

## HEMP PROFICIENCY TESTING GENERAL INSTRUCTIONS

### Oil Scheme with sample HM21SEP-1

**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: **OL21SEP-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. Report analyte concentrations on an “as-received” basis ONLY. Concentrations are reported on a weight of analyte to weight of sample basis (w/w). DO NOT report concentrations on a weight of analyte to volume of sample basis (w/v).
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 because 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**  
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                         **859-218-2468**