

How to submit samples to Botanacor

- 1 Prepare your samples**

Review our sample size requirements for each test and proper sample preparation steps at: www.botanacor.com/sample-submission/
- 2 Label your samples**

Samples should be clearly labeled with: company name, sample name, batch ID (optional), test type, and requested turn around time.
- 3 Complete our chain of custody form**

The chain of custody form is used to establish new accounts. Complete this form and include with your samples.
- 4 Package your samples carefully**

Place your samples in leak-proof containers in a sturdy box or padded envelope.
- 5 Ship via USPS, UPS, or FedEx**

How to complete the chain of custody form

- 1 Provide your account information**
- 2 Enter the sample name and batch ID**
- 3 Select the required testing services and turn times**

Choose the product profile or contaminant test(s) that your sample requires.

Sample info for cannabinoid potency testing

Additional information is required to accurately test your products.

Report format options

We can report cannabinoid potency in three different formats. Select one from the drop-down menu.

 - %** Percentage is the default format for plant material or concentrates.
 - mg/unit** Used to report the total cannabinoids in the product. Provide the fill weight in grams in the additional info field.
 - mg/mL** Common for products where milliliter dosage is used. Density of the carrier oil is required for this format.

What is the concentration of your sample?

Select the approximate range of the total cannabinoids concentration from the drop-down menu.
- 4 Sign the chain of custody form**

Account Information			Accounts Payable Contact	Primary / Lab Reporting Contact	Additional Client Portal Access
Company:			Name:	Name:	E-mail 1:
Address:			Phone:	Phone:	E-mail 2:
City:	State:	Zip:	E-mail:	E-mail:	E-mail 3:

Sample Information

Type directly into the form. All fields are required except for Batch ID. Please note: MISSING INFORMATION WILL RESULT IN DELAYS IN REPORTING. WE CANNOT CHANGE COAS AFTER TESTING HAS COMPLETED.

Sample Name (50 character limit.)	Batch ID (Optional. 50 character limit.)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	

Profile Testing

Cannabinoid Potency						
SELECT YOUR TURN TIME			REPORT FORMAT	ADDITIONAL SAMPLE INFO	SAMPLE CONCENTRATION	WATER SOLUBLE?
4 DAYS	NEXT DAY	SAME DAY	Select: % , mg/ml, or mg/unit	Enter your sample's fill weight for mg/unit or density for mg/ml	Select: 0-10%, 10-25%, 25-50%, 50-75%, or 75-100%	Was a WS ingredient used? Select: Y/N

Additional Profile Testing

TERPENES	DENSITY	Aw/pH
5 DAYS	4 DAYS	4 DAYS

Compliance Testing

Dry Weight Potency (USA)	Trace THC (Low 100 ug THC / 100g)
5 DAYS	5 DAYS

Contaminant Testing

Residual Solvents			Microbials	Pesticides	Heavy Metals
4 DAYS	NEXT DAY	SAME DAY	5 DAYS	5 DAYS	5 DAYS
					Is the sample solvent-based? Select: Y/N

Notes

Payment and Confirmation of Sample Submission

Please include a check made payable to Botanacor Laboratories, otherwise our accounting department will invoice you.

I confirm that the hemp/hemp-derivative samples being submitted are manufactured in accordance with a state hemp program and the 2018 Farm Bill, or in accordance with the hemp laws of the country of origin. By signing this document, I understand and accept the Botanacor Standard Terms and Conditions.

Name	Signature	Date