

## How to submit samples to Botanacor

For an in-depth explanation of our sample submission process, please visit:  
<http://botanacor.com/sample-submission/>

### Sample Size Requirements

It is necessary that your sample size meets our minimum sample size requirements, which varies based on the type of test requested and the sample matrix being submitted. Microbial samples should be submitted in a separate container.

Sample size requirements: <http://botanacor.com/sample-submission/>

### Sample Preparation

Botanacor does not make any additional sample preparations outside of our testing protocols. Plant material samples should be dried and milled prior to sample submission.

### Sample Labeling

Samples should be clearly labeled with: company name, sample name, batch ID (optional), test type, and requested turn around time.

### Chain of Custody Form

The Botanacor Chain of Custody form will help keep your samples organized and ensure that everything is processed in the most accurate manner possible. The Chain of Custody form is required. Delays will in reporting will occur if this form is not provided.

### Supporting Documentation

It is best to send any supporting documentation that you may have with your shipment, e.g. previous lab reports, state/country licenses, etc.

### Packaging

Ensuring sample integrity while in transit will be important to avoid any shipping or testing delays. Place your samples in leak-proof containers in a sturdy box or padded envelope/package.

### Shipping

Samples should be sent to:

#### **BOTANACOR LABORATORIES**

Attn: Sample Receiving  
1001 S. Galapago St.  
Denver, CO, 80223

## How to complete the Chain of Custody Form

For an in-depth explanation of the Chain of Custody Form, please visit:  
<http://botanacor.com/chain-of-custody-form/>

### Contact Information

Please provide the name of your organization, address, and contact info for your accounts payable and operations departments.

### Sample Name

Enter the name of the sample as you would like it to read on your certificate of analysis. *Please note: we cannot change the sample name after the analysis has completed. If a different sample name is required, a new sample will need to be submitted.*

### Batch ID

If you have an internal batch record that you use for tracking, enter that number here. This is an optional field. If you leave this field blank, we will list "N/A". *Please note: we cannot change the batch ID after the analysis has completed. If a different batch ID is required, a new sample will need to be submitted.*

### Turn Around Time

Each test type has various turn around times available.

*Please note: Turn times are based on a 10:30am MST delivery. If samples arrive after our daily cut off, another day is added to the requested turn around time.*

### Report Type

- % - Our default report will calculate results in a percentage.
- mg/ml - The density of the product must be provided. If the density is unknown, a density test will be required.
- mg/unit - The fill weight must be provided to calculate results in milligram per unit.

### Target Concentration

Enter the approximate range of total cannabinoids.

0 – 5% | 5 – 25% | 25 – 50% | 50 – 100% | unknown\*

\* Delays in reporting may occur if target concentration is unknown.

