

DISTRIBUTOR GUIDE - REGULATORY COMPLIANCE SAMPLING

Pursuant to CCR 16 section 5304 the licensed distributor must take physical possession of a cannabis goods batch prior to arranging a regulatory compliance sampling event.

How to schedule a sampling event:

- Submit a sample/order using the CannaSafe client portal (see video instruction link below for details)
- Standby for automated scheduling confirmation via text/email once the request has been received by our dispatch team
- We always do our best to fit within the requested date/time but in If the requested time & date are not available, the next available time & date will be confirmed
- Pickup requests are processed during regular business hours Monday through Friday from 8:00am to 4:30pm
- Client Portal Links:
 - ▶ (Client portal link - <http://tracker.csalabs.com>)
 - ▶ (Video Link - [How to Submit a Sample on the CannaSafe Portal](#))

Contact Information for Sampler

(This information must be provided to CannaSafe under additional scheduling notes on the order entry page in the client portal)

- Provide a reliable contact number & email for the distributor representative who will be supervising the sampling event

Distributor Responsibilities:

- Prepare for the sampler to arrive within the scheduled arrival time window
- Provide parking for the sampling vehicle as close to the distribution facility as possible
- Provide sufficient work space for the sampler to collect batches and record information on the Chain of Custody
- Provide wireless internet access if facility is located in an area with limited cell reception
- Ensure the entire batch size for each batch is present and accessible for sampling (Please do not expect your sampler to lift large boxes and climb ladders)
- For Cannabis Product Batches, ensure each unit within the batch is packaged and labeled with batch IDs (for non-infused pre-rolls please speak with an account manager regarding labeling requirements)
- An employee of the licensed distributor must be present during the entire sampling event (the representative cannot touch the batches being sampled but may help to open storage containers at the samplers request)
- An employee of the licensed distributor must review the Chain of Custody for accuracy prior to signing over custody to the sampler
- Complete a METRC Transfer to CSA LA LLC (lic#: C8-000040-LIC) and provide a physical copy of the METRC manifest and the associated transfer UID tags to the sampler packaged in its final form for sale.

Harvest Batch Facts

(Flower/Trim):

- Batch size cannot exceed 50lbs or 22,679.6 grams
- The sampler must collect a representative sample from each prepackaged or bulk harvest batch.
- The representative sample must weigh (at minimum) 0.35% of the total harvest batch weight.
- The sampler may collect a larger sample size if necessary to perform the required testing

Batch Size (pounds)	Minimum Increments (per sample)	Maximum Sample Size
≤ 10.0	8	16 g
10.1 - 20.0	16	32 g
20.1 - 30.0	23	48 g
30.1 - 40.0	29	64 g
40.1 - 50.0	34	80 g

Cannabis Product Batch Facts

(Concentrate/Preroll/Infused Products):

- Batch size cannot exceed 150,000 units
- Each unit within the batch must be packaged and labeled with batch IDs
- The sampler must collect a representative sample of a cannabis product or pre-roll batch by collecting, at minimum, the number of sample increments relative to the batch size
- The sampler may collect a greater number of sample increments if necessary to perform the required testing (please ask about our field sampling reference guide for more details)
- Sample increment is defined as 1 packaged unit
- Final Packaging - A distributor is not permitted to package or repackage manufactured cannabis products. Prior to release of a cannabis product to a distributor, a manufacturer licensee must ensure that the product is in finished form and is labeled and packaged in its final form for sale.
- Variety packs with multiple batch IDs cannot be accepted for regulatory compliance testing

Cannabis Product or Preroll Batch Size (units)	Number of Sample Increments (per sample)
≤ 50	2
51 – 150	3
151 – 500	5
501 – 1,200	8
1,201 – 3,200	13
3,201 – 10,000	20
10,001 – 35,000	32
35,001 – 150,000	50

FAQs - Regulatory Compliance Sampling

Who can conduct a compliance sampling event?

Only state licensed **distributors** (and **microbusinesses** authorized for distribution) are permitted to engage in regulatory compliance testing. All regulatory compliance batches must be sampled at a licensed distribution premise.

Can a lab sample manufactured cannabis products (i.e. cartridges, concentrates, etc.) or pre-rolls that aren't packaged?

No. Manufactured cannabis products, including pre-rolls, must be in their final form before a licensed testing laboratory can obtain a representative sample for regulatory compliance testing. (See [section 5705\(b\)](#) of the Bureau's regulations.)

For the purposes of a cannabis product or pre-roll batch, a "packaged unit" would be considered the final form of the product as it would be sold to the consumer, this includes identical packaging/labeling of the goods in their final form. Licensed manufacturers are required to ensure a product is labeled and packaged in its final form for retail sale before transferring such cannabis products to a licensed distributor.

Additionally, licensed distributors are not permitted to fill, package, and/or label manufactured cannabis products (with the exception of labeling cannabinoid and terpenoid content).

Are distributors allowed to package manufactured cannabis products?

A distributor is not permitted to package or repackage manufactured cannabis products. A licensed manufacturer must ensure that a cannabis product is in finished form and is labeled and packaged in its final form for sale to customers prior to releasing the cannabis product to a licensed distributor

How do I schedule a sampling event?

- Step 1: The distributor must take physical possession of a cannabis goods batch prior to arranging a regulatory compliance sampling event.

- Step 2: Complete sample/order entry using the client portal

- Step 3: Standby for automated scheduling confirmation text/email once the request has been received by our dispatch team

- Step 4: Prepare for the sampling event - Print a copy of the sampling manifest(s) and make sure batches are easily accessible for the sampler

- Step 5: Review, verify and sign the chain of custody prior to our sampler leaving the distribution facility.
Review and verify that the metric transferred quantities and associated package transfer tags match the information recorded on the chain of custody form.

How do I cancel a sampling event and are there associated cancellation fees?

In order to avoid cancellation fees, a sampling event must be cancelled with a 24 hour notice. Cancellations that fall within the 24 hour notice period will result in a \$100 cancellation fee.

For cancellation requests please notify our front desk as soon as possible at (818) 922-2416. Please include your account name and the scheduled date and time of the event to be cancelled.

Can I make changes to the CoC after the Sampler leaves my facility?

No. Per state regulations, once the sampler leaves the distribution premises, the chain of custody cannot be altered under any circumstance. The distributor must seek approval from the Bureau of Cannabis Control to cancel or halt any regulatory compliance testing.

Can I cancel a compliance test after the sampler leaves my facility?

No. Per state regulations, once the sampler leaves the distribution premises the laboratory must complete the regulatory compliance testing. The distributor must seek approval from the Bureau of Cannabis Control to cancel or halt any regulatory compliance testing. Please contact the lab for any questions.

If I have one concentrate batch with multiple unit sizes can these be tested under one COA?

All manufactured products must be tested in their final form (i.e. final packaging with batch ID labels on each unit). So long as each unit size within the batch is considered the same production batch the licensed distributor is authorized to test the samples under one COA.

Please contact the lab at (818) 922-2416 for any additional questions or assistance.