



AMS Domestic Hemp Production Program

Hemp eManagement Platform (HEMP) User Guide
for Testing Laboratories



Agricultural Marketing Service
U.S. DEPARTMENT OF AGRICULTURE

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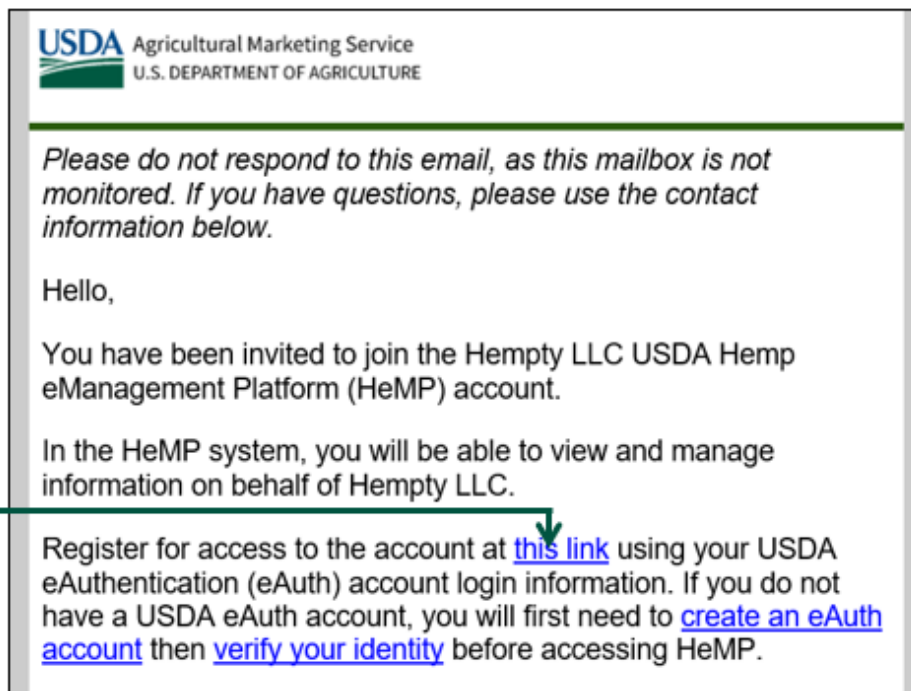
Log In to HeMP

- Log In to HeMP for the First Time**
- Log In to HeMP**

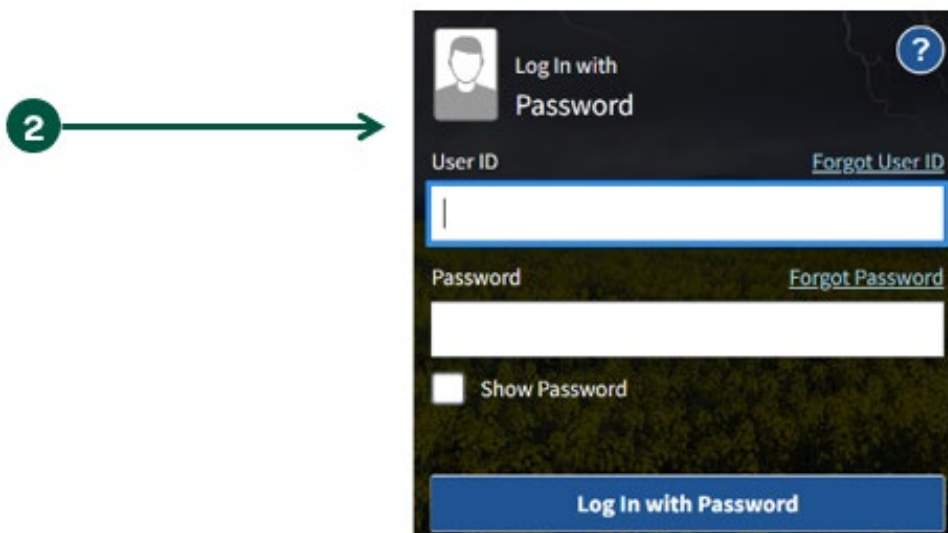
Log In to HeMP for the First Time (1 of 10)

If your testing lab has submitted any testing results to USDA's Domestic Hemp Production Program (DHPP) in the past, you can follow these steps to log in. If you have not submitted to DHPP in the past, go to [Page 9](#).

1. You should have received an email with the subject "USDA HeMP Account Invitation". **Open** that email and **click** the "this link" linked text to access your HeMP Account.
 - If you do not have an email invitation, send an Account invitation request to DHPP via email at farmbill.hemp@usda.gov specifying the testing lab you represent. Alternatively, if a colleague from your testing lab has already logged in to HeMP, reach out to that individual for an invitation to join.



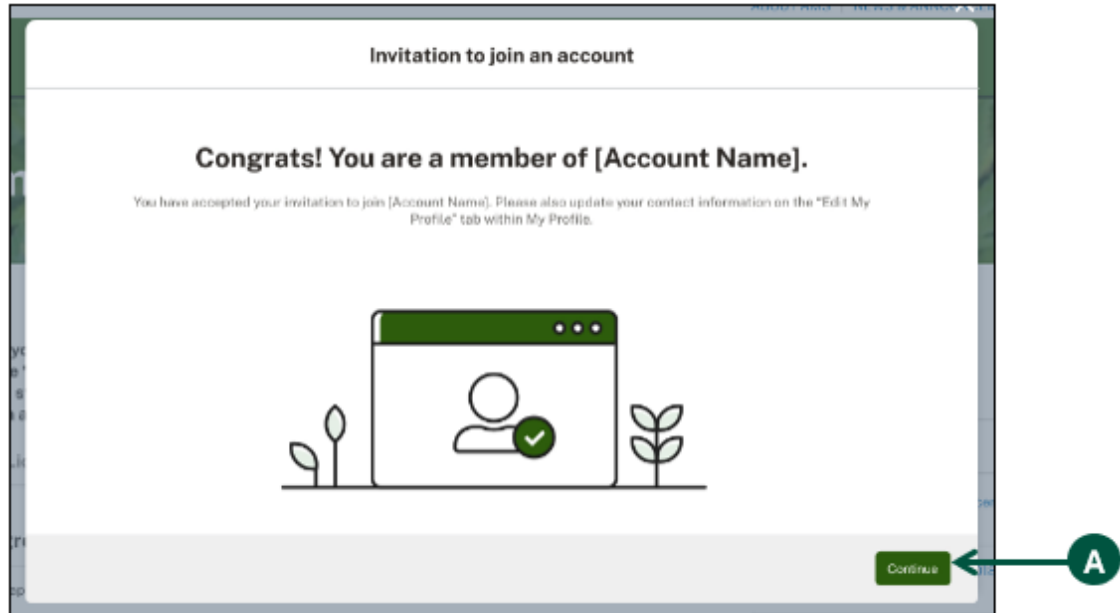
2. You will be directed to log into HeMP using your USDA eAuthentication (eAuth) credentials. **Enter** your eAuth username and password, then **click** "Log In with Password" to log in.



Log In to HeMP for the First Time (2 of 10)

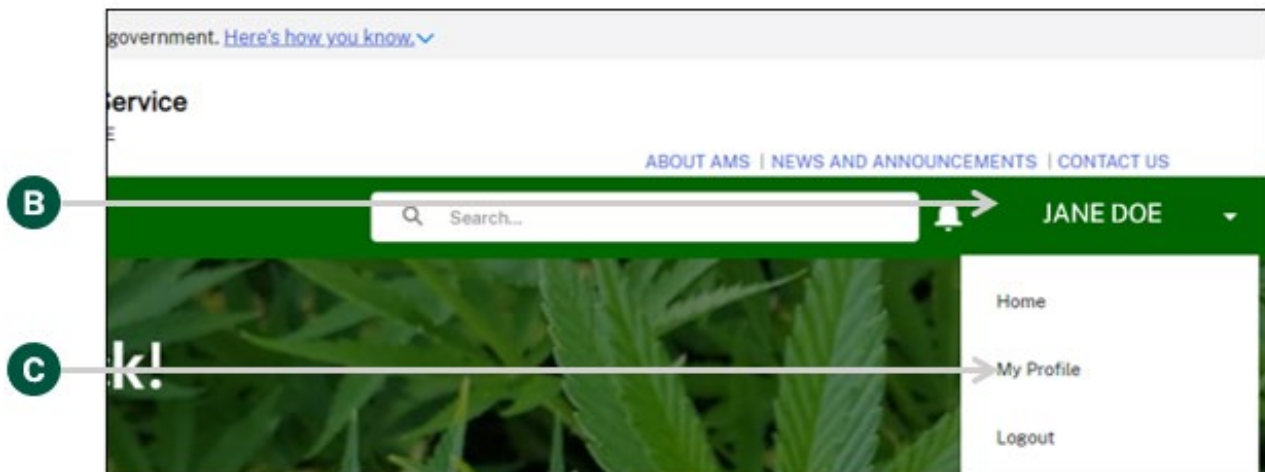
3. After logging in, you will receive one of the four following messages.

- **Message 1:** If you see the “Congrats! You are a member of [Account Name]” message below, you have successfully accepted your Account invitation.
 - A. After seeing this message, **click** “Continue”.



B. **Click** your Account dropdown on the righthand corner of the page.

C. **Click** “My Profile” from the dropdown.

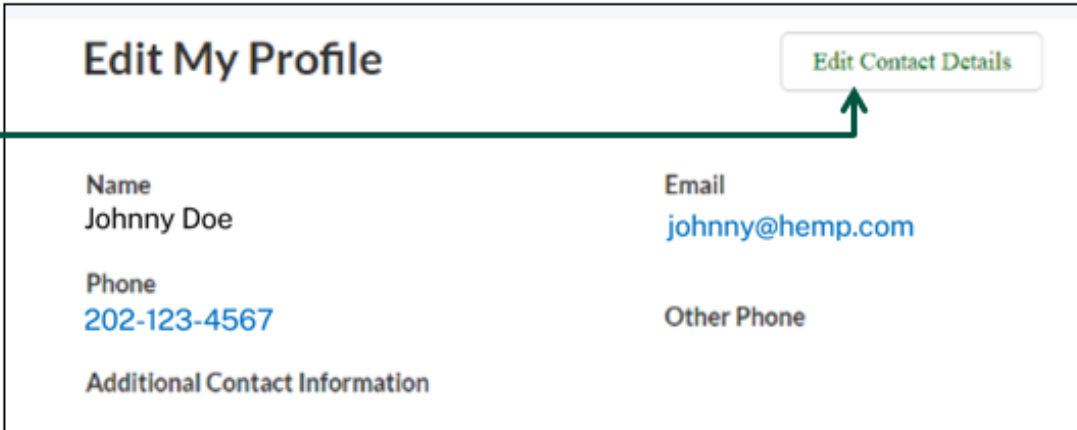


Log In to HeMP for the First Time (3 of 10)

3. Continued: After logging in, you will receive one of the four following messages.

- Continued: **Message 1**

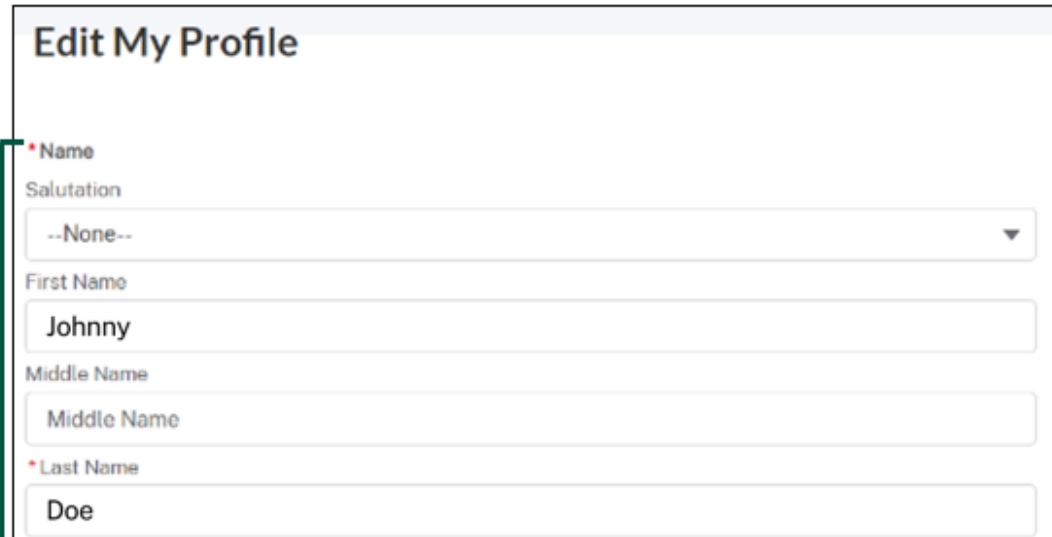
D. You will be directed to your “Edit My Profile” tab, **click** “Edit Contact Details”.



The screenshot shows the "Edit My Profile" page. At the top right, there is a button labeled "Edit Contact Details". A green callout box with the letter "D" and an arrow points to this button. The profile information is displayed in two columns:

Name	Johnny Doe	Email	johnny@hemp.com
Phone	202-123-4567	Other Phone	
Additional Contact Information			


E. **Review** and **update** your contact details by clicking into any of the fields listed on the page including “Name” and “Contact Information”. Note: You cannot update your email address from the “Edit My Profile” page. Your HeMP Account is linked to your eAuth Account. If you need to update your email address, you will need to do it through your eAuth Account in [Update Account page](#).



The screenshot shows the "Edit My Profile" page with a form for editing contact details. A green callout box with the letter "E" and an arrow points to the name fields. The form includes:

- Salutation: --None-- (dropdown menu)
- First Name: Johnny
- Middle Name: Middle Name
- Last Name: Doe

F. **Click** “Save Changes” at the bottom of “Edit My Profile”. Congratulations, your HeMP Account is now complete. You may now begin using your HeMP Account.

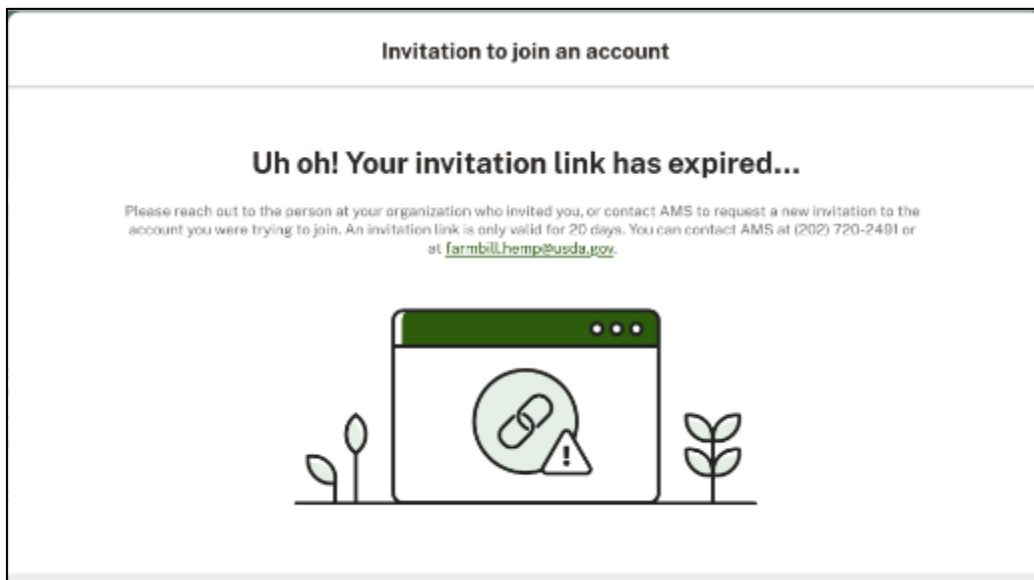


The screenshot shows two buttons at the bottom of the page: "Cancel" and "Save Changes". A green callout box with the letter "F" and an arrow points to the "Save Changes" button.

