

SOP Q-004: Sample Submission Request via Cora Sciences Electronic Portal

SOP No.: Q-004

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1. Purpose

This SOP outlines the standardized procedure for submitting samples to Cora Sciences via their electronic portal to ensure traceability, accuracy, and compliance with analytical requirements. Due to the varied nature of nomenclature and testing platforms in general, this SOP is for the clarification of selection of the testing panels of mitragynine and kava-containing samples to be sent to Cora for third party testing. This is a general approach and is likely to change. It may also be applied to samples other than mitragynine and kava-associated materials. This SOP does not include cost, pricing or any other payment exchange and associated attributes to testing arrangements. See Appendices for images of the procedure described.

2. Scope

This SOP applies to all employees responsible for submitting raw materials, finished products, in-process samples, or stability samples to Cora Sciences for testing.

3. Responsibilities

Role	Responsibility
Sample Submitter (e.g., QA Associate)	Prepares and submits sample request via the Cora Sciences portal and ensures accuracy of all data
Department Manager	Reviews and approves sample request submissions as required
Quality Assurance	Ensures documentation compliance and retention
Cora Sciences Lab	Acknowledges receipt, communicates issues, and performs requested analyses

4. Definitions

- Cora Sciences Portal: The secure electronic system provided by Cora Sciences for test request submissions and result retrieval.

- COA: Certificate of Analysis.

5. Procedure

5.1 Log into the Portal

- Access the Cora Sciences Portal at: <https://app.corascience.com/testing>
- Log in using assigned credentials. A link to the portal will then be emailed to you directly.
- If access is needed to the Cora portal, request user account creation from Director of Operations, QA or HR support.

5.2 Initiate a New Sample Submission

- Click on “Add Sample” or equivalent.

5.3 Enter Sample Information

Complete the required fields:

- **Sample Name / ID** - Enter the SKU of the product or an abbreviated description of the sample to be tested that can reasonably be discerned at a later time in the ‘Sample Name’ field. For example, for a sample from a hypothetical company called “Kratom Basic” that is cherry-flavored and is sixty milligrams of mitragynine in a two ounce shot: KBas Chry 60/60 (two ounces is generally considered sixty milliliters hence the sixty to the right of the slash mark).
- **Group Type:** In the ‘Group Type’ field, select the group that applies to the sample out of the three: ‘Food,’ ‘Botanical,’ and ‘Dietary Supplement.’ A liquid shot would be considered a dietary supplement. An extract would be considered botanical. Leaf material, ground or whole or anywhere in between, would be considered a botanical as well. Most anything tested from MitWellness would likely be in the botanical and dietary supplement groups.
- **Batch/Lot Number:** All samples of any type must have a unique identifier whether its called a lot, batch or other identification. For the purpose of these submissions, please use the Batch # assigned to the product in the Quality Check form for the sample you’re submitting.
- **Matrix Type:** Select the matrix type under the ‘Matrix Type’-titled field. These will vary based on the group type selected previously. For example, for the hypothetical 60mL shot described previously, the group type would be ‘Dietary Supplement,’ and the matrix type would be ‘Liquid: Aqueous.’
- **Testing Panels Selection:** Choose the testing panels that meet your requirements for testing and are consistent with the SOP for Finished Products Testing of Alkaloids. The descriptions of some of the testing panels at Cora are more detailed and scientific in nature than at other facilities. For example, a testing category often known as ‘Heavy Metals’ at many facilities is called ‘Elemental Impurities’ at Cora. These are basically the same test. Depending on the content

and type of the sample and intent of the testing requirements, various combinations of testing panels can be selected.

- Utah testing is, at this time, understood to be a more inclusive but also more selective battery of microbiological screening. It may be applied by itself or in addition to any other testing panels.
- Potency testing is basically testing for the amount of a target molecule or molecules such as mitragynine or kavalactones. This is most often performed using HPLC/UHPLC.
- Identity testing is achieved simultaneously with potency testing as the resulting output of an HPLC/UHPLC test is indicative of both identity and potency.
- Microbial testing, residual solvents testing and heavy metals testing can be selected individually or be in an all-inclusive panel bundled with potency/identity testing of commonly tested groups such as full panel mitragynine and full panel kava tests
- Residual Solvents testing is often required for initial testing of new ingredients and to demonstrate the efficiency and safety of chemical processing of ingredients/potential ingredients.

See the following list of Cora Test selections (a complete list may be found in the Cora Analytical Catalog); Test selections for all products and/or specific products may be found in the Quality Control Points SOP.

