



# Cannabis Sample Request

Company: \_\_\_\_\_ Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Date/time: \_\_\_\_\_ Sign: \_\_\_\_\_

<b>Proposal code and/or PO</b>				<b>QPLAB transport</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes Est.date/week: _____
<b>Stage</b>		<input type="checkbox"/> Development <input type="checkbox"/> In Process Control <input type="checkbox"/> Validation <input type="checkbox"/> Stability Study <input type="checkbox"/> Batch release		<b>Formulation</b>	<input type="checkbox"/> Dry Flower <input type="checkbox"/> Fresh Flower <input type="checkbox"/> Oil <input type="checkbox"/> Extract <input type="checkbox"/> Other: _____
<b>Shipping conditions</b>		<input type="checkbox"/> 15°C to 25°C <input type="checkbox"/> 2°C to 8°C <input type="checkbox"/> ≤ -15°C		<b>Storage conditions</b>	<input type="checkbox"/> 15°C to 25°C <input type="checkbox"/> 2°C to 8°C <input type="checkbox"/> ≤ -15°C
<b>Email(s) to receive results</b>		<input type="checkbox"/> Contact <input type="checkbox"/> _____		<b>Observations</b>	
<b>Batch number</b>	<b>Sample ID</b>	<b>Gross weight (g)</b>	<b>Tare (g)</b>	<b>Tests to apply</b>	<b>Specifications</b>
				<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"/> 8A <input type="checkbox"/> 8B <input type="checkbox"/> 9 <input type="checkbox"/> 10 Other: _____	<input type="checkbox"/> From the request table <input type="checkbox"/> _____
				<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"/> 8A <input type="checkbox"/> 8B <input type="checkbox"/> 9 <input type="checkbox"/> 10 Other: _____	<input type="checkbox"/> From the request table <input type="checkbox"/> _____
				<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"/> 8A <input type="checkbox"/> 8B <input type="checkbox"/> 9 <input type="checkbox"/> 10 Other: _____	<input type="checkbox"/> From the request table <input type="checkbox"/> _____
				<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"/> 8A <input type="checkbox"/> 8B <input type="checkbox"/> 9 <input type="checkbox"/> 10 Other: _____	<input type="checkbox"/> From the request table <input type="checkbox"/> _____
				<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"/> 8A <input type="checkbox"/> 8B <input type="checkbox"/> 9 <input type="checkbox"/> 10 Other: _____	<input type="checkbox"/> From the request table <input type="checkbox"/> _____
				<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"/> 8A <input type="checkbox"/> 8B <input type="checkbox"/> 9 <input type="checkbox"/> 10 Other: _____	<input type="checkbox"/> From the request table <input type="checkbox"/> _____

Destination: \_\_\_\_\_ Arrival (date/time): \_\_\_\_\_ Received by: \_\_\_\_\_ Storage (date/time): \_\_\_\_\_ Sign: \_\_\_\_\_

<b>Sample (Name, Batch)</b>	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-compliant	<b>Quantity (Number, Amount)</b>	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-compliant	<b>Shipping conditions</b>	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-compliant <input type="checkbox"/> Not available
<b>Transport identification</b>	Name: _____ Document#: _____		<b>Storage</b>	<input type="checkbox"/> 15°C to 25°C <input type="checkbox"/> 2°C to 8°C <input type="checkbox"/> ≤ -15°C	
<b>Additional Documentation:</b>	<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 <input type="checkbox"/> Not available		<b>Observations</b>		

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

## Tests and specification table:

Test #	Description	Method	Specifications (only applied for Batch Release)	
Test #1 Identification Sample 10gr (or with other tests) (note 1)	Identification A Visual exam.	EP 3028	Complies with monograph	
	Identification B Microscopic exam	EP 3028 (2.8.23)	Complies with monograph	
Test #2 Cannabinoids Sample 10gr (note 1)	Identification HPLC	EP 3028 (2.2.29)	Complies with monograph	
	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 10g	As, Cd, Pb, Hg	EP 3028 (2.4.27)	<b>4A API</b>	<b>4B Medicinal Product</b>
			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 40g	Ph. Eur. list	EP 1433 (2.8.13)	Complies with monograph.	
Test #6 Microbial purity Sample 55g	<b>Method</b> Description	<b>6A EP 5.1.4</b>	<b>6B EP 5.1.8.B</b>	<b>6C EP 5.1.8.C</b>
	TAMC	≤ 10 <sup>2</sup> CFU/g	≤ 10 <sup>4</sup> CFU/g	≤ 10 <sup>5</sup> CFU/g
	TYMC	≤ 10 <sup>1</sup> CFU/g	≤ 10 <sup>2</sup> CFU/g	≤ 10 <sup>4</sup> CFU/g
	Bile-tolerant gram-negative bacteria	Absent/g	≤ 10 <sup>2</sup> CFU/g	≤ 10 <sup>4</sup> CFU/g
	E. coli (note 2)	Absent/g	Absent/g	Absent/g
	Salmonella (note 2)	Absent/25g	Absent/25g	Absent/25g
	S. aureus (note 2)	Absent/g	Absent/g	Absent/g
	P. aeruginosa (note 2)	Absent/g	Absent/g	Absent/g
Test #7 Total Ash Sample 5g		EP 1433 (2.4.16)	≤ 20%	
Test #8 Identification C Sample 10g	<b>8A - TLC</b>	EP 3028 (2.8.25) Equivalent to HPTLC	Complies with the Rf values for the standards of components of interests.	
	<b>8B - HPTLC</b>	EP 3028 (2.8.25)		
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.

Note 2 - If samples are selected for batch release purposes, the microorganism identifications will be performed as soon as detected. In any other stage, customers will be asked about the need to perform these identifications.

**Prior delivery:**

- Send the requisition form and expected delivery date to [samples@qplab.eu](mailto:samples@qplab.eu). Requisition form is available on QPLAB's site.
- 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](mailto:samples@qplab.eu). Requisition form is available on QPLAB's site.
- The team will organize the transportation according to routes and confirm the date with the customer.

**Sample Preparation:**

- Print page 1;
- Identify samples (batch, sample ID, stage, storage conditions, formulation) and choose the tests and specifications to apply to each sample;
- Weigh the empty sample-container - Tare (g);
- Pack the sample inside the container and weigh - 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:**

- Samples transportation is a customer's responsibility unless requested to QPLAB;
- Transportation must be environmentally monitored;
- 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;
- Driver will check samples and fill in appropriate documentation, at the time of arrival;
- A real-time location link will be provided during sample's transportation;
- Transportation report will be sent with picking and dropoff activities and temperature/humidity conditions;

**Samples reception:**

- Cannabis-based substances must be hand-delivered to QPLAB-authorized staff.
- If samples are unacceptable (ie. 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.
- The customer will receive a summary of the internal sample conference.

**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