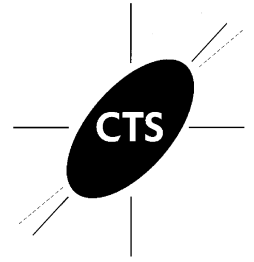




# Hemp Proficiency Testing Program

## Test Instructions



A two-sample set of ground hemp plant material of differing THC concentration is provided for each cycle. Test samples are placed in a different color zipper pouch to differentiate Sample A from Sample B. The amount of material provided for each sample is based on the test series and are shown in the table below. Each sample is assigned a sample code that corresponds to the sample code provided on data entry forms; CB codes are used for Cannabinoids, HM codes are used for Heavy Metals, TP codes are used for Terpenes and MC codes are used for Moisture Content.

<b>Test Series</b>	<b>Sample A Silver Package</b>	<b>Sample B Black Package</b>	<b>Sample Size for Triplicate Testing</b>
Hemp: Cannabinoids	1	1	6 grams
Hemp: Heavy Metals	1	1	6 grams
Hemp: Terpenes	1	1	3 grams
Hemp: Moisture Content (Research Test)	1	1	3 grams
Hemp: All-Inclusive Package (All samples listed above)	4	4	Total 18 grams

The table above shows the number of packages provided for each test series and the sample size based on the test(s) ordered. Please check the sample once it's received and verify the sample package based on your laboratory's enrollment.

**NOTIFY CTS IMMEDIATELY IF ANY ITEMS ARE MISSING OR DAMAGED.**

CTS will provide a testing window of 6 weeks to conduct the tests. All tests are to be performed in-house on hemp program samples. If you typically contract an outside laboratory for a particular analysis, do not report results for the analysis. It is not necessary to perform all the test properties.

### Testing the Sample Materials

- It is recommended to store the sample in a room temperature. Do not open the samples until you are ready to perform the tests. No additional preparation is required for the samples.

- Labs are encouraged to submit results as triplicate measures, even if this is not your laboratory's customary practice; this allows the program to evaluate within laboratory consistency. When submitting triplicate results, always use the same instrument and procedure throughout an individual assay and conduct the testing consecutively for each assay. That is, do not use one procedure/assay for replicates 1 and 2 then switch to a different procedure for replicate 3. Similarly, do not conduct testing for replicates 1 and 2 then testing for replicate 3 at a later date.
- Report the data using the correct units provided in the data entry forms before submittal. Please indicate the methods and the instruments used to conduct each test.
- Each property under the test series is reported in a separate data entry form. Participants are not required to report all the properties listed under a test series labs are enrolled in.
- Verify the data before data submission.

### **Returning Data**

- Data *must* be submitted by the data due date to be included in the report. The data due date is included on each data sheet as well as posted on the customer portal for each cycle.
- CTS strongly recommends using our Online Portal ([www.cts-portal.com](http://www.cts-portal.com)) to submit data. If you have any question regarding the submission, please visit our CTS Online Portal Support website at <http://support.cts-portal.com/tests/>.
- Data may be mailed or faxed as well. Faxed data MUST use a cover sheet indicating the total number of pages you are sending.

If you require any further assistance, please contact the Hemp Program Coordinator via email ([Hemp@cts-interlab.com](mailto:Hemp@cts-interlab.com)) or through phone at 571-434-1925.