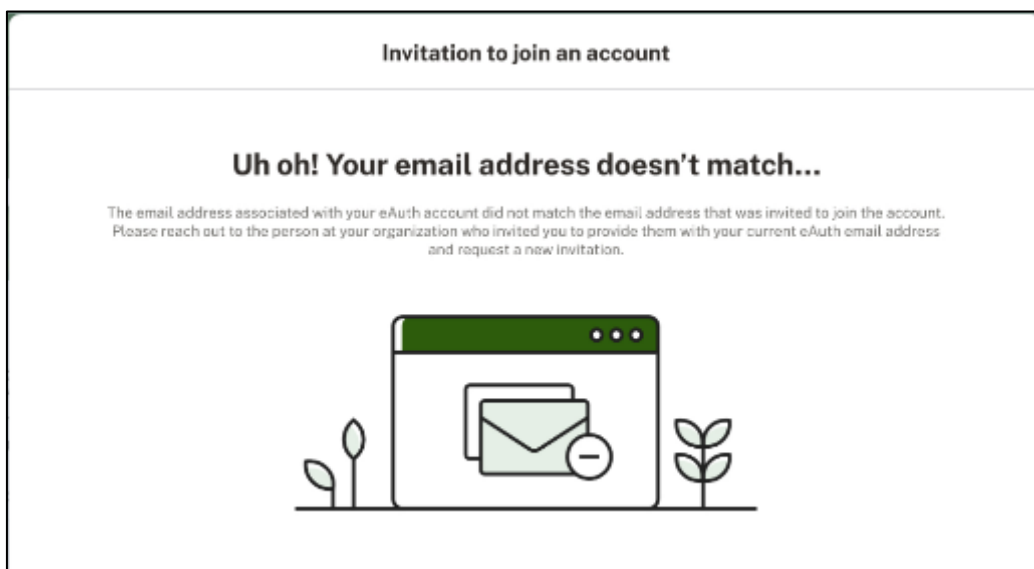
Log In to HeMP for the First Time (4 of 10)

3. Continued: After logging in, you will receive one of the four following messages.

- **Message 2:** If you see the “Uh oh! Your invitation link has expired” message below, your invitation link has expired. If a colleague invited you to your organization’s Account, **have them resend an Account invitation**. You can also **request a new invitation** by emailing DHPP at farmbill.hemp@usda.gov.



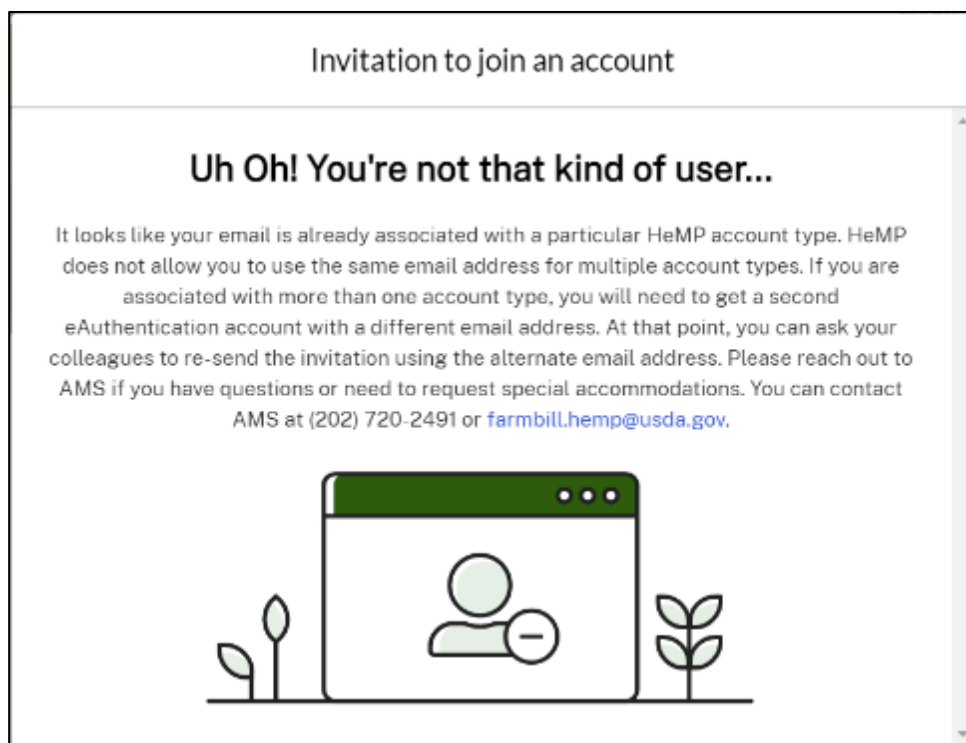
- **Message 3:** If you see the “Uh oh, Your email address doesn’t match” message below, the email address associated with your eAuth Account does not match the email address invited to join the Account. If a colleague invited you to your organization’s Account, **have them resend an Account invitation to the email address associated with your eAuth Account**. You can also **request a new invitation** by emailing DHPP at farmbill.hemp@usda.gov.



Log In to HeMP for the First Time (5 of 10)

3. Continued: After logging in, you will receive one of the four following messages.

- **Message 4:** If you see the “Uh Oh! You are not that kind of user” message below, your email address is being used for another Account type (e.g. you have a Producer Account using the email provided). **You will need to create a second eAuth Account with a different email address to access your testing lab Account.** After your new eAuth Account is created, **have your colleague resend an Account invitation to the email address associated with your new eAuth Account.** You can also **request a new invitation** by emailing DHPP at farmbill.hemp@usda.gov.



Log In to HeMP for the First Time (6 of 10)

If your testing lab has NOT submitted testing results to USDA's Domestic Hemp Production Program (DHPP) in the past, you can follow these steps to log in. If you have submitted to DHPP in the past, go to [Page 4](#).

1. Go to <https://hemp.ams.usda.gov/s/>.
2. Under the “Is this your first time working with USDA’s Domestic Hemp Production Program (DHPP) or are you a returning user to HeMP?” **click** “Sign Up”.

2 →

Is this your first time working with USDA's Domestic Hemp Production Program (DHPP), or are you a returning user to HeMP?



Welcome! The HeMP System allows producers, States, Tribes, and testing labs to submit applications and reports, and to manage licensee data online. If you have not worked with DHPP in the past, you can sign up or log in through eAuthentication (eAuth) below. eAuth is required to access the system.

If you are a returning HeMP user, log in below.

[Sign Up](#) or [Log In](#)

3. You will be directed to login to HeMP using your USDA eAuthentication (eAuth) credentials. **Enter** your eAuth username and password, then **click** “Log In with Password” to log in.

3 →

 Log In with Password 

User ID [Forgot User ID](#)

Password [Forgot Password](#)




 Show Password

[Log In with Password](#)

Log In to HeMP for the First Time (7 of 10)

4. You will be directed to begin the Account sign up process, **click** “Get Started”.

The screenshot shows a three-column overview of the sign-up process. The first column, titled 'Just a few minutes', includes a clock icon and text stating the process takes 5 to 10 minutes. The second column, 'Submission confirmation email', features a document icon and text about receiving an email confirmation. The third column, 'Account confirmation email', has a person icon and text about receiving a confirmation email. At the bottom, a green 'Get Started' button is highlighted with a green arrow and a circled number '4'.

Just a few minutes	Submission confirmation email	Account confirmation email
 This process should take 5 to 10 minutes to complete.	 You will receive an email confirmation immediately after completing this process, followed by an email within 5 minutes to confirm that your HEMP account has been created.	 Once you receive the confirmation email indicating that your account has been created, you will be able to get started with HEMP. Thank you for your patience.

4 → [Get Started](#)

5. Once you are on the “Your Information” page, **review** your contact information and **enter** additional details directly into the information field if needed. Note: HeMP is linked to your eAuth Account. If you need to update your email, username, or password, you will need to do so through your eAuth Account.

6. Once you have reviewed and/or updated your contact information, **click** “Next”.

The screenshot displays a form for entering personal information. The fields are: Email (johnny@hemp.com), Name (with a red asterisk), Salutation (dropdown menu showing '--None--'), First Name (Johnny), Middle Name (Middle Name), Last Name (Doe, with a red asterisk), and Suffix (Suffix). A green arrow and a circled number '5' point to the form fields. At the bottom, a green 'Next' button is highlighted with a green arrow and a circled number '6'.


5 → [Form Fields]

6 → [Next](#)

Log In to HeMP for the First Time (8 of 10)

6. Once you are on the “Account Type” page, **click** “Testing Laboratory”.

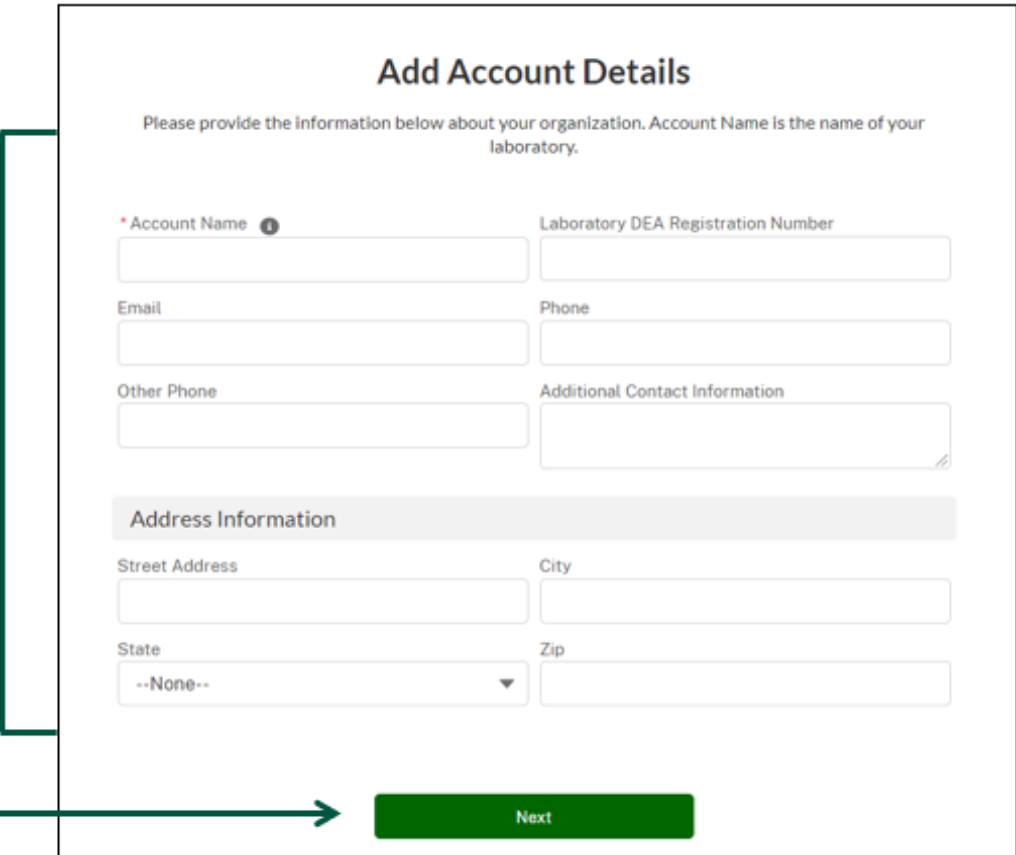
7. **Scroll down** and **click** “Next”.



The screenshot shows three selectable options: State Government, Tribal Government, and Testing Laboratory. A green circle with the number '6' is positioned to the left of the 'Testing Laboratory' option, with a horizontal arrow pointing to it.

8. Once you are on the “Account Details” page, **enter** the requested information about your testing lab. Note: “Account Name” should be the name of your testing lab (e.g. Hemp Labs).

9. Once you have provided your testing lab’s information, **click** “Next”.



The screenshot shows the 'Add Account Details' form with the following fields:

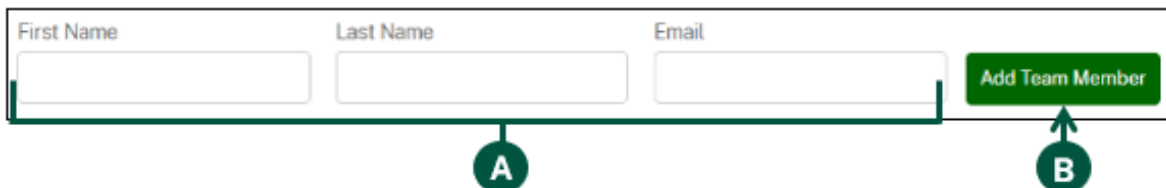
- * Account Name (with an information icon)
- Laboratory DEA Registration Number
- Email
- Phone
- Other Phone
- Additional Contact Information
- Address Information section containing:
 - Street Address
 - City
 - State (dropdown menu with "--None--" selected)
 - Zip
- Next button

A green circle with the number '8' is on the left, with a vertical bracket indicating the input fields. A green circle with the number '9' is at the bottom left, with an arrow pointing to the 'Next' button.

Log In to HeMP for the First Time (9 of 10)

10. Once you are on the “Add Team Members to Your Account” page, you can invite colleagues from your testing lab to the Account. Note: The Account sign up process should only be used once per testing lab. Additional users should access the Account through an invitation and should not go through the Account sign up process detailed in steps 1-9.
- A. **Enter** the name and email address of your colleague(s). The email address provided should be the one associated with the individual’s eAuth account.

- B. After you have entered your colleague’s information, **click** “Add Team Member”.



The screenshot shows a form with three input fields: "First Name", "Last Name", and "Email". To the right of these fields is a green button labeled "Add Team Member". A green circle with the letter "A" has an arrow pointing to the "Last Name" field. Another green circle with the letter "B" has an arrow pointing to the "Add Team Member" button.

- C. **Repeat** step A and B until you have entered information for each colleague. If you need to invite additional colleagues in the future, you will be able to do so later.

- D. **Review the list of invitation recipients.** Note: If the contact information for any of your colleagues is incorrect or you want to delete a recipient, click the trash icon to delete the contact.

Invitations are being sent to:

FIRST NAME	LAST NAME	EMAIL	
Chris	Franklin	chris@hemp.com	
Sherry	Johnson	sherry@hemp.com	
Jane	Smith	jane@hemp.com	

- E. When you are done reviewing the invitation recipients, **click** “I’m Done Adding Emails” at the bottom of the page. Note: You will be able to send additional Account invitations later. You can skip sending Account invitations by clicking “No, I’ll Do This Later”, however it is recommended that you send invitations here first.



The screenshot shows two buttons at the bottom of the page: a light gray button labeled "No, I'll Do This Later" and a green button labeled "I'm Done Adding Emails". A green circle with the letter "E" has an arrow pointing to the "I'm Done Adding Emails" button.

Log In to HeMP for the First Time (10 of 10)

11. Once you are on the “Your account creation request has been received!” page, your Account request has been received by USDA. You will also receive an email confirming your Account request has been received.
12. Within 5 minutes of completing the Account sign up process, you will receive an email with the subject “USDA HeMP Account is Ready” indicating that you can now use your new Account.
13. You can now **log in** to HeMP any time by going to <https://hemp.ams.usda.gov/s/> and logging in using your eAuth username and password.

Log In to HeMP

1. Go to <https://hemp.ams.usda.gov/s/>.
2. Under the “Is this your first time working with USDA’s Domestic Hemp Production Program (DHPP) or are you a returning user to HeMP?” **click** “Log In”.

Is this your first time working with USDA’s Domestic Hemp Production Program (DHPP), or are you a returning user to HeMP?

Welcome! The HeMP System allows producers, States, Tribes, and testing labs to submit applications and reports, and to manage licensee data online. If you have not worked with DHPP in the past, you can sign up or log in through eAuthentication (eAuth) below. eAuth is required to access the system.

If you are a returning HeMP user, log in below.

[Sign Up](#) or [Log In](#)

2

3. You will be directed to login to HeMP using your USDA eAuthentication (eAuth) credentials. **Enter** your eAuth username and password, then **click** “Log In with Password” to log in.

