

**Hawaii Department of Agriculture
Industrial Hemp Pilot Program
Sampling Protocol**

I. General

When licensee submits a harvest report (at least 30 days before anticipated harvest), HDOA will contact licensee's selected laboratory to schedule a sampling date prior to the harvest date, and will send licensee's harvest report for laboratory personnel to use for verification and navigation at the Licensed Land Area.

II. Sample Collection Procedures:

Except as otherwise agreed, the following procedures will be used to collect samples for testing from cannabis plants in the Hawaii Industrial Hemp Pilot program:

A. Equipment Needed:

1. *Shears (Cleaned prior to and following each composite sample)*
2. *Composite sampling bags*
3. *Chain of Custody sealing materials and labels*
4. *Sampling record form (provided by HDOA)*

B. Notes

1. Sampling personnel must fill out a Sampling Form for each sample taken while on the Licensed Land Area. This completed form(s) must be turned in to HDOA within 48 hours of the sample collection.
2. **If what is planted differs from the information in the harvest report provided, sampling personnel should notify HDOA immediately and notate the differences on the Sampling Form.**
3. Chain of custody forms must be filled out and kept on file according to laboratory's standard chain of custody procedures.

C. Method of Collection

1. To ensure the highest THC levels are measured for crops, plant material taken shall be composed of the most mature leaves or buds; the top 2 inches (5cm) shall be collected from each plant sampled. **A minimum of five cuttings shall be taken from each varietal present.**
2. Composite samples shall be taken for each variety grown, in each different growing condition (greenhouse vs. field). **The sampling personnel has the discretion to take as many cuttings as necessary**, particularly from non-uniform fields.
3. If a licensee wishes to have separate areas of its grow out sampled and tested separately, the sample collector *may* collect and test separate samples if

- a. more than one varietal is growing *and* it is easily distinguished from the others or
 - b. the grow method is different, such as indoor vs. outdoor *and* the separate areas to be sampled are easily distinguishable and
 - c. the sample collector and laboratory are able to keep the samples separate and track them from the growing area to the finished results.
4. Specimens shall be sealed and recorded for chain of custody in preparation for transport to the lab, and all additional laboratory preparation and transportation specifications should be followed.

III .Specimen Handling and Testing:

- A. Drying shall begin within 12 hours after samples are harvested to avoid mold and desiccation.
- B. To ensure the highest THC measurement, stem and seed material shall be removed from dried sample material.
- C. Remaining material shall be prepared per laboratory protocols for sample preparation.
- D. Each composite sample shall be divided into two split testing specimens. One specimen will be used for compliance testing and reporting. The other specimen must be retained for retesting if necessary.
- E. Excess material is to be disposed of according to standard laboratory procedures for destroying cannabis material in a manner which prevents diversion.
- F. Laboratory is to test according to its standard procedures for measuring delta-9-tetrahydrocannabinol concentration (total THC: THC + THCA with decarboxylation accounted for if THCA has not already been decarboxylated into THC during testing) on a dry weight basis in the composite sample(s). If re-testing or dual testing occurs with different results, the result with the higher total THC will control.
- G. Laboratory is to test for other items such as pesticides according to its standard procedures as instructed by HDOA.

IV. Reporting

1. Complete sampling forms must be turned in to HDOA within 48 hours of sample collection.
2. Laboratory shall report test results to HDOA within 72 hours of the sample collection occurring, and shall not provide test results to licensee prior to providing them to HDOA.

3. Amount of results reported must match the amount of samples collected and be traceable to the lot from which they came (ie if two samples were requested and collected from two different grow areas in one licensed land area, there should be two separate test results).
4. Chain of custody records must be readily available upon HDOA request.

V. Billing

Laboratory/testing company is responsible for billing and collecting from licensee for all costs of sampling and testing performed in accordance with its own testing costs and the hourly and mileage rates for sample collection time set by statute in Act 228 SLH 2016 as amended. Laboratory must notify HDOA if licensee fails to pay.