

Company: _____ Proposal Code: _____ Contact name: _____ Email/Mobile: _____ Date/time: ____/____/____ :____ Sign: _____

Formulation		☐ Dry Flower (API) ☐ Dry Flower (Medicinal Product) ☐ Fresh Flower ☐ Oil ☐ Extract ☐ Other: _____		Stage	☐ Development (note 1) ☐ IPC (note 1) ☐ Validation (1) ☐ Batch release (note 2) ☐ Stability Study (note 2)	
Purchase Order (note 2)		_____ ☐ Urgent (extra fee applicable)		Transport	☐ Customer ☐ QPLAB Est.date: _____	
Shipping conditions		☐ 15°C to 25°C ☐ 2°C to 8°C ☐ ≤ -15°C		Observations		
Storage conditions		☐ 15°C to 25°C ☐ 2°C to 8°C ☐ ≤ -15°C				
Email(s) to receive results		☐ Contact ☐ Other: _____				
Batch number	Sample ID	Gross weight (g)	Tare (g)	Tests to apply (page 2)	Specifications (note 3)	QPLAB sample #
				☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6A ☐ 6B ☐ 6C ☐ 6D ☐ 6E ☐ 6F ☐ 7 ☐ 8 ☐ 9 ☐ 10	☐ Specifications table (page 2) Microbiology: ☐ 5.1.4 ☐ 5.1.8B ☐ 5.1.8C ☐ Others (observations)	
				☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6A ☐ 6B ☐ 6C ☐ 6D ☐ 6E ☐ 6F ☐ 7 ☐ 8 ☐ 9 ☐ 10	☐ Specifications table (page 2) Microbiology: ☐ 5.1.4 ☐ 5.1.8B ☐ 5.1.8C ☐ Others (observations)	
				☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6A ☐ 6B ☐ 6C ☐ 6D ☐ 6E ☐ 6F ☐ 7 ☐ 8 ☐ 9 ☐ 10	☐ Specifications table (page 2) Microbiology: ☐ 5.1.4 ☐ 5.1.8B ☐ 5.1.8C ☐ Others (observations)	
				☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6A ☐ 6B ☐ 6C ☐ 6D ☐ 6E ☐ 6F ☐ 7 ☐ 8 ☐ 9 ☐ 10	☐ Specifications table (page 2) Microbiology: ☐ 5.1.4 ☐ 5.1.8B ☐ 5.1.8C ☐ Others (observations)	
				☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6A ☐ 6B ☐ 6C ☐ 6D ☐ 6E ☐ 6F ☐ 7 ☐ 8 ☐ 9 ☐ 10	☐ Specifications table (page 2) Microbiology: ☐ 5.1.4 ☐ 5.1.8B ☐ 5.1.8C ☐ Others (observations)	
				☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6A ☐ 6B ☐ 6C ☐ 6D ☐ 6E ☐ 6F ☐ 7 ☐ 8 ☐ 9 ☐ 10	☐ Specifications table (page 2) Microbiology: ☐ 5.1.4 ☐ 5.1.8B ☐ 5.1.8C ☐ Others (observations)	
				☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6A ☐ 6B ☐ 6C ☐ 6D ☐ 6E ☐ 6F ☐ 7 ☐ 8 ☐ 9 ☐ 10	☐ Specifications table (page 2) Microbiology: ☐ 5.1.4 ☐ 5.1.8B ☐ 5.1.8C ☐ Others (observations)	

Note 1 - Results will be informative unless clearly indicated otherwise in the observations field. / Note 2 - Tests will be invoiced according to the purchase order number in the request form

Note 3 - 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.

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

Sample (Name, Batch)	☐ Compliant ☐ Non-compliant	Quantity (Number, Amount)	☐ Compliant ☐ Non-compliant	Shipping conditions	☐ Compliant ☐ Non-compliant ☐ Not available
Transport identification	Name: _____ Document#: _____		Storage	☐ 15°C to 25°C ☐ 2°C to 8°C ☐ ≤ -15°C	
Additional Documentation:	☐ Fiscal declaration (AT) ☐ Custody of goods ☐ Security Label ☐ Purchase Order ☐ Transport report ☐ Data Logger ☐ Customer documentation ☐ Not available		Observations		

Verified by: _____ Date: _____ Sign: _____

Tests and specification table:

Test #	Description	Method	Specifications (only applied for Batch Release)	
Test #1 Identification Sample 10g (or with other tests) (note 5)	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 10g (note 5)	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 20g	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 (Note 6)	As, Cd, Pb, Hg	EP 3028 (2.4.27)	API	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 40g (Note 6)	Eur. Ph. list	EP 1433 (2.8.13)	Complies with monograph.	
Test #6 Microbial purity Sample 55g	Method Description	EP 5.1.4 (Inhalation Use)	EP 5.1.8.B	EP 5.1.8.C
	6A - TAMC	≤ 2 x 10 ² CFU/g	≤ 5 x 10 ⁴ CFU/g	≤ 5 x 10 ⁵ CFU/g
	6A - TYMC	≤ 2 x 10 ¹ CFU/g	≤ 5 x 10 ² CFU/g	≤ 5 x 10 ⁴ CFU/g
	6B - Bile-tolerant gram-negative bacteria	Absent/g (note 4)	≤ 10 ² CFU/g	≤ 10 ⁴ CFU/g
	6C - E. coli (note 2)	Informative	Absent/g	Absent/g
	6D - Salmonella (note 2)	Informative	Absent/25g	Absent/25g
	6E - S. aureus (note 2)	Absent/g	Informative	Informative
	6F - P. aeruginosa (note 2)	Absent/g	Informative	Informative
Test #7 Total Ash Sample 5g (Note 6)		EP 1433 (2.4.16)	≤ 20%	
Test #8 Identification C Sample 10g	HPTLC	EP 3028 (2.8.25)	Complies with the R _f 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 (Note 6)	N/A	Internal Method	Informative	

Note 4 - Absence specification only available if 5.1.4 has been selected on page 1.

Note 5 - This test can still be performed according to DAB 2018. Please specify in the request form.

Note 6 - This test is executed in an external laboratory.

Prior delivery:

- The latest requisition form is available on QPLAB's website - <https://qplab.eu/services/cannabis/>
- Send the requisition form (only page 1) and expected delivery date to samples@qplab.eu.
- QPLAB team will confirm availability to receive samples.
- Informative analysis will be performed the exact same way as any other analysis, except there is no specification linked to the requested parameter. Consequently, no OOS or result-linked deviations will be issued.
- All questions related to form filling should be addressed to samples@qplab.eu.

Transport requisition:

- QPLAB can perform sample transportation.
- To request transport, please check that option on requisition form.
- The team will organize the transportation according to routes and confirm the date with the customer.

Sample Preparation:

- Print only page 1 (one);
- 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) or send an empty container (labels included) along with the samples;
- 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 - 17h00
 - Out of office hours - please contact (+351) 215 951 635