



## Hemp Sampling Agent Certification Training



## Training Outline

Identification of Hemp

Biosecurity and Sampling Agent Safety

Overview of the Hemp Sampling Program

Sampling Agent Requirements  
(certification through PDA)

Sampling Agent and Producer Roles

Hemp Sampling Process

Resources for Sampling Agents



## Identification of Hemp

## Identification of Hemp

- In Pennsylvania, hemp is listed as a Controlled Plant under authority of the [Act relating to Controlled Plants and Noxious Weeds \(3 Pa.C.S.A. section 1501 et seq.\)](#).
- Hemp is defined as, “The plant *Cannabis sativa* L. and any viable part of that plant , with a delta-9 tetrahydrocannabinol (THC) concentration of not more than 0.3 percent on a dry weight basis”.
- All hemp grown in the state must be grown under a permit issued by PDA.
- Medical marijuana is regulated separately by the PA Department of Health.

## Identification of Hemp

- Hemp permit defines the area where hemp will be grown; no hemp should be growing outside that area.
- Hemp cannot be grown in and around a residence; hemp cannot be grown for personal use.
- Indoor plantings have a minimum size of 1,000 sq. foot and 100 plants at planting, unless an exception to that minimum has been approved by PDA.
- Outdoor plantings have a minimum size of 150 hemp plants at planting, unless an exception has been approved by PDA.



## Identification of Hemp

Hemp may be grown for

- Seedling/Clone production,
- Fiber, Seed/Grain, or Flower production, or as a
- Combination Crop.

It is important to be able to recognize what hemp looks like in any setting: fields, greenhouses, hoop houses, old cargo trailers, warehouses.

## Identification of Hemp



Fiber variety planting



CBD variety planting



CBD variety planting

# Pennsylvania Hemp Certified Sampling Agent Training



Greenhouse Planting



Outdoor Plantings



## Identification of Hemp



	Fiber	Seed	Flower
Desired Plant Material	Stalks (bast fibers and hurd/core fibers)	Dried (high in oil and protein)	Dried and cut (flower bud and floral material)
Planting Density	Dense spacing to discourage branching and flowering (35-50 plants/ft <sup>2</sup> )	Dense spacing to discourage branching and flowering (35-50 plants/ft <sup>2</sup> )	Well-spaced (typically planted 3-4 feet apart on a 3-5 foot center)
Physical Characteristics	Tall plants with small stalks and less leafy material	Plants with small stalks and less leafy material	Bushy plant with wide branching to promote flowers/buds (selecting female plants is ideal)

Table 1. Primary Hemp Crops: Fiber, Seeds, and Flowers. Defining Hemp: A Fact Sheet. Congressional Research Service.

