



Quick Start Guide

We appreciate your participation!
Feel free to contact us with questions.

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(859) 218-2468



Regulatory Services

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This button is only available to your lab’s “Manager”. This is where contact information & lab portal users are managed.

Navigate through the portal using the buttons at the top of each page

Hemp Proficiency Testing Program – Lab Portal

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Information Button

This page provides quick links and is the first page you see after logging in.



<http://www.rs.uky.edu/regulatory/hpt/>

Hemp Proficiency Testing Program – Lab Portal

Information

Rounds

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Log Out

Welcome to the University of Kentucky Hemp Proficiency Testing Program Lab Portal!

This is where you track shipments, enter your testing results and access your individual reports.

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Hemp PT Participant Logo

All participants have permission to use the participant logo. You may resize the image but do not change the spacing. [JPG](#) [PNG](#)

Rounds Button

This is where you find the samples,
This is the starting point for entering your testing results.

<http://www.rs.uky.edu/regulatory/hpt/>

Hemp Proficiency Testing Program – Lab Portal

Information **Rounds** **Reports** **Shipments** **User Admin** **Lab Admin** **Log Out**

User: Lab Portal User Lab #: 0000

Information about the origin of the samples can be found here.

Rounds

Active Rounds

Your entries will remain editable until the due date

Program	Round #	Round Name/Label	Due Date	Analytes	Options
Test Program	HM20AUG-03	Hemp August 03 Sample	9/30/2020	5	DATA SUBMISSION AND RECEIPTS
Test Program	HM20AUG-04	Hemp August 04 Sample	9/30/2020	5	DATA SUBMISSION AND RECEIPTS

Archived Rounds

Displaying archived rounds for your lab since 9/1/2019. [Click here](#) to display all archived rounds for your lab.

Program	Round #	Round Name/Label	Due Date	Analytes	Options
Test Program	HM20AUG-01	Hemp August 01 Sample	8/31/2020	5	DATA SUBMISSION AND RECEIPTS
Test Program	HM20AUG-02	Hemp August 02 No Label	8/31/2020	6	DATA SUBMISSION AND RECEIPTS
Test Program	TEST01	Test Item 1	8/1/2020	1	DATA SUBMISSION AND RECEIPTS

Choose "Data Submission and Receipts". You will be presented with a form to submit your testing results. Specific instructions are next!

Entering your Testing Results

You access this page by selecting "Data Submission and Receipts" from the Rounds Button



http://www.rs.uky.edu/regulatory/hpt/

Hemp Proficiency Testing Program – Lab Portal

Information Rounds Reports Shipments User Admin Lab Admin Log Out

User: Lab Portal User Lab 4: 0000

Data Submission

Test Program
HM20AUG-01 – Hemp August 01 Sample
Due Date: 9/30/2020

Lab #: 0000

Results that are less than (<) the limit of detection (LOD), can be reported as "<[your LOD]". The LOD numeric value must be entered for the result to be accepted. For example: <0.50
Method Codes Your data will be submitted and a receipt generated when you press the "Submit" button on the page.

Analyte, Method Description	Method Code	Result 1	Result 2	Result 3	Units	Method References	Status	Options
Δ9-THC, LC, mass spec detection	001.03	0.2260	0.2259	0.2286	%AR	AOAC 2018.11, mass spec	Submitted 8/26/2020	DELETE ROW
CBD, other LC, mass spec detection	003.30	4.8687	4.7694	4.8783	%AR	LC-MS, other	Submitted 8/26/2020	DELETE ROW
CBD, LC, mass spec detection	004.03	3.3538	3.1633	3.2046	%AR	AOAC 2018.11, mass spec	Submitted 8/26/2020	DELETE ROW
CBN	005.99	0.2260	0.2259	0.2286	%AR	Other	Submitted 8/26/2020	DELETE ROW

ADD NEW ROW

Default Methods: Replace your default analytes/methods for this program with the analytes/methods in the table above.

