

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
Request rush testing for additional \$60 per test per sample - contact laboratory for availability		Microbial Life*	\$120.00	Terpenes	\$110.00
		Pesticides*	\$160.00	*Denotes tests included in a full panel for \$715, add optional Terpenes test for \$825 total	

2. Complete the Hemp Product Sample Submission Form. Ensure that all information is accurate and written legibly.
3. Products sent for testing must be in their **final packaged form**. Ensure that the batch number and product description is on the sample packaging (handwritten is acceptable).
 - 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 carrier (FedEx or UPS preferred)
 - 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. Please do not send payment with your sample submission. An invoice will be sent to the listed billing contact approximately 2 weeks after results are reported.
8. 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 | udaflabs@utah.gov

Request RUSH testing - additional \$60 fee per test per sample will apply. Please consult laboratory for availability.

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 #: _____ <input type="checkbox"/> Other Tracking #: _____
Reporting/Contact Information	Billing/Contact Information	
Attn: _____	Attn: _____	
Address: _____	Address: _____	
E-mail: _____	E-mail: _____	LAB USE ONLY
Phone: _____	Phone: _____	Received Time/Date: _____
		Received By: _____

SAMPLE INFORMATION			Tests Requested										LAB USE ONLY	
			*Denotes tests included in a full panel											
Batch #	Sample Description	Sample Quantity (g)	Cannabinoids*	Full Panel	Foreign Matter*	Microbial Life*	Pesticides*	Heavy Metals*	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"/>	<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"/>	<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"/>	<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"/>	<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:	Reviewed Time/Date:	Signature: