

**HEMP PROFICIENCY TESTING GENERAL INSTRUCTIONS**  
**Hemp Scheme with samples HM21SEP-1 and HM21SEP-2**  
**Results Due October 15<sup>th</sup>, 2021**

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: **HM21SEP-1** (**material**, **year**, **sample month**, **sample number**).
2. Provide triplicate analyte results for each sample replicating the entire methodological procedure on separate test portions of the sample. Perform the methodological procedure for each replicate on separate 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. Dry-weight basis is defined as the concentration of analyte in the sample excluding all moisture and is calculated 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 **terpenes added this year**.
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. Pay special attention to your entries because the data cannot be changed after reports are issued.
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:** **Hemp Proficiency Testing Program**  
**Frank Sikora or Marilyn Smith**  
[hpt@uky.edu](mailto:hpt@uky.edu)  
**859-218-2468**