

**HEMP PROFICIENCY TESTING GENERAL INSTRUCTIONS
FOR SAMPLES HM19NOV-1 and HM19NOV-2**

Data Due December 10th, 2019

1. The samples provided are ready for analysis. Do not perform any preliminary processing step such as drying or grinding prior to analysis. The sample number syntax is: **HM19NOV-1** (**material**, **year**, **sample month**, **sample number**).
2. Provide triplicate analyte results for each sample. Analyze each sample replicate on different days. **Analytes with a single result will not be considered in the statistical analysis.**
3. You can report concentration on an “as-received” or “dry weight” basis. As-Received is the concentration of the sample without any drying. To report on a Dry-Weight basis you can determine the moisture content of the sample and calculate the concentration based on “dry weight”. You cannot report on a dry weight basis unless you determine the moisture content of the sample. The formula for calculating concentration on dry weight basis is listed in the Description column of the result spreadsheet. You may also report concentration on both “as-received” and dry weight” basis.
4. Record the analytical results in an excel file entitled “XXX_2019NOVHempPTdata.xlsx” available at <http://www.rs.uky.edu/regulatory/hpt/reports.php>
5. Record your results to 4 decimal places in the appropriate row for the analyte tested and method employed. Record the result in the “Other” row if your result is from a method not shown.
6. Very low concentrations are normally reported as less than a limit of detection (LOD) or limit of quantification (LOQ). Record very low concentrations as you would report results to your client. Place a “<” in front of the value considered a limit in your lab. For example, record “<0.0100” for a limit of 0.01.
7. Contact Frank Sikora (fsikora@uky.edu) if you have questions on what method your results should be reported as.
8. Save the excel file containing the data you are submitting with your laboratory number at the beginning of the file name (eg., 112_2019NOVHempPTdata.xlsx) and email it to Marilyn Smith (mm.smith@uky.edu).

9. Contacts:

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