# Pennsylvania Hemp Certified Sampling Agent Training

## Identification of Hemp

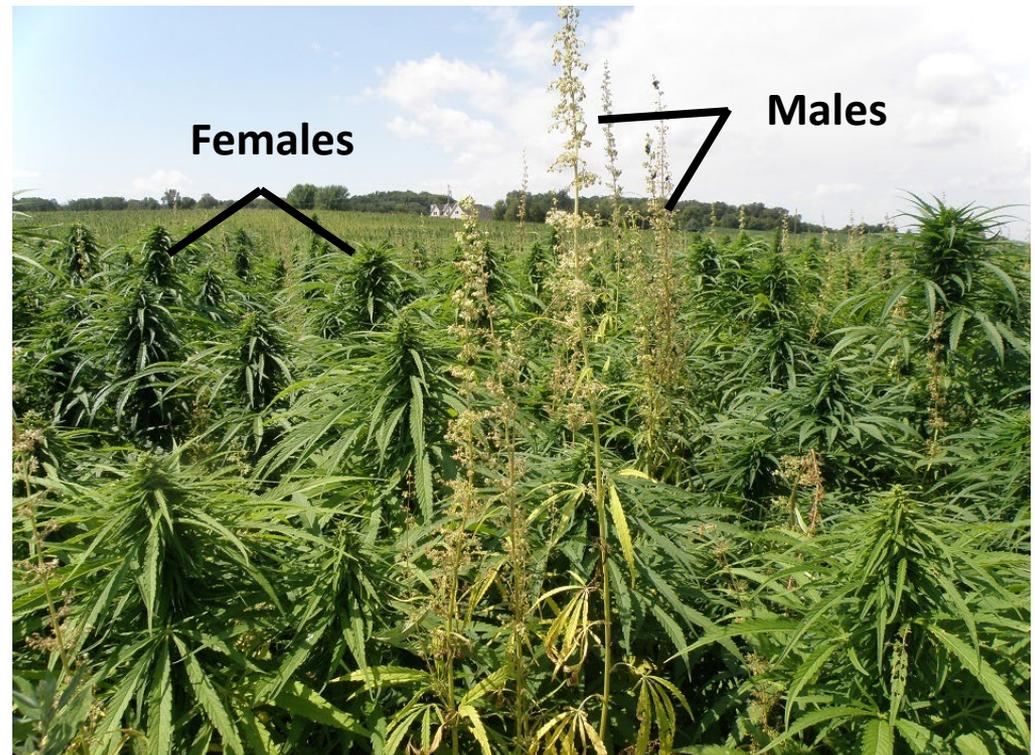


	Fiber	Seed	Flower
Harvesting Height	10-15 feet	6-9 feet	4-8 feet
Harvesting Conditions	Typically using hay equipment (mow, field retting 2-3 weeks, then roll balling)	Must be harvested within a short window due to seed scatter issues	Harvesting is highly labor intensive, in part given possible degradation of plant material related to efforts to preserve the chemical properties of the plant's flowering heads; also requires drying down to 10% moisture
Common Uses	Bast fibers used for paper, insulation, composites, and textiles; core fibers used for animal bedding, concrete, fiberboard, and oil absorbents	Foods and body products Shelled seed and fines Oil and seed cake	Extractions of plant resin (CBD, other cannabinoids) Tinctures, creams and lotions, smokable products

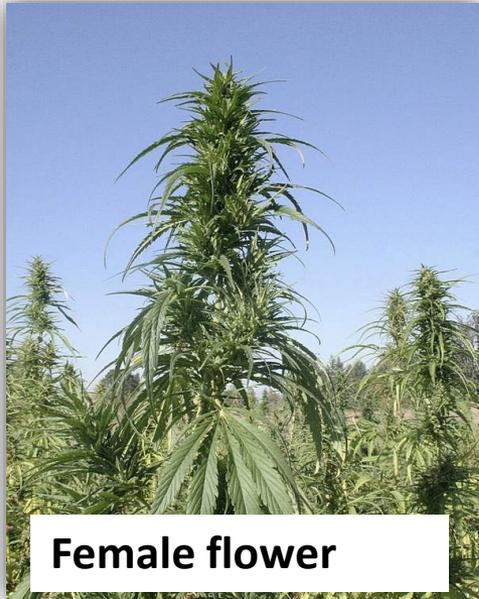
Table 1. Primary Hemp Crops: Fiber, Seeds, and Flowers. Defining Hemp: A Fact Sheet. Congressional Research Service.

## Identification of Hemp

- By August, field-grown male plants (which mature first) will be yellowed, maybe even brown.
- Female plants will be fuller and deeper green.
- Male plants are much skinnier and have pollen sacs.
- You may encounter male plants in:
  - Fiber and Seed Fields
  - CBD fields should not have male plants



## Identification of Hemp



**Female flower**



**Male flower**

### Encountering Male Hemp Plants

- If sampling from a fiber or seed field, expect to encounter male hemp plants.
- Pollen from male plants will stick to your clothes, shoes, hair, etc.

### Follow Biosecurity Measures

- Do not enter a CBD planting after sampling from a fiber or seed planting.
- Between visits, ensure you are following biosecurity measures that may include:
  - Shower
  - Change clothes and shoes
  - Clean vehicle

# Pennsylvania Hemp Certified Sampling Agent Training



## Identification of Hemp



## Biosecurity and Sampling Agent Safety

## Biosecurity and Sampling Agent Safety



### **Communicate with the Producer**

Discuss security measures the grower may have in place (dogs, gates, etc.)

Ask where to park and where to meet

Discuss pesticide applications and Personal Protective Equipment if applicable



### **Be prepared with Personal Protective Equipment for special biosecurity situations**

Recommended COVID-19 practices and PPE for businesses

Recommended Avian Influenza practices and PPE if vehicle or agent are near poultry



### **Know the Crop**

Discuss whether the crop is being grown for Fiber, Seed, or CBD

Due to the nature of hemp sampling, expect your clothes and general person to be sticky and smell like hemp

## Biosecurity – Compliance with Quarantine Orders

- Spotted Lanternfly (SLF) is an invasive pest originally found in PA in 2014.
- Many counties in PA are under quarantine.
- As a sampling agent you may be travelling throughout the SLF quarantine.
- You must complete the online permit process to receive certification, no matter where you are headquartered or sampling:  
<https://extension.psu.edu/spotted-lanternfly-permit-training>