#	Survey Question	Response	Status
Q01	What extraction solvent do you use?	answer 1	Submitted 8/26/2020
Q02	What extraction method do you use (eg., sonication, shaking, other)?	answer 2	Submitted 8/26/2020
Q03	What is your approximate mass of sample for extraction in grams (g)?		
Q04	What is your volume of extractant in milliliters (mL)?		
Q05	Do you perform predecarboxylation step of the extract prior to instrumental analysis?		
Q06	Does your lab have ISO 17025 accreditation?		
Q07	If yes to Q06, is total THC in hemp within your scope of accreditation?		
Q08	Do you determine measurement uncertainty for total THC considering both precision and trueness (see sheet entitled uncertainty)?		
Q09	If yes to Q08, what is your expanded measurement uncertainty, U, for % total THC in hemp?		
Q10	Is your lab aware of the recent interim final rule for hemp production released by the USDA?		

Submit Data – Ethics Statement

By submitting these results, I affirm that:

1. the submitted data is entirely a work product of the subscribing laboratory;
2. the data has not been falsified;
3. the proficiency testing was not subcontracted to another organization/laboratory;
4. the data is kept confidential until the final study report is published; and
5. no person outside this laboratory was consulted as to the accuracy of validity of the data, nor was any other collaboration or collusion made.

SUBMIT

Note: You may add, change, delete, and resubmit data until the deadline:
Wednesday, September 30, 2020 11:59 PM US Central Time

Import Data from File

For your convenience, you may enter your data into the following Excel file, save a copy as a CSV file, and upload that CSV file.

Download Excel data entry template

Upload your CSV file

Submission Receipts

Date Created	Receipt
8/26/2020 6:20:43 PM	TEST-HM20AUG-01-0000-20200826182043.pdf
8/26/2020 5:00:16 PM	TEST-HM20AUG-01-0000-20200826170016.pdf
8/26/2020 2:52:10 PM	TEST-HM20AUG-01-0000-20200826145210.pdf
8/25/2020 4:23:32 PM	TEST-HM20AUG-01-0000-20200825162332.pdf
8/25/2020 4:23:32 PM	TEST-HM20AUG-01-0000-20200825162332(1).pdf
8/25/2020 4:20:54 PM	TEST-HM20AUG-01-0000-20200825162054.pdf
8/25/2020 8:07:39 AM	TEST-HM20AUG-01-0000-20200825080739.pdf
8/24/2020 3:52:41 PM	TEST-HM20AUG-01-0000-20200824155241.pdf
8/24/2020 3:30:14 PM	TEST-HM20AUG-01-0000-20200824153014.pdf

This section is where you submit your results. We will walk through this next!

A receipt is issued each time you submit results. The most recent submission is used in our statistical analysis.

Entering Analytes and Survey Questions

You access this page by selecting "Data Submission and Receipts" from the Rounds Button

Start by typing the method code in the white box. A drop down list will appear. Choose your method from this list. Method codes can be retrieved from the information button or as indicated in the image below.

Results that are less than (<) the limit of detection (LOD), can be reported as "<[your LOD]". The LOD numeric value must be entered for the result to be accepted. For example: <0.50

Method Codes Your data will be submitted and a receipt generated when you press the "Submit" button on this page.

Analyte, Method Description	Method Code	Result 1	Result 2	Result 3	Units	Method References	Status	Options
	002						New	DELETE ROW
	002.01 - Δ9-THCA, LC, UV detection							
	002.02 - Δ9-THCA, LC, UV diode array detection							
	002.03 - Δ9-THCA, LC, mass spec detection							
	002.10 - Δ9-THCA, other LC, UV detection							
	002.30 - Δ9-THCA, other LC, mass spec detection							
	002.99 - Δ9-THCA,							

Q01 What extra

Q02 What extraction method do you use (eg., sonication, shaking, other)?

When a method code is entered correctly, the name is populated and the entry box is green.

Analyte, Method Description	Method Code	Result 1	Result 2	Result 3	Units	Method References	Status	Options
Δ9-THCA, LC, mass spec detection	002.03				%AR	AOAC 2018.11, mass spec	New	DELETE ROW

You can save the list as your default methods so they will be preloaded in the future.

Lab #: 0000

Results that are less than (<) the limit of detection (LOD), can be reported as "<[your LOD]". The LOD numeric value must be entered for the result to be accepted. For example: <0.50

Method Codes Your data will be submitted and a receipt generated when you press the "Submit" button on this page.