3

Log In with Password

User ID [Forgot User ID](#)

Password [Forgot Password](#)

Show Password

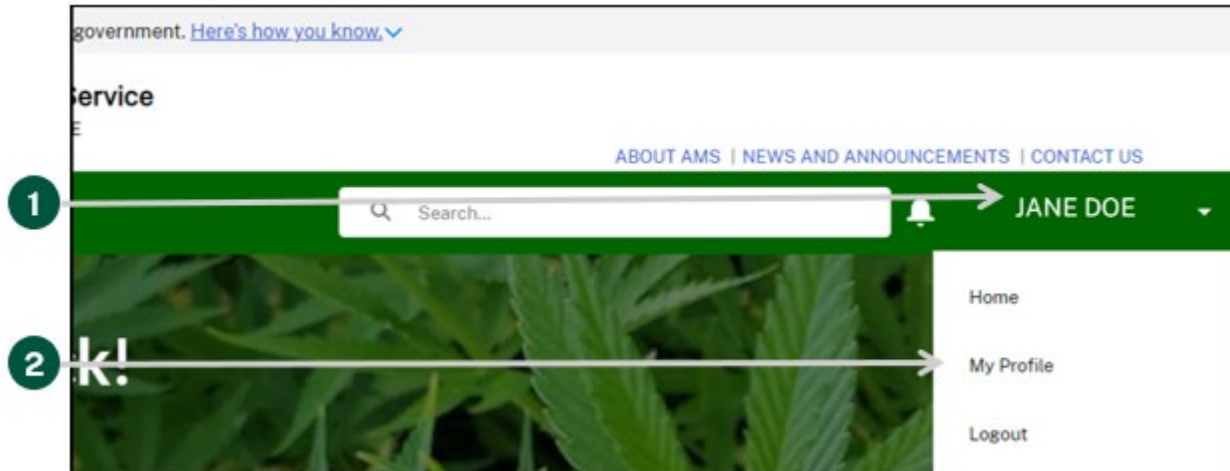
[Log In with Password](#)

Modify My Profile

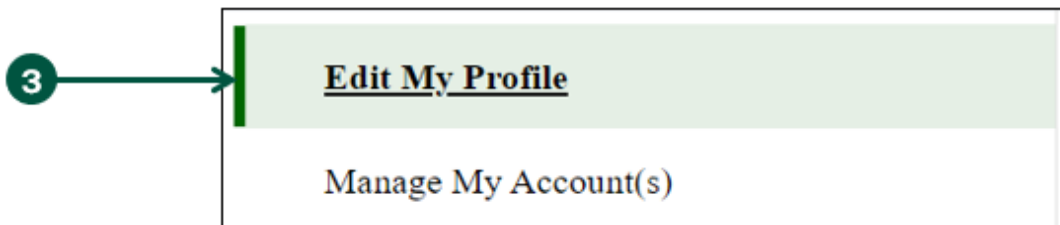
- Modify Contact Information**
- Modify Account Information**
- Update Account Contacts**
- Invite a Colleague to Account**
- Add a Sub-Account to My Profile**

Modify Contact Information (1 of 2)

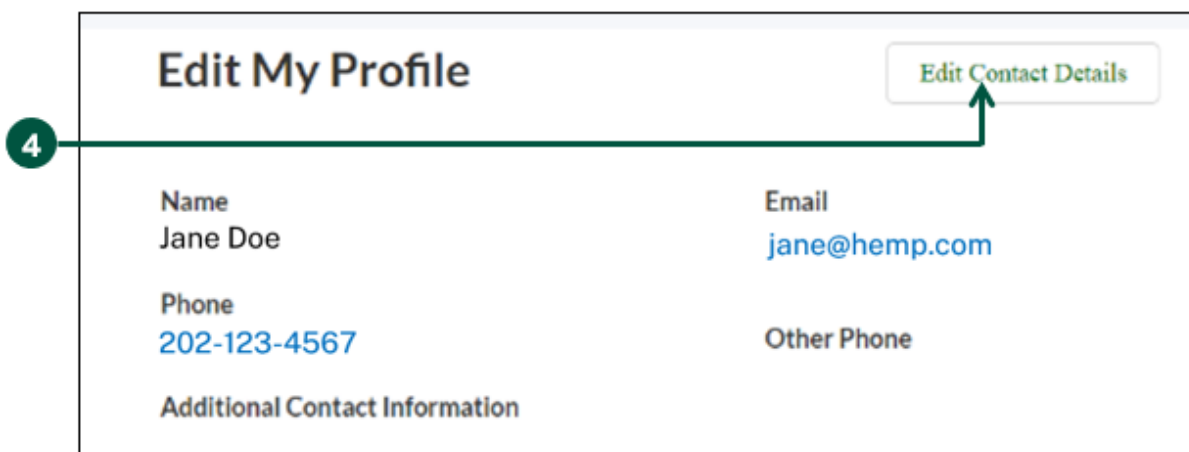
1. **Click** your account dropdown on the righthand corner of HeMP.
2. **Click** “My Profile” from the dropdown.



3. **Click** the “Edit My Profile” tab on the left of the page.

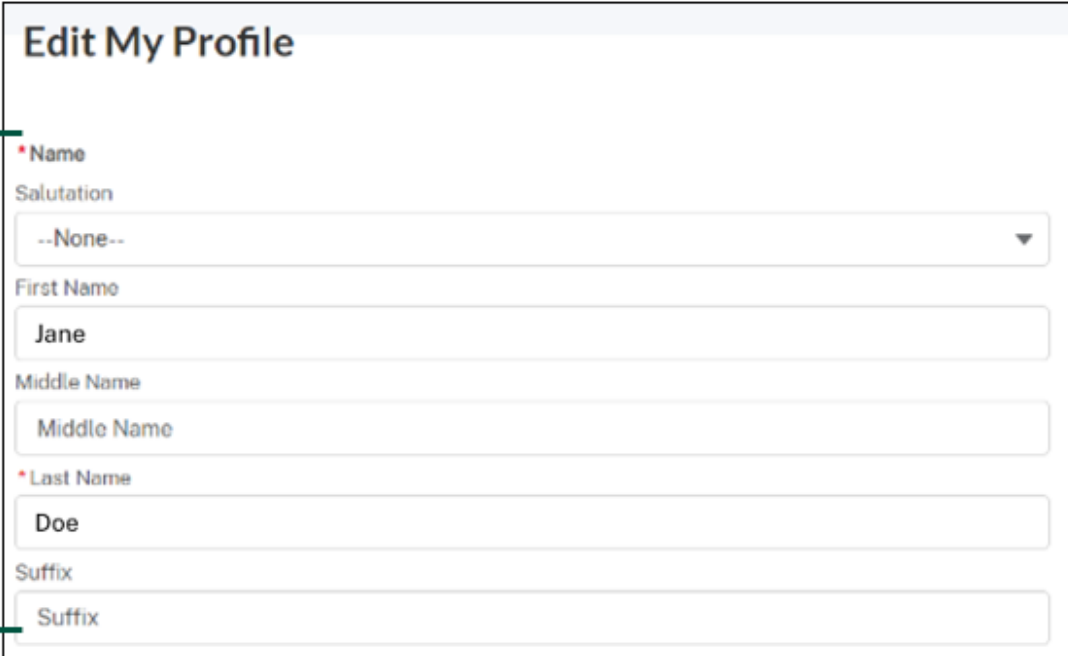


4. Once you are on the “Edit My Profile” page, **click** “Edit Contact Details”.



Modify Contact Information (2 of 2)


5. **Review** and **update** your contact details by clicking into any of the fields listed on the page including Name and Contact Information. Note: You cannot update your email address from the “Edit My Profile” page. Your HeMP account is linked to your eAuth account. If you need to update your email address, you will need to do it through your eAuth account in [Update Account page](#).



The screenshot shows the 'Edit My Profile' form. A callout box with the number '5' highlights the name-related fields. The form contains the following fields:

- *Name**
- Salutation: --None--
- First Name: Jane
- Middle Name: Middle Name
- *Last Name**: Doe
- Suffix: Suffix

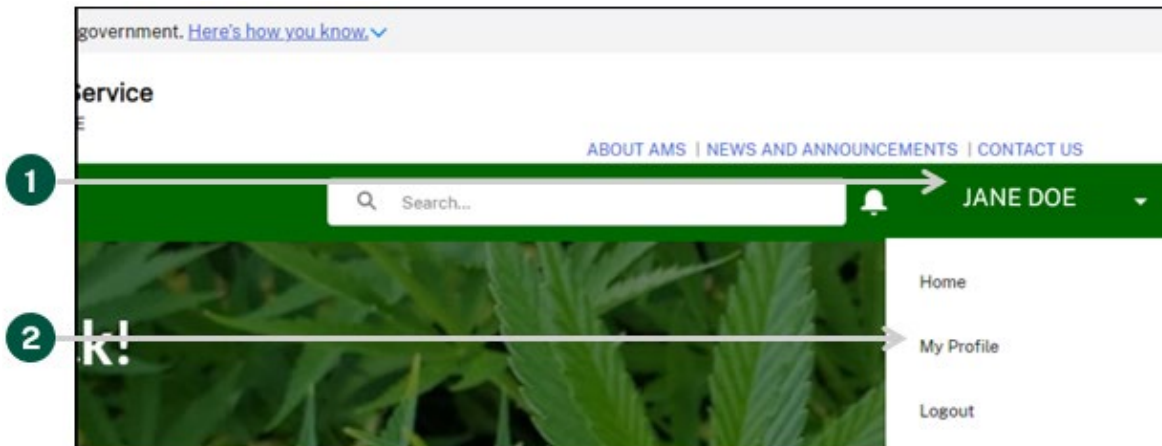
6. **Click** “Save Changes” at the bottom of “Edit My Profile”.



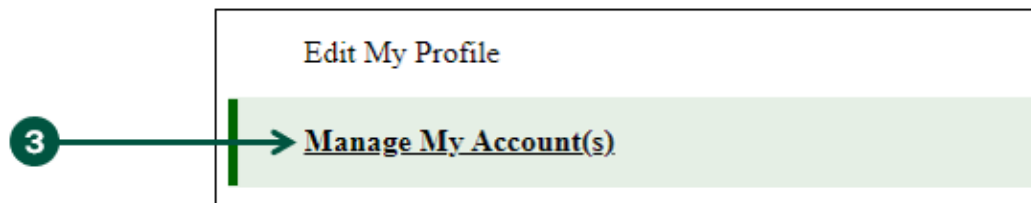
The screenshot shows two buttons: 'Cancel' and 'Save Changes'. A callout box with the number '6' points to the 'Save Changes' button.

Modify Account Information (1 of 2)

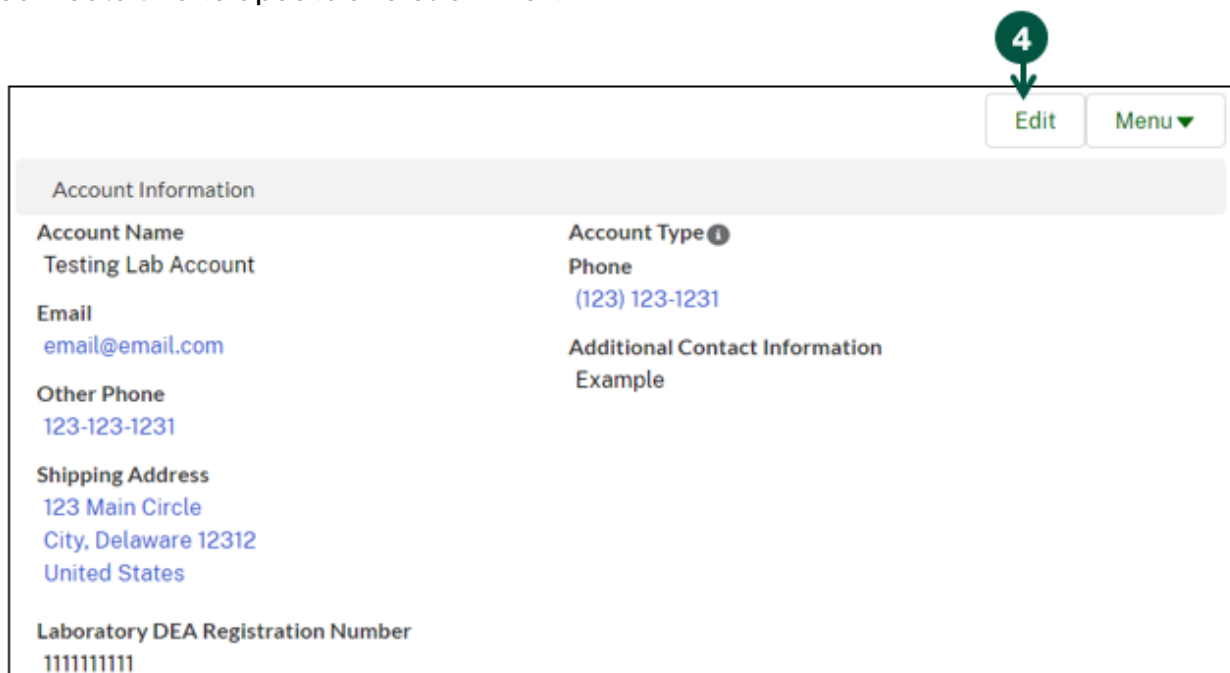
1. **Click** your account dropdown on the righthand corner of HeMP.
2. **Click** “My Profile” from the dropdown.



3. **Click** the “Manage My Account(s)” tab on the left of the page.



4. **Review** your account details listed under “Account Information” to identify the information you would like to update and **click** “Edit”.



Modify Account Information (2 of 2)

5. **Review** and **update** your account information by clicking into any of the fields listed under “Account Information”.

Account Information

* Account Name
Testing Lab Account

Phone
1231231231

Email
email@email.com

Additional Contact Information
Example

Other Phone
123-123-1231

Shipping Address

Shipping Country Code
United States

Shipping Street
123 Main Circle

Shipping City
City

Shipping State/Province
Delaware

Shipping Zip/Postal Code
12312

Laboratory DEA Registration Number
1111111111

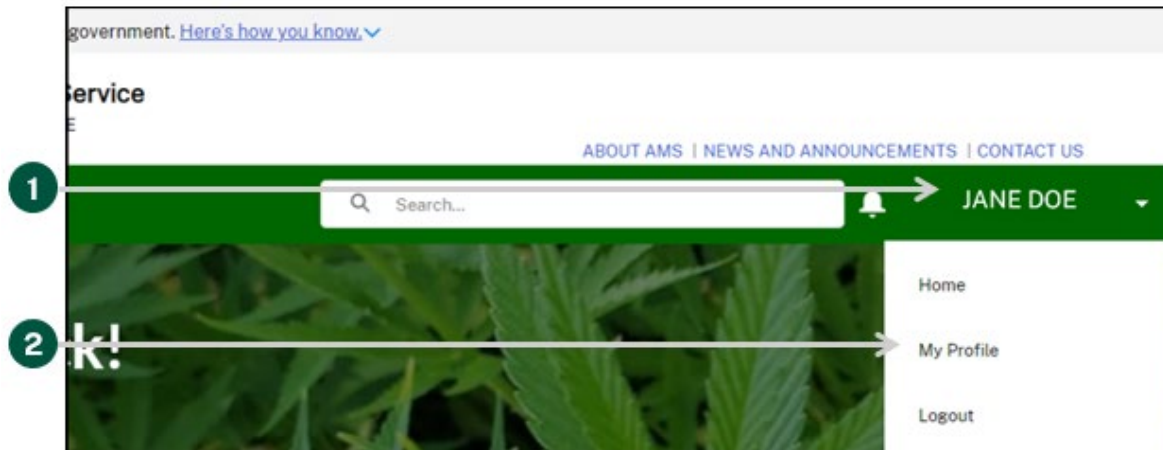
6. Once you have updated your account information, **click** “Save Changes” at the bottom of the “Account Information” section.

