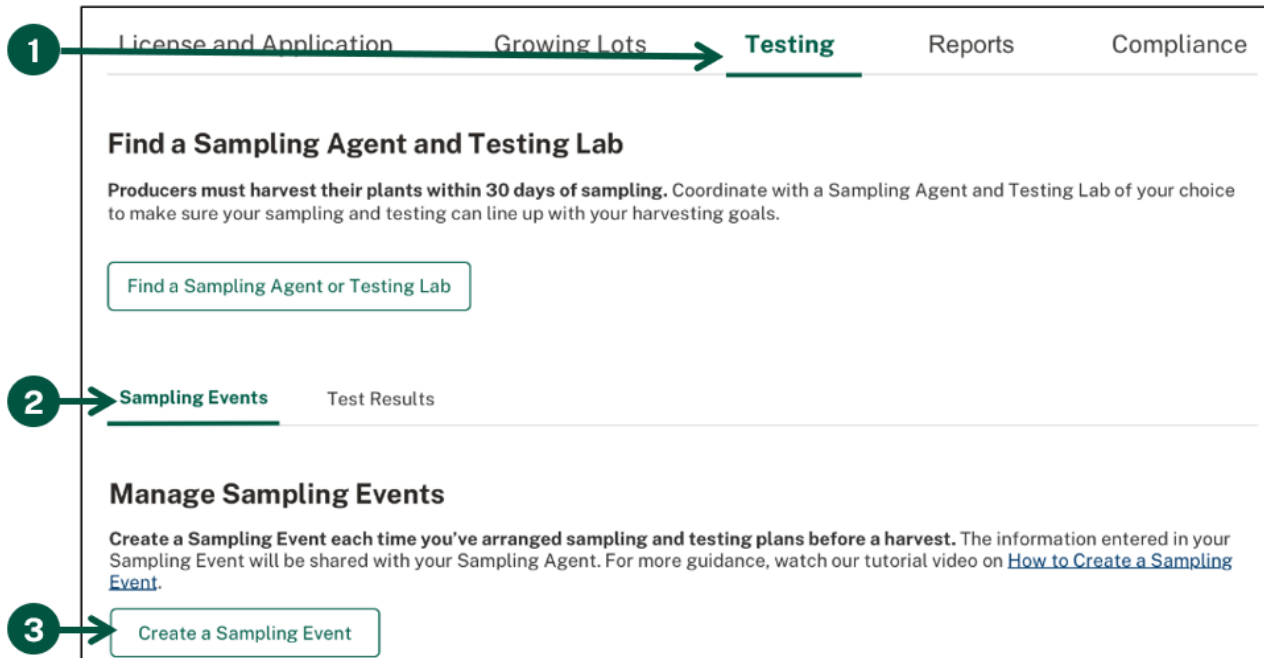


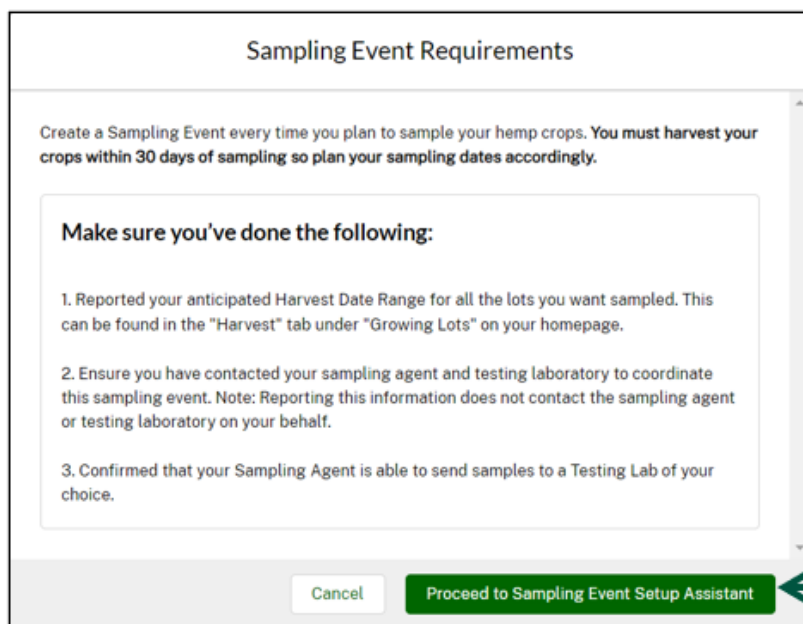
## Create a Sampling Event (1 of 8)

1. From your homepage, **click** the “Testing” tab.
2. **Click** the “Sampling Events” subtab.
3. **Click** “Create a Sampling Event”.



Note: You must create a Sampling Event each time you’ve arranged a sample and test before a harvest. You will receive a “Reminder to Document Sampling Activity” email notification 30 days prior to your anticipated harvest start date as a reminder to enter your sampling activity in HeMP.

4. **Verify** that you have completed the requirements shown in the pop-up. **Click** “Proceed to Sampling Event Setup Assistant”.



## Create a Sampling Event (2 of 8)

5. Fill out the informational fields in the “Sampling Event Setup Assistant” pop-up. Note: These answers cannot be changed after you start the Sampling Event.

