

## General Instructions for Hemp Product Sample Submission

1. Fees per sample:

**Required Tests from UDAF**

**Cannabinoids\* \$70.00**

Request rush testing for additional \$60 per test per sample - contact laboratory for availability

Optional Tests

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 \*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](mailto: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](mailto: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 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: _____ Address: _____	Attn: _____ Address: _____	
E-mail: _____ Phone: _____	E-mail: _____ Phone: _____	<b>LAB USE ONLY</b>
		Received Time/Date: _____ Received By: _____

SAMPLE INFORMATION				Tests Requested									LAB USE ONLY		
Select ONE purpose:		Batch #	Sample Description	Sample Quantity	*Denotes tests included in a full panel									Gross Weight (g)	Lab Sample #
Product Registration	R&D				Cannabinoids* \$70/ea	Full Panel \$715/ea	Foreign Matter* \$15/ea	Microbial Life* \$120/ea	Pesticides* \$160/ea	Heavy Metals* \$110/ea	Residual Solvents* \$110/ea	Mycotoxins* \$130/ea	Terpenes optional, \$110/ea		
<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
By signing, I confirm the accuracy and the completeness of the information provided, and acknowledge the associated costs for the testing requested.				Submitted by: _____					Signature: _____					Date: _____	

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