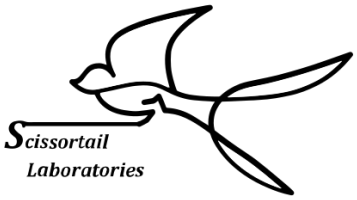
Scissortail Laboratories

Scissortail Laboratory, LLC

2024
Client Handbook



Scissortail Laboratory, LLC

2408 NW 10th St
OKC, OK 73107
405-788-0247
Sample Drop Off
Monday - Friday
9 A.M. to 6 P.M.

6307 E. 13th St
Tulsa, OK 74112
Sample Drop Off
Monday - Friday
10 A.M. - 2 P.M.

www.scissortaillabs.com
info@scissortaillabs.com

Schedule sample pickups by emailing
transport@scissortaillabs.com

Free Sampling Kits are available for pickup
or can be shipped for the cost of shipping.

Scissortail Laboratories

Client Information

Company Name:_____

Contact Name(s) and Title(s):_____

_____

_____

OMMA License Number:_____

Physical Address:_____

Mailing Address:_____

Phone Number(s):_____

Email Address(s) to Receive CoAs:_____

_____

_____

Accounting Email Address:_____

If you would like to leave a credit card on file, please fill out the information below:

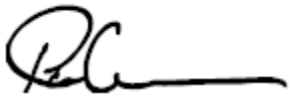
Name on Card:_____

Card Address:_____

Card Number:_____

Expiration Date:_____ Security Code:_____

Signature of Authorizing Card Holder: _____

Scissortail Laboratories	Document No.	Revision No.	Effective Date	Expiration Date
	STLSOP-0008rev05	5	09/11/2023	09/11/2024
	Sampling Procedure for Cannabis Flower and Cannabis Products			
Reference Method(s): Oklahoma Medical Marijuana Authority				
Approved by Lab Director: 				

Revision No.	Effective Date	Description of Change(s)
0	1/6/2021	New Document
1	4/13/2021	Updated SOP Numbering
2	3/24/2022	Combined sampling procedures for all matrices, added procedure for sampling prerolls, added field sampling log as Appendix A
3	11/10/2022	3.b , 3.d - Added “at least”
4	11/17/2022	Added procedure for fresh frozen harvest batches, updated “retention” to “reserve” to match legislative wording
5	09/11/23	Added requirement for tamper evident seals and field sampling log and created Sampling Overview

1. **Sampling Overview:**
    a. Sampling Overview:
    b. On the day the samples are to be submitted to the laboratory, clean utensils and collection containers with bleach and alcohol solutions
    c. Place collection or sample container on balance and tare
    d. Place the required amount of sample into the collection or sample container
        i. For harvest batches and other non-homogeneous batches, a Preliminary Sample of 0.5% of each batch is collected and then the required sample amount is pulled from this Preliminary Sample. Any product remaining in the Preliminary Sample is returned to its corresponding batch. See Appendix A for required Preliminary Sample weights.
        ii. For harvest and non-homogenous batches, repeat c. and d. above, pulling the required sample weight from the Preliminary Sample.
    e. Seal each sample or group of samples with tamper-evident seals.
    f. Keep refrigerated until transport to the laboratory with field sample log.

2. **Introduction:**
    a. This procedure describes the OMMA-approved sampling requirements for cannabis harvest batches and cannabis production batches for full compliance testing. This includes both the Test sample (TS) and Reserve Sample (RS).
    b. All samples, regardless of matrix, must be submitted in their final (ready-for-sale) form. i.e. flower should be dried and cured, edibles should be in their finished form (flavors, frostings, etc) and weight, and concentrates should be in their finished form as they are intended to be sold (example - samples being sold as vape carts should be submitted in the cartridge)
    c. A field sampling log is provided in this SOP but growers and producers can opt to use an internally generated form or OMMA's form if preferred. A copy must accompany samples at sample receipt.
    d. Samples must be created on the same day they arrive at the laboratory.