Cancel Save Changes

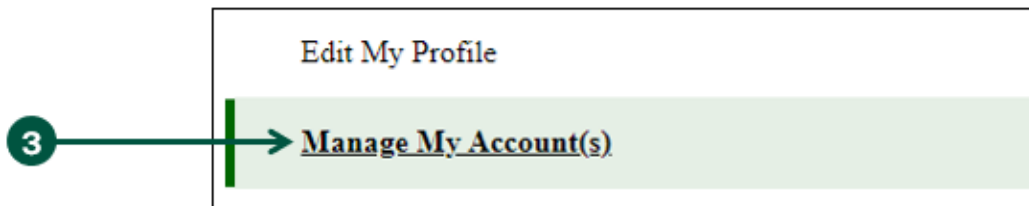


Update Account Contacts (1 of 6)

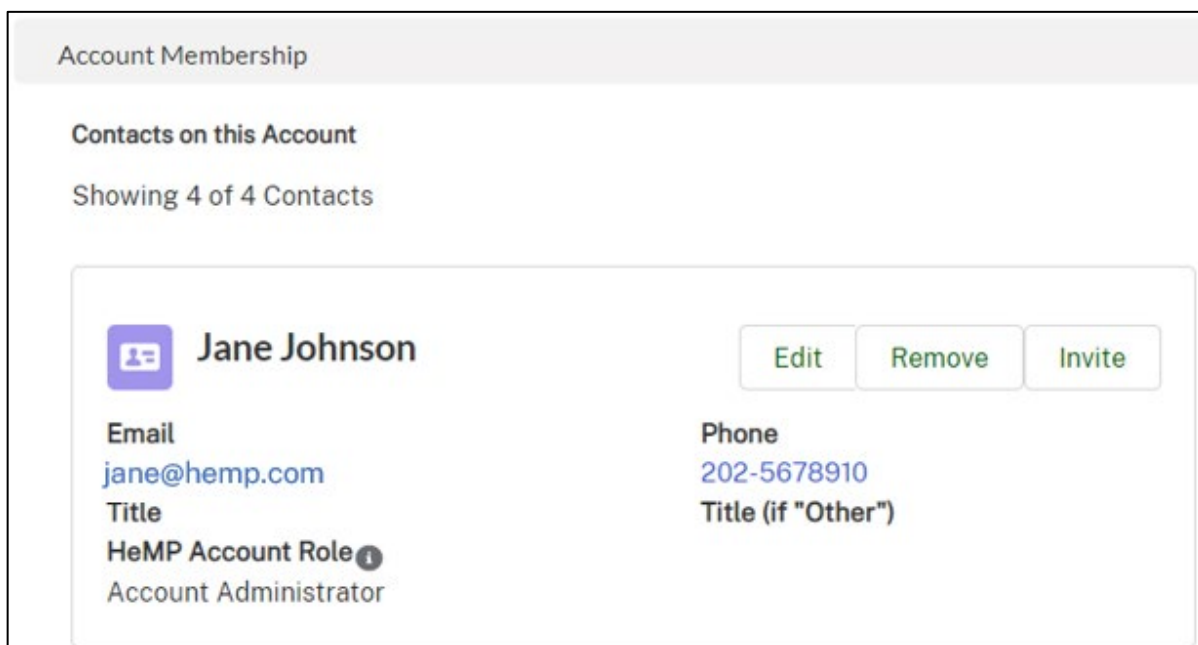
1. **Click** your Account dropdown on the righthand corner of HeMP.
2. **Click** “My Profile” from the dropdown.



3. **Click** the “Manage My Account(s)” tab on the left of the page.



4. **View** your Account’s Contacts under “Account Membership”.



Update Account Contacts (2 of 6)

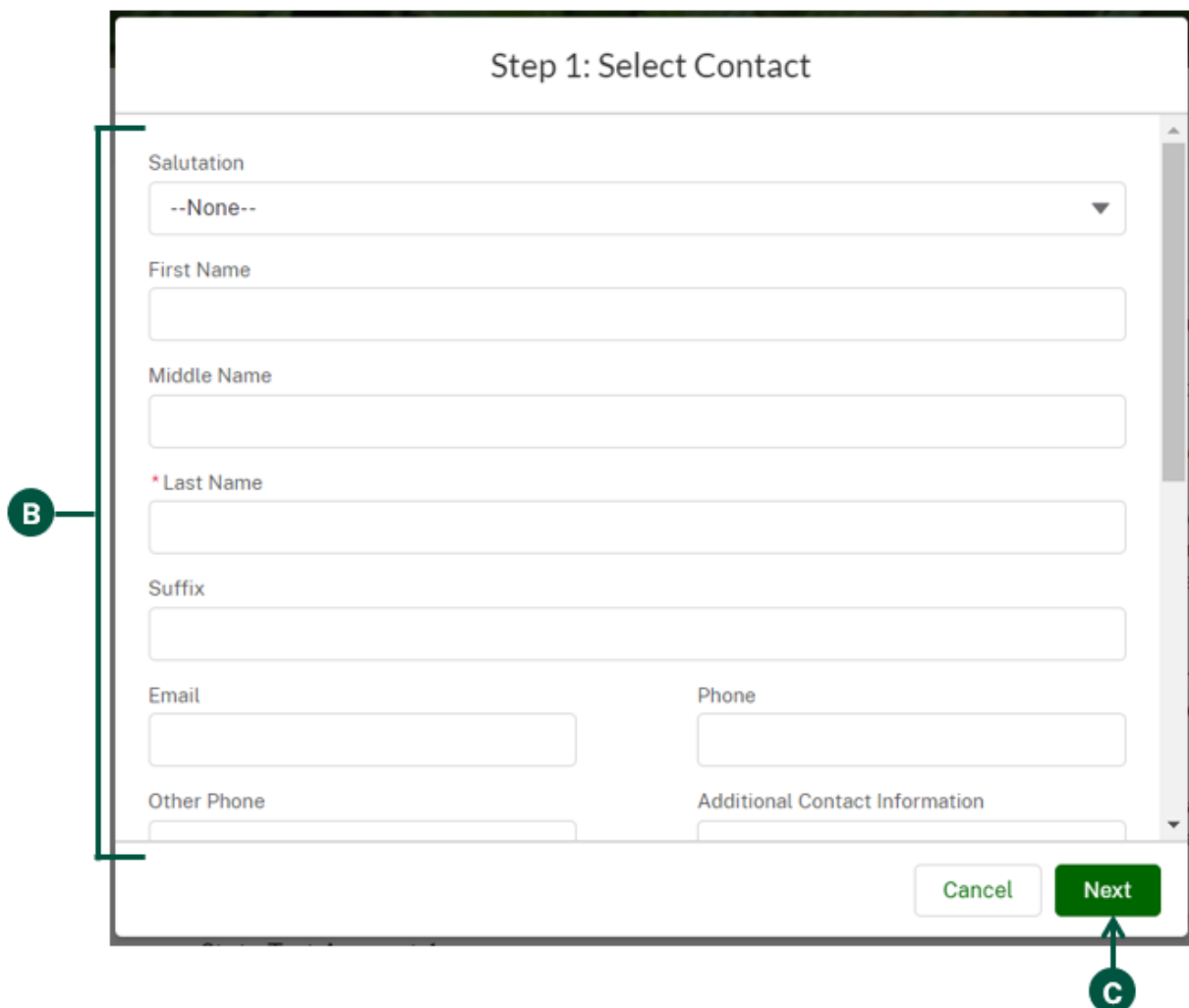
- To add an Account Contact:

- A. **Click** the “Menu” dropdown above “Account Information” and then **click** “Add New Contact”.



- B. Once you see the “Step 1: Select Contact” pop-up, **enter** your new Contact’s information into the pop-up fields.

- C. Once you have entered all of you new Contact’s information, **click** “Next”.

A screenshot of a pop-up form titled "Step 1: Select Contact". The form contains several input fields: "Salutation" (a dropdown menu with "--None--" selected), "First Name", "Middle Name", "* Last Name", "Suffix", "Email", "Phone", "Other Phone", and "Additional Contact Information". A green circle with the letter 'B' and a bracket highlights the entire form area. At the bottom right, there are two buttons: "Cancel" and "Next". A green circle with the letter 'C' and an arrow points to the "Next" button.

Update Account Contacts (3 of 6)

- Continued: To add an Account Contact:

- D. Once you see the “Step 2: Add Contact to this Account” pop-up, you can **select** a title for the contact under “Title”. If none of the titles provided fit for your Contact, you can select “Other” and enter a title under “Title (if “Other”)

The screenshot shows a pop-up window titled "Step 2: Add Contact to this Account". It has two columns. The left column is for the "Account" and the right column is for the "Contact". Under "Account", there is a dropdown menu showing "Hemp Account" with a close button (X). Under "Contact", there is a dropdown menu showing "Jane Doe" with a close button (X). Below the "Account" dropdown is a "Title" dropdown menu currently set to "--None--". Below the "Contact" dropdown is a text input field labeled "Title (if 'Other')". A green arrow labeled "D" points from the bottom left to the "Title" dropdown and the "Title (if 'Other')" input field.

- E. Optional: Under “Hemp Account Role”, you can remove the Account Administrator permissions for the contact. All Contacts are automatically defaulted as Account Administrators, this enables them to edit all HeMP Account information. If you would like to remove these permissions, **click** “Account Administrator” and then **click** the arrow pointing to the left.

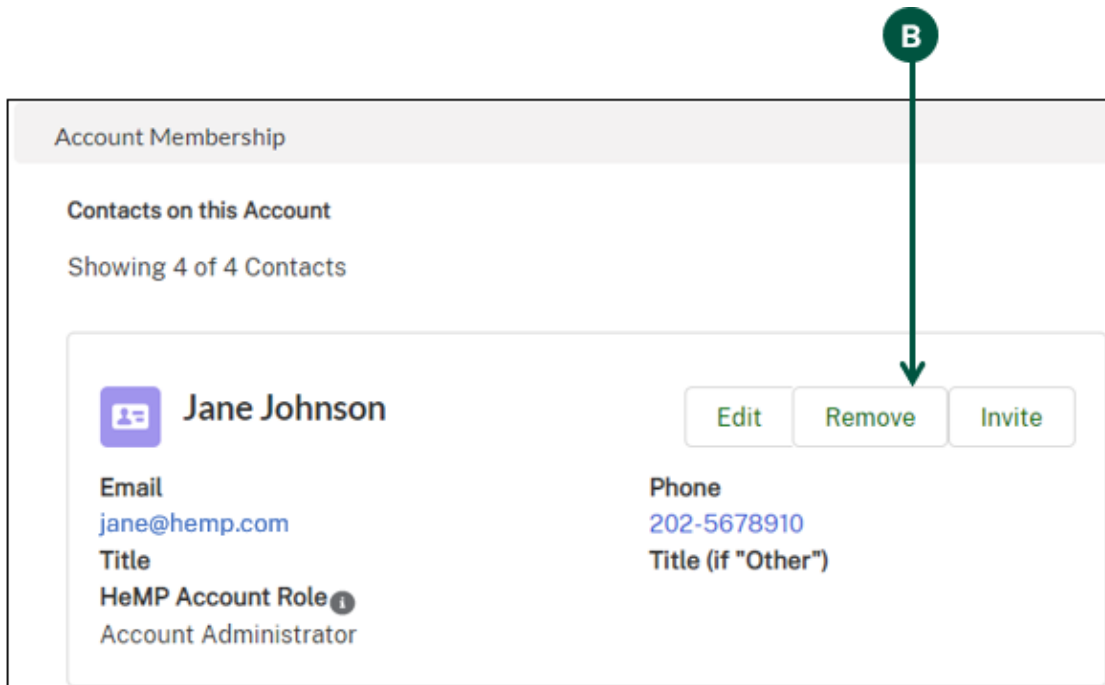
The screenshot shows a dialog box titled "HeMP Account Role" with an information icon. It has two columns: "Available" and "Chosen". The "Available" column is empty. The "Chosen" column contains one item, "Account A...". A green arrow labeled "E" points to the "Account A..." item. Another green arrow labeled "E" points to the left-pointing arrow between the "Available" and "Chosen" columns.

- F. **Click** “Save & Close” at the bottom of the pop-up to add the new Contact to your Account.

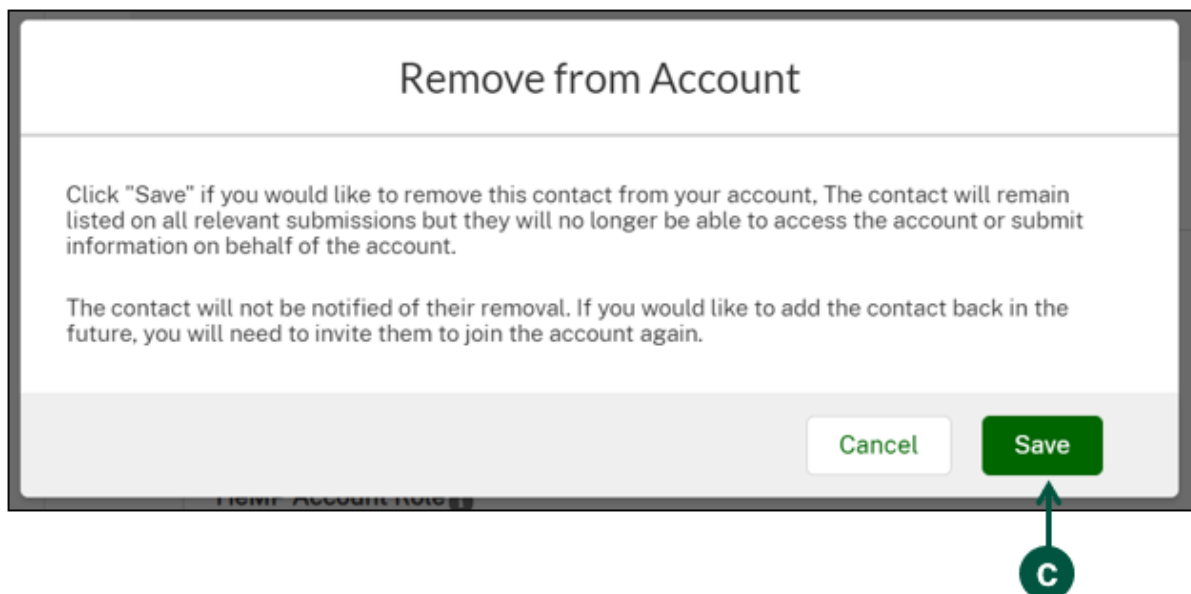


Update Account Contacts (4 of 6)

- To remove an Account Contact:
 - A. **Find** the Contact you would like to remove under “Account Membership”.
 - B. **Click** “Remove” on the Contact card of the Contact you would like removed from the Account.

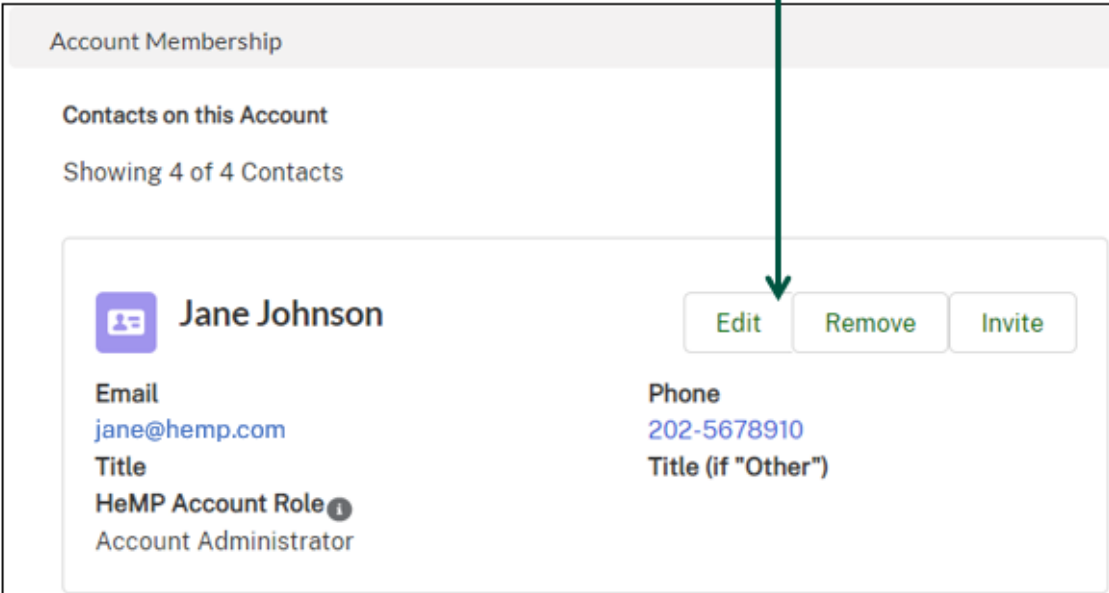


- C. Once you see the “Remove from Account” pop-up, **click** “Save”.



