



Cannabis Sample Request

Company: _____ Person name: _____ Contact: _____ Request: (date/time): _____

Proposal code and/ or PO		QPLAB transport	<input type="checkbox"/> No <input type="checkbox"/> Yes Est.date/week: _____
Stage	<input type="checkbox"/> Batch release <input type="checkbox"/> IPC <input type="checkbox"/> Development <input type="checkbox"/> Stability Study	Formulation	<input type="checkbox"/> Dry Flower <input type="checkbox"/> Fresh Flower <input type="checkbox"/> Oil <input type="checkbox"/> Extract <input type="checkbox"/> Other: _____
Shipping conditions	<input type="checkbox"/> 15°C to 25°C <input type="checkbox"/> 2°C to 8°C <input type="checkbox"/> ≤ -15°C	Storage conditions	<input type="checkbox"/> 15°C to 25°C <input type="checkbox"/> 2°C to 8°C <input type="checkbox"/> ≤ -15°C
Email(s) to receive results		Observations	

Batch	Sample identification	Gross weight (g)	Tare (g)	Tests to apply	Specifications	QPLAB sample n°
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4A <input type="checkbox"/> 4B <input type="checkbox"/> 5 <input type="checkbox"/> 6A <input type="checkbox"/> 6B <input type="checkbox"/> 6C <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 Other: _____	<input type="checkbox"/> Request table <input type="checkbox"/> Other: _____	
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4A <input type="checkbox"/> 4B <input type="checkbox"/> 5 <input type="checkbox"/> 6A <input type="checkbox"/> 6B <input type="checkbox"/> 6C <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 Other: _____	<input type="checkbox"/> Request table <input type="checkbox"/> Other: _____	
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4A <input type="checkbox"/> 4B <input type="checkbox"/> 5 <input type="checkbox"/> 6A <input type="checkbox"/> 6B <input type="checkbox"/> 6C <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 Other: _____	<input type="checkbox"/> Request table <input type="checkbox"/> Other: _____	
				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4A <input type="checkbox"/> 4B <input type="checkbox"/> 5 <input type="checkbox"/> 6A <input type="checkbox"/> 6B <input type="checkbox"/> 6C <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 Other: _____	<input type="checkbox"/> Request table <input type="checkbox"/> Other: _____	
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				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4A <input type="checkbox"/> 4B <input type="checkbox"/> 5 <input type="checkbox"/> 6A <input type="checkbox"/> 6B <input type="checkbox"/> 6C <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 Other: _____	<input type="checkbox"/> Request table <input type="checkbox"/> Other: _____	

Destination: _____ Arrival (date/time): _____ Received by: _____ Storage (date/time): _____

Sample (Name, Batch)	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-compliant	Quantity (Number, Amount)	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-compliant	Shipping conditions	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-compliant
Transport identification	Name: _____ Document#: _____		Storage	<input type="checkbox"/> 15°C to 25°C <input type="checkbox"/> 2°C to 8°C <input type="checkbox"/> ≤ -15°C	
Documentation:	<input type="checkbox"/> Fiscal declaration (AT) <input type="checkbox"/> Custody of goods <input type="checkbox"/> Security Label <input type="checkbox"/> Purchase Order <input type="checkbox"/> Transport report <input type="checkbox"/> Data Logger		Observations		

Verified by: _____ Date: _____ The verification must be signed by the controlled substances responsible person.

Tests and specification table:

