

| | | |
|--|---------------------------|-------------------------|
| Quality Laboratories LLC: Quality Management System Procedure | | Publish Date: 11/1/2023 |
| Identifier: QCL-WI-SP-001 | Approved by: Niilo Snyder | Version: 3 |
| Title: Quality Labs Field Sampling Procedure_Version 3 | | Page Number: 1 of 5 |

Table of Contents:

- Purpose
- Scope
- Recommended Equipment and Supplies
- Minimum Test Sample Size
- Accepted Test Sample Types
- Required Documents
- Sampling Procedure
- Step-by-Step Guide for Collection by Matrix Type
- Revision History

Purpose:

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

Scope:

This procedure applies to personnel (samplers) that are to be collecting test samples for the purpose of submitting 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

| | | |
|--|---------------------------|-------------------------|
| Quality Laboratories LLC: Quality Management System Procedure | | Publish Date: 11/1/2023 |
| Identifier: QCL-WI-SP-001 | Approved by: Niilo Snyder | Version: 3 |
| Title: Quality Labs Field Sampling Procedure_Version 3 | | Page Number: 2 of 5 |

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)

| Table 1. Minimum <u>primary sample</u> sizes for cannabis and cannabis products | | | | |
|--|---------------|--------------------------------|--------------------|------------------------|
| Test Type | Flower | Wet/Fresh Frozen Flower | Concentrate | Infused Product |
| Full Panel Test | 5g | 10g | 5g | 5g |
| Non-Infused Pre-Roll (single harvest batch) | 2g | n/a | n/a | n/a |
| Single R&D Test (including yeast and mold) | 1g | 2g | 1g | 1g |
| Full microbial R&D panel (yeast and mold, aspergillus, STEC, and salmonella) | 3g | 6g | 3g | 3g |

Accepted Test Sample Types:

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

Required Documents:

- Field sample log (for all samples)
- Chain of custody form
- Transfer manifest

| | | |
|--|---------------------------|-------------------------|
| Quality Laboratories LLC: Quality Management System Procedure | | Publish Date: 11/1/2023 |
| Identifier: QCL-WI-SP-001 | Approved by: Niilo Snyder | Version: 3 |
| Title: Quality Labs Field Sampling Procedure_Version 3 | | Page Number: 3 of 5 |

Sampling Procedure:

- All samplers must read and understand this procedure prior to sampling harvest/production batches
 - Licensees must retain training records for this procedure on site
- 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
 - Licensees must keep a record of each Sample Field Log at their facility and submit a copy to the laboratory along with each test sample
- Samples collected must be representative of the entire batch to ensure accurate microbiological analysis and foreign material assessments.
- For accuracy of laboratory analysis, it is required 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.
- 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 or cannabis concentrate container 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 labeled 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, Metrc sample number, primary or reserve sample, and the batch number associated with the sample being collected.
 - 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
 - Light switches
 - Pens/Pencils

| | | |
|--|---------------------------|-------------------------|
| Quality Laboratories LLC: Quality Management System Procedure | | Publish Date: 11/1/2023 |
| Identifier: QCL-WI-SP-001 | Approved by: Niilo Snyder | Version: 3 |
| Title: Quality Labs Field Sampling Procedure_Version 3 | | Page Number: 4 of 5 |

Sampling Procedure (continued):

- Door knobs/handles
 - Any other commonly used surfaces/materials/tools
- 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
- 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 via tamper-proof seal 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 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
 - Open the bag and collect the primary and reserve samples as listed above in the best practices
- Fresh Frozen Flower/Trim:
 - Follow all instructions listed above for flower/trim and ensure the product remains frozen at all times after sampling
 - Transport frozen sample using a cooler and dry ice or ice packs
 - The minimum sample size for fresh frozen is 10 grams for the primary sample and 10 grams for reserve sample, totalling at least 20 grams

| | | |
|--|---------------------------|-------------------------|
| Quality Laboratories LLC: Quality Management System Procedure | | Publish Date: 11/1/2023 |
| Identifier: QCL-WI-SP-001 | Approved by: Niilo Snyder | Version: 3 |
| Title: Quality Labs Field Sampling Procedure_Version 3 | | Page Number: 5 of 5 |

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

- Concentrates:
 - 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.
 - Sterile sample scoop with alcohol and let 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.
- Infused products:
 - 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 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