3. **Equipment needed:**
    a. Stainless Steel Bowl or other collection bowl
    b. Table top balance (able to accommodate the weight of your bowl plus a maximum of 23g).
    c. Stainless Steel Tongs or other sampling utensil
    d. 10% Bleach solution
    e. 70% Ethanol or 70% Isopropyl Alcohol solution
    f. Clean sample containers (one for each primary and reserve sample)
    g. Clean gloves
    h. Clean paper towels
    i. Heat gun or hair dryer, if needed

4. **Cleaning Procedure:**
    a. Spray or wipe sampling tools (collection bowl and utensil) liberally with 10% bleach solution and allow it to sit for at least 5 minutes until dry.
    b. Spray or wipe sampling tools with 70% Ethanol (or Isopropyl Alcohol) and allow it to sit for at least 5 minutes until dry.
    c. Once cleaned, do not touch tools with uncovered hands or fingers.

5. **Sampling Procedure for Dried/Cured Harvest Batches:**
    a. Samples should be submitted to the laboratory in TWO sample containers with equal weight of sample in each. One sample is the Test Sample (TS), the other is the Reserve Sample (RS).
    b. Selecting sampling sizes.
        i. Harvest batch:
            1. Effectively homogenize batch to ensure even distribution.
            2. Place a clean collection bowl on the table top balance and tare balance.

3. Using the clean utensil, randomly select flower from the harvest batch until 0.5% of the batch has been placed in the bowl. This is your Preliminary Sample. (Refer to Appendix A for required Preliminary Sample weight by batch size.)
4. Gently mix flower in Preliminary Sample with clean utensil.
5. Place a clean sample container on the table top balance and tare balance.
6. Place an aliquot of the Preliminary Sample into the sample container until you have aliquoted 5g of sample. This is your Primary Sample.
7. Repeat 4. b. i. 6. to create your Reserve Sample.
8. Label sample containers with the following:
    a. Business Name
    b. Business License Number
    c. Batch Number
    d. TS (Test Sample) or RS (Reserve Sample).
9. Seal both samples with a tamper-evident seal.
10. A total of 10g will be submitted.
11. Return any remaining flower in the collection bowl to the harvest batch.

6. Sampling Procedure for Fresh Frozen Harvest batches:

a. Samplers must work quickly to preserve the frozen state of the sample
b. Samples should be submitted to the laboratory in TWO sample containers with equal weight of sample in each. One sample is the Test Sample (TS), the other is the Reserve Sample (RS).
c. Selecting sampling sizes.
    i. Harvest batch size: Equal to or Less than 50 lbs
        1. Effectively homogenize batch to ensure even distribution.
        2. Place clean collection bowl on the table top balance and tare balance.
        3. Using the clean utensil, randomly select flower from the harvest batch until 0.5% of the batch has been placed in the bowl to create your Preliminary Sample. (Refer to Appendix A for required weight by batch size.)
        4. Gently mix Preliminary Sample with clean utensil.
        5. Place a clean sample container on the table top balance and tare balance.
        6. Place an aliquot of the Preliminary Sample into the sample container until you have aliquoted 5g of sample. This is your Primary Sample.
        7. Repeat 5. c. i. 6. to create your Reserve Sample.
        8. Label sample containers with the following:
            a. Business Name
            b. Business License Number
            c. Batch Number
            d. TS (Test Sample) or RS (Reserve Sample).
        9. Seal both samples with a tamper-evident seal.

10. A total of 10g will be submitted.
11. Return any remaining flower in the collection bowl to the harvest batch.

d. Once samples are created, return both the harvest batch and the samples to the freezer until transport.