Update Account Contacts (5 of 6)


- To edit an Account Contact's information:
 - A. **Find** the Contact you would like to edit under "Account Membership".
 - B. **Click** "Edit" on the Contact that you would like to update.



Account Membership

Contacts on this Account

Showing 4 of 4 Contacts

 **Jane Johnson**

Edit **Remove** **Invite**

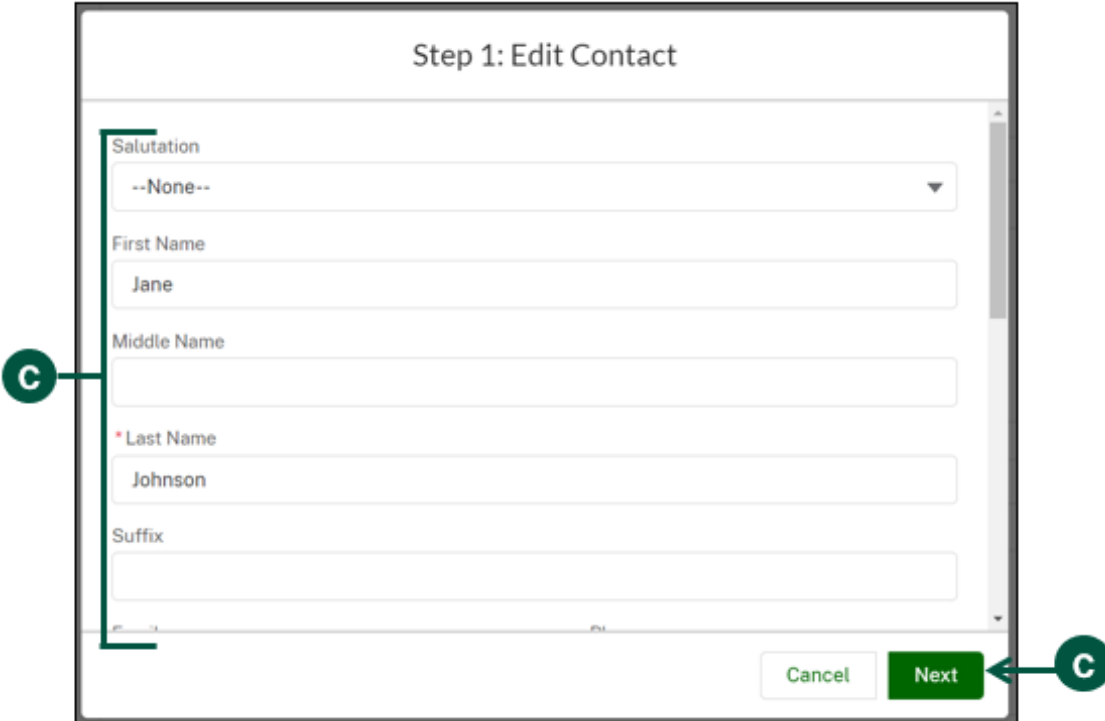
Email
jane@hemp.com

Phone
202-5678910

Title
Title (if "Other")

HeMP Account Role ⓘ
Account Administrator

- C. Once you see the "Step 1: Edit Contact" pop-up, **enter** the updated Contact information into the selected fields and then **click** "Next".



Step 1: Edit Contact

Salutation
--None--

First Name
Jane

Middle Name

* Last Name
Johnson

Suffix

Cancel **Next**

Update Account Contacts (6 of 6)

- Continued: To edit an Account Contact's information

D. Once you see the “Step 2: Edit Relationship Between Contact and Account” pop-up, you can **select** a title for the Contact under “Title”. If none of the titles provided fit your Contact, you can select “Other” and enter a title under “Title (if “Other”)”.

Step 2: Edit Relationship Between Contact and Account

* Account: Hemp Account

* Contact: Jane Doe

Title: --None--

Title (if "Other"):

- E. Optional: Under “Hemp Account Role”, you can remove the Account Administrator permissions for the Contact. All Contacts are automatically defaulted as Account Administrators, this enables them to edit all HeMP Account information. If you would like to remove these permissions, **click** “Account A...” and then **click** the arrow pointing left.

HeMP Account Role

Available

Chosen

Account A...

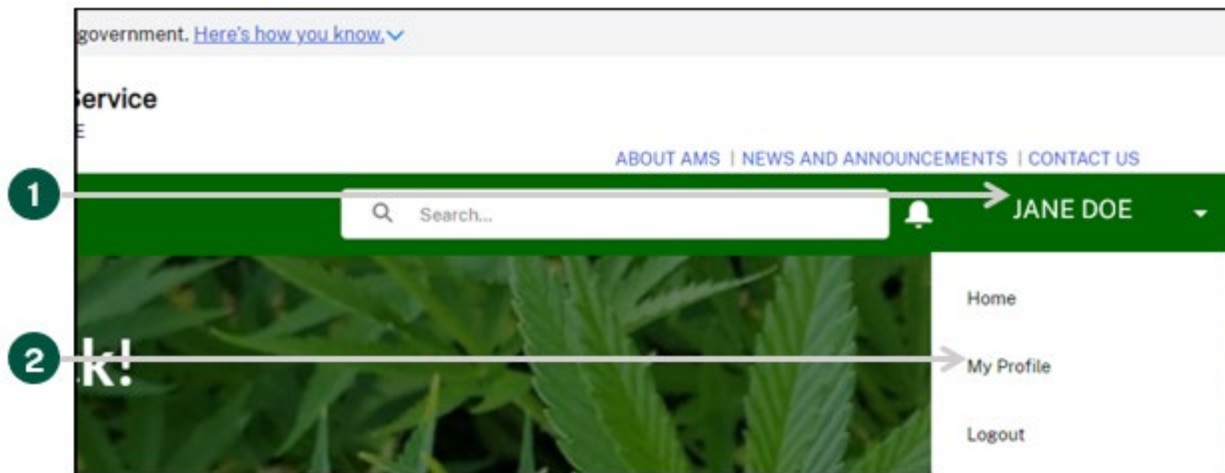
- F. **Click** “Save & Close” to save the updated Contact information.

Save & Close

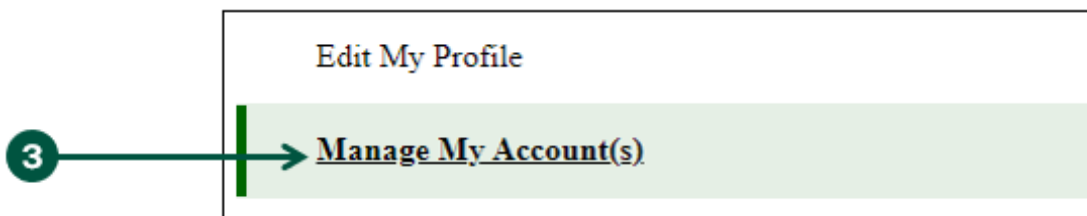
Invite a Colleague to Account (1 of 2)

To invite a colleague to your testing lab HeMP account, you will first need to add their contact information, see [Page 21](#) to view steps on adding their Account information.

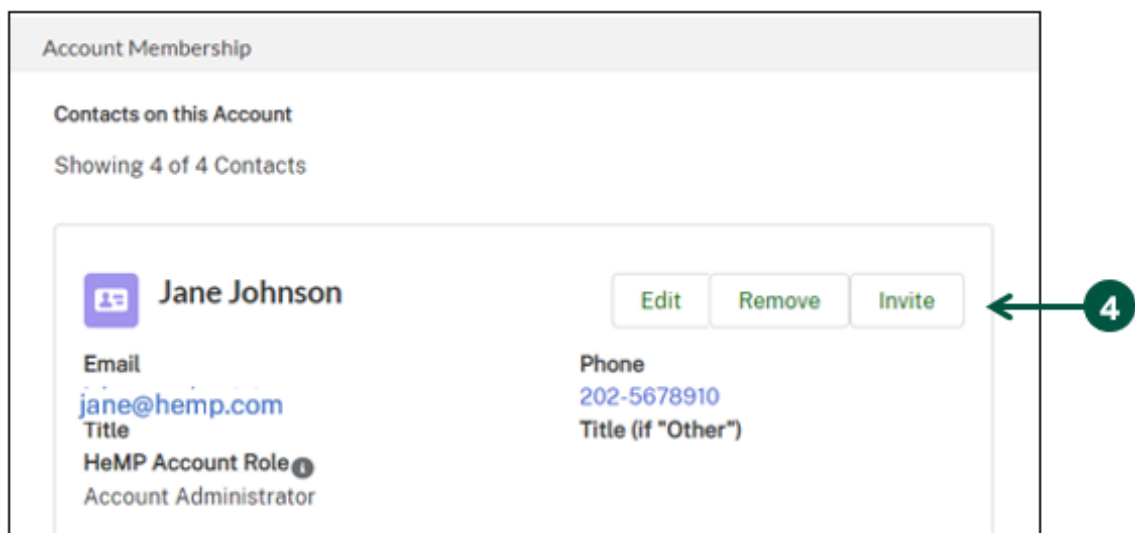
1. **Click** your Account dropdown on the righthand corner of HeMP.
2. **Click** “My Profile” from the dropdown.



3. **Click** the “Manage My Account(s)” tab on the left of the page.

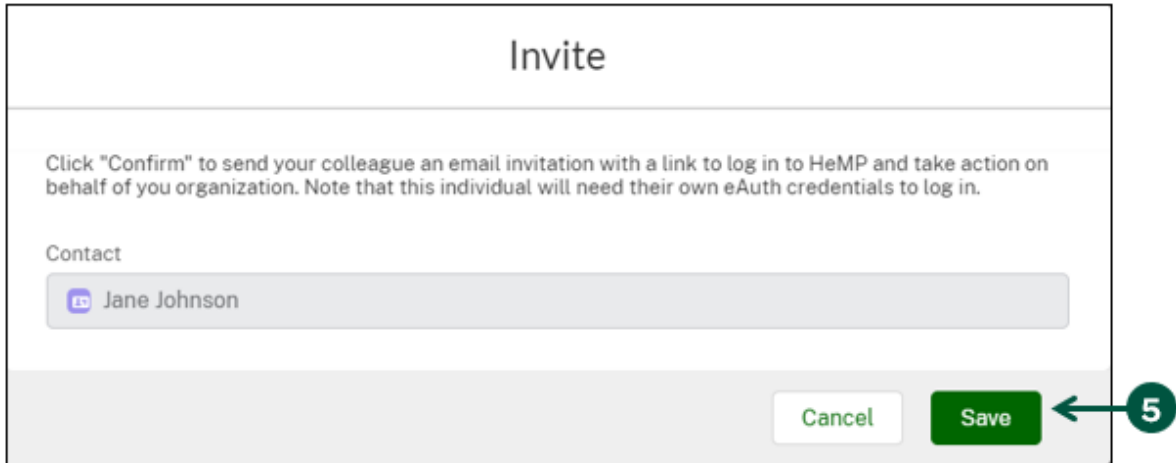


4. **Find** the contact you would like to invite under “Account Membership”, then **click** “Invite” to send your colleague an invitation to create a HeMP Account.



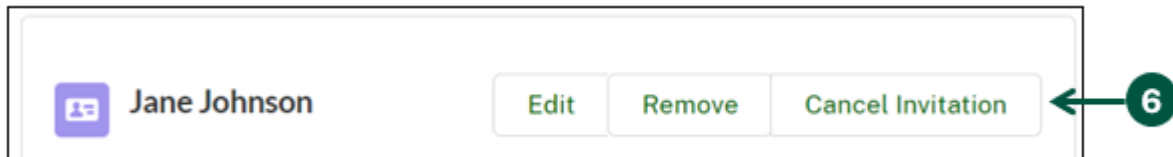
Invite a Colleague to Account (2 of 2)

5. In the following “Invite” pop-up, **click** “Save”. Your colleague will then receive an invitation to the HeMP Account via email. Your colleague should use the instructions provided in the invitation to access the HeMP account. Note: Account invitations will expire 20 days after they are sent.



The screenshot shows a dialog box titled "Invite". Below the title is a message: "Click 'Confirm' to send your colleague an email invitation with a link to log in to HeMP and take action on behalf of you organization. Note that this individual will need their own eAuth credentials to log in." Underneath is a "Contact" section with a search bar containing "Jane Johnson". At the bottom right, there are two buttons: "Cancel" and "Save". A green circle with the number "5" and an arrow points to the "Save" button.

6. If at any time you would like to cancel the invitation, **click** “Cancel Invitation” next to the Contact information of the person whose invite you would like to cancel.

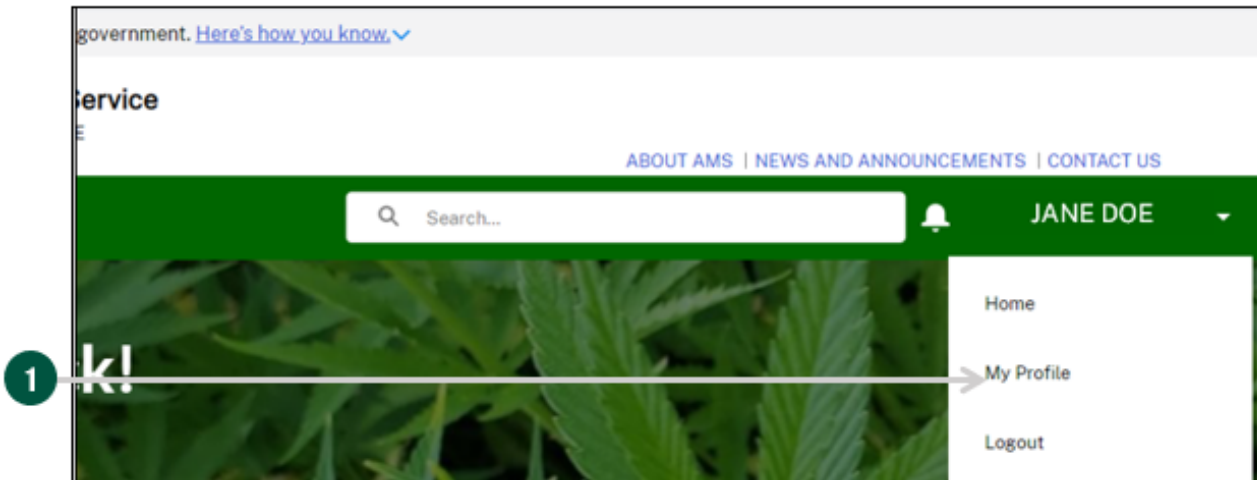


The screenshot shows a contact card for "Jane Johnson" with a purple icon. To the right of the name are three buttons: "Edit", "Remove", and "Cancel Invitation". A green circle with the number "6" and an arrow points to the "Cancel Invitation" button.

