



CERTIFIED INDUSTRIAL HEMP SAMPLER

Supplementary Guide

FAQs During Sampling Season

Agriculture.Mo.Gov

Overview

This is **not** the Certified Sampler training course.

This is a supplementary guide
to clarify frequently asked questions.

Please contact us at hempprogram@mda.mo.gov
for additional questions.



CIHS Supplementary Guide

WHO IS RESPONSIBLE FOR WHAT?



Who is Responsible for What?

Certified Sampler

- Collecting the compliance sample according to the MDA Sampling Protocol
- Providing all supplies and materials for sample collection
 - Includes providing, completing, and attaching a Chain of Custody form for *each* bag

Registered Producer

- Providing lot information
 - Verbally, Lot ID form/map
- Selecting a qualified laboratory; may consult with CIHS
- Ship/delivery to lab; or may authorize CIHS to do so
- Harvesting within 15 days of sample collection
- Submitting CoAs to the Department in the allotted timeline



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TERMINOLOGY REVIEW



Terminology: Lot



This is an example for mapping purpose only. There is no hemp at this site.



<https://www.pexels.com/photo/bird-s-eye-view-of-river-in-middle-of-green-fields-1483880/>

- A lot is a:
 - Group of plants
 - Of the same variety or strain
 - Grown in a contiguous area

Terminology: Lot

- Many producers have signs and clear boundaries on site, but additional consultation may be needed in some cases



Terminology: Samples & Cuttings

- One sample must be collected per lot

Lot ID	Size*	# of Composite Samples
A1	0.7 acres	1
A2	2.4 acres	1
A3	9.9 acres	1



*Size of lot is also identified on the Lot Identification Form

Terminology: Samples & Cuttings

- Each sample is a *composite* sample; comprised of many cuttings



Terminology: Samples & Cuttings

- Each sample is a *composite* sample; comprised of many cuttings
 - Individual cuttings are taken off several plants



Reminder

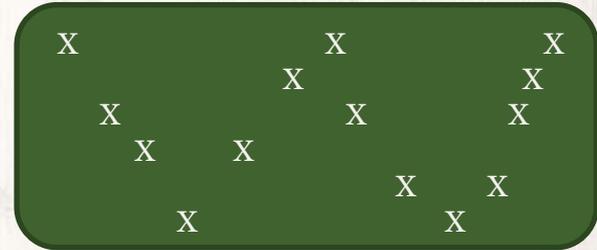
- A cutting is:
 - Approximately 20 cm (~7.8 in)
 - Apical (tip) of branch in the **top 1/3** of the plant



Reminder



Select plants across the entire area that create a randomized or overall pattern of “W” or “Z”



Avoid plants that do not represent the homogeneity of the lot; “aim for the average”

Terminology: Samples & Cuttings

- The quantity of individual cuttings that make up the composite sample is determined by the size of the lot
 - Size of the lot is identified on the Lot Identification Form provided by the Registered Producer

Minimum: 6 cuttings per lot or acre, whichever is smaller; and

Maximum: 150 cuttings per lot

Subject to Change – 09.01.2020

Size of Lot		Number of Cuttings Collected to Create One Composite Sample		Size of Lot		Number of Cuttings Collected to Create One Composite Sample	
		Minimum	Maximum			Minimum	Maximum
<6	plants	1 per plant		13 - 13.99	acres	78	150
0 - 0.99	acre*	6	150	14 - 14.99	acres	84	150
1 - 1.99	acres	6	150	15 - 15.99	acres	90	150
2 - 2.99	acres	12	150	16 - 16.99	acres	96	150
3 - 3.99	acres	18	150	17 - 17.99	acres	102	150
4 - 4.99	acres	24	150	18 - 18.99	acres	108	150
5 - 5.99	acres	30	150	19 - 19.99	acres	114	150
6 - 6.99	acres	36	150	20 - 20.99	acres	120	150
7 - 7.99	acres	42	150	21 - 21.99	acres	126	150
8 - 8.99	acres	48	150	22 - 22.99	acres	132	150
9 - 9.99	acres	54	150	23 - 23.99	acres	138	150
10 - 10.99	acres	60	150	24 - 24.99	acres	144	150
11 - 11.99	acres	66	150	25+	acres	150	150
12 - 12.99	acres	72	150				

The final quantity collected is determined between the CIHS and the producer, but must fall within the calculated range.



