

Standard Operating Procedure: External Sampling Procedure

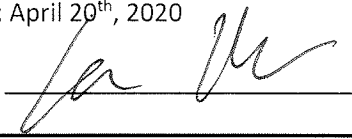
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Approved By: _____



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Revision Number	Revision Date	Revision Summary
HT-SOP-30-Rev1	4/12/2021	New SOP
HT-SOP-37-Rev2	8/16/2021	SOP re-numbered - analyst mistakenly overwrote SOP30 - Moisture
HT-SOP-37-Rev3	11/3/2021	Added customer acknowledgement of training on SOP.
HT-SOP-37-Rev4	5/16/2022	Added verbiage specific to METRC.
HT-SOP-37-Rev5	10/28/2022	Added statement about requirement for reserve sample.
HT-SOP-37-Rev6	3/24/2023	Clarified required sample amounts for full compliance.
HT-SOP-37-Rev7	10/30/2023	Added requirements for tamper proof seals and field logs.

1. Purpose

This standard operating procedure describes Higher Testing's recommended procedure for sampling of cannabis product to be submitted to the laboratory for testing.

2. Scope

Applies to any samples submitted for compliance testing.

3. Definitions

Concentrates: Extracted material from cannabis or hemp plants that is either meant for consumption as-is or for use in the manufacture of infused products.

Plant Material: Flower, leaf, and stem parts of cannabis or hemp plants.

Infused product: Any product manufactured for human consumption or use that contains cannabis or hemp extract. These products include, but are not limited to: food, beverages, topicals, and oils.

4. Special Safety and Health Considerations

Follow all PPE requirements applicable to the sampling site. It is recommended that appropriate precautions be taken to ensure contaminants are not introduced during sampling. All sampling tools should be thoroughly cleaned and sanitized between samples, and sterile gloves should be worn during sampling.

5. Responsible Team Member(s)

Designated samplers

6. Instructions

6.1 Sample Collection

- 6.1.1 Plant Samples:
 - 6.1.1.1 Collect a total of 0.5% of the harvest batch (by weight) from different areas of the batch. It is recommended that the harvest batch be sampled randomly throughout the batch, making sure to include samples from the top, middle, and bottom of the batch.
 - 6.1.1.2 After collection, mix samples thoroughly.
 - 6.1.1.3 Separate mixed sample into two halves. These halves comprise the primary sample and the reserve sample.
 - 6.1.1.4 Place the required amount of sample and reserve into an appropriate container. Sample bags supplied by Higher Testing are recommended, however zip-top bags, jars, and approved plastic containers may be used. A tamper-proof seal must be affixed to both primary and reserve sample. Minimum sample amounts required are as follows:
 - 6.1.1.4.1 Full compliance: 8g (4g primary, 4g reserve)
 - 6.1.1.4.2 Terpenes: 2g
 - 6.1.1.4.3 Pesticides: 2g
 - 6.1.1.4.4 Microbial Testing: 3.5g
 - 6.1.1.4.5 Potency: 2g
 - 6.1.1.4.6 Heavy Metals: 2g
 - 6.1.1.5 Clearly label sample with the following information:
 - 6.1.1.5.1 Submitter company name
 - 6.1.1.5.2 Strain/Sample Name
 - 6.1.1.5.3 Production method (e.g. indoor, outdoor, greenhouse)
 - 6.1.1.5.4 Sample weight
 - 6.1.1.5.5 Sample type
 - 6.1.1.6 Samples may either be dropped off, or a pickup may be requested. Manifest form must be completed for all samples, regardless of submission method.
- 6.1.2 Pre-rolls
 - 6.1.2.1 Place the required amount of sample and reserve into an appropriate container. If more than one pre-roll is submitted, sample pre-rolls from different points in the production process (e.g. beginning, middle, end). Sample bags supplied by Higher Testing are recommended, however zip-top bags, jars, and approved plastic containers may be used. A tamper-proof seal must be affixed to both primary and reserve sample. Minimum sample amounts required are as follows:
 - 6.1.2.1.1 Full compliance: 8g (4g primary, 4g reserve)
 - 6.1.2.1.2 Terpenes: 2g
 - 6.1.2.1.3 Pesticides: 2g
 - 6.1.2.1.4 Residual solvents: 0.5g

