

General Instructions for Hemp Product Sample Submission

1. Fees per sample:

<u>Required Tests from UDAF</u>		<u>Optional Tests</u>			
Cannabinoids	\$70.00	Foreign Matter	\$15.00	Residual Solvents	\$110.00
		Heavy Metals	\$110.00	Mycotoxins	\$130.00
		Microbial Life	\$120.00	Terpenes	\$110.00
		Pesticides	\$160.00		

2. Complete the Hemp Product Sample Submission Form. Ensure that all information is accurate and written legibly.
 - a. Illegible or incomplete sample submission forms may delay testing.
3. Products sent for testing must be in their **final packaged form**. Partially filled or “not for retail” product packages will be rejected.
 - a. A minimum of 1 g per sample is required for cannabinoid testing. If additional testing is requested, submit a minimum of 10 g per sample.
4. There are two options for sample delivery:
 - a. Ship via FedEx or UPS (note: USPS will not ship Hemp Products)
 - i. Ensure that all products are packaged such that damage will not occur during shipping. Damaged products will be deemed unsuitable for testing and will be rejected.
 - ii. Include a copy of the sample submission form in the package and ship to:
Department of Agriculture and Food
Unified Laboratory Services Module II
4451 South 2700 West, Third Floor
Salt Lake City, UT 84129
 - iii. Notify the UDAF laboratory in advance with the package tracking number via email to udaflabs@utah.gov. Please include “Hemp product sample submission” in the subject line of the email.
 - b. Drop off at the UDAF Laboratory during drop-off hours
 - i. Notify the laboratory of your intent to drop off samples via email to udaflabs@utah.gov. Please include “Hemp product sample drop-off” in the subject line of the email.
 - ii. The laboratory is located at:
[Department of Agriculture and Food, Third Floor](#)
[Unified Laboratory Services Module II](#)
4451 South 2700 West
Salt Lake City, UT 84129
Enter through the **East side** of the building (closest to the freeway).
 - iii. Drop off hours are Monday - Friday, **8:00 AM - 3:30 PM**, excluding holidays. Samples must be received by laboratory staff and may not be left in the lobby.
5. Turnaround time is approximately 7-10 business days after the sample is received, but can be variable based on the tests requested and the current laboratory sample load.
6. Results will be sent via email to the listed reporting contact on the form.
7. Contact the laboratory at (801) 816-3840 with any questions regarding Hemp product sample submission.

HEMP PRODUCT SAMPLE SUBMISSION FORM

Unified State Lab - Utah Department of Agriculture and Food
 4451 South 2700 West Taylorsville, UT 84129-8600
 (801) 816-3840

SUBMITTING AGENCY/CUSTOMER INFORMATION				BILLING INFORMATION								SHIPPING/DELIVERY INFORMATION			
Submitting Agency/Customer Name				Submitting Agency/Customer Name								<input type="checkbox"/> Hand Delivered <u>OR</u> <input type="checkbox"/> Shipped via Carrier: <input type="checkbox"/> FedEx Tracking #: _____ <input type="checkbox"/> UPS Tracking #: _____			
Reporting/Contact Information				Billing/Contact Information								LAB USE ONLY Received Time/Date: _____ Received By: _____			
Attn: _____				Attn: _____											
Address: _____				Address: _____											
E-mail: _____				E-mail: _____											
Phone: _____				Phone: _____											
SAMPLE INFORMATION					Tests Requested							LAB USE ONLY			
Collection Date (mm/dd/yy)	Batch #	Sample Description	Sample Quantity (g)	Cannabinoids	Foreign Matter	Microbial Life	Heavy Metals	Pesticides	Residual Solvents	Mycotoxins	Terpenes	Gross Weight (g)	Lab Sample #		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
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				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Submitted by: _____				Signature: _____							Date: _____				

LAB USE ONLY		
Received by: _____	Received Time/Date: _____	Signature: _____
Reviewed by: _____	Received Time/Date: _____	Signature: _____