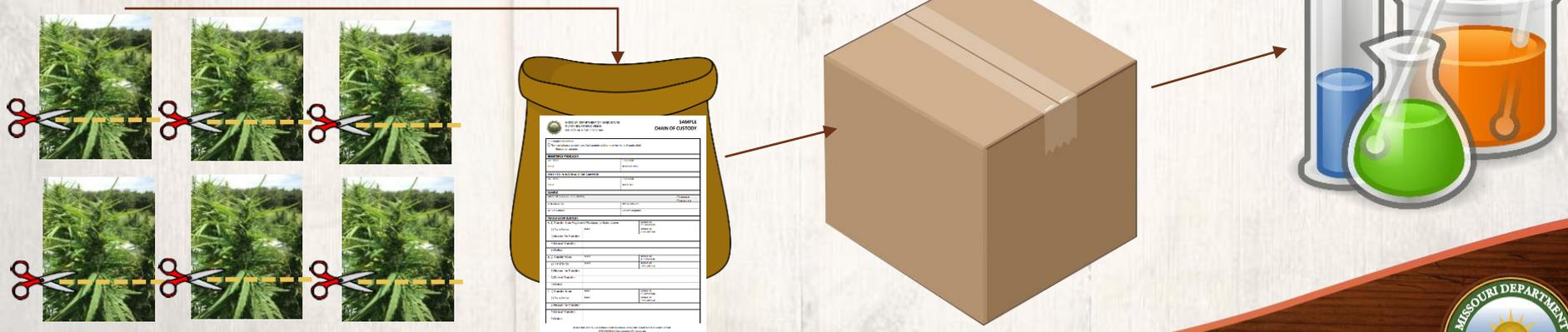


CIHS Supplementary Guide AFTER COLLECTION



After Collection

- Once the composite sample is collected:
 - Attach a completed Chain of Custody form to each bag
 - Package & deliver* to the producer's selected lab
 - Include copy of producer certificate in shipment



*Delivery of the compliance sample to the laboratory is ultimately the producer's responsibility, but CIHS may offer it as a part of their services.



After Collection

*Delivery of the compliance sample to the laboratory is ultimately the producer's responsibility, but CIHS may offer it as a part of their services

- If offering your packaging and delivery services:
 - Lab results/account must be under the producer's name
 - Prior to shipping any samples you should:
 - Review laboratory policies for shipping; **AND**
 - Review carrier policies:
 - **Most common - USPS:** https://about.usps.com/postal-bulletin/2019/pb22521/html/updt_002.htm
 - **UPS:** <https://www.ups.com/us/en/help-center/packaging-and-supplies/special-care-shipments/hemp.page>
 - **FedEx** (prohibits hemp shipments): https://www.fedex.com/content/dam/fedex/us-united-states/services/SG_TermsCond_US_2019.pdf



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DUPLICATE SAMPLES



Duplicate Sample

- If requested by the producer, cuttings may be dispersed into two bags: a “lab sample” and a “duplicate sample” for back up
 - Duplicate sample may be utilized if the initial “lab sample” is lost in transit or otherwise found unusable by the laboratory
 - Must also have a Chain of Custody form attached, and retained in a manner that will preserve the sample
 - Recommended that the Registered Producer keep this backup sample on site or in their possession



Duplicate Samples

- Duplicate samples are most often created by dispersing the sample already collected, which will reduce the total quantity of cuttings sent to the laboratory

Lot ID	Size	# of Samples	Minimum # of Cuttings Collected for the Sample	# of Cuttings in EACH of the Lab Sample & Duplicate Sample
A1	0.7 acres	1	6	3
A2	2.4 acres	1	12 (2 acres * 6 minimum per acre)	6
A3	9.9 acres	1	54 (9 acres * 6 minimum per acre)	27



