Company:________________ Proposal Code:_________ Contact name:______________________ Email/Mobile:____________________ Dat/time:___/___/____ __:__ Sign:__________

Formulation	☐ Dry Flower (API) ☐ Dry Flower (Medicinal Product) ☐ Fresh Flower ☐ Oil ☐ Extract ☐ Other:____________	**Results**	☐ Batch release (note 2) ☐ Informative
Purchase Order (note 2)	____________________ ☐ Urgent (extra fee applicable)	**Transport**	☐ Customer ☐ QPLAB Est.date: _______________
Shipping	☐ 15ºC to 25ºC ☐ 2ºC to 8ºC ☐ ≤ -15ºC	**Storage**	☐ 15ºC to 25ºC ☐ 2ºC to 8ºC ☐ ≤ -15ºC
Additional services	☐Certificate of Conformity (note 3)	**Observations**	
Email(s) to receive results	☐ Contact ☐ Other:______________________________		

Batch number	Sample ID (and label claim)	Gross weight (g)	Tare (g)	Tests to apply (page 2)	Specifications (note 3)	QPLAB sample #
				☐1A ☐ 1B ☐ 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)	
				☐1A ☐ 1B ☐ 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)	
				☐1A ☐ 1B ☐ 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)	
				☐1A ☐ 1B ☐ 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)	
				☐1A ☐ 1B ☐ 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)	
				☐1A ☐ 1B ☐ 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)	
				☐1A ☐ 1B ☐ 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 - Tests will be invoiced according to the purchase order number in the request form Note 2 - If samples are selected for batch release purposes, the microorganism identifications will be performed as soon as they are detected. In any other stage, customers will be asked about the need to perform these identifications. Note 3 - Only applicable to GMP batch release of medicinal products.

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**	☐ 15ºC to 25ºC ☐ 2ºC to 8ºC ☐ ≤ -15ºC	
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 4)	**1A -** Identification A Visual examination	EP 3028	Complies with the monograph	
	1B - Identification B Microscopic examination	EP 3028 (2.8.23)	Complies with the monograph	
Test #2 Cannabinoids Sample 10g (Note 4)	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 5)	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 5)	Eur. Ph. list	EP 1433 (2.8.13)	Complies with the 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 3)	≤ 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 5)		EP 1433 (2.4.16)	≤ 20%	
Test #8 Identification C Sample 10g	HPTLC	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 (Note 5)	N/A	Internal Method	Informative	

Note 3 - Absence specification only available if 5.1.4 has been selected on page 1.
Note 4 - This test can still be performed in accordance with DAB 2018. Please specify in the request form.
Note 5 - 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) OR number of batches, tests to apply 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:

- 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.

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