7. Sampling Procedure for Prerolls:

a. Select the appropriate number of prerolls to be submitted for testing according to Appendix E of the current Title 310 Chapter 681 regulations.
b. For Non-Infused Single Batch Prerolls:
    i. A minimum of 4 one gram prerolls or 8 half gram prerolls must be submitted.
c. For Non-Infused Multi-Harvest Batch Prerolls and Infused Prerolls:
    i. A minimum of 10 one gram prerolls or 20 half gram prerolls must be submitted.
    ii. Randomly select the appropriate number of prerolls and place in a bag or other collection container.
    iii. Label collection container with the following:
        1. Business Name
        2. Business License Number
        3. Batch Number
        4. TS (Test Sample) or RS (Reserve Sample).
    iv. Seal collection container with a tamper-evident seal.

8. Sampling Procedure for Concentrate Production Batches:

a. Samples should be submitted to the laboratory in two sample containers with equal weight of sample in each. One sample is the Test Sample (TS) the other is the reserve Sample (RS).
b. A total of 6 grams of solid concentrate and 8 grams of liquid concentrate must be submitted to the lab for testing. (3-4g for the TS and 3-4g for the RS).
c. Samples should be submitted in their final sale-ready form.
    i. Carts – submit 8 one gram carts or 16 half gram carts.
    ii. Distillate – submit 8 grams (4g in each container).
    iii. Crumble/Shatter/Batter/Etc. – submit 6g (3g in each container).
d. Distillate samples may need to be warmed using the heat gun or hair dryer to more easily remove sample from the batch.
e. Procedure:
    i. Place first sampling container on the table top balance and tare balance.
    ii. Using the clean utensil, weigh 3-4g of concentrate into the first sample container.
    iii. Place second sampling container on the table top balance and tare balance.
    iv. Using the utensil, weigh an additional 3-4g of concentrate into the second sample container.
    v. Alternatively, a syringe can be used to sample and submit distillate samples.
    vi. Label sample containers with the following:
        1. Business Name
        2. Business License Number

3. Batch Number
4. TS (Test Sample) or RS (Reserve Sample).

vii. Seal both samples with a tamper-evident seal.
viii. A total of 6-8g will be submitted for testing.

9. Sampling Procedure for Final Product Production Batches:

a. Select the appropriate number of units to be submitted for testing according to Appendix D of the current Title 310 Chapter 681 regulations.
b. Samples should be submitted to the laboratory in two sample containers with equal weight of sample in each. One sample is the Test Sample (TS), the other is the reserve Sample (RS).
c. A total of at least 10 grams of product must be submitted to the lab for testing. (5g for the TS and 5g for the RS).
    i. Label sample containers with the Sample Name, Batch ID, Weight (g), and TS (Test Sample) or RS (Reserve Sample).
    ii. Seal both samples in a bag with a tamper-evident seal.
    iii. A total of 10g of product will be submitted for testing.

10. Storage of Samples Before Transport

a. After each sampling event, samples should be placed in a refrigerator or on ice in a cooler until transportation to the laboratory.
    i. Fresh frozen samples must be stored in freezer

11. Transportation of Samples

a. Samples should be transported on ice for preservation.
    i. Fresh frozen samples must be transported on ice and received at the lab on ice

Appendix A
Preliminary Sample Amount for Harvest and Non-Homogenous Batches

Batch Size (lb)	Collection Size (g)	Batch Size (lb)	Collection Size (g)	Batch Size (lb)	Collection Size (g)	Batch Size (lb)	Collection Size (g)	Batch Size (lb)	Collection Size (g)
1	10	11	25	21	48	31	72	41	93
2	10	12	28	22	50	32	73	42	95
3	10	13	30	23	53	33	75	43	97
4	10	14	32	24	55	34	77	44	100
5	12	15	34	25	57	35	80	45	102
6	14	16	37	26	59	36	82	46	105
7	16	17	39	27	62	37	84	47	107
8	19	18	41	28	64	38	87	48	109
9	21	19	44	29	66	39	89	49	111
10	23	20	46	30	68	40	91	50	114