SLF 4<sup>th</sup> instar nymph on hemp plant



## Overview of the Hemp Sampling Program

# Overview of the Hemp Sampling Program

- Every growing location and every lot is required to be sampled.
  - The term “lot” refers to a contiguous area in a field, greenhouse, or indoor growing structure containing the same variety or strain of cannabis throughout. In addition, “lot” refers to the batch of contiguous, homogeneous whole of a product being sold to a single buyer at a single time. The size of the “Lot” is determined by the producer in terms of farm location and field acreage and is to be reported as such to the Department and to FSA.
- During sampling the producer or designated representative must be physically present through the entire sampling process.

## Overview of the Hemp Sampling Program

- The official sampling must occur 30 days or less prior to the completion of the lot's harvest.
- Producer must allow sampling agent access to the entire area where hemp is grown.
- Sampling agent will drop off or send samples to a laboratory for total THC testing.
  - The producer will choose the laboratory for THC testing.
  - It is the responsibility of the sampling agent to get the sample to the laboratory of the producer's choosing, in good condition for testing.
  - Holding or storing samples is discouraged, and must be done with the knowledge and approval of the hemp grower. If samples degrade, the lab may refuse to test.



## Sampling Agent Requirements

## Sampling Agent Requirements

- All hemp sampling agents will be trained through the PA Department of Agriculture.
- Sampling agents must complete PDA training and successfully pass the hemp sampling agent test to be a PDA certified sampling agent.
- PDA will keep a registry of all certified sampling agents accessible to the producers.
- Recertification of sampling agents is required on a yearly basis.

## Sampling Agent Requirements

### Essential Functions

- Drive to growing sites, and have access to a vehicle that can navigate off-road situations
- Deal with potentially confrontational situations
- Complete paperwork according to PDA's procedures and expectations
- Collect samples using PDA's methods and equipment suggestions
- Collect and ship/deliver samples in a condensed timeframe
- Have access to a computer with Microsoft Office software (especially Excel) and internet capabilities
- Have access to a GPS device
- Have access to a camera

# Sampling Agent Requirements

## **Required Licenses, Registrations, Certifications:**

- Certified Pennsylvania Department of Agriculture Hemp Sampling Agent
- Valid Driver's License
- Spotted Lanternfly Permit
- At least 18 years of age, high school graduate
- Liability Insurance is recommended

## Sampling Agent Requirements

### **Sampling Agents *Cannot*:**

- Have an active hemp permit in any state
  - Be a current employee of a hemp growing facility in any state
  - Have a financial stake in a hemp growing operation in any state
- 
- It is acceptable for a sampling agent to be associated with a university that holds a permit or with a lab that offers hemp testing.

## Sampling Agent Requirements

**Sampling Agents *Cannot*** have a real, apparent or hidden conflict of interest or vested interest in the outcome of sample results, such as:

- Be a nuclear or extended family member of a hemp permittee;
- Be employed by a hemp permittee or have a financial stake in a business with an active hemp permit;
- Be a hemp broker, distributor or processor.
- Be soliciting hemp for sale, processing or distribution or be an employee of an entity that is soliciting, producing, processing or distributing hemp.

## Sampling Agent Requirements

- By agreeing to serve as a hemp sampling agent, you are agreeing to follow PDA sampling requirements and practices.
- In order to ensure that requirements are being met, sampling agents are subject to audit inspections by Department personnel.
- Failure to follow sampling requirements and practices may result in revocation of your sampling agent credentials.
- “General Standards and Requirements for Pennsylvania Certified Hemp Sampling Agents” has been published in the PA Bulletin and may be found on the [PA Hemp Program website](#)



## Sampling Agent and Producer Roles

## Sampling Agent and Producer Roles

- Permitted producer/grower (or representative) arranges for the collection of samples by a PDA-certified sampling agent not more than 30 days prior to the completion of harvest.
- Each lot must be sampled within 30 days of its harvest.
  - The term “lot” refers to a contiguous area in a field, greenhouse or indoor growing structure containing the same variety or strain of cannabis throughout. To be defined by the producer in terms of farm location, field acreage and variety (i.e. cultivar) and to be reported as such to the Department (PDA) and the Farm Service Agency (FSA).