Analyte, Method Description	Method Code	Result 1	Result 2	Result 3	Units	Method References	Status	Options
Δ9-THC, LC, mass spec detection	001.03	0.2260	0.2259	0.2286	%AR	AOAC 2018.11, mass spec	Submitted 9/2/2020	DELETE ROW
CBD, other LC, mass spec detection	003.30	4.8687	4.7694	4.8783	%AR	LC-MS, other	Submitted 9/2/2020	DELETE ROW
CBDA, LC, mass spec detection	004.03	3.3538	3.1633	3.2046	%AR	AOAC 2018.11, mass spec	Submitted 9/2/2020	DELETE ROW
CBN	005.99	0.2260	0.2259	0.2286	%AR	Other	Submitted 9/2/2020	DELETE ROW

ADD NEW ROW

Default Methods: Replace your default analytes/methods for this program with the analytes/methods in the table above.

Add new method codes here

Answer survey questions

#	Survey Question	Response	Status
Q01	What extraction solvent do you use?	MeOH	Submitted 8/26/2020
Q02	What extraction method do you use (eg., sonication, shaking, other)?	sonication	Submitted 8/26/2020
Q03	What is your approximate mass of sample for extraction in grams (g)?		
Q04	What is your volume of extractant in milliliters (mL)?		

Review your entries. Agree to the ethics statement and press "Submit"

Submit Data – Ethics Statement

By submitting these results, I affirm that:

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4. the data is kept confidential until the final study report is published; and
5. no person outside this laboratory was consulted as to the accuracy of validity of the data, nor was any other collaboration or collusion made.

SUBMIT

Note: You may add, change, delete, and resubmit data until the deadline:
Wednesday, September 30, 2020 11:59 PM US Central Time

Return to the Rounds page to submit your results for additional samples.

Confirmation & Correcting Errors

You access this page by selecting "Data Submission and Receipts" from the Rounds Button

After you press the "Submit" button the system will confirm you submission in a variety of ways (pictured below).

Data Submission

Test Program
HM20AUG-01 - Hemp August 01 Sample
Due Date: 9/30/2020
Lab #: 0000

Your data has been submitted! Your receipt is at the bottom of this page. Click here to enter results for another sample. Click here to log out.

Results that are less than (<) the limit of detection (LOD), can be reported as ~~your LOD~~. The LOD numeric value must be entered for the result to be accepted. For example: <0.50
Method Codes Your data will be submitted and a receipt generated when you press the "Submit" button on this page.

Analyte, Method Description	Method Code	Result 1	Result 2	Result 3	Units	Method References	Status	Options
Δ9-THC, LC, mass spec detection	001.03	0.2260	0.2259	0.2286	%AR	AOAC 2018.11, mass spec	Submitted 9/2/2020	DELETE ROW
CBD, other LC, mass spec detection	003.30	4.6687	4.7694	4.8793	%AR	LC-MS, other	Submitted 9/2/2020	DELETE ROW
CBDΔ, LC, mass spec detection	004.03	3.3536	3.1633	3.2046	%AR	AOAC 2018.11, mass spec	Submitted 9/2/2020	DELETE ROW
CBN	006.98	0.2260	0.2259	0.2286	%AR	Other	Submitted 9/2/2020	DELETE ROW

Default Methods: Replace your default analytes/methods for this program with the analytes/methods in the table below.

#	Survey Question	Response	Status
Q01	What extraction solvent do you use?	MeOH	Submitted 9/2/2020
Q02	What extraction method do you use (eg., sonication, shaking, other)?	sonication	Submitted 9/2/2020
Q03	What is your approximate mass of sample for extraction in grams (g)?		Submitted 9/2/2020
Q04	What is your volume of extractant in milliliters (mL)?		Submitted 9/2/2020
Q05	Do you perform predecarboxylation step of the extract prior to instrumental analysis?		Submitted 9/2/2020
Q06	Does your lab have ISO 17025 accreditation?		Submitted 9/2/2020
Q07	If yes to Q05, is total THC in hemp within your scope of accreditation?		Submitted 9/2/2020
Q08	Do you determine measurement uncertainty for total THC considering both precision and trueness (see sheet entitled uncertainty)?		Submitted 9/2/2020
Q09	If yes to Q08, what is your expanded measurement uncertainty, U, for % total THC in hemp?		Submitted 9/2/2020
Q10	Is your lab aware of the recent interim final rule for hemp production released by the USDA?		Submitted 9/2/2020

Submit Data - Ethics Statement

By submitting these results, I affirm that:

- the submitted data is entirely a work product of the subscribing laboratory;
- the data has not been falsified;
- the proficiency testing was not subcontracted to another organization/laboratory;
- the data is kept confidential until the final study report is published; and
- no person outside this laboratory was consulted as to the accuracy of validity of the data, nor was any other collaboration or collusion made.

