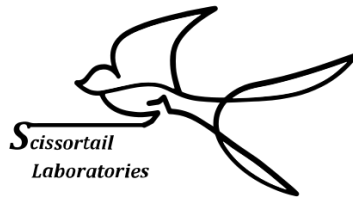


Scissortail Laboratory, LLC

2025  
Client Handbook



# Scissortail Laboratory, LLC

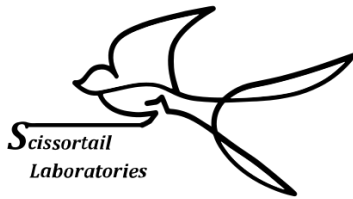
2408 NW 10th St  
OKC, OK 73107  
405-788-0247

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

[www.scissortailabs.com](http://www.scissortailabs.com)  
[info@scissortailabs.com](mailto:info@scissortailabs.com)

Schedule sample pickups by emailing  
[transport@scissortailabs.com](mailto:transport@scissortailabs.com)

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



# Client Information

Company Name: \_\_\_\_\_

Contact Name(s) and Title(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Primary Contact email: \_\_\_\_\_

OMMA License Number: \_\_\_\_\_

OBNDL 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-0008rev07	7	1/30/2025	1/30/2026
	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)	Author(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, Added <i>Authors</i> column	CWW
6	6/1/2024	Added requirement for 5 grams for all sample sizes	sfc
7	1/30/2025	Changed "Test Sample" to "Primary Sample". Added suggestions for container type. Removed Appendices and titles that Authority has revoked. Updated fresh frozen receiving criteria.	DWJ/SFC

### **1. Sampling Overview:**

- a. On the day the samples are to be submitted to the laboratory, clean utensils and collection containers with bleach and alcohol solutions
- b. Place collection or sample container on balance and tare
- c. 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.
- d. Seal each sample or group of samples with tamper-evident seals.
- e. Keep refrigerated until transport to the laboratory with a 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 Primary Sample and Reserve Sample.
- 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)
  - i. Sample Container Suggestions: jars or "Ziploc" bags (brand)
- 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 “Primary Sample” and the other is the “Reserve Sample.”
- 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, collect flower from different areas of 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. PS (Primary 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 Primary Sample (PS), 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. Primary Sample or 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 5 one gram prerolls or 10 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 Primary Sample (PS) the other is the Reserve Sample (RS).
- b. A total of 10 grams of solid concentrate and 10 grams of liquid concentrate must be submitted to the lab for testing. (5g for the PS and 5g for the RS).
- c. Samples should be submitted in their final sale-ready form.

- i. Carts – submit 10 one gram carts or 20 half gram carts.
  - ii. Distillate – submit 10 grams (5g in each container).
  - iii. Crumble/Shatter/Batter/Etc. – submit 10g (5g 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 5g 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 5g 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. PS (Primary Sample) or RS (Reserve Sample).
  - vii. Seal both samples with a tamper-evident seal.
  - viii. A total of 10g will be submitted for testing.

#### **9. Sampling Procedure for Final Product 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 Primary Sample (PS), the other is the Reserve Sample (RS).
- b. A total of at least 10 grams of product must be submitted to the lab for testing. (5g for the PS and 5g for the RS).
  - i. Label sample containers with the Sample Name, Batch ID, Weight (g), and PS (Primary 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**

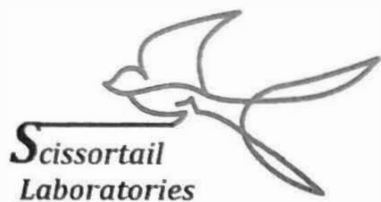
- a. Samples should be transported on ice for preservation.
  - i. Fresh frozen samples should be transported on ice and received at the lab on ice



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

[illegible]



## 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 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 A. Berry*

Adria Berry  
Executive Director  
Oklahoma Medical Marijuana Authority



**OKLAHOMA**  
Medical Marijuana Authority

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

Expiration Date: **02/24/2026**



## 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 laboratory also meets A2LA R259 – *Specific Requirements – NIHC Verify Accreditation Program*. 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 18<sup>th</sup> day of January 2023.

A blue ink signature of Mr. Trace McInturff.

Mr. Trace McInturff, Vice President, Accreditation Services  
For the Accreditation Council  
Certificate Number 6340.01  
Valid to March 31, 2025  
Revised February 25, 2025

*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 #

10002255

### ISSUE DATE

10/01/2024

### EXPIRATION DATE

10/31/2025

### ADDRESS

2408 NW 10th St  
Oklahoma City Oklahoma 73107

### SCHEDULES

1 MMO

### BUSINESS ACTIVITY/REGISTRATION TYPE

Medical Marijuana 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.