



AMS Domestic Hemp Production Program

Hemp eManagement Platform (HeMP) Testing
Laboratories Bulk Upload of Test Results Instructions



Agricultural Marketing Service
U.S. DEPARTMENT OF AGRICULTURE

Instructions for Populating the Bulk Upload Template

Testing Laboratories must submit detailed test results information for each producer who submits a sample for THC threshold testing.

Testing Laboratories can now easily provide this information to USDA by filling out the open tab in the “Bulk Upload” spreadsheet and upload it (.csv-version only) to the report submission page within HeMP. Once submitted, your report will be reviewed and verified by USDA.

The following instructions outline how to populate the excel template with test results information.

1. Once you are on the testing lab result report page, **click** the “Bulk Upload Template” link to download a copy to your computer. Save the .csv file to your computer.

Note: Any file other than a .csv file will not be accepted for uploading.

Instructions

Add your test results by clicking “Bulk Upload Test Results” or “Add Single Test Result”. Once you have added all of your test results, click the “Submit Report” button on the top-right.

Refer to the [Bulk Upload Instructions](#) and [Bulk Upload Template](#) if you prefer that option.

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2. **Review** the template field definitions for each column on the next page to ensure that you are entering the information in the correct format. The field definitions also contain tips on how to avoid errors in your submission.

Note: Reviewing these fields is an important step that will save you time when it it’s time to upload your bulk results to the test result report page.

Bulk Upload Template Field Definitions (1 of 3)

Template field definitions:

Field Label	Field Descriptions	Instructions
License Identifier	The license or authorization number, or another identifier, of the producer that the sample and test result are attributed to.	<p>Use the producer’s license or authorization number as assigned by the State, Indian Tribe, or USDA. If you have another identifier for the License, you can insert that identifier in this column.</p> <ul style="list-style-type: none"> • The license identifier must be submitted and must match to a License in the HeMP system. • A license identifier must be between 1-20 characters; dashes and underscores are accepted.
Lot Number	The identifier of the lot from which the sample was collected.	<p>Ensure that the testing location for this sample combines four pieces of information provided to the lab: <i>FSA Farm Number - FSA Tract Number - FSA Field & Subfield Letter</i></p> <p>Example: if the lab was provided with FSA Farm Number 1111, FSA Tract Number 222, FSA Field Number 33, and FSA Subfield letter “B”, then the lot would appear as “1111-222-33B”</p> <ul style="list-style-type: none"> • A lot number must be submitted with the test result. • A lot number must be between 1-20 characters; dashes are accepted.

Bulk Upload Template Field Definitions (2 of 3)

Template field definitions continued:

Field Label	Field Descriptions	Instructions
Sample ID	The identifier of the sample taken by the sampling agent.	<p>Use the Sample ID provided by the Sampling Agent that conducted the sampling. It identifies the specific sample that was taken from a specific lot. Ensure that the format of the Sample ID is:</p> <p><i>Current Year-Sampling Agent Number-Four Digit Identifier.</i></p> <p>Example: 2022-1234-5678</p> <ul style="list-style-type: none"> • A Sample ID is not required but is encouraged to submit if one is provided. • A Sample ID must be between 1-14 characters; dashes are accepted.
Testing Date	The date the sample was tested by the laboratory.	<p>Ensure that the format of the date is one of the following:</p> <ul style="list-style-type: none"> • MM/DD/YYYY • YYYY-MM-DD
Results Reported Date	The date the test result was reported to the producer and/or State/Tribal government by the laboratory.	<p>Ensure that the format of the date is one of the following:</p> <ul style="list-style-type: none"> • MM/DD/YYYY • YYYY-MM-DD
Test Type	Identifies the type of sample that was used for this test result.	<p>Report as one of the following values. The data must match one of the following options:</p> <ul style="list-style-type: none"> • Original Sample • Retained Sample • Test of Re-Sampled Material • Remediation Sample