## Sampling Agent and Producer Roles

- It is important for the sampling agent and producer to communicate with each other regarding sample collection and shipment.
- The producer is responsible for:
  - Selecting the PDA-approved laboratory for THC testing
  - Communicating any special laboratory procedures to the sampling agent
  - The cost of transportation and shipping sampled hemp
- The sampling agent is responsible for:
  - Physically collecting the sample
  - Physically sending/delivering the hemp sample to chosen laboratory for THC testing
  - Protecting the integrity of the sample by keeping it from extreme heat or cold, and making it a priority to ship as soon as possible, or within 2 business days.



## Hemp Sampling Process





## Outline of Hemp Sampling Process

1. Set Up Sampling Visit and Meet with Producer
2. Verify Lots
3. Collect Sample
4. Ship Sample
5. Send Forms

## 1. Set Up Sampling Visit

Prior to sampling visit, grower and sampling agent should discuss

- Date, time, location to meet for the sampling visit;
- Any biosecurity or safety considerations
- Sampling Agent fees and payment expectations
  - PA Hemp Sampling Agents establish their own fees and rates for the collection of official hemp samples. PDA does not mandate the type of fees the agent may charge, nor the price or rate.
- Review the sampling process and confirm the producer/designated representative will be present throughout the sampling process.
- Shipping arrangements
- Any special laboratory requirements that may have been communicated to the producer by the laboratory selected to receive samples.

## 1. Meet with Producer

Meet with producer and show PDA-issued credentials

- This meeting will have been scheduled between the producer and sampling agent ahead of time.
- Identify yourself as a PDA certified sampling agent and show your credentials.
- Review the sampling process and confirm the producer/designated representative will be present throughout the sampling process.

## 2. Verify Lots

- Take picture of growing site of each hemp lot - this picture will be sent to PDA along with other required documents
- Confirm with grower lot delineation and size – size determines the number of sample cuttings
- Label each lot with the FSA lot number provided by permit holder from records submitted to PDA (*From FSA – 578 Report of Commodities, using Farm #-Tract #-CLU/Field #.*)
- GPS coordinates of each lot location must be taken – will later be verified with permit records submitted to PDA and FSA

# Sampling Supplies

- ✓ Camera- take a photo of the growing site of each lot
- ✓ GPS capable device- confirm location of sites
- ✓ Paper bags- use one bag per lot
- ✓ Scissors- to cut hemp samples
- ✓ Marker- to record sample number on bag
- ✓ Tape- clear packing tape to seal bag
- ✓ Disposable gloves- change gloves between lots
- ✓ Disinfectant- used to clean scissors prior to and following each sample

Examples: bleach, rubbing alcohol, etc.

## Forms to Complete During Sampling Visit

- ✓ **Sample Log**
  - A simple log of all samples a sampling agent collects over the course of a season. Retained by Sampling Agent.
- ✓ **Receipt for Samples**
  - One form lists all samples gathered on a visit to a permitted site. Must be signed by permittee or an authorized representative and by the sampling agent. Submitted to PDA.
- ✓ **Chain of Custody / Sample Shipment Form**
  - One copy is included with sample and shipped to the lab; one copy is submitted to PDA.
- ✓ **PreHarvest Resample Form**
  - Only submitted with re-samples, as described later in this training.

## 3. Collect Sample

Collect a **representative** sample for each lot

- Sampling agent will collect a representative sample of no less than 5 primary cuttings from 5 individual plants for a lot.
- The sample will be a composite of female flower material collected from random plants from representative quadrants of each lot.
- Effort should be made to collect phenotypically similar varieties and avoid sampling off-types.
- The sampling agent should visually establish the homogeneity of the stand to establish that the growing area is of like variety.
- Ensure sample taken appears healthy.

## 3. Collect Sample

Collect a representative sample *for each lot*

- Wait, what is a lot again?
  - Lot refers to a contiguous area in a field, greenhouse or indoor growing structure containing the same variety or strain of cannabis throughout the area.
  - To be defined by the producer in terms of farm location, field acreage and variety (i.e. cultivar)
  - A lot can only have one variety. A grower may choose to divide one variety into multiple lots, but you can never combine multiple varieties into a single lot. So if growers have more than one variety, they will need to request a separate official sample of each variety for compliance testing.

## 3. Collect Sample

**Collect** a representative sample for each lot

- Sampling agents should walk at right angles to the rows of plants if possible, beginning at one point of the lot and walking towards another point on the opposite side of the lot. If the lot is too dense for this to be possible, the sampling agent should take all reasonable steps to ensure that a sample is collected that represents a homogeneous composition of the lot by avoiding edges and thoroughfares.
- Effort should be made to collect a similarly sized representative sample of material from each quadrant.
- While walking through the growing area, the sampling agent should take cuttings based on the acreage of the growing area, at random but convenient distances. Avoid collecting sample specimens from the borders of the field/greenhouse.