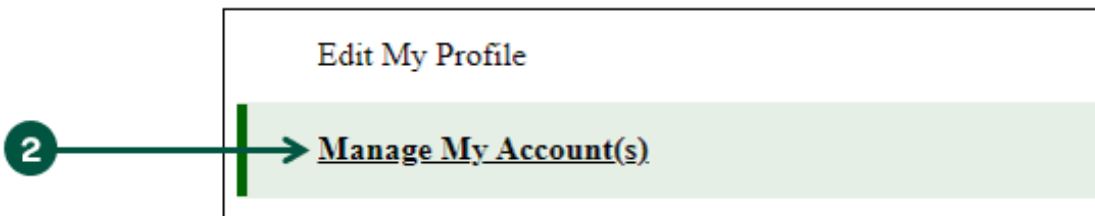
Add A Sub-Account to My Profile (1 of 2)

If you have multiple labs, you can request to add a sub-Account from your HeMP My Profile page. Sub-Accounts are recommended for larger institutions with multiple employees and can be used to help manage your submissions to USDA

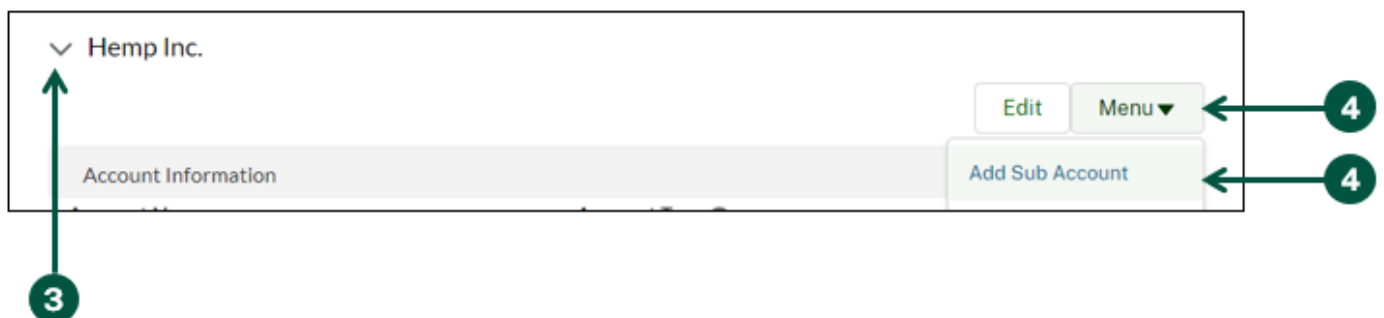
1. **Click** your account dropdown on the righthand corner of the page and **click** “My Profile” from the dropdown. Note: Only individuals designated as Account administrators can request sub-Accounts.



2. **Click** the “Manage My Account(s)” tab on the left of the page.



3. **Select** the account for which you would like to add a sub-account.
4. **Click** “Menu”, then **select** “Add Sub Account”.



Add A Sub-Account to My Profile (2 of 2)

5. Once you see the “New Account Request” pop-up, **enter** your sub-account information into the pop-up fields.
6. Once you’ve entered the sub-account information, **click** “Save”.

The screenshot shows a 'New Account Request' form. A green bracket on the left side of the form is labeled with a circled '5', indicating the area where user information is entered. At the bottom right of the form, a green arrow points from a circled '6' to the 'Save' button, indicating the final step of the process.

New Account Request

Parent Account
Hemp Inc.

* Account Name ⓘ

Account Type
USDA Producer

Phone

Other Phone

Email

Additional Contact Information

Address Information

Street Address

City

State

Zip

Country

7. **Wait** about 5 minutes. Then, you will see the newly created account under the “Sub-Accounts” section of your “Manage My Account(s)” page.

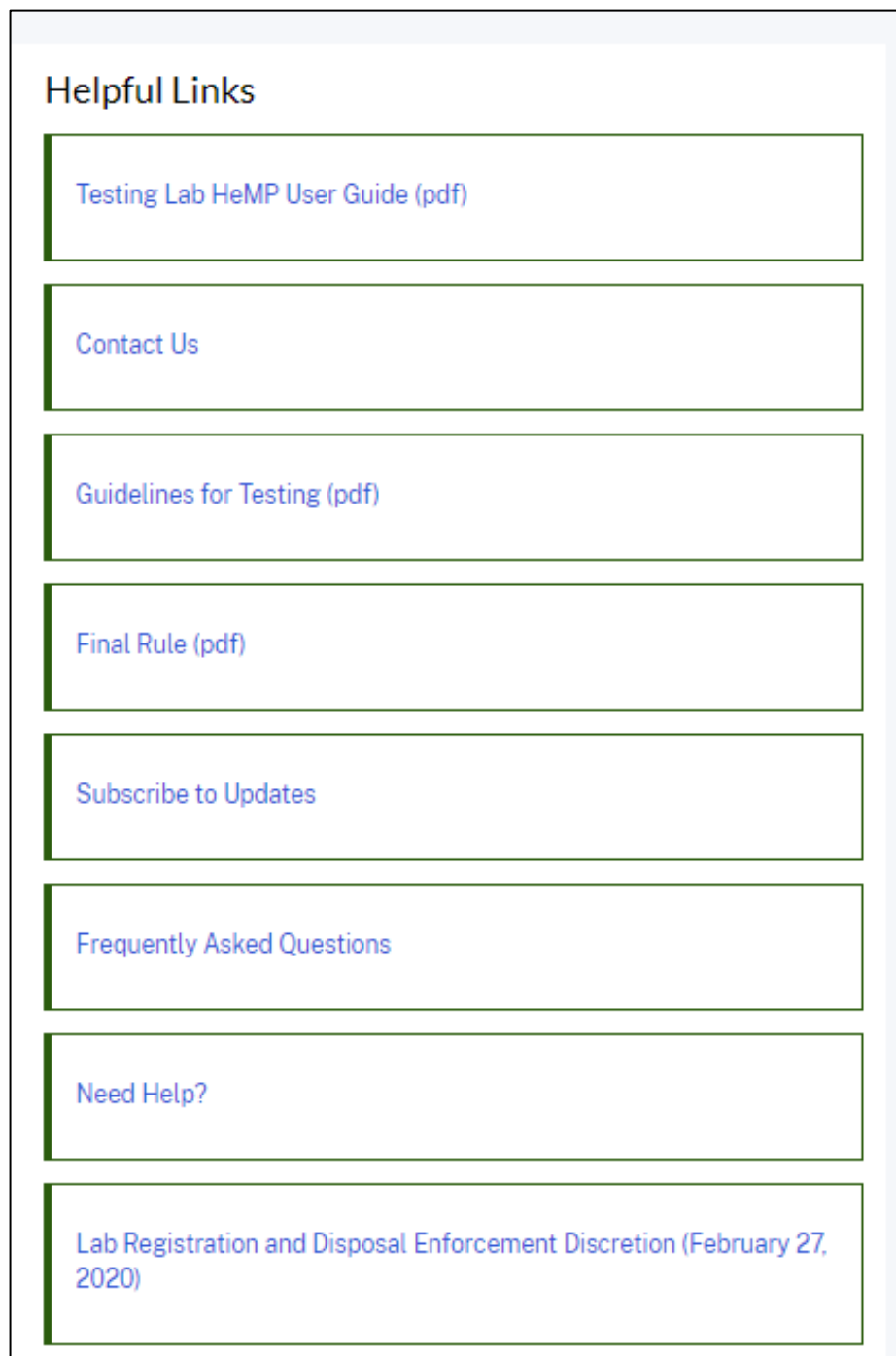
Navigate HeMP

- Use Helpful Links
- Contact DHPP for Help

Use Helpful Links

Helpful links are available to easily provide resources relating to using HeMP and the Domestic Hemp Production Program (DHPP). The following instructions describe where to find the Helpful Links section and how to use them.

1. **Navigate** to your homepage and **find** the Helpful Links bar located along the right side of the page to view a list of helpful resources.
2. To access a link, **click** the box of that link you would like to access.



The image shows a screenshot of a 'Helpful Links' section. It features a title 'Helpful Links' at the top, followed by eight rectangular buttons, each containing a link. The links are: 'Testing Lab HeMP User Guide (pdf)', 'Contact Us', 'Guidelines for Testing (pdf)', 'Final Rule (pdf)', 'Subscribe to Updates', 'Frequently Asked Questions', 'Need Help?', and 'Lab Registration and Disposal Enforcement Discretion (February 27, 2020)'. Each button has a thin green border and a small green vertical bar on the left side.

Helpful Links

- [Testing Lab HeMP User Guide \(pdf\)](#)
- [Contact Us](#)
- [Guidelines for Testing \(pdf\)](#)
- [Final Rule \(pdf\)](#)
- [Subscribe to Updates](#)
- [Frequently Asked Questions](#)
- [Need Help?](#)
- [Lab Registration and Disposal Enforcement Discretion \(February 27, 2020\)](#)

Contact DHPP for Help

1. From the Homepage, **navigate** to the Helpful Links section on the right side of the page.

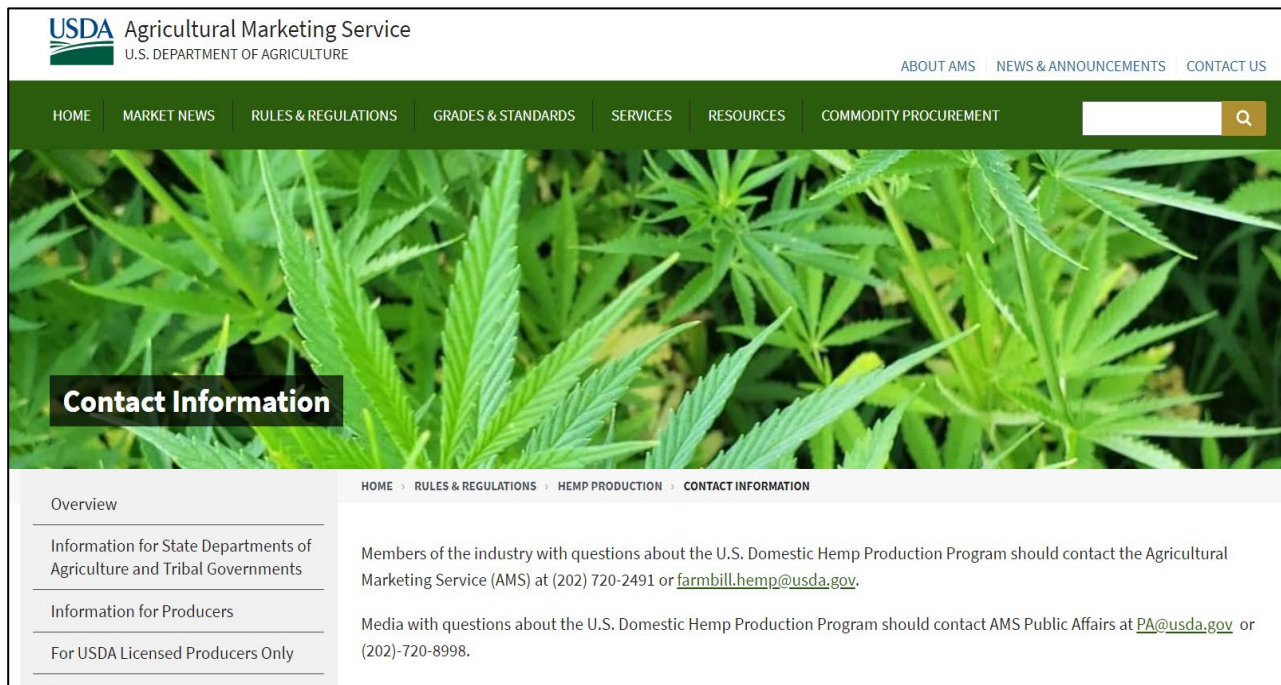


2. From the list of Helpful Links, **find** and **click** “Contact Us”.

2 →



3. You will be directed to a Contact Information page on the Agricultural Marketing Service USDA website. From this page, you can use the contact information provided for the U.S. Domestic Hemp Production Program (DHPP).



USDA Agricultural Marketing Service
U.S. DEPARTMENT OF AGRICULTURE

ABOUT AMS | NEWS & ANNOUNCEMENTS | CONTACT US

HOME | MARKET NEWS | RULES & REGULATIONS | GRADES & STANDARDS | SERVICES | RESOURCES | COMMODITY PROCUREMENT

Contact Information

HOME > RULES & REGULATIONS > HEMP PRODUCTION > CONTACT INFORMATION

Overview

Information for State Departments of Agriculture and Tribal Governments

Information for Producers

For USDA Licensed Producers Only

Members of the industry with questions about the U.S. Domestic Hemp Production Program should contact the Agricultural Marketing Service (AMS) at (202) 720-2491 or farbill.hemp@usda.gov.

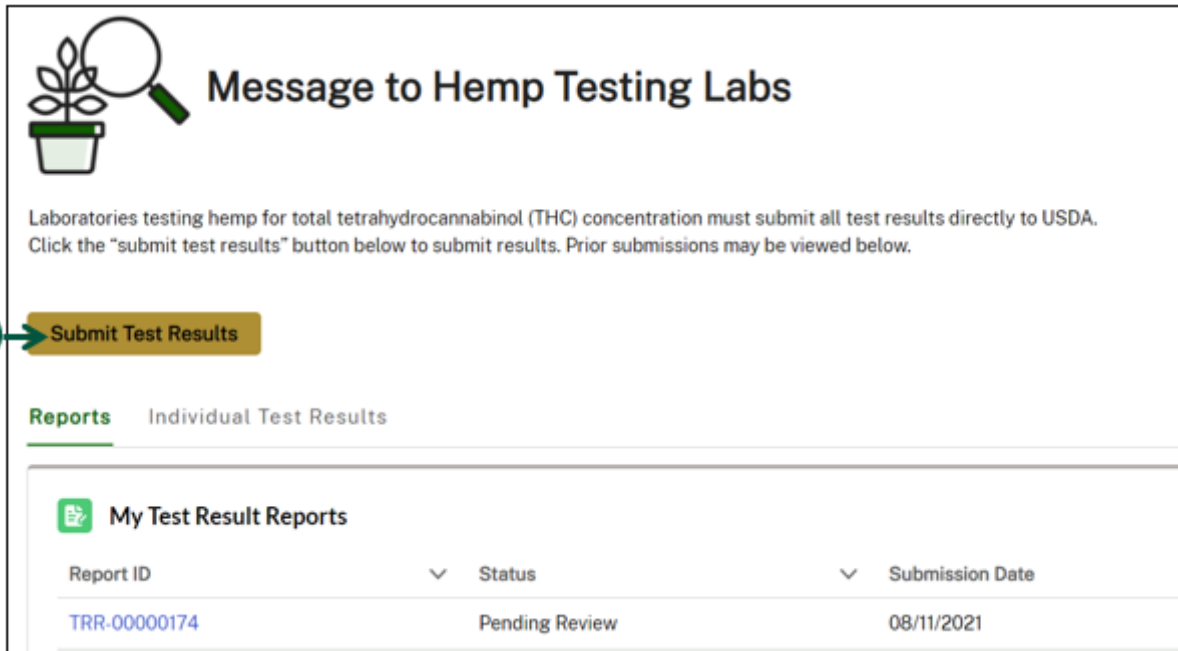
Media with questions about the U.S. Domestic Hemp Production Program should contact AMS Public Affairs at PA@usda.gov or (202)-720-8998.

