Scissortail
Laboratories

Scissortail Laboratory, LLC

2022

Client Handbook

Scissortail Laboratory, LLC

2408 NW 10th St
Oklahoma City, OK 73107

405-788-0247
www.scissortaillabs.com
info@scissortaillabs.com

Sample Drop Off
Monday through Friday
9 A.M. to 6 P.M.

Schedule sample pickups online at
www.scissortaillabs.com/pickup-and-sampling

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-0008rev02	2	3/24/22	3/24/23
	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	1/6/21	New Document
1	4/13/21	Updated SOP Numbering
2	3/24/22	Combined sampling procedures for all matrices, added procedure for sampling prerolls, added field sampling log as Appendix A

1. 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 Retention Sample (RS).

    b. All samples, regardless of matrix, should 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 if preferred.

2. Equipment needed:

a. Stainless Steel Bowl
b. Table top balance (able to accommodate the weight of your bowl and a maximum of 23g).
c. Stainless Steel Tongs
d. Fresh 10% Bleach solution (in a spray bottle)
e. 70% Ethanol or 70% Isopropyl Alcohol solution (in a spray bottle)
f. Clean sampling containers
g. Clean gloves
h. Clean paper towels

3. Cleaning Procedure:

    a. Wearing gloves, prepare 10% bleach solution by mixing 9 parts water to 1 part bleach. Mix well.
    b. Spray sampling tools (mixing bowl and tongs) liberally with 10% bleach solution and allow it to sit for 5 minutes.
    c. Dry with clean paper towels.
    d. Spray sampling tools with 70% Ethanol (or Isopropyl Alcohol) and allow it to sit for 5 minutes.
    e. Wipe dry with clean paper towels.
    f. Set aside on clean surface.

4. Sampling Procedure for 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 Retention Sample (RS).
    b. Selecting sampling sizes.
        i. Harvest batch size: Less than 6lbs
            1. Place clean stainless steel bowl on the table top balance and tare balance.
            2. Using the clean tongs randomly select flower from the harvest batch until 10g has been weighed in the bowl.
            3. Gently mix flower with tongs.
            4. Equally separate the sample into two separate sample containers (5g in each).
            5. Label sample containers with the Strain Name, Batch ID, Weight (g), and TS (Test Sample) or RS (Retention Sample).
            6. Seal both samples with a custody seal or a piece of tape over the lid.
            7. A total of 10g will be submitted.

        ii. Harvest batch size: Greater than 6 lbs

1. Use the following calculation to determine your sampling size for the test and retention samples:
   Harvest batch size (lbs) x 2.268 = sampling size (grams)
   Example: 8.5lb harvest batch size
   Sampling Size = 8.5 x 2.268 = 19.28g

2. Place clean, stainless steel bowl on the table top balance and tare balance.
3. Using the clean tongs, randomly select flower from the harvest batch until the weight calculated from the above formula has been weighed into the bowl. (Using the example above, 19.28g would be placed in the bowl).
4. Remove bowl from balance and gently mix flower with tongs.
5. Place sampling jar on balance and tare.
6. From the bowl, randomly select 5g of sample and place into each of the two separate sampling containers.
7. Label sample containers with the Strain Name, Batch ID, Weight (g), and TS (Test Sample) or RS (Retention Sample).
8. Seal both samples with a custody seal or piece of tape over the lid.
9. The remaining flower in the bowl can be returned to the harvest batch.
10. A total of 10g will be submitted for testing.

5. 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. A minimum of 4 one gram prerolls or 8 half gram prerolls must be submitted.
      i. Label sample containers with the Sample Name, Batch ID, Weight (g), and TS (Test Sample) or RS (Retention Sample).
      ii. Randomly select the appropriate number of prerolls and place in the sampling container.
      iii. Label sample containers with the Sample Name, Batch ID, Weight (g), and TS (Test Sample) or RS (Retention Sample).
      iv. Seal both samples with a custody seal or piece of tape over the lid.

6. 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 Retention Sample (RS).
   b. A total of 6 grams of concentrate must be submitted to the lab for testing. (3g for the TS and 3g for the RS).
   c. Samples should be submitted in their final sale-ready form.
      i. Carts – submit 6 one gram carts or 12 half gram carts.

ii. Distillate/Crumble/Shatter/Batter/Etc. – submit 6g (3g in each container).

d. Distillate samples may need to be warmed using the heat gun to more easily remove from the jar.

e. Procedure:

i. Place first sampling container on the table top balance and tare balance.

ii. Using the clean spatula/tongs, weigh 3g of concentrate into the first sample container.

iii. Using the sampling tools, weigh an additional 3g of concentrate into the second sample container.

iv. Label sample containers with the Sample Name, Batch ID, Weight (g), and TS (Test Sample) or RS (Retention Sample).

v. Seal both samples with a custody seal or piece of tape over the lid.

vi. A total of 6g will be submitted for testing.

7. Sampling Procedure for Edible and Topical 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 Retention Sample (RS).

c. A total of 10grams of product must be submitted to the lab for testing. (5g for the TS and 5g for the RS).

d. If a single product exceeds 10g, then submit a single finished product for testing. The retention sample will be prepared in the lab.

e. Sampling Procedure

a. Place first sampling container on the table top balance and tare balance (additionally, edible and topical samples can be submitted in their final product packaging).

b. Using the clean spatula/tongs, weigh 5g of finished product into the first sample container.

c. Using the sampling tools, weigh an additional 5g of finished product into the second sample container.

d. Label sample containers with the Sample Name, Batch ID, Weight (g), and TS (Test Sample) or RS (Retention Sample).

e. Seal both samples with a custody seal or piece of tape over the lid.

f. A total of 10g of product will be submitted for testing.

8. Sample Storage

a. Samples should be stored refrigerated until ready for transport to the laboratory.

9. Sample Transport

a. Samples should be transported on ice to preserve sample.

Field Sample Log • Transport Manifest • Chain of Custody

www.scissortaillabs.com 405-788-0247

Sampling SOP: STLSOP-0008rev02 OMMA: LAAA-LHYW-6BUV OBNDD: 62042 2408 NW 10TH St OKC, OK 73107

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:
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	Batch Size (weight or units)	Primary Samp Size (weight or units)	Retention Samp Size (weight or units)	Matrix (F•C•E/T)	R&D?	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:	

Composite samples may not be considered compliant with OMMA requirements. If necessary, samples may be subcontracted to other accredited laboratories.

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-0008rev02 •

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: **02/24/2023**

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

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 20th day of January 2022.

Vice President, Accreditation Services
For the Accreditation Council
Certificate Number 6340.01
Valid to January 31, 2024

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	10/21/2021	10/31/2022

SCHEDULES	BUSINESS ACTIVITY/REGISTRATION TYPE
1	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 READLIY RETRIEVABLE AT ALL TIMES.