- 019-Microbial Only for Utah Testing Requirements
 - 102-Mitragynine Potency (mitragynine content including 5 Alkaloids and 7OH)
 - 104-Kava Potency (kavalactones content)
 - M2-Full Panel Testing for Mitragynine-containing samples
 - K3-K4- Full Panel Testing for Kava-containing samples
 - 301-Elemental Impurities (heavy metals testing)
 - 201-Residual Solvents
 - 007-Microbial Testing – General Microbial Testing Panel
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- **TurnAround Time:** Select the desired turnaround time from the ‘Turnaround Time’ field. Typically select standard method unless product is a retest and results are urgently needed internally or by customer as part of a Quality Alert.
 - **Select ‘Add Sample’ Tab:** Select the ‘Add Sample’ tab to submit the sample(s)
 - **Submission Confirmation:** Once this is done a sample submission form and QR code will be generated. Save the sample submission form to the Quality Check Worksheet in Odoo so this step can be logged for future QA reference. Forward the submission form to all applicable parties if required.
 - **Sample Transfer to Shipping:** Print a copy of the sample submission form and include the copy with the physical samples when transferring from Analytical Lab to

Shipping Desk. Explain to the Shipping Associate the sample and forward an email if necessary, cc'ing Director of Operations.

Attach the following documents (as applicable):

- COA (if pre-existing)
- MSDS/SDS
- Specification Sheet
- Testing Protocol

5.4 Packaging and Labeling

- Label sample container with standard printed label or customer shrink wrap as instructed in the Quality Check:
 - Sample Name/ID
 - Lot number
 - Submitter initials
 - Date of submission
- Package the sample in a clean, sealed, and leak-proof container.
- Use tamper-evident seals when required.

5.5 Confirm Submission and Generate Label

- Submit the electronic request form.
- Download and print the Sample Submission Label or Packing Slip.
- Attach the printed label securely to the physical sample.

5.6 Ship or Deliver the Sample

- Arrange for internal courier, external courier, or drop-off per protocol.
- Ship to Cora Sciences at:
[Insert Cora Sciences Shipping Address]
- Include:
 - Printed submission form or label
 - Supporting documentation

5.7 Recordkeeping

- Save the submission confirmation email or portal receipt.
- Upload a PDF copy to the internal sample log (Odoo Quality App as part of the assigned Quality Check).
- Retain records per company document retention policy.

6. Deviation Handling

- If an error is discovered after submission, notify Cora Sciences immediately via portal messaging or email.
- Resubmit corrected request if required.
- Document deviation and corrective action in CAPA log if applicable.

7. References

- Sample Submission Log (Quality Checks in Odoo Quality App)
- SOP: Finished Products Testing of Alkaloids
- SOP: Document Retention Policy
- SOP: Quality Control Points
- SOP: How to Complete a Quality Check in Odoo Quality App
- Cora Analytical Catalog – available upon request

8. Appendices

- Appendix A: Images of Sample Submission Procedure

Appendix A: Sample Submission Portal Photos

Image 1). Select the ‘Add Sample’ tab.

Sample Submission

Sample Name	Group Type	Matrix Type	Lot or Batch	Quantity Provided	Sample Storage Conditions	Tests Requested	Turnaround Time
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[Add Sample](#)

Image 2). Enter a sample identifier name.

Add Sample

Sample Name

Sample Name is required.

Group Type

Matrix Type

Lot or Batch

Lot / Batch is required.

Quantity Provided

Quantity Provided is required.

Sample Storage Conditions

Tests Requested

Image 3). Select group type

Add Sample [Close]

Sample Name
 [Error: Sample Name is required.]

Group Type
 FOOD
 FOOD
 BOTANICAL
DIETARY SUPPLEMENT

Lot or Batch
 [Error: Lot / Batch is required.]

Quantity Provided
 [Error: Quantity Provided is required.] ml

Sample Storage Conditions

Tests Requested

Image 4). Select Matrix type

Group Type

Matrix Type
 LIQUID: AQUEOUS
LIQUID: AQUEOUS
 LIQUID: OIL
 LIQUID: EMULSION
 TABLET: PRESSED
 TABLET: QUICK DISSOLVE
 RAW DIETARY INGREDIENT
 POWDER: DRINK MIX
 CAPSULE: HARD-SHELL
 CANDY: GUMMY
 OTHER: ORALLY DISINTEGRATING FILM
 OTHER: LIPOSOME OR AQUEOUS EMULSION
 Select...

[Error: Please select at least one test.]

Turnaround Time

Image 5: Matrix Type Possibilities

Group Type

BOTANICAL

Matrix Type

PLANT MATERIAL: WET, FRESH

PLANT MATERIAL: WET, FRESH

PLANT MATERIAL: DRIED, TEA-CUT

PLANT MATERIAL: DRIED, POWDERED

EXTRACT: SOLID, CRUMBLED

EXTRACT: SOLID, POWDERED

EXTRACT: LIQUID

EXTRACT: SOLID, BLENDED WITH PLANT MATERIAL

CAPSULE: HARD-SHELL

CAPSULE: SOFTGEL

CANDY: GUMMY

CANDY: HARD

BEVERAGE: READY TO DRINK

BEVERAGE: DRINK MIX

CANDY: CHOCOLATE

TABLET: PRESSED

TABLET: QUICK DISSOLVE

OTHER: ORALLY DISINTEGRATING FILM

Image 6: Tests Required Options:

See Quality Control Points SOP for directions on which tests to select

Image 7: Turnaround time and 'Add to complete'.

Standard turnaround time is sufficient unless RUSH is requested.