Test Result Reports

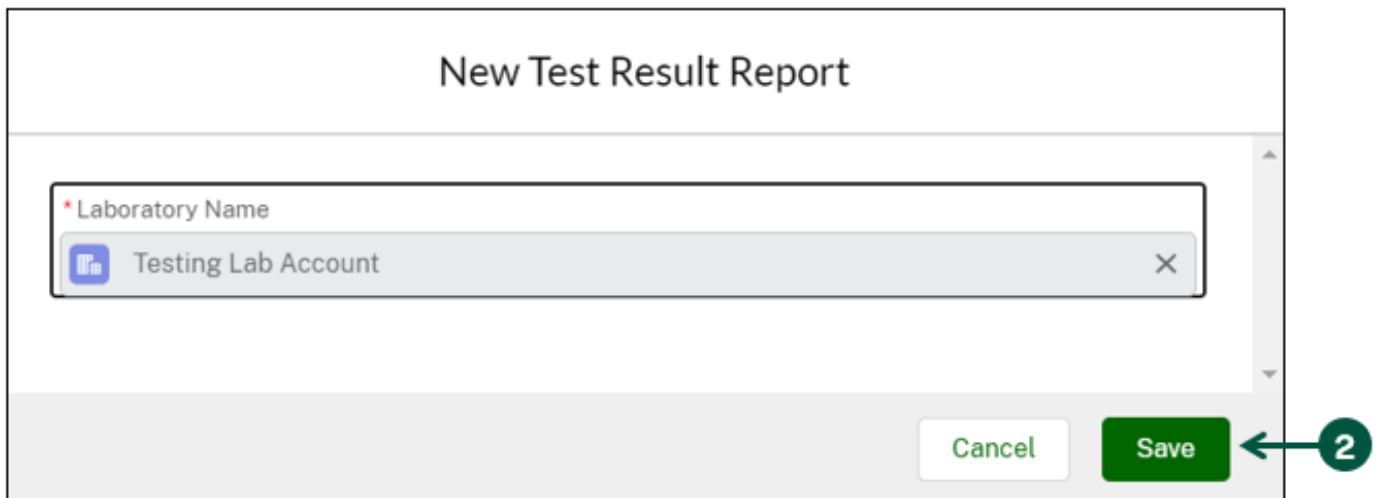
- Add Single Test Results**
- Bulk Upload Test Results**
- Submit a Test Result Report**
- View Previously Submitted Test Result Reports**
- View Previously Submitted Test Results**

Add Single Test Results (1 of 5)

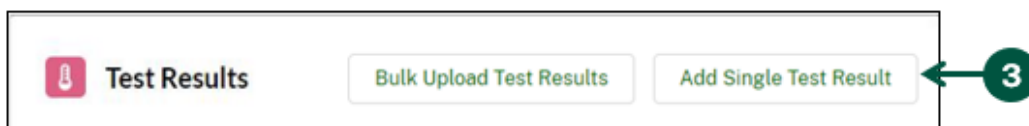
1. Click “Submit Test Results” from your HeMP homepage.



2. Once you see the “New Test Result Report” pop-up, **click “Save”** at the bottom right. Note: If you have multiple accounts, you can use the “Laboratory Name” dropdown to choose the account that should be associated with the test result report submission.



3. Once you are on the “Test Result Report” page, **scroll down** to find the “Test Results” section at the bottom of the page, then **click “Add Single Test Result”** on the right. Note: If you would like to bulk upload multiple test results, **skip** to Step 3 on [Page 39](#).



Add Single Test Results (2 of 5)

4. Once you see the “New Test Result” pop-up, **fill out** the pop-up and note the following:
- A. License Number: **Select** the producer’s license number from the dropdown. If you were provided a license number, skip steps C-I. Note: If you have been provided with another identifier in lieu of a license number, leave this field blank and fill out the “If Provided Other Identifier” section.
 - B. Lot Number: **Select** the producer’s lot number from the dropdown. If you were provided a lot number, skip steps C-I. Note: if you have been provided with another identifier in lieu of a lot number, leave this field blank and fill out the “If Provided Other Identifier” section.
 - C. Sample ID: Select the sample ID from the dropdown. This is the Sample ID provided to you by the Sampling Agent who conducted the sampling. It identifies the specific sample that was taken from a specific lot.
 - D. Other Identifier: **Enter** a control number or other identifier provided to the lab in lieu of a license number.
 - E. FSA State Code: **Enter** the State Code provided to the licensee by the USDA Farm Service Agency (FSA).

The image shows a screenshot of a web form titled "New Test Result". The form is organized into several sections:

- Producer Information:** Includes fields for "Producer Name", "Producer Street", "Producer City", and "Producer State".
- If Provided License or Authorization Number:** Contains a required field for "License Number" (with a red asterisk) and a "Lot Number" dropdown menu. Callout A points to the "License Number" field, and callout B points to the "Lot Number" dropdown.
- Sample ID:** A dropdown menu with "Select an Option" as the current selection. Callout C points to this dropdown.
- If Provided Other Identifier (e.g., Control Number):** Contains fields for "Other Identifier", "FSA State Code", "FSA County Code", and "Farm". Callout D points to the "Other Identifier" field, and callout E points to the "FSA State Code" field.

Callouts A, B, C, D, and E are represented by green circles with white text and arrows pointing to the respective fields in the form.

Add Single Test Results (3 of 5)

4. Continued: Once you see the “New Test Result” pop-up, **fill out** the pop-up and note the following:
- F. FSA County Code: **Enter** the County Code provided to the licensee by the USDA Farm Service Agency (FSA).
 - G. Farm: **Enter** the numeric Farm Number provided to the licensee by the USDA Farm Service Agency (FSA).
 - H. Tract: **Enter** the numeric Tract Number provided to the licensee by the USDA Farm Service Agency (FSA).
 - I. Field: **Enter** the numeric Field Number provided to the licensee by the USDA Farm Service Agency (FSA).
 - J. Subfield: **Enter** the Subfield Letter provided to the licensee by the USDA Farm Service Agency (FSA). Note: This may be blank if the producer’s field is not divided into subfields.

The image shows a screenshot of a web form titled "New Test Result" pop-up. The form is divided into several sections. At the top, there are five input fields for identifying the location: "FSA County Code", "Farm", "Tract", "Field", and "Subfield". Each field has a small information icon (i) to its right. Below these fields is a "Results" section. This section contains several fields: "* Testing Date" and "* Results Reported Date" (both with calendar icons), "* Test Type" (a dropdown menu currently showing "--None--"), "* Result Percent of THC", and "* Measurement of Uncertainty".

Callout letters are placed around the form to indicate specific fields:

- F**: Points to the "FSA County Code" input field.
- G**: Points to the "Farm" input field.
- H**: Points to the "Tract" input field.
- I**: Points to the "Field" input field.
- J**: Points to the "Subfield" input field.

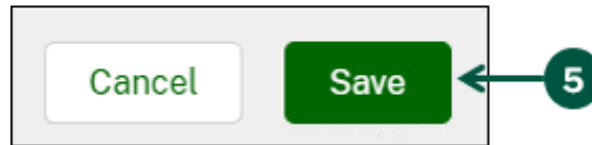
Add Single Test Results (4 of 5)

4. Continued: Once you see the “New Test Result” pop-up, **fill out** the pop-up and note the following:
- K. Testing Date: **Enter** the date the sample was tested by your lab.
 - L. Results Reported Date: **Enter** the date when the result was reported to the producer and/or State/Tribe by the lab.
 - M. Test Type: **Select** the type of sample being tested.
 - N. Result Percent of THC: **Enter** the percent of THC on a dry weight basis, reporting to the nearest hundredth.
 - O. Measurement of Uncertainty: **Enter** the parameter associated with the accuracy of a result as a percent.

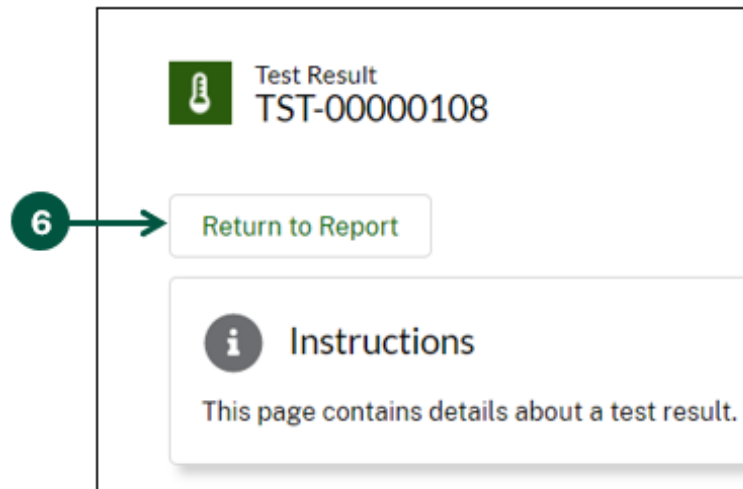
The screenshot shows a 'New Test Result' pop-up form. At the top is a 'Subfield' label with an information icon and an empty text input field. Below this is a 'Results' section header. The form contains several fields with callouts: 'K' points to the 'Testing Date' field (a date picker); 'L' points to the 'Results Reported Date' field (a date picker); 'M' points to the 'Test Type' dropdown menu (currently showing '--None--'); 'N' points to the 'Result Percent of THC' text input field; and 'O' points to the 'Measurement of Uncertainty' text input field. Below the 'Results' section is a 'Report Details' section header, followed by a 'Laboratory Name' dropdown menu (currently showing 'Testing Lab - Account A').

Add Single Test Results (5 of 5)

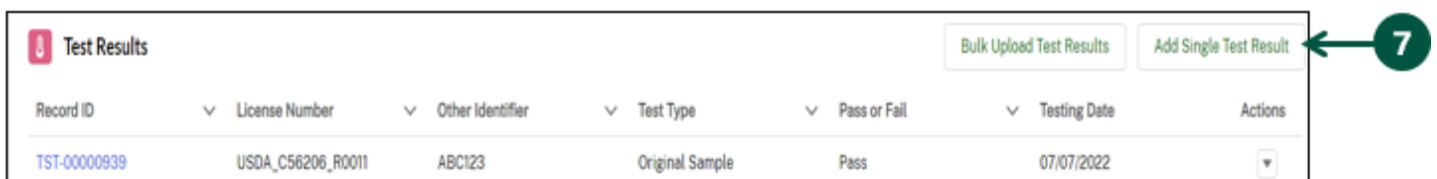
5. When you have finished entering all requested information, **click** “Save” at the bottom of the pop-up.



6. Once you are on the newly created “Test Result” page, **click** “Return to Report” above the “Instructions” section.



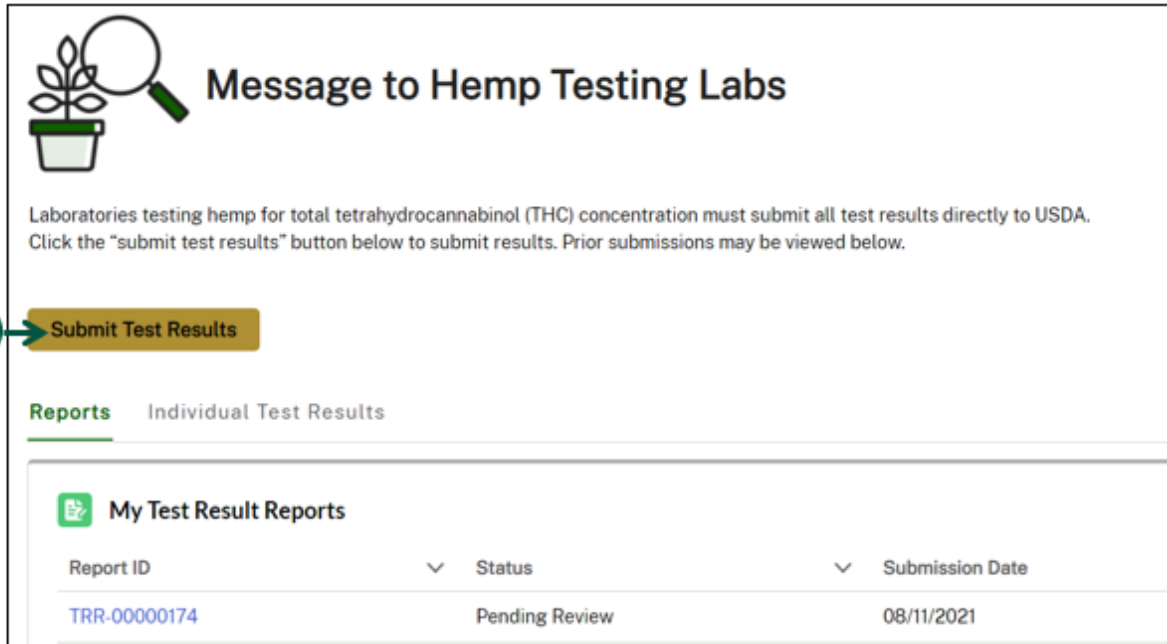
7. If you would like to add additional single test results, **click** the “Add Single Test Result” and **repeat** steps 4-6 until all results are entered. Note: If you would like to edit a test result that has been entered, click the Record ID link to edit the appropriate information.



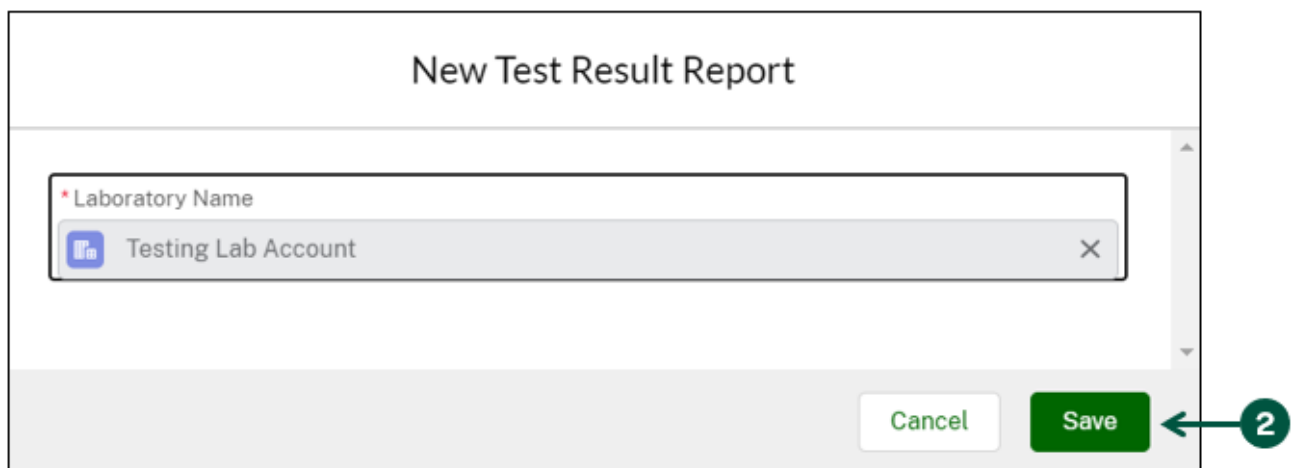
Note: If you would like to bulk upload multiple test results see Step 1 on [Page 39](#). If you have finished adding your necessary test results, **skip** to Step 1 on [Page 47](#).

Bulk Upload Test Results (1 of 9)

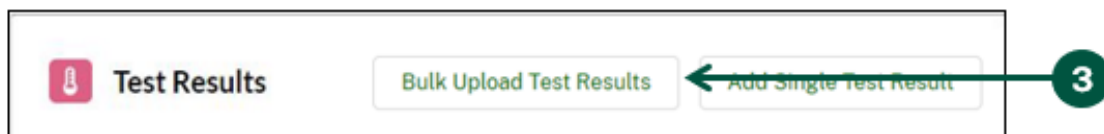
1. Click “Submit Test Results” from your HeMP homepage.



2. Once you see the “New Test Result Report” pop-up, **click** “Save” at the bottom right. Note: If you have multiple accounts, you can use the “Laboratory Name” dropdown to choose the account that should be associated with the test result report submission.



3. Once you are on the “Test Result Report” page, **scroll down** to find the “Test Results” section at the bottom of the page, then **click** “Bulk Upload Test Results” on the right.



Bulk Upload Test Results (2 of 9)

4. **Click** the “Bulk Upload Instructions” link which explains how to populate the “Bulk Upload Template”.