• FIELD SAMPLE LOG •

Sampling SOP: STLSOP-0008 www.scissortaillabs.com 405-788-0247

OKC: OMMA LAAA-LHYW-6BUV OBNDD 10002255 Tulsa: OMMA LAAA-GUR1-7B5I OBNDD 10014104

BUSINESS INFORMATION

Business Name:	OMMA License Number:	Business Address:
Contact Name:	Phone Number:	Email Address:

TRANSPORT INFORMATION

Transporter Name:	OMMA License Number:	Transporter Address:		
Make and Model of Transport Vehicle:	License Plate of Transport Vehicle:	Departure Time:	Arrival Time:	Manifest Number:
Driving Directions:				

SAMPLING INFORMATION

Sampler Name and Title:	Sampled date:	Start Time:	End Time:
List any deviations from the sampling SOP and any corrective actions as a result of deviations:	Ambient Temperature and Other Sampling Conditions:		
	All listed samples are representative of the associated products & batches. Sampler Signature:		

TESTING REQUEST

Sample Name	Batch ID	METRC Number as Unique Sample ID	Batch Size (weight or units)	Sample Size (weight or units)	Matrix*** (F•C•E/T•PR)	P or R**	Rem/ Dec*?	OMMA Compliance Suite	Potency	Terpene Profile	Residual Solvents	Filth and Foreign Matter	Moisture Content	Water Activity	Heavy Metals	Pesticides	Microbial	Mycotoxins

Relinquished by:	Date:	Time:	Received by:	Remarks:
Relinquished by:	Date:	Time:	Received by:	

*Flower -or- Concentrate -or -Edible/Topical -or- PreRoll **Primary Sample -or- Reserve Sample ***Was Batch Remediated or Decontaminated?

Samples may be subcontracted to other accredited licensed laboratories STL-CD-Field_Sample_Log-004

Scissortail Laboratories

Infused Product Intake Form

To be filled out by laboratory staff

Recieved Date:	Initials of Receiving Staff:
Workorder Number:	Sample Number:

Sample Name:_____

Batch Number:_____ Lot Number:_____

Type of Product:

- ☐ Edible
- ☐ Topical and/or Transdermal
- ☐ Infused Flower Product
- ☐ Inhaled Product
- ☐ Metered Dose Nasal Spray
- ☐ Pressurized Metered Dose Inhaler
- ☐ Vaginal Administration Product
- ☐ Rectal Administration Product

Would you like the shortened Infused Product Suite?
(If yes is selected, product will not be tested for heavy metals or residual solvents and the CoA for product used to infuse must be provided)

- ☐ Yes
- ☐ No

If yes, batch number of product used to infuse:_____
Attach CoA of product used to infuse to this form

Dose Label Claim (in mg):_____

Dose weight of product (in grams):_____

Number of servings per dose:_____

Number of servings per container:_____

How is the product dosed?

- ☐ Infused
- ☐ Surface Dosed

If infused, what portion of the product is infused:_____

_____

Scissortail Laboratories

SCISSORTAIL CERTIFIED

Cannabis and Hemp

Sampling and Sample Handling Certificate

This Certifies that _____ is trained to

sample harvest batches and production batches for compliance testing

and to handle test samples according to the following SOPs:

• STLSOP-0008 •

Laboratory Director: _____ Date: _____

State of Oklahoma

License Certificate

NON-TRANSFERABLE

Commercial Testing Laboratory License

HEREBY GRANTED TO

Scissortail Laboratory, LLC

2408 NW 10TH ST, OKLAHOMA CITY, Oklahoma, 73107-5618

The license issued by the Oklahoma State Department of Health, Oklahoma Medical Marijuana Authority to certify the above has fulfilled the requirements of 63 O.S. § 420 et seq.; 63 O.S. § 427; 63 O.S. § 427.1 et seq.; 63 O.S. § 427a et seq.; and the Oklahoma Administrative Code at Title 310 Chapter 681. The license is subject to the representations made on the application therefor and may be suspended or revoked for cause as provided by law and rule. The licensee shall observe and comply with all applicable laws, ordinances, rules, and regulations of the State of Oklahoma.

