure that it meets all the previous requirements as well as being labelled as "RESERVE."
 - 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.
 - Avoid touching the inside of the sample collection container when collecting samples for laboratory analysis.
 - During the process of sample collection, avoid touching all common surfaces including, but not limited to:
 - Cell phones
 - Keyboards

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Best Practices (continued):

- Light switches
- Pens/Pencils
- Door knobs/handles
- Any other commonly used surfaces/materials/tools
- Ensure the appropriate weight of sample has been collected by use of a scale that has been tared to the weight of the sample collection container
- 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.
- 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.
- Once the sample has been collected, ensure that the collection container has been securely sealed to prohibit contamination after collection.

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

- Flower/Trim
 - The OMMA regulation states that 0.5% of the total batch weight be homogenized for testing sample collection. 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
 - Randomly select portions of the harvest batch to generate a representative sample of the batch
 - Seal the bag and tumble the product in the bag to mix the portions from the harvest batch
 - Open the bag and collect the primary and reserve samples as listed above in the best practices.
- Concentrate
 - The OMMA regulation states that 0.5% of the total batch weight be homogenized for testing sample collection. 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.

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

- 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.
- Edibles
 - The OMMA regulation states that edible lots are not to exceed 10 lbs.
 - 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 roughly 10 units.
 - For larger products, such as whole chocolate bars, randomly select 1 unit for both the primary and reserve samples, totalling 2 units.