

HEMP PROFICIENCY TESTING GENERAL INSTRUCTIONS**Oil Scheme with sample OL24NOV-1****Results Due: December 20th, 2024**

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: **OL21NOV-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). DO NOT report concentration on a dry weight basis.
4. Information about the origin of the samples can be found on the Rounds page of the Lab Portal, in the “Round Name/Label” column
5. Our submitting results webpage has a complete list of current method codes (including terpenes) and the Lab Portal Quick Start Guide includes instructions about how to submit data.
<http://www.rs.uky.edu/regulatory/hpt/submit.php>.
6. 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.**
7. 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.
8. **Contact:** **Hemp Proficiency Testing Program**
 Frank Sikora or Marilyn Smith
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 859-218-2468