6. **Click** “Continue”.

The screenshot shows a pop-up window titled "Sampling Event Setup Assistant". It contains three questions with radio button options for "Yes" and "No". The first question is "Have you finalized plans with a certified Sampling Agent who will come to your property to sample your crops?". The second is "Has your Sampling Agent agreed to send samples to a Testing Lab of your choice?". The third is "When will your Sampling Agent come to sample your lots? You won't need to update the Requested Sampling Date in case of delays." Below the questions is a date picker for "Requested Sample Date" set to "Jun 2, 2022" and a dropdown menu for "\* Account" set to "Harry's Hemp LLC". At the bottom, there is a warning icon and text: "These answers cannot be changed after you start the Sampling Event." and two buttons: "Cancel" and "Continue". A green circle with the number "5" points to the question area, and a green circle with the number "6" points to the "Continue" button.

7. **Search** for your chosen Sampling Agent whom you have already coordinated and confirmed with:

- A. **Select** the State where your Lots are located
- B. Sampling Agent First Name
- C. Sampling Agent Last Name

8. When you have finished putting in your desired criteria, **click** “Search”. If you have additional criteria that you would like to use to find your results, see Step 9.

The screenshot shows a "Sampling Event Summary" form. At the top, there is a "Sampling Date:" label and a progress bar with four steps: "Select Sampling Agent" (highlighted), "Select Testing Lab", "Select Growing Lot", and "Confirm". Below the progress bar is a green search bar with a magnifying glass icon and the text "Search Sampling Agents". Underneath is an "Instructions" section: "Select which state your lots are located in and use any additional fields to narrow your search." Below the instructions is a dropdown menu for "State" with "Alabama" selected. There are two text input fields for "Sampling Agent First Name" and "Sampling Agent Last Name". At the bottom, there is a link for "> Advanced Search", a "Clear Fields" button, and a "Search" button. Green circles with letters "A", "B", "C", and "8" point to the State dropdown, the first name field, the last name field, and the Search button respectively.

## Create a Sampling Event (3 of 8)

9. **Click** on “Advanced Search” to find more specific and exact results.

9

Advanced Search

Sampling Agent City

Sampling Agent State

Affiliated Labs

Clear Fields Search 10

10. **Click** “Search”.

11. **Scroll down** to view your search results. **Select** your chosen Sampling Agent by clicking the circle next to their name.

11

Sampling Agent Results

Instructions  
Select your Sampling Agent by clicking on the radio button next to their name.

Name	City	Email	Phone	Affiliated Labs
<input type="radio"/> Sarah Jane Sampling	Lodi	sjsampling@test.com	228-555-7831	ABC Labs

Back Save and Exit Save and Next

12. If you need to change your selection, **click** on the “X” next to the Sampling Agent’s name.

13. Once you have the correct Sampling Agent, **click** “Save and Next”.

12

13

Sampling Agent Results

Instructions  
Change Sampling Agent by clicking on the “X” next to their name.

Sarah Jane Sampling X

Back Save and Exit Save and Next

[Return to top](#)

Note: If you would like to save your progress and complete the creation of the Sampling Event later, **click** “Save and Exit”. Your incomplete Sampling Event can be found in the “Draft Sampling Events” on your homepage under the “Testing” tab and “Sampling Events” subtab.

## Create a Sampling Event (4 of 8)

14. **Search** for your chosen Testing Lab whom you have already coordinated and confirmed with:
- A. Testing Lab Name
  - B. **Select** the Testing Lab State
15. If you have additional criteria that you would like to use to narrow down your results, **click** on “Advanced Search” and **fill out** the informational fields.
16. When you have finished putting in your desired criteria, **click** “Search”.

**Sampling Event Summary**

Sampling Date : 5/31/2022

Sampling Agent : Sarah Jane Sampling

✓ Select Testing Lab Select Growing Lot Confirm

**Search Testing Labs**

**Instructions**  
Enter the following information to find a testing lab. Your testing lab can be located anywhere in the country as long as your sampling agent is able to ship it there effectively.

**A** → Testing Lab Name

Testing Lab State

**15** → **Advanced Search**

Street Address

City

Clear Fields **Search** **16**

Note: As you progress through creating a Sampling Event, you can see the summary at the top of the page including event details, steps you have completed, and the current step you are on.

## Create a Sampling Event (5 of 8)

17. **Scroll down** to view your search results. **Select** your chosen Testing Lab by clicking the circle next to their name.

### Testing Lab Results

**Instructions**  
Select your Testing Lab by clicking on the radio button next to their business name.

Name	Email	Phone	Mailing Address	DEA Certified?
<input type="radio"/> NAR Batch QA - Testing ...	444test@email.com	239-555-98435654	823 Elm Ct 45654 Tyle...	YES
<input checked="" type="radio"/> One Of A Kind Testing L...	weui943@weio598...	238-555-1199	283 Go St Gopher, AR 1...	NO
<input type="radio"/> Testing Laboratory Acc...	usda.hemp.qa@acce...	318-555-8958	234 Main Cityville, AR ...	YES

Back Save and Exit Save and Next

18. If you need to change your selection, **click** on the “X” next to their business name.

19. Once you have the correct Testing Lab, **click** “Save and Next”.

### Testing Lab Results

**Instructions**  
Change Testing Lab by clicking on the “X” next to their business name.

One Of A Kind Testing Lab X

Back Save and Exit Save and Next

Return to top

## Create a Sampling Event (6 of 8)

20. **Click** “Add Growing Lot”. Note: Multiple growing lots can be added here if the sampling agent is going to sample multiple lots at the same time.