RANDOMLY select/disperse from the collected cuttings; do not take the top 50% of the bag

Duplicate Samples

- Record applicable notes in your Sampling Log



MISSOURI DEPARTMENT OF AGRICULTURE
PLANT INDUSTRIES DIVISION
INDUSTRIAL HEMP PROGRAM

SAMPLER # _____
CERTIFIED INDUSTRIAL HEMP SAMPLING LOG

Sample ID Producer # - Lot ID – MMDDYY of Collection	Duplication	Post-Collection	Notes
	<input type="checkbox"/> ORIGINAL	<input type="checkbox"/> CIHS shipped/delivered to lab listed in notes <input type="checkbox"/> Registered producer will ship/deliver	
	<input type="checkbox"/> DUPLICATE <input type="checkbox"/> NO DUPLICATE CREATED	<input type="checkbox"/> Retained by CIHS at facility listed in notes <input type="checkbox"/> Retained by registered producer	





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OTHER FAQs



Recordkeeping

- **Your records:**
 - Chain of Custody forms
 - Attach to each bag
 - If desired, retain copies for you and/or producer
 - Sampling Log
 - Maintain in real time
 - CIHS must submit annually to MDA; instructions will be provided each fall

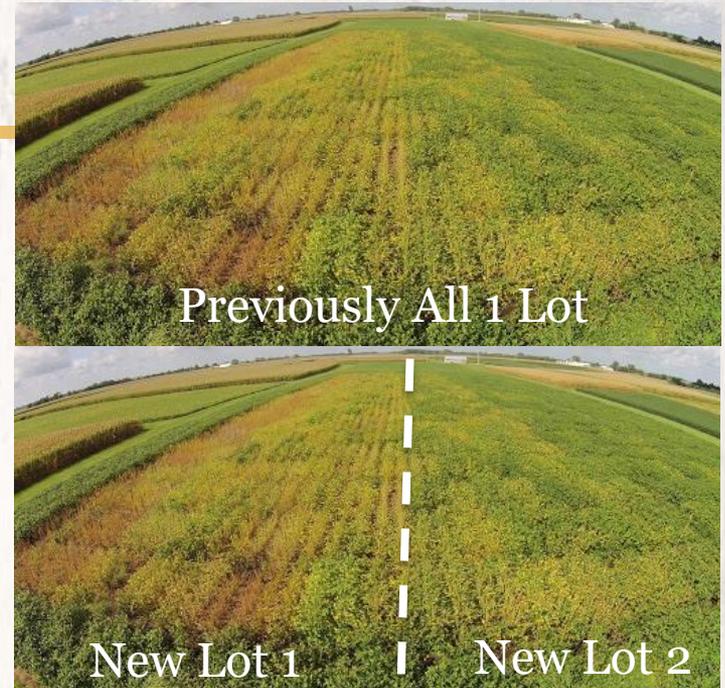
Available online

<https://agriculture.mo.gov/plants/industrial-hemp/sample-chain-of-custody-form.pdf>

<https://agriculture.mo.gov/plants/industrial-hemp/cihs-sampling-log.pdf>

New Lots

- Lots may be further separated at the time of sampling, if requested by the Producer
 - Ex: variable crop performance or maturation, reduce risk, etc.
 - They must clearly define & name the new lots, & resubmit their Lot ID form to MDA immediately



<http://bulletin.ipm.illinois.edu/?p=3780>

Harvest

- Yes! Producers may begin harvesting immediately after sample collection is completed



<https://www.flickr.com/photos/ukagriculture/15146721649>

- Harvest of the entire lot must be completed with fifteen (15) days after sampling
- Cannot commingle, sell, or further process until compliant test results are returned

Other Questions?

- Check the program website for the most up-to-date information
 - Main website: <https://agriculture.mo.gov/plants/industrial-hemp/>
 - CIHS tab: <https://agriculture.mo.gov/plants/industrial-hemp/certified-sampler.php>
- Contact program staff at:
 - hempprogram@mda.mo.gov