- 6.1.2.1.5 Microbial Testing: 3.5g
- 6.1.2.1.6 Potency: 2g
- 6.1.2.1.7 Heavy Metals: 2g
- 6.1.2.2 Clearly label sample with the following information:
 - 6.1.2.2.1 Submitter company name
 - 6.1.2.2.2 Strain/Sample Name
 - 6.1.2.2.3 Production method (e.g. indoor, outdoor, greenhouse)
 - 6.1.2.2.4 Sample weight
 - 6.1.2.2.5 Sample type
- 6.1.2.3 Samples may either be dropped off, or a pickup may be requested. Manifest form must be completed for all samples, regardless of submission method.
- 6.1.3 Concentrates
 - 6.1.3.1 Place the required amount of sample or reserve into an appropriate container. Sample bags supplied by Higher Testing are recommended, however zip-top bags, jars, and approved plastic containers may be used. A tamper-proof seal must be affixed to both primary and reserve sample. Minimum sample amounts required are as follows:
 - 6.1.3.1.1 Full compliance: 8g (4g primary, 4g reserve)
 - 6.1.3.1.2 Terpenes: 0.5g
 - 6.1.3.1.3 Pesticides: 2g
 - 6.1.3.1.4 Residual solvents: 0.5g
 - 6.1.3.1.5 Microbial Testing: 3.5g
 - 6.1.3.1.6 Potency: 0.5g
 - 6.1.3.1.7 Heavy Metals: 2g
 - 6.1.3.2 Clearly label sample with the following information:
 - 6.1.3.2.1 Submitter company name
 - 6.1.3.2.2 Strain/Sample Name
 - 6.1.3.2.3 Production method (e.g. indoor, outdoor, greenhouse)
 - 6.1.3.2.4 Sample weight
 - 6.1.3.2.5 Sample type
- 6.1.4 Infused products
 - 6.1.4.1 At a minimum, at least one complete unit of a finished infused product should be submitted for a primary and reserve sample regardless of testing being requested. For example, if one full retail unit of a chocolate bar weighs 100g, and only potency is to be tested, the full chocolate bar must be submitted. If the sample is sold as a bag of smaller units, then a complete bag should be submitted for the primary and reserve sample regardless of the testing being requested. Please enclose primary and reserve samples in separate containers or bags with a tamper proof seal affixed to each container.
 - 6.1.4.2 Minimum sample amounts required are as follows:
 - 6.1.4.2.1 Full compliance: 10g (5g primary, 5g reserve)

- 6.1.4.2.2 Terpenes: 2g
- 6.1.4.2.3 Pesticides: 2g
- 6.1.4.2.4 Microbial Testing: 3.5g
- 6.1.4.2.5 Potency: 2g
- 6.1.4.2.6 Heavy Metals: 2g

- 6.1.5 Sample Storage Requirements: Higher Testing should be notified of samples that require specialized storage conditions.

6.2 METRC Sample Submission

- 6.2.1 Create a package for testing according to instructions supplied by METRC.
- 6.2.2 Ensure that the appropriate required test batches are selected for the products being tested (e.g. raw plant material, solvent-based concentrate, non-solvent concentrate, fresh frozen, etc.). For infused prerolls and RSO products intended for ingestion, select non-solvent concentrate unless otherwise directed by METRC personnel.
- 6.2.3 Ensure that the METRC tag is clearly visible on each primary and reserve sample that is submitted. Failure to appropriately pair tags with samples may result in delays in sample processing.
- 6.2.4 Samples must be submitted with both a primary and reserve tag. See METRC bulletins for additional instructions if needed.

6.3 Required Documentation

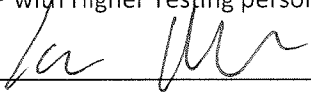
- 6.3.1 All samples must be placed on a METRC manifest prior to being picked up by laboratory personnel or dropped off at the laboratory.
- 6.3.2 In addition to the METRC manifest, a copy of the field log for each sample must be included at the time of pickup or drop-off. Refer to current OMMA regulations for field log requirements.

Acknowledgement of Training on External Sampling SOP

I, (Name) _____ from (Company

Name) _____, acknowledge that I have reviewed the above External

Sampling SOP with Higher Testing personnel (HT Personnel

Name) .