

**HEMP PROFICIENCY TESTING GENERAL INSTRUCTIONS  
FOR SAMPLES HM20NOV-1 and HM20NOV-2**

**Results Due December 15<sup>th</sup>, 2020**

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: **HM20NOV-1** (**material**, **year**, **sample month**, **sample number**).
2. Provide triplicate analyte results for each sample. For tests involving extraction or digestion, each result should be from a unique extract or digestate. The unique extraction or digestion with subsequent analysis should occur on separate days. Analyze each sample replicate on different days. **Analytes with a single result will not be considered in the statistical analysis.**
3. Analyte concentrations are reported 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, determine the moisture content of the sample and calculate the concentration based on "dry weight" as shown below. You cannot report on a dry weight basis unless you determine the moisture content of the sample. You may report concentrations on both “as-received” and “dry weight” basis.

$$\% \text{ dry weight basis} = \% \text{ as-received} \times (100 / (100 - \% \text{ moisture}))$$

4. Instructions for submitting data can be found at <http://www.rs.uky.edu/regulatory/hpt/submit.php>. There is an expanded list of methods and analytes for data submission including additional cannabinoids and metals.
5. Record your analyte result to 4 decimal places with the appropriate method code. Record the result with the “Other” method 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](mailto:fsikora@uky.edu)) if you have questions on what method your results should be reported as.

**8. Contacts:**

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