Bulk Upload Template Field Definitions (3 of 3)

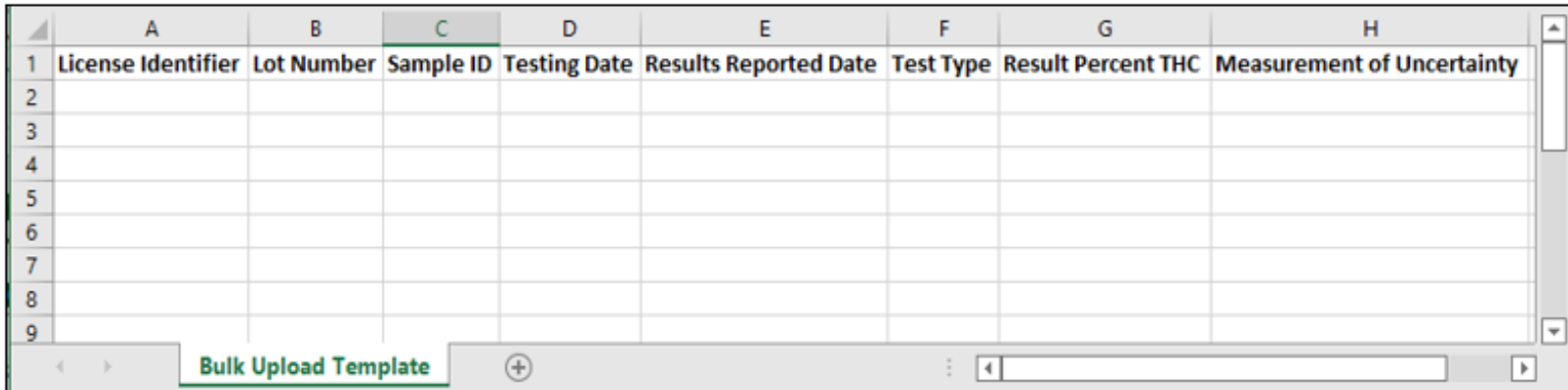
Template field definitions continued:

Field Label	Field Descriptions	Instructions
Result Percent THC	The quantified concentration of THC determined by the laboratory.	<p>Report Percent (%) of THC on a dry weight basis as a percent to the nearest ten hundredth, or 2 decimal places (Ex. 0.03%).</p> <p>“Percent (&) of THC on a dry weight basis” is the percentage of THC by weight in the sample, after excluding all moisture from the sample.</p> <p>Example formats that are acceptable:</p> <ul style="list-style-type: none"> • 0.03% • 1.04
Measurement of Uncertainty	This field is to identify the measurement uncertainty of the hemp test.	<p>Report measurement uncertainty as a percent (%) + or - as a percent to the nearest ten hundredth, or 2 decimal places (Ex. 1.02%)</p> <p>The measurement uncertainty is the parameter associated with the accuracy of a result, which is the interval around the value of the measurement that characterizes the dispersion of the values.</p> <p>Example formats that are acceptable:</p> <ul style="list-style-type: none"> • 0.03% • 1.04

Instructions for Populating the Bulk Upload Template

4. On the open tab (which will populate based on your titling of the document), **enter** information about a single producer test on each row (e.g. if you have 11 producer tests to report, there should be 11 rows of information).

Note: As you enter in your data, it is recommended you save the file to your computer to avoid losing any important information.



	A	B	C	D	E	F	G	H
1	License Identifier	Lot Number	Sample ID	Testing Date	Results Reported Date	Test Type	Result Percent THC	Measurement of Uncertainty
2								
3								
4								
5								
6								
7								
8								
9								

4

When you have completed your data entry, **click** “Save” on your file, and refer to the [Testing Lab HeMP User Guide](#) “Bulk Upload Instructions” for specific details on how to upload your file and other relevant information.

You have now completed the process of populating your bulk upload template.