



Sample Submission Information

Thank you for choosing Columbia Laboratories for your analytical testing needs. (Formerly Pixis Labs) We aim to provide quality analytics with reliable turnaround times and transparent customer service.

This letter details the services at Columbia Laboratories' Cannabis Department.

Additional forms and information include a pricing guide, sample request forms and/ or service agreements.

For partnerships, volume-based discounts and services, please email kelly.oconnor@tentamus.com.

SUBMITTING SAMPLES

- Hemp - mail in or drop off during business hours with payment and a completed COC.
 - We recommend USPS or UPS or DHL for mailing hemp products.
- Cannabis R&D - drop off during business hours with payment, Metrc paperwork, and a completed COC.
- Email sampling.cfl@tentamus.com to request couriers and certified sampling in Oregon.

Please include:

- **Completed and Signed Chain of Custody**
 - The COC is a fillable PDF.
 - The Field ID will also become the title of the report. Ex: Raspberry Gummies
 - Matrix is the type of product. Ex: Balm, Beverage, Softgel
 - Comment Box; Include information about product specifications, reporting units, requests for images on the report. Etc
 - Oregon, R&D (self-submitted samples)
 - Please fill in the ODA registrant number in the space for the processors license. Please fill in the Harvest/ Process lot number in the space for the Field ID (sample name).
- **Samples**
 - Labeled clearly in correlation with the COC.
 - Follow sample size guideline (below).
 - Sealed.
- **Payment**
 - *Reports are held until we receive payment.
 - Dropping off:
 - Check, cash or credit card on site.

Columbia Laboratories
12423 NE Whitaker Way
Portland, OR 97230

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www.columbiafoodlab.com
(503) 254-1794

- Mailing in:
 - Include a check with the sample(s).
 - Call when you receive the “samples received email” and pay by CC over the phone. **(503) 254-1794 option 6**
 - Pay by CC via the link in the email invoice, which will come after the samples-received email, if we have not received payment yet.

BASICS FOR REPRESENTATIVE SAMPLING

When selecting a sample to submit, ensure you are taking a representative sample – this includes both representative sample size as well as sample selection from all parts of your batch.

You can provide representative samples by providing a large enough sample size to encompass every variable of your product. If the product is heterogeneous, and the sample is small, it likely will not accurately represent the batch.

- Ensure the sample identity is consistent with the batch identity
 - Check for signs of non-uniformity (container size/color/ mixed batch numbers)
- Prevent cross contamination
 - Use sterile instruments and containers; cover hair and mouth while sampling, seal sample immediately after sampling.
- Composite a representative sample
 - Sample many increments from the *entire* batch (whole batch present to sample)
 - Randomly or systematically take increments from all sections of the batch.
 - Composite the increments into one sample per batch.
- Use consistent sampling methods/ equipment to minimize variability.
- Accurate record keeping
 - Make notes and/or comments of abnormalities.
 - Note batch number, license number and date.

SAMPLE SIZE GUIDE

Biomass/ Hemp/ Cannabis

- Potency/ Moisture:
 - DRY: 8 grams
 - FRESH: 15 grams
- Additional Testing:
 - 15 grams will suffice for all the following analyses:
 - Potency, pesticides, metals, moisture, water activity, terpenes
- Micro Profile G: Additional, separate sample of 10 grams
- Mycotoxins: 5 grams
- Glyphosate: 5 grams
- Pathogens: An additional, separate sample of 25 grams *PER* pathogen

Crude/ Extract/ Oils

Potency: 1.5 grams

3 grams will suffice for all the following analyses:

Potency, pesticides, metals, solvents, terpenes

Micro: Yeast and Mold, Aerobic Plate Count, E.Coli & Total Coliform (10 grams total)

Mycotoxins: 3 grams

Glyphosate: An additional, separate sample of 3 grams

Pathogens: An additional, separate sample of 25 grams *PER* pathogen

Topicals/ Edibles

30 grams each sample will cover the following analyses:

Potency, pesticides, terpenes, metals.

An additional 10-gram sample for: Yeast & Mold, E. Coli and Total Coliform

An additional 10-gram sample for: Total Aerobic Plate Count

Microbiology Preparation Notes

- When you request microbiology along with other testing, please provide a separate sub-sample for micro. We will start on micro straight away and run the other testing simultaneously.
- COC/sample instructions:
 - List the sample and micro sub sample on your COC as one sample, but package them separately:
 - COC Field ID: Mint Tincture 1,000 MG. (Analyses marked across the columns)
 - Samples: Two samples packaged, and both labeled "Mint Tincture 1,000 MG"

NOTE: Pathogen samples at least 25 grams for each pathogen: E.Coli, Salmonella, Listeria.

COMMUNICATION

Direct and most efficient communication pertaining to your samples: cannahemp.cfl@tentamus.com

Once samples arrive at Columbia Laboratories and are entered into our system:

- **You will receive an email from cannahemp.cfl@tentamus.com** confirming delivery, analyses and an expected reporting date.
- If we have not received payment, we will send you an **email invoice** within 48 hours.
 - If you have not yet paid, you can click the link in the email to pay the invoice or call with credit card information.
 - Billing: (503) 254-1794 option 6.
- **REPORTS** will be emailed directly to the contact on the COC. Please reach out to cannahemp.cfl@tentamus.com to distribute reports to a contact group.

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COURIER SERVICES, ON SITE COLLECTION

- For Oregon **compliance sampling**, please request an Oregon Compliance Info Packet from kelly.oconnor@tentamus.com (Client Services)
- To schedule a **sample pick up** in Oregon, please email your courier request with a completed COC to sampling.cfl@tentamus.com
- For **Pre-Harvest**, In-field hemp sampling in Oregon, please submit the in-field hemp sampling request form to sampling.cfl@tentamus.com
- If you **have questions** about the sampling form, email is the fastest way to get a response.

TURN AROUND TIME/ REPORTING

- Reports will be sent to the email contact listed on the COC, unless otherwise requested.
- **Standard turnaround time is 5 Business Days** after the sample arrives at Columbia Labs.
- **Rush Turnaround** is granted upon request with advanced notice, at additional cost.
- Please email cannahemp.cfl@tentamus.com to request rushed services.
- Nutritional analyses require a 5-8-day turnaround time.
- Any compliance testing will be directly reported to the regulating agency (i.e. ODA)

COLUMBIA LABORATORIES

For nearly 40 years, Columbia Laboratories has provided the Northwest and beyond with reliable data for consumer health and supply chain management. Columbia Laboratories is backed by A Tentamus Company, which supports CL with tremendous resources and a commitment to excellence.

We are the only Agricultural/ Environmental/ Nutritional Lab with a Cannabis Department and the only “Cannabis Lab” in Oregon with an expansive list of ancillary services and expertise.

Columbia Labs’ cannabis services are all **ISO 17025:2017** accredited. We were the first fully-accredited, state-certified cannabis lab in Oregon.

ADDITIONAL SERVICES

- | | |
|---|-----------------------------|
| a. Expanded Pesticide Analyses
(375 for Cannabis and Hemp/
CBD) | f. Allergens |
| b. Mycotoxins by HPLC/MS/MS | g. Vitamins |
| c. Heavy Metals by ICP-MS | h. Shelf Life testing |
| d. Terpene Analysis (40 terpenes) | i. Nutritional Consulting |
| e. FDA (type) nutritional labeling | j. Yeast and Mold |
| | k. Pathogens |
| | l. Soil and Water analyses. |

We hope that this letter aids you with your sample submission at Columbia Laboratories. We are working hard to ensure compliance, provide quality data and transparent services, and are here to help.

Kelly O'Connor, Client Services

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