



ACT LABORATORIES INC.
 617 E. HAZEL ST. LANSING, MI 48912
 517.227.2552 · hemp@actlabllc.com
 www.actlaboratories.com

CHAIN OF CUSTODY

CLIENT INFO	CONTACT INFO FOR LAB REPORTING
COMPANY: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____	NAME: _____ PHONE: _____ EMAIL: _____

HEMP LICENSE INFO

INDUSTRIAL HEMP STATE LICENSING DEPT: _____

STATE HEMP LICENSE NUMBER: _____

PA Permit Holders: Please indicate if you would like the results reported to the state: yes or no
 Cathy Thomas Bureau of Plant Industry PA Department of Agriculture 2301 N. Cameron Street Harrisburg, PA 17110

PAYMENT: ACT LABORATORIES REQUIRES A PREPAID CHECK TO BE INCLUDED WITH YOUR SAMPLES. PLEASE MAKE CHECKS PAYABLE TO ACT LABORATORIES INC. CONTACT FOR AVAILABLE PAYMENT PLANS.

ACT LABORATORIES INTERNAL USE: LABORATORY INTAKE / BILLING

RECEIVED & VERIFIED SHIPMENT ENTERED INTO LIMS SYSTEM	INITIAL & DATE: _____
	INITIAL & DATE: _____
CHECK NUMBER: _____	AMOUNT RECEIVED: _____
BILL CLIENT: _____	PAYMENT RECEIVED BY: _____ DATE: _____
FINAL STEP: SCAN PAGES 1 & 2 WITH COPY OF CHECK TO CELESTE (celestek@actlabllc.com) IN THE ACCOUNTING DEPARTMENT.	
	INITIAL & DATE: _____

ACT LABORATORIES HEMP SAMPLING PROCEDURE

ACT Laboratories is accredited to the international standard ISO/IEC 17025:2017 for cannabis testing. This document is an introduction to preparing and shipping samples as well as the testing services offered by ACT Laboratories Inc. With the introduction of the 2018 Farm Bill, the commercial production of hemp is legalized nationwide in the United States. Hemp is no longer classified as a controlled substance if it has a tetrahydrocannabinol (THC) level of 0.3% or less on a dry weight basis.

Chain of Custody Form

The ACT LABORATORIES INC. Chain of Custody (CoC) form will help keep your samples organized and ensure that everything is processed in the most accurate manner possible. A copy of this form is available at the beginning of this document.

Sample name is the name you would like on the Certificate of Analysis (CoA) you will receive following testing. **Target concentration** is the amount of CBD/a that is expected in a given sample. It is assumed all samples should be <0.3% THC. If you are interested in a cannabinoid other than CBD/a please indicate them here. Concentrates and flower can be in % of the total volume while edibles/topicals can be mg of CBD/a in the sample. **Weight per Unit** is the weight or volume that a single unit of an edible or topical sample is sold (e.g. 50g of lotion or a 200 mL beverage). **Density** is the weight of 1ml of product. **Please complete this form and include with your shipment of samples.**

How to Prepare and Ship Samples

1. Size of Sample Required

First, your sample size must meet our minimum sample size requirements, which varies based on the type of test requested and the sample matrix being submitted. The following table lists the amount of sample needed for each test in grams/mL for solid/liquid samples. All potency tests on a flower will receive a complimentary moisture test. The moisture test will be factored into test results and results will be reported as dry weight. We recommend you dry flower samples prior to sending for analysis.

2. Packaging your Samples

We suggest using a gloved hand and sterilized tools when handling samples. Flower samples can be placed in a canister or zip lock bag, labeled with strain name and other relevant information. We recommend samples and paperwork are placed in a tamperproof bag and sealed. Clearly label the bag with your name or farm or business name.

Minimum Amount Required for Analysis

Test	Soil	Flower	Concentrates & Extracts	Edibles & Infused Products
Potency		2 g	1 g	1 g
Terpenes		0.5 g	0.5 g	0.5 g
Yeast and Mold		2 g	0.5 g	0.5 g
Mycotoxins		0.5 g	0.5 g	0.5g
Pesticides		1 g	1 g	1 g
Heavy Metals	5g	2 g	2 g	2 g
Residual Solvents		n/a	0.5 g	0.5 g

3. Test Pricing & Payment

Please reference pricing sheet, ACT LABORATORIES INC. requires a prepaid check to be included with the samples. Please make checks payable to ACT Laboratories.

4. Supporting Documentation

It is best to send any supporting documentation that you may have with your samples. In the event that your package is selected for inspection, having any state or international cultivation/manufacturing licenses, or certificates of analysis, will expedite the release of your package.

5. Preparing for Shipping

Ensuring sample integrity while in transit will be important to avoid any shipping or testing delays. We recommend placing all packaged samples into a secondary container for shipping. A watertight/leak-proof container or sealable mylar envelope is ideal. We recommend sealing all major seams of the shipping container with high quality packing tape in addition to the security sticker. If the package arrives at the or facility and appears to be altered, we will notify you and may request new samples to be sent.

SHIP SAMPLES, COC, AND PAYMENT TO OUR IL LABORATORY LOCATED AT:

ACT LABORATORIES INC.
2137 S. Main St.
Morton, IL 61550