Note: You may add, change, delete, and resubmit data until the deadline:
Wednesday, September 30, 2020 11:59 PM US Central Time

Import Data from File

For your convenience, you may enter your data into the following Excel file, save a copy as a CSV file, and upload that CSV file.

Submission Receipts

Date Generated	Receipt
9/2/2020 11:54:47 AM	TEST-HM20AUG-01-0000-20200902115447.pdf
8/26/2020 6:29:43 PM	TEST-HM20AUG-01-0000-20200826192043.pdf
8/26/2020 5:00:16 PM	TEST-HM20AUG-01-0000-20200826170016.pdf
8/26/2020 2:52:10 PM	TEST-HM20AUG-01-0000-20200826145210.pdf
8/25/2020 4:23:32 PM	TEST-HM20AUG-01-0000-20200825162332.pdf
8/25/2020 4:23:32 PM	TEST-HM20AUG-01-0000-20200825162332(1).pdf
8/25/2020 4:20:54 PM	TEST-HM20AUG-01-0000-20200825162054.pdf
8/25/2020 8:07:39 AM	TEST-HM20AUG-01-0000-20200825080739.pdf
8/24/2020 5:52:41 PM	TEST-HM20AUG-01-0000-20200824155241.pdf
8/24/2020 3:30:14 PM	TEST-HM20AUG-01-0000-20200824153014.pdf

If you make a mistake the system will notify you of the specifics in a variety of ways (pictured below).

To correct an error use the backspace and delete keys to clear the mistake, then enter the correct data.

The following error(s) occurred:
• One or more method codes are not valid.

Results that are less than (<) the limit of detection (LOD), can be reported as ~~your LOD~~. The LOD numeric value must be entered for the result to be accepted. For example: <0.50
Method Codes Your data will be submit

Analyte, Method Description	Method Code	Result 1	Result 2
Δ9-THCA, LC, mass spec detection	002.03	0.1234	0.1234
	2.03	0.1237	0.1237

hpt.fass.org says

Please enter the value in the format range x.x to xxxxx.xxxx with an optional leading < to indicate a limit of detection

OK

Reports Button

This is where you access your reports.



http://www.rs.uky.edu/regulatory/hpt/

Hemp Proficiency Testing Program – Lab Portal

Information Rounds **Reports** Shipments User Admin Lab Admin Log Out

User: Lab Portal User Lab #: 0000

Reports

Rounds from 2020

Select a different year: 2020 GO

Program	Round #	Round Name/Label	Due Date	Options
Test Program (7/1/2020–12/31/2020)	HM20AUG-05	Hemp August 05 Sample	9/30/2020	VIEW REPORTS
Test Program (7/1/2020–12/31/2020)	HM20AUG-04	Hemp August 04 Sample	9/30/2020	VIEW REPORTS
Test Program (7/1/2020–12/31/2020)	HM20AUG-03	Hemp August 03 Sample	9/30/2020	VIEW REPORTS
Test Program (7/1/2020–12/31/2020)	HM20AUG-02	Hemp August 02 No Label	9/30/2020	VIEW REPORTS
Test Program (7/1/2020–12/31/2020)	HM20AUG-01	Hemp August 01 Sample	9/30/2020	VIEW REPORTS
Trdt Program Add (9/1/2020–9/1/2021)	2prg	Program 2	9/2/2020	VIEW REPORTS
Test Program (7/1/2020–12/31/2020)	TEST01	Test Item 1	8/1/2020	VIEW REPORTS

Choose “View Reports” to display the reports for the sample.

Hemp Proficiency Testing Program – Lab Portal

Information Rounds Reports **Shipments** User Admin Lab Admin Log Out

User: Lab Portal User Lab #: 0000

Test Program

HM20AUG-01 - Hemp August 01 Sample

Reports

[Summary Report](#)

[Report Authorization Letter](#)

Lab Reports

[Precision Reports](#)

[Trueness Reports](#)

Your lab’s report will be highlighted

Lab Reports

Precision Reports

0000_HM19SEP_Precision.pdf
0105_HM19SEP_Precision.pdf
0106_HM19SEP_Precision.pdf
0107_HM19SEP_Precision.pdf
0108_HM19SEP_Precision.pdf

0109_HM19SEP_Precision.pdf
0112_HM19SEP_Precision.pdf
0113_HM19SEP_Precision.pdf
0114_HM19SEP_Precision.pdf
0115_HM19SEP_Precision.pdf

0116_HM19SEP_Precision.pdf
0118_HM19SEP_Precision.pdf
0119_HM19SEP_Precision.pdf
0120_HM19SEP_Precision.pdf
0121_HM19SEP_Precision.pdf

0122_HM19SEP_Precision.pdf

Trueness Reports

Shipments Button

This is where you find shipment tracking information.