## Sample Size

For lots up to 4.99 acres (this includes most indoor plantings) the sampling agent will collect a minimum of 5 cuttings from 5 separate plants

For lots from 5-10 acres, sample according to this table:

Acres	5	6	7	8	9	10
Sample Size	5	6	7	8	9	10

For lots of 11 to 173 acres, follow USDA Sampling Table on the next slide

## USDA Sampling Table

Number of acres	Sample Size						
11	11	40	36	75-76	61	119-120	86
12	12	41-42	37	77	62	121-122	87
13	13	43	38	78-79	63	123-124	88
14	14	44	39	80-81	64	125-126	89
15	15	45-46	40	82	65	127-128	90
16	16	47	41	83-84	66	129-130	91
17	17	48	42	85-86	67	131-132	92
18-19	18	49-50	43	87	68	133-134	93
20	19	51	44	88-89	69	135-136	94
21	20	52	45	90-91	70	137-138	95
22	21	53-54	46	92	71	139-140	96
23	22	55	47	93-94	72	141-143	97
24	23	56	48	95-96	73	144-145	98
25-26	24	57-58	49	97-98	74	146-147	99
27	25	59	50	99	75	148-149	100
28	26	60-61	51	100-101	76	150-152	101
29	27	62	52	102-103	77	153-154	102
30	28	63-64	53	104-105	78	155-156	103
31-32	29	65	54	106-107	79	157-157	104
33	30	66-67	55	108	80	159-161	105
34	31	68	56	109-110	81	162-163	106
35	32	69-70	57	111-112	82	164-166	107
36	33	71	58	113-114	83	167-168	108
37-38	34	72-73	59	115-116	84	169-170	109
39	35	74	60	117-118	85	171-173	110

- Use this table for any lot of 11 or more acres
- Where “n” is the number of cuttings (each from an individual plant) to be collected for the official sample

### 3. Collect Sample – cut top 5-8 inches of female flower shoot, one cutting/plant



Sample should come from a main shoot, at top of plant.





## 3. Collect Sample

- Samples will be taken by cutting the top 5-8 inches of the plant
  - Only female flower buds clipped from the terminal points of the plant should be sampled
- The cut should be obtained from the flowering tops of plants when flowering tops are present, and shall be approximately five to eight inches in length from the “main stem” (that includes the leaves and flowers), “terminal bud” (that occurs at the end of a stem), or “central cola” (cut stem that develops into a bud) of the flowering top of the plant.
- Cola = The **central** flower cluster that forms along the upper portion of the **main** stems and large branches in a mature female **cannabis** plant.
- **Colas** are composed of tightly woven teardrop-shaped buds that can grow upwards of 24 inches when grown in a greenhouse setting.



## 3. Collect Sample

- The purpose of hemp compliance sampling is to collect the portions of the plant containing the highest potential concentration of THC so that the Hemp Program has an accurate reading of the THC levels in materials which will either be marketed directly or turned into products.
- For a crop being grown for flower material, the lost product in the sample must be considered part of the cost of doing business for the permitted grower.

