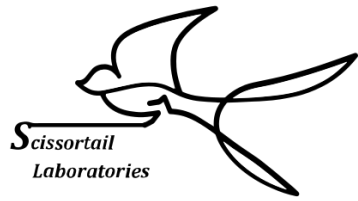


# Scissortail Laboratory, LLC

2022  
Client Handbook



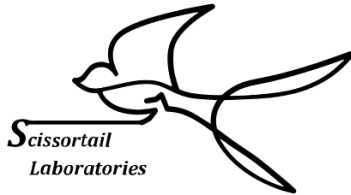
# Scissortail Laboratory, LLC

2408 NW 10th St  
Oklahoma City, OK 73107

405-788-0247  
[www.scissortailabs.com](http://www.scissortailabs.com)  
[info@scissortailabs.com](mailto:info@scissortailabs.com)

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

Schedule sample pickups online at  
[www.scissortailabs.com/pickup-and-sampling](http://www.scissortailabs.com/pickup-and-sampling)



# 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:


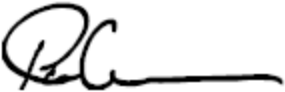
Name on Card: \_\_\_\_\_

Card Address: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Signature of Authorizing Card Holder: \_\_\_\_\_

	Document No.	Revision No.	Effective Date	Expiration Date
	STLSOP-0008rev02	2	3/24/22	3/24/23
<b>Sampling Procedure for Cannabis Flower and Cannabis Products</b>				
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

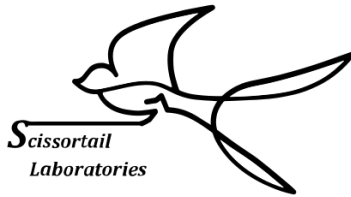
- a. Samples should be stored refrigerated until ready for transport to the laboratory.

9. Sample Transport

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







# Infused Product Intake Form

To be filled out by laboratory staff

Received 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): \_\_\_\_\_

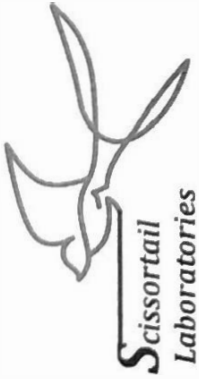
Number of servings per dose: \_\_\_\_\_

Number of servings per container: \_\_\_\_\_

How is the product dosed?

- Infused
- Surface Dosed

If infused, what portion of the product is infused: \_\_\_\_\_



## 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.

**02/24/2023**

**LAAA-LHYW-6BUV**

Expiration Date:

License Number:

*Adria A. Berry*

Adria Berry  
Executive Director  
Oklahoma Medical Marijuana Authority



**OKLAHOMA**  
Medical Marijuana Authority

*Keith Reed*

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 20<sup>th</sup> day of January 2022.

A blue ink signature of the Vice President of the Accreditation Council.

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

REGISTRATION #      ISSUE DATE      EXPIRATION DATE

10002255      10/21/2021      10/31/2022

ADDRESS

2408 NW 10th St  
Oklahoma City Oklahoma 73107

SCHEDULES      BUSINESS ACTIVITY/REGISTRATION TYPE

1      Analytical Laboratory

Discipline: **None**

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.