All users will receive email notification from UK Lab Portal (hpt@uky.edu) when samples ship.



<http://www.rs.uky.edu/regulatory/hpt/>

Hemp Proficiency Testing Program – Lab Portal

- Information
- Rounds
- Reports
- Shipments**
- User Admin
- Lab Admin
- Log Out

User: Lab #: 0000

Test Item Shipments

Date Shipped	Test Item(s)	Qty / Weight	Service	Tracking Number	Details
8/10/2020	HM20AUG-01, HM20AUG-02	1 — 2	UPS Ground Service	;98	View Details
11/19/2015	TEST01	1 — 0 lbs 5 oz	First-Class Service	XXXXXXXXXXXX	View Details
11/19/2015	TEST01	1 — 0 lbs 5 oz	First-Class Service	YYYYYYYYYYYY	View Details

User Admin Button

This is where you manage your Lab Portal login and password.

<http://www.rs.uky.edu/regulatory/hpt/>

Hemp Proficiency Testing Program – Lab Portal

[Information](#) [Rounds](#) [Reports](#) [Shipments](#) [User Admin](#) [Lab Admin](#) [Log Out](#)

User: Lab Portal User Lab #: 0000

User Admin

Change your Lab Portal Login and/or Password

Current Password:

Required when changing login or password

Login:

New Password:

Leave blank to keep your current password Minimum 8 characters. Must contain at least 1 uppercase letter, 1 lowercase letter, and 1 number.

Confirm New Password:

Leave blank to keep your current password

Lab Admin Button

This button is only available to your lab's "Manager".
Your lab's contact information and users are managed from this page.



<http://www.rs.uky.edu/regulatory/hpt/>

Hemp Proficiency Testing Program – Lab Portal

Information Rounds Reports Shipments Login Info **Lab Admin** Log Out

User: Admin User Lab #: 0001 Lab Name: Testing Lab

Lab Admin

Lab Portal Quick Start Guide

Edit Lab Info

Lab Portal Users for your Lab

Total: 2 (max 7)

Add New User

Role	Name	Email	Login	Last Login	Options
Manager	Admin User	mm.smith@uky.edu	Admin User	5/11/2021 7:22:09 AM	EDIT
Reporter	Reporting User	mm.smith@uky.edu	Reporting User	4/22/2021 2:29:16 PM	EDIT SEND LOGIN MAKE MANAGER DELETE

Programs Your Lab is Participating In or has Participated In

Total: 2

Enabled in program ²	Program Name	Start	End
YES	2021 Hemp PT Program	1/1/2021	12/31/2021
YES	2020 Hemp PT Program	9/1/2020	12/31/2020

² If your lab is enabled in the program, users can submit data. If your lab is not enabled in the program, users cannot submit data, but they can still view reports.

Edit Lab Info

Invoice Name:

Invoice Email:

Invoice Phone:

Shipment Recipient Name:

Shipment Recipient Phone:

Shipment Recipient Email:

Shipping Address:

Shipping City:

Shipping State/Province:

Shipping Postal Code:

Shipping Country (2 digit code):

Do you have special shipping or invoice considerations? Please list them here:

SUBMIT

CANCEL

The people listed here do not have the ability to login. If you want them to login in you must add them as a user.

Add User

Full Name:

Required

Email:

Required

Role: Data Reporter

Program Manager

Limit 1 program manager per lab. If program manager is selected, then all other users will be changed to the data reporter role.

Login:

Required

Leave empty to use email as login

Password: Generate password automatically upon submission

Required

Type password

Retype password to confirm

Send Welcome Email to User: Yes (contains url of this site, login, and password)

No

SUBMIT

CANCEL

You must assign a role to each user.
The difference between a "Data Reporter" and "Program Manager" is that the Manager manages your lab's contact information & users. The Lab Admin button is only available to Program Managers.