

# Baseline Laboratories

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## STANDARD OPERATING PROCEDURE

for

Sampling Cannabis and Cannabis Related Products

REVISION 005

Effective date: June 19, 2023

APPROVED BY

A handwritten signature in black ink, appearing to read 'Brandon Mosley'.

Signature

Brandon Mosley, Technical Director

Date: 6-19-2023

A handwritten signature in black ink, appearing to read 'Daniel Sellers'.

Signature

Daniel Sellers, Quality Manager

Date: 6-19-2023

**1 Matrix**

This procedure is used to obtain a representative sample of cannabis or cannabis containing materials.

**2 Detection Limit**

NA.

**3 Scope and Application**

This SOP is to be used by all personnel submitting samples to Baseline Laboratories.

**4 Summary**

- 4.1. A representative sample and reserve sample are collected and labeled with all relevant information such as strain, product name, batch ID, etc.
- 4.2. A Metrc Manifest is generated and all associated Metrc tags are affixed to sample containers prior to submission to the laboratory.

**5 Glossary and Definitions**

5.1. NA.

**6 Interferences**

6.1. NA.

**7 Safety**

7.1. Practice good personal hygiene, and be extra careful if you have cuts or open wounds.

**8 Equipment and Supplies**

- 8.1. Blender
- 8.2. Balance
- 8.3. Disposable Gloves
- 8.4. Sterilized Collection Equipment/Tools
- 8.5. Metrc Tags
- 8.6. Computer or other Metrc Access

**9 Reagents and Standards**

9.1. NA.

**10 Sample Collection, Preservation, Shipment and Storage**

- 10.1. A representative sample is collected prior to analysis.
- 10.2. Care should be taken to ensure contaminants are not introduced during the sampling procedure. Disposable gloves should be worn if sample is to be handled by the sampler. Any tools used should be sterilized prior to contact with sample. Caution should be use when any chemical sterilization procedures are used for production batch samples as this could introduce solvents to the sample.
- 10.3. To obtain a representative sample of a harvest batch, a total of 0.5% of the batch shall be collected from different areas of the batch following the laboratory's approved protocol. The sample shall then be homogenized and aliquoted into a primary sample and reserve sample, which shall be equal in amounts. The primary sample and reserve sample shall be in the amounts specified in Sections 10.5 and 10.6. Any amounts left over after aliquoting may be returned to the harvest batch. Metrc tags should be affixed to both primary and secondary sample containers at this point.
- 10.4. To obtain a representative sample of a processed batch that is well mixed or homogeneous by its nature, a sampler shall obtain an amount sufficient to be aliquoted into a primary sample and a reserve sample, which shall be equal in amount. If the batch is of not homogeneous or is of unknown homogeneity, then 0.5% of the batch shall be collected from different portions of the batch following the laboratory's approved protocol. The sample shall then be homogenized and aliquoted into a primary sample and reserve sample. The primary sample and reserve sample shall be in the amounts specified in Sections 10.5 and 10.6. Any amount left over after aliquoting may be returned to the production batch. Metrc tags should be affixed to both primary and secondary sample containers at this point.
- 10.5. A minimum of 5 grams is required to complete all the current OMMA required analyses.
- 10.6. To suffice the OMMA requirement of a “Reserve Sample”, a total of 10 grams of sample should be submitted – (5 grams of primary sample and 5 grams of reserve)
  - 10.6.1. Any retest for a failure or any other reason, is to first be performed on the reserve sample submitted with the original primary sample. If insufficient sample amounts are originally submitted and a retest is required on additionally submitted sample, this additionally submitted sample will be subject to retesting all parameters and will incur all additional costs.
- 10.7. Baseline does not currently collect samples. All samples are currently delivered to Baseline Laboratories by respective growers, processors, or transport agents.
- 10.8. A completed Metrc manifest must accompany any samples submitted to Baseline

- Laboratories along with respective Metric tags affixed to each respective sample.
- 10.9. All fields requiring signature, date, time, title, etc. are completed at the time of sample submission and receipt by the laboratory or the laboratory's representative.
  - 10.10. Additionally, a chain of custody form will be filled out upon arrival describing the client information, sample information, and requested test parameters.

**11 Quality Control**

- 11.1. NA.

**12 Calibration and Standardization**

- 12.1. NA.

**13 Procedure**

- 13.1. See Section 10.

**14 Data Analysis and Calculations**

- 14.1. NA.

**15 Method Performance**

- 15.1. NA.

**16 Pollution Prevention**

- 16.1. NA.

**17 Waste Management**

- 17.1. Unused samples are retained for a minimum of 30 days and then disposed of according to OMMA rules.

**18 References**

- 18.1. OMMA Rules

**19 Tables, Diagrams, Flow Charts, Validation Data**

- 19.1. NA.