## 3. Collect Sample

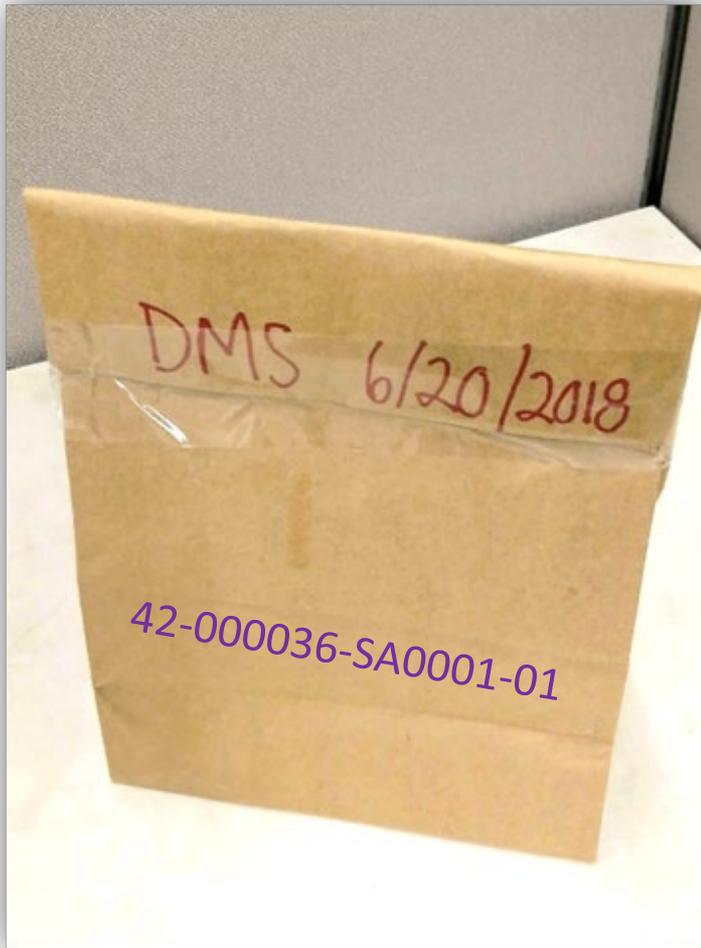
- All the cuttings for one lot constitute a sample.
  - Example: for a one acre lot, one cutting each from 5 individual plants would constitute the sample.
- Samples will be placed directly into a new paper sample bag (unless other container is specified by the testing laboratory).
  - In our example, all five cuttings would be placed in one bag.



## 3. Collect Sample

Sample bags will be closed and sealed by the following process:

- Folding down the top with at least two folds
- Write initials (first middle last) and date on the last fold and tape bag closed with clear packing tape over top of the initials and date, securing the entire folded edge to the bag



## 3. Collect Sample - Labeling

- Sampling agent will also label the sample bag using the following format: PDA Hemp Permit# (8 digits) – Sampling Agent Unique Identifier – Sample Number
- Sample # Example: 42-000024-SA0001-01
  - Includes the Permit# (42-000024)
  - Sampling agent unique ID to use for labeling samples, assigned by PDA (ex. SA0001)
  - Sample # will be a number tracked by sampling agent (first sample collected from a location = 1, second sample collected from location = 2, etc.) (01) This number will be associated with a specific lot.
  - Sample numbers should never be repeated. If a sampling agent returns to a permit location to sample additional lots, sample #s should pick up where they left off in the previous visit.

## 3. Collect Sample – Re-Samples

- Sampling agents may be asked to Re-Sample a lot.
  - Reasons for resamples include:
    - If harvest of a lot has not been completed within 30 days of the first official sample, the unharvested portion of that lot must be sampled
    - If the first sample was lost or arrived at the laboratory in a condition unsuitable for testing
    - If sample did not meet compliance with acceptable THC level and the permitted grower suspects that was caused by a sampling or testing error
- Sampling Agents are only authorized to re-sample a lot *before* it has been harvested.
- PDA will only accept one re-sample of a lot.
- If a permitted producer requests more than one re-sample of a lot, or has already harvested the lot when re-sample is requested, please decline to do the sampling and refer producer to the PA Hemp Program.

## 3. Collect Sample – Re-Sample Protocols

- Re-sampling follows the same field protocols as original sampling
- Complete same group of forms as were completed for original sample:
  - Sample Log, Receipt for sample, Chain of Custody/Sample Shipment Form
- Add one form to the set of forms sent to PDA: PreHarvest Resample Form
- Sample Number: For a re-sample, use the same sample number as the original sample, but add a letter “R” at the end:
  - Example: Original sample was 42-000024-SA0001-01  
Re-sample number will be 42-000024-SA0001-01R

**Note:** Payment of costs associated with re-sampling and re-testing are again the responsibility of the permitted producer. Charges for re-sampling would be determined by an agreement between the permitted producer and the sampling agent.

## 4. Ship Sample

- Electronically complete a ***Chain of Custody/Sample Shipment Form*** listing all samples in a shipment.
  - Make sure form is filled out completely, including information on the laboratory where sample is being shipped before printing.
- One copy of form accompanies hemp samples shipped or hand-delivered to the lab to test for THC levels.
  - Make sure form is not exposed to sample moisture during shipment.
- Sampling agent mails or e-mails copies of ***Receipt for Sample*** and ***Chain of Custody/Sample Shipment Form*** to PDA [RA-AGPLHEMP@pa.gov](mailto:RA-AGPLHEMP@pa.gov) within 5 business days of sample collection.