Test #	Description	Method	Specifications	
Test #1 Identification - Sample 10gr (or with other tests) (note 1)	Identification A Visual examination	EP 3028	Complies with monograph.	
	Identification B Microscopic Examination	EP 3028 (2.8.23)	Complies with monograph.	
Test #2 Cannabinoids Sample 10gr (note 1)	Assay - Total THC and total CBD	EP 3028 (2.2.29)	± 10% of label claim.	
	Total CBN	EP 3028 (2.2.29)	≤ 1.0 %	
	Loss on Drying	EP 3028 (2.2.32)	≤ 12.0% w/w	
Test #3 Mycotoxins Sample 20gr	Aflatoxins	EP 1433 (2.8.18)	≤ 2 µg/kg (ppb) - Aflatoxin B1 ≤ 4 µg/kg (ppb) - Aflatoxins B1+B2+G1+G2	
	Ochratoxin A	EP 1433 (2.8.22)	≤ 20 µg/kg (ppb)	
Test #4 Heavy Metals Sample 5g	As, Cd, Pb, Hg	EP 3028 (2.4.27)	4A API	4B Medicinal Product
			Arsenic - informative Cadmium ≤ 1.0 ppm Lead ≤ 5.0 ppm Mercury ≤ 0.1 ppm	Arsenic ≤ 0.2 ppm Cadmium ≤ 0.3ppm Lead ≤ 0.5ppm Mercury ≤ 0.1 ppm
Test #5 Pesticides Sample 30g	Ph. Eur. list	EP 1433 (2.8.13)	Complies with monograph.	
Test #6 Microbial purity Sample 55g	Method Description	6A EP 5.1.4	6B EP 5.1.8.B	6C EP 5.1.8.C
	TAMC	≤ 10 ² CFU/g	≤ 10 ⁴ CFU/g	≤ 10 ⁵ CFU/g
	TYMC	≤ 10 ¹ CFU/g	≤ 10 ² CFU/g	≤ 10 ⁴ CFU/g
	Bile-tolerant gram-negative bacteria	Absent/g	≤ 10 ² CFU/g	≤ 10 ⁴ CFU/g
	E. coli	Absent/g	Absent/g	Absent/g
	Salmonella	Absent/25g	Absent/25g	Absent/25g
	S. aureus	Absent/g	Absent/g	Absent/g
	P. aeruginosa	Absent/g	Absent/g	Absent/g
Test #7 Total Ash Sample 3g		EP 1433 (2.4.16)	≤ 20%	
Test #8 Ident C by HPTLC Sample 10g (note 1)	N/A	EP 3028 (2.8.25)	Complies with the Rf values for the standards of components of interests.	
Test #9 Foreign Matter Sample 50g	N/A	EP 3028 (2.8.2)	Max. 2%; if the herbal drug is to be prescribed to patients, it does not contain any seeds and the whole herbal drug does not contain any leaves more than 1.0 cm in length.	
Test #10 Terpenes Sample 10g	N/A	Internal Method	Informative	

Note 1 - These tests can still be performed according to DAB 2018. Please specify in the request form.

Prior delivery:

- Send the requisition form and expected delivery date to samples@qplab.eu.
- QPLAB team will confirm availability to receive samples.

Transport requisition:

- QPLAB can perform sample transportation.
- To request transportation, please send an email requiring transportation with the requisition (FOR00135) to samples@qplab.eu
- The team will organize the transportation according to routes and confirm the date with the client.

Sample Preparation:

- Print pages 1 and 2 of this form;
- Identify samples (stage, storage conditions, formulation) and choose the tests and specifications to apply to each sample;
- Weight empty sample-container - Tare (g);
- Packaged the sample with proper identification with the name of the substance, quantity, and batch number;
- Weigh the sample in the container - Gross weight (g);
- Transportation of a total amount higher than 1 Kg, requires communication a minimum of 72 hours earlier to the origin and destination local authorities. A copy of that communication must be received at QPLAB before sample delivery.

Transport:

- Transportation of samples is the client's responsibility unless the client requests the service from QPLAB
- Transportation must be temperature-controlled;
- Transportation must incur contamination and maintain the sample's integrity.

QPLAB Transport:

- On the transportation date, the customer will receive an email with the estimated time of arrival and driver's name/contact
- Arriving at the customer site, transport documentation will be prepared
- A real-time location link will be provided during sample transportation
- Transportation report will be sent with location, picking, dropoff, and temperature/humidity conditions
- After the proper conference, QPLAB team will send reception samples documentation.

Delivery Information:

- Samples must be delivered to:
 - Name: QPLAB Pharma Services (Laboratory)
 - Address: Teclabs - FCUL - Campo Grande - 1749-016 Lisboa, Portugal
 - Monday to Friday - 9h00 to 12h00 and 14h00 to 18h00
 - Out of office hours - please contact (+351) 919634758

Samples reception:

- Samples of controlled substances and medical cannabis-based substances must be hand-delivered to QPLAB-authorized staff. Samples are only acceptable after the conference.
- The QPLAB team will send reception documentation to the client.
- If samples are unacceptable (eg. missing documentation, not properly labeled, not hand delivered) the customer will be informed to pick up samples. After 15 days samples will be destroyed and costs incurred to the customer.