

HIGHLANDS

Internal Product Sample SOP

Written by: Nicole VanNortwick/Highlands Grow

PURPOSE

This Standard Operating Procedure explains the functional operation of Highlands internal product sampling.

SCOPE

This is a company-wide procedure that covers the preparation and distribution of employee samples.

RESPONSIBILITIES

- **Ensure accuracy on packaging**
- **Only package good, quality prerolls**
- **Compliance Department** – Ensure all SOPs are written in compliance with all state and local rules and regulations.

Rules and Regulations (Cannabis Regulatory Agency of Michigan)

- “A cultivator, producer, marijuana sales location, or marijuana microbusiness, or class A marijuana microbusiness may transfer internal product samples directly to its employees for the purpose of ensuring product quality and making determinations about whether to sell the marijuana product. A licensee shall have internal product samples tested pursuant to R 420.304 and R 420.305 before transfer to its employees. A cultivator is limited to transferring a total of 1 ounce of internal product samples to each of its employees in a 30-day period.”

Required tools/Equipment

- METRC tag
- METRC access
- Employee METRC number

Specific Procedure

- Weigh the specific sample
- Label the designated container with the following:
 - batch METRC ID number
 - employee METRC ID it will be dispensed to
 - Internal Product testing sample
 - Weight of sample
- Put sample in designated sample container

HIGHLANDS

- Enter the sample into metrc
 - Select License you will be pulling the sample from
 - Go to Packages and enter the Metrc package number associated to the product you will be sampling out.
 - Highlight the Package
 - Select Adjustments
 - Choose Internal Product Testing Sample
 - Enter the employee METRC identification number in the required notes section
 - Click the date the sample is being given out
 - Adjust the quantity by entering the subtraction symbol and the amount being sampled
 - Select Adjust Packages on the lower left of the screen this will complete the sampling part in metrc
 - Once you have recorded the data in METRC, enter your data into the employee sample tracker in google excel

Releasing Samples

- Each amount given to employees should be kept in labeled product holders, and marked as internal samples
- At the end of the employees shift on designated pickup days, samples labeled for each employee are handed out

HIGHLANDS

Last updated on 11.14.22