Expiration Date: **02/24/2024**

License Number: **LAAA-LHYW-6BUV**

Adria Berry
Executive Director
Oklahoma Medical Marijuana Authority

OKLAHOMA
Medical Marijuana Authority

Keith Reed, MPH, CPH
Interim Commissioner of Health
Oklahoma State Department of Health

State of Oklahoma

License Certificate

NON-TRANSFERABLE

Commercial Testing Laboratory License

HEREBY GRANTED TO

Scissortail Laboratory, LLC

6307 East 13th Street South, Tulsa, Oklahoma, 74112

The license issued by the Oklahoma Medical Marijuana Authority to certify the above has fulfilled the requirements of 63 O.S. §§ 420 et seq.; 63 O.S. §§ 427.1 et seq.; 63 O.S. §§ 428 et seq.; and the Oklahoma Administrative Code at Title § 442. The license is subject to the representations made on the application therefor and may be suspended or revoked for cause as provided by law and rule. The licensee shall observe and comply with all applicable laws, ordinances, rules, and regulations of the State of Oklahoma.

Adria Berry
Executive Director
Oklahoma Medical Marijuana Authority

OKLAHOMA
Medical Marijuana Authority

License Number: **LAAA-GUR1-7B5I**

Expiration Date: **12/18/2024**

Accredited Laboratory

A2LA has accredited

SCISSORTAIL LABORATORY, LLC

Oklahoma City, OK

for technical competence in the field of

Chemical Testing

This laboratory is accredited in accordance with the recognized International Standard ISO/IEC 17025:2017 *General requirements for the competence of testing and calibration laboratories*. This accreditation demonstrates technical competence for a defined scope and the operation of a laboratory quality management system (*refer to joint ISO-ILAC-IAF Communiqué dated April 2017*).

Presented this 18th day of January 2023.

Mr. Trace McInturff, Vice President, Accreditation Services
For the Accreditation Council
Certificate Number 6340.01
Valid to October 31, 2024
Revised: March 06, 2023

For the tests to which this accreditation applies, please refer to the laboratory's Chemical Scope of Accreditation.

Bureau of Narcotics and Dangerous Drugs Control
OKLAHOMA

REGISTRANT

Scissortail Laboratory, LLC

ADDRESS

2408 NW 10th St
Oklahoma City Oklahoma 73107

REGISTRATION #	ISSUE DATE	EXPIRATION DATE
10002255	09/21/2023	10/31/2024

SCHEDULES	BUSINESS ACTIVITY/REGISTRATION TYPE
1 MMO	Medical Marijuana Analytical Laboratory

Discipline: None

Donnie Anderson

DONNIE ANDERSON, Director

Section 304 (63 OS 3-304) of the Uniform Controlled Dangerous Substances Act provides that the Director may limit, condition, deny, suspend, or revoke a registration to manufacture, distribute, dispense, prescribe, administer, or use for scientific purposes a controlled dangerous substance.

THIS CERTIFICATE IS NOT TRANSFERABLE ON CHANGE OF OWNERSHIP, CONTROL, OR BUSINESS ACTIVITY AND IT IS NOT VALID AFTER THE EXPIRATION DATE. CERTIFICATE MUST BE READILY RETRIEVABLE AT ALL TIMES.

Bureau of Narcotics and Dangerous Drugs Control
OKLAHOMA

REGISTRANT

Scissortail Laboratory, LLC

ADDRESS

6307 East 13th St. South
Tulsa Oklahoma 74112

REGISTRATION #	ISSUE DATE	EXPIRATION DATE
10014104	03/13/2024	10/31/2024

SCHEDULES	BUSINESS ACTIVITY/REGISTRATION TYPE
1 MMO	Medical Marijuana Analytical Laboratory

Discipline: None

Donnie Anderson

DONNIE ANDERSON, Director

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