## 4. Ship Sample

Method of transport/shipping is decided by the producer but carried out by the sampling agent. PDA highly recommends:

- Samples be shipped immediately. If not possible to ship the same day as sample collection, then absolutely ship within two days of collection. Holding sample before shipping can result in degradation of sample, making it unsuitable for testing and requiring a re-sample.
- Trackable shipping methods and those that take 1-2 days for delivery, to assure that samples arrive at the lab in good condition for testing.
- Package sample before arriving at shipment facility. To avoid condensation within sample bag, do not use cold packs or place sample bag inside of another plastic bag, unless specified by the lab or grower is concerned that odor of sample could lead to confiscation.
- To save time, arrange to have the shipping label printed prior to arrival at shipment facility.

## Notes on Transporting Samples

When transporting hemp samples from the producer's address to a mail facility or lab:

- Samples should always be in sealed paper bags
- Samples should be placed in a secondary container, such as a box or cooler, and placed in trunk or back of vehicle.
- If questioned by Law Enforcement:
  - Show your PDA-issued hemp sampling agent credential
  - Offer PDA telephone number for officer to call and confirm your identity: 223-666-2561

## Notes on Transporting Samples

Some agents have found it useful to label packages with a sticker, although this is not required.

Sample language for a sticker:

To Package Handler:

This package contains official hemp plant samples, grown under PA permit # \_\_\_\_\_ and being shipped for laboratory testing. The hemp samples were collected to fulfill federal and state sampling requirements of the Pennsylvania Department of Agriculture's Hemp Program, operated under the provisions of the U.S. Agricultural Improvement Act of 2018 and PA Hemp Controlled Plant General Permit of 2021 (published under The Act relating to Controlled Plants and Noxious Weeds (3 Pa.C.S.A. § 1501 et seq.)).

Questions may be directed to the PA Dept. of Ag Hemp Program: 223-666-2561

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## 5. Send Forms - Receipt for Sample

PENNSYLVANIA DEPARTMENT OF AGRICULTURE PENNSYLVANIA HEMP PROGRAM RECEIPT FOR SAMPLE	
HEMP PERMIT NUMBER:	
NAME OF PERMIT HOLDER:	ADDRESS:
NAME OF REPRESENTATIVE (if different from permit holder):	TITLE:
WAS PERMITTEE/REPRESENTATIVE PRESENT DURING THE ENTIRE SAMPLING? YES <input type="checkbox"/> NO <input type="checkbox"/>	
ADDRESS OF GROWING SITE SAMPLED:	
TOTAL NUMBER OF LOTS SAMPLED:	WAS A PHOTOGRAPH TAKEN OF THE GROWING SITE OF EACH LOT? YES <input type="checkbox"/> NO <input type="checkbox"/>
SAMPLE NUMBER(S):	HC-62-00044-10-0000-01
SAMPLE DESCRIPTION: Sample consists of a minimum of 10 clippings from female flowers, contained in a sealed paper bag which has been labeled according to protocol.	
ACKNOWLEDGEMENT The certified hemp sample(s), as specified above, were collected to fulfill federal and state sampling requirements of the Pennsylvania Department of Agriculture's Hemp Program, operated under the authority of the PA Hemp Controlled Plant General Permit of 2020 (published under The act relating to Controlled Plants and Noxious Weeds (3 Pa.C.S.A. § 1502 et seq.)), and official collection of the sample(s) is hereby acknowledged.	
PERMITTEE/REPRESENTATIVE SIGNATURE	DATE
NAME OF SAMPLING AGENT	
SIGNATURE OF SAMPLING AGENT	DATE
*Only if sampling agent is a PDA Regional Inspector, use this space to record payment information* Check # _____ Check Amount \$ _____	
A COPY OF THIS FORM MUST BE GIVEN TO THE PERMIT HOLDER OR DESIGNATED REPRESENTATIVE.	
A COPY OF THIS FORM, AND ALL PHOTOGRAPHS TAKEN OF LOT GROWING SITES, MUST BE MAILED OR E-MAILED TO: PA Department of Agriculture - Hemp Program, 2303 N. Cameron St., Harrisburg, PA 17120 -or- RA.plant@pa.gov	

- **Receipt for Sample** is signed by producer or designated representative
- Checkbox that indicates grower / representative was present entire sampling process
- Checkbox that indicates whether a picture of the lot was taken
- Sampling agent is responsible for providing one copy to grower
- Sampling agent sends a copy of this form to PDA within 5 business days of sample collection via mail or e-mail: [RA-AGPLHEMP@pa.gov](mailto:RA-AGPLHEMP@pa.gov)