Sampling Event Summary

Sampling Date: 5/31/2022 Testing Lab: One Of A Kind Testing Lab

Sampling Agent: Sarah Jane Sampling

✓ ✓ Select Growing Lot Confirm

Select Growing Lots

Instructions  
To identify which Growing Lots you'll be sampling, click on the Add Growing Lot button.

Growing Lots Add Growing Lot

You have no Growing Lots selected. Click Add Growing Lot to indicate which Growing Lots you'll be sampling.

21. **Fill out** the pop-up informational fields for the growing lot you are scheduling the Sampling Event for:

- A. Lot Number
- B. Harvest ID
- C. Reason for Sampling
- D. Sampling Acreage: If this is “Same as Reported Acreage”, **skip** to Step 22.
- E. Updated Sampling Acreage
- F. Explanation of Discrepancy

22. **Click** “Save”.

Add or Edit Growing Lot

\* Lot Number 0001970-8036-1A \* Harvest ID HRV-000000008

\* Reason for Sampling Re-Sample

Reported Acreage 12.00 \* Sampling Acreage Different from Reported Acreage

\* Updated Sampling Acreage \* Explanation of Discrepancy

Cancel Save

## Create a Sampling Event (7 of 8)

23. Click “Save and Next”.

Sampling Event Summary

Sampling Date : 5/31/2022      Testing Lab : One Of A Kind Testing Lab

Sampling Agent : Sarah Jane Sampling

Progress: [✓] [✓] [Select Growing Lot] [Confirm]

Select Growing Lots

Instructions  
To identify which Growing Lots you'll be sampling, click on the Add Growing Lot button.

Lot Number	Reported Acreage	Sampled Acreage	Reason for Sampling	Actions
0001970-8036-1A		12	12 Re-Sample	

Show: [v]      Page 1 of 1      Total records: 1

Buttons: [Back] [Save and Exit] [Save and Next]

24. **Review** the Sampling Event information on the “Confirmation Page” before submitting your Sampling Event. If you need to change anything, **navigate** to the appropriate section and make edits there by **clicking** “Back”.

25. When you have confirmed the information is accurate, **click** “Submit”.

Confirmation Page

Instructions  
Review the following information before submitting your Sampling Event. If you need to change anything, navigate back to the appropriate section and make edits there.

Sampling Dates  
Requested Sampling Date: 5/25/2022

Sampling Agent  
Account: Sampling Agent FTU Test      Phone: 1231231231  
Email: usda.hemp.qa@accenturefederal.com      Affiliated Labs: ABC Labs

Testing Lab  
Account: Additional Testing Lab Account      Phone: 7897897897  
Email: example@email.com      Mailing Address: 123 A Street, Austin, Delaware 78978

Lot Number	Reported Acreage	Sampled Acreage	Reason for Sampling	Actions
23984-89588		230	60 Re-Sample	

Show: [v]      Page 1 of 1      Total records: 1

Buttons: [Back] [Save and Exit] [Submit]

## Create a Sampling Event (8 of 8)

26. A “Thank You” notification will confirm that your information has been received and you will see your Sampling Event details in a read-only version. You will receive a “Sampling Event Received” email notification confirming that your sampling activity has been submitted and that the Sampling Event details have been sent to your chosen Sampling Agent.

Marketing Service  
AGRICULTURE

Thank you!  
The details of this sampling event have been documented. Your sampling agent will receive notice to complete the sampling details.

HOME

Search...

QA\_USDA TEST PRODUCER 1

Sampling Event  
SE-0000000054

Sampling Event Details

Requested Sample Date  
5/25/2022

Status  
Pending Samples

Sampling Agent Details

Sampling Agent  
Sampling Agent FTU Test

Sampling Agent Phone  
1231231231

Sampling Agent Email  
usda.hemp.qa@accenturefederal.com

Testing Lab Details

Testing Lab  
Additional Testing Lab Account

Lab Phone  
7897897897

Lab Mailing Address  
123 A Street  
Austin, Delaware 78978

Growing Lots

Growing Lot Sample ID	Growing Lot Number	Sampling Acreage	Harvest Date Range	Date Sampled	Status
SMPL-0000000022	23984-89588	60			New

Show:

Page 1 of 1

Total records: 1

Note: You can come back to this Sampling Event record anytime from your homepage. **Click** the “Testing” tab, click the “Sampling Events” subtab, and it will be under the “Submitted Sampling Events”. You will receive a “A New Sampling Event is Available to You” email notification when your Sampling Agent has submitted the Sampling Event, so that you can access and review the details in HeMP.