## 5. Send Forms - Chain of Custody/Sample Shipment Form

PENNSYLVANIA DEPARTMENT OF AGRICULTURE PENNSYLVANIA HEMP PROGRAM CHAIN OF CUSTODY / SAMPLE SHIPMENT FORM				
<b>PERMIT HOLDER INFORMATION</b>				
PA HEMP PERMIT NUMBER:				PHONE NUMBER:
BUSINESS NAME:				EMAIL:
CONTACT NAME:				
STREET ADDRESS:				
CITY, STATE, ZIP CODE:				
<b>SAMPLING AGENT INFORMATION</b>				
NAME:				PHONE NUMBER:
EMPLOYER:				EMAIL:
STREET ADDRESS:				
CITY, STATE, ZIP CODE:				
<b>HEMP SAMPLE INFORMATION</b>				
SAMPLE DESCRIPTION: Sample consists of a minimum of 10 clippings from female flowers, contained in a sealed paper bag which has been labeled according to protocol.				
TOTAL NUMBER OF LOTS SAMPLED:	GROWING SITE ADDRESS:			
SAMPLE NUMBER <small>(# of containers/containers #)</small>	LOT NUMBER	VARIETY NAME	LOT SIZE	GPS Point <small>(#, #N, #E, #S, #W, #E, #S, #W, #E, #S, #W)</small>
NAME OF LABORATORY RECEIVING SAMPLES:				
ADDRESS OF LABORATORY RECEIVING SAMPLES:				
NAME OF SHIPPING COMPANY HANDLING SAMPLES:				
DATE SENT:	NUMBER OF CONTAINERS USED TO SHIP SAMPLE(S):			
TRACKING INFORMATION OF SAMPLE PACKAGE(S):				
Were samples hand-delivered to laboratory by sampling agent? YES <input type="checkbox"/> NO <input type="checkbox"/> Date Delivered:				
<small>The enclosed are certified hemp samples, as specified above, collected to fulfill federal and state sampling requirements of the Pennsylvania Department of Agriculture's Hemp Program, operated under the authority of the Pa Hemp Controlled Plant General Permit of 2020 established under The Act relating to Controlled Plants and Noxious Weeds (Pa.C.S.A. § 1502 et seq.). With the signature on this form, the permit holder acknowledges that the Certificate of Analysis will be sent directly to the Department of Agriculture.</small>				
<b>A COPY OF THIS FORM MUST ACCOMPANY SAMPLES TO THE LAB (in shipping container or hand-delivered with sample). SAMPLE RESULTS AND A COPY OF THIS FORM MUST BE MAILED or E-MAILED TO:</b>				
PA Department of Agriculture - Hemp Program, 2303 N. Cameron St., Harrisburg, PA 17110 or: RA-plaht@pa.gov				
QUESTIONS: Pa Hemp Program Staff, Phone: 717-787-4843 Email: RA-plaht@pa.gov				
NAME OF PERMITTEE/REPRESENTATIVE				TITLE:
PERMITTEE/REPRESENTATIVE SIGNATURE				DATE:
NAME OF SAMPLING AGENT				
SIGNATURE OF SAMPLING AGENT				DATE:

- This form provides sample tracking information
- One copy accompanies the samples to the laboratory.
- The agent is also responsible for sending a copy of this form within 5 business days to PDA via mail or e-mail: [RA-AGPLHEMP@pa.gov](mailto:RA-AGPLHEMP@pa.gov)



## Resources for Sampling Agents

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USDA AMS Hemp Site

<https://www.ams.usda.gov/rules-regulations/hemp>



PDA Hemp Program

[https://www.agriculture.pa.gov/Plants\\_Land\\_Water/industrial\\_hemp/Pages/default.aspx](https://www.agriculture.pa.gov/Plants_Land_Water/industrial_hemp/Pages/default.aspx)



Penn State's Hemp Site

<https://extension.psu.edu/hemp>



Cornell University

<https://hemp.cals.cornell.edu/>



University of Kentucky

<https://hemp.ca.uky.edu/>



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## PDA Hemp Program Contacts

Email: [RA-AGPLHEMP@pa.gov](mailto:RA-AGPLHEMP@pa.gov)

Phone: 223-666-2561

Mail: PDA - Hemp Program, 2301 N Cameron St, Harrisburg, PA  
17110

## Thank you for reviewing this PA Hemp Sampling Agent training.

If you would like to become a PA Certified Hemp Sampling Agent, your next step in the process is to take the exam found [here](#). Once complete, you will receive a response from the PA Hemp Program.