The screenshot shows a web interface for bulk uploading test results. At the top left is a button labeled "Return to Test Result Report" and at the top right is "Submit Bulk Upload Test Results". Below these is an "Instructions" section with a link for "Bulk Upload Instructions" highlighted by a green circle with the number 4 and a downward arrow. The instructions text reads: "Once you have reviewed the Bulk Upload Instructions and entered test results into the Bulk Upload Template, upload your completed template. After uploading, you may see results that need correction. You must fix all errors before submitting your test results. Make corrections to your original file before re-uploading and then submitting." Below the instructions are file upload options: "Choose File", "Upload Files" (with a green upload icon), and "Or drop files". At the bottom, a message states: "You have no results yet. Upload a completed template with test results in order to start the bulk upload process."

5. **Review** the following field definitions for each column in the template to ensure that you are entering the test result information in the correct format.

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 Test Results (3 of 9)

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

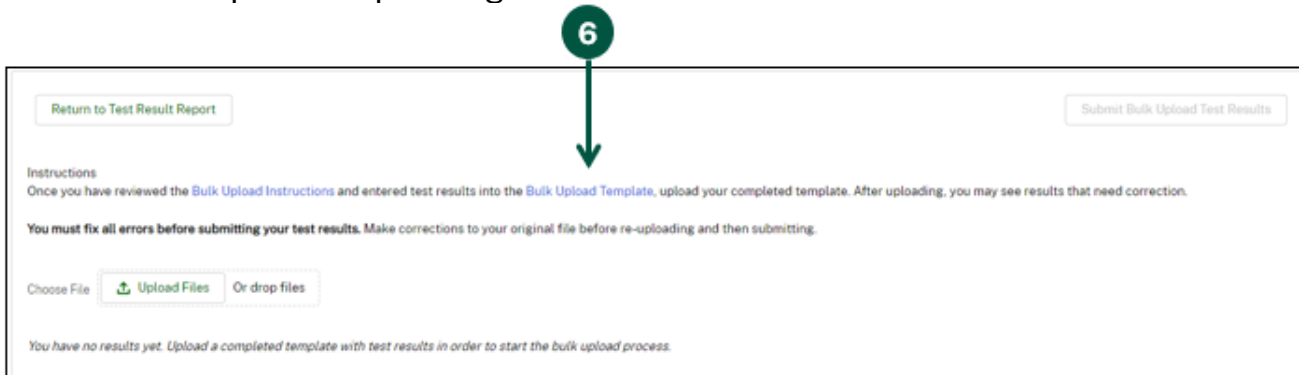
Bulk Upload Test Results (4 of 9)

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

Bulk Upload Test Results (5 of 9)

- When you have completed reviewing the “Bulk Upload Instructions”, **click** the “Bulk Upload Template” link to download a copy. **Save** as a .csv copy to your computer. Note: Only a .csv file will be accepted for uploading.

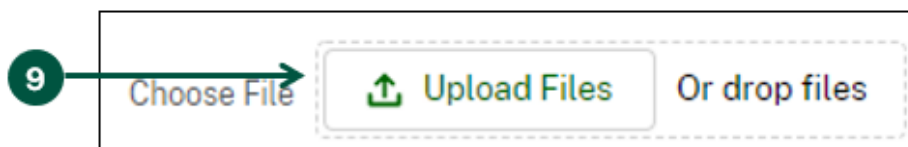


- Enter** test result information in your “Bulk Upload Template”.

Note: Each single producer test should be entered on its own row (e.g. If you have 11 producer tests to report, there should be 11 rows of information on the template). As you enter in your data, it is recommended you save the file to your computer to avoid losing important information.

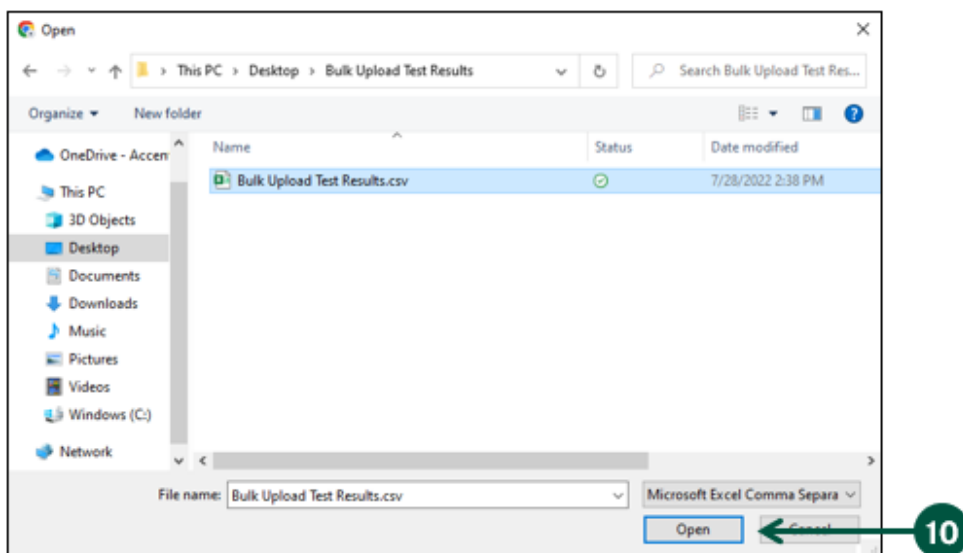
The screenshot shows an Excel spreadsheet titled "Bulk Upload Template". The spreadsheet has 9 rows and 8 columns. The columns are labeled as follows: A: License Identifier, B: Lot Number, C: Sample ID, D: Testing Date, E: Results Reported Date, F: Test Type, G: Result Percent THC, H: Measurement of Uncertainty. The rows are numbered 1 through 9. The spreadsheet is currently empty.

- When you have completed your data entry, **click** “Save”.
- Navigate** back to the HeMP “Bulk Upload Test Results” page and **select** “Upload Files”.



Bulk Upload Test Results (6 of 9)

10. Choose your completed bulk upload template and click “Open”.



11. Next, the test results will be separated into either one or two tables:

- A. Results that Need Corrections: Indicates test results with errors that need to be addressed before they can be submitted. Brief error explanations will be provided in the first column of the table, and you can refer to the error message definitions on [Page 45](#) for more specifics on how to correct those errors.
- B. Submittable Results: Indicates the test results were error-free. Note: The submittable results table may include warnings in the first column such as a test result not matching a lot number or sample ID. These warnings do not prohibit submission, but it is highly recommended you resolve these warnings whenever possible prior to submission.

Note: If all your test results populate in the “Submittable Results” table and have no fixable associated warnings, **skip** to Step 16 on [Page 46](#).

The screenshot shows a web interface with two tables. The first table is titled 'Results that Need Correction (2)' and contains two rows of error data. The second table is titled 'Submittable Results (1)' and contains one row of warning data.

Error	Row #	License Identifier	Lot Number	Sample ID	Testing Date	Results Reported Date	Test Type	R
-Unable to match the provided License Number or Other Identifier to a License. Please contact DHPP for additional support.	4	22-001	002187A-9305-2A	1234-5678-9012	8/8/2022	7/7/2022	Original Sample	
-Invalid format for Test Type.	3	22-001021	002187A-9305-2A	1234-5678-9012	8/8/2022	7/7/2022	Original	

Warning	Row #	License Identifier	Lot Number	Sample ID	Testing Date	Results Reported Date	Test Type	R
Warnings are problems in your results that should be fixed if possible. If you cannot resolve the warnings, your results will still be accepted.	2	22-096811	2221922-5467-9	1222-3450-0988	9/10/2021	1/11/1900	Test of Re-Sampled ...	

Bulk Upload Test Result (7 of 9)

12. If your bulk test results template contains errors, **open** your original file, **make** the necessary error corrections, and **save** your corrected file.
13. **Re-upload** your corrected test results template using the instructions outlined in Steps 9-10 on [Pages 43-44](#).
14. **See** updated “Results that Need Correction” and “Submittable Results” sections and **make** additional corrections as needed.
15. Once all results are valid and acceptable, all the test results will populate in the “Submittable Results” section and the “Results that Need Correction” section will no longer show results.

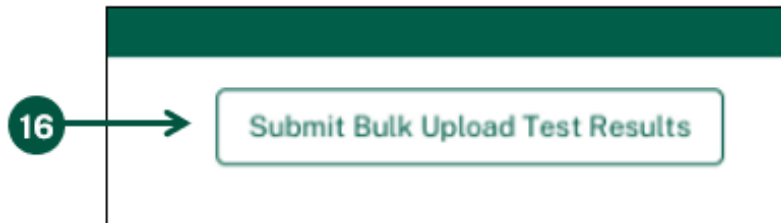
Submittable Results

The test results below may have warnings that can delay processing if not corrected. Correct the warnings in your original file if possible. Results will still be accepted as some warnings may take time to resolve.

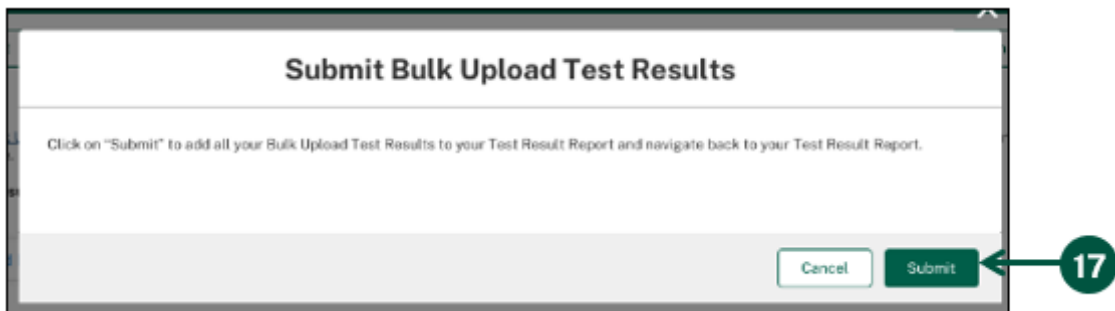
Submittable Results									
Warning	Row #	License...	Lot Number	Sample ID	Testing Date	Results Rep...	Test Type	Result Percen...	Measurem...
Matching account not found in HeMP	1	ID 65489	LOT 54723	5534779	6/5/2022	06/10/2022	Initial	0.17%	0.23%
None	5	ID 33572	LOT 64434	5434337	6/5/2022	06/10/2022	Retest	0.88%	0.23%
None	6	ID 57883	LOT 87694	74112126	6/5/2022	06/10/2022	Initial	1.24%	0.23%
None	12	ID 23114	LOT 56379	4366823	6/5/2022	06/10/2022	Retest	0.65%	0.23%
None	16	ID 56733	LOT 44624	2896554	6/5/2022	06/10/2022	Initial	0.78%	0.23%
None	22	ID 19924	LOT 31255	5468007	6/5/2022	06/10/2022	Initial	2.17%	0.23%

Bulk Upload Test Results (8 of 9)

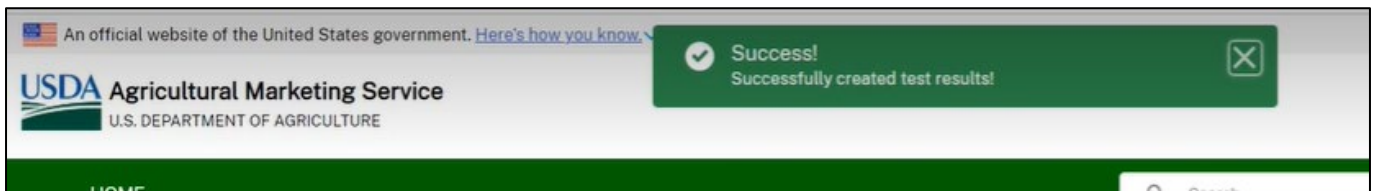
16. Once your results are listed as submittable, **click** “Submit Bulk Upload Test Results”.



17. **Click** “Submit” on the pop-up window.

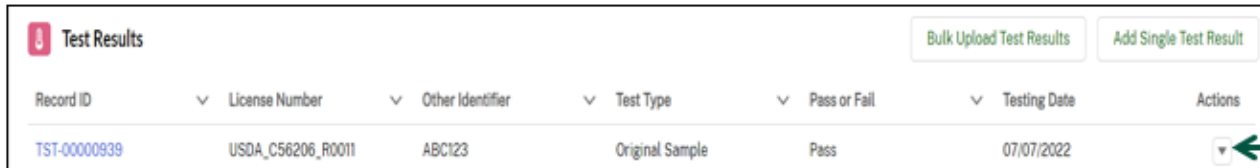


18. You will see a toast message on your “Test Results Report” page confirming that you have successfully added the test results to your test result report.



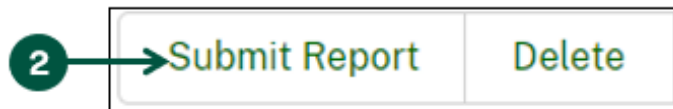
Submit a Test Result Report

1. If you would like to duplicate or delete test results, **click** on the dropdown arrow below “Actions”. Note: If you choose to duplicate a result, fill out all requested information in the “Duplicate Test Result” pop-up, repeating Steps 4-6 on [Page 35](#) to continue submitting a duplicate test results. The duplication feature is useful and can save time if details of two or more test results are the same with slight modifications.

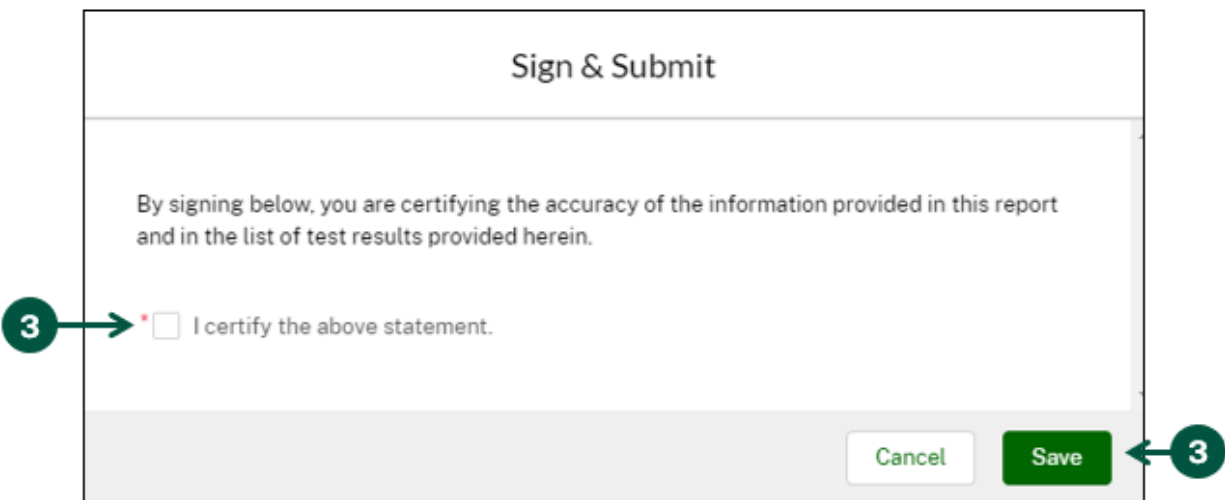


Record ID	License Number	Other Identifier	Test Type	Pass or Fail	Testing Date	Actions
TST-00000939	USDA_C56206_R0011	ABC123	Original Sample	Pass	07/07/2022	▼

2. Once you are done entering all your results, **click** “Submit Report” at the top right of the “Test Result Report” page. Note: You can use “Delete” to delete the test result report.



3. Once you see the “Sign & Submit” pop-up, **click** the checkbox next to “I certify the above statement.” and then **click** “Save”.



Sign & Submit

By signing below, you are certifying the accuracy of the information provided in this report and in the list of test results provided herein.

I certify the above statement.

View Previously Submitted Test Result Reports (1 of 2)

1. From your homepage, **find** and **click** the “Reports” tab located below the “Submit Test Results” button.
2. You will see a list of test result reports submitted by your testing lab. **Click** on any Report ID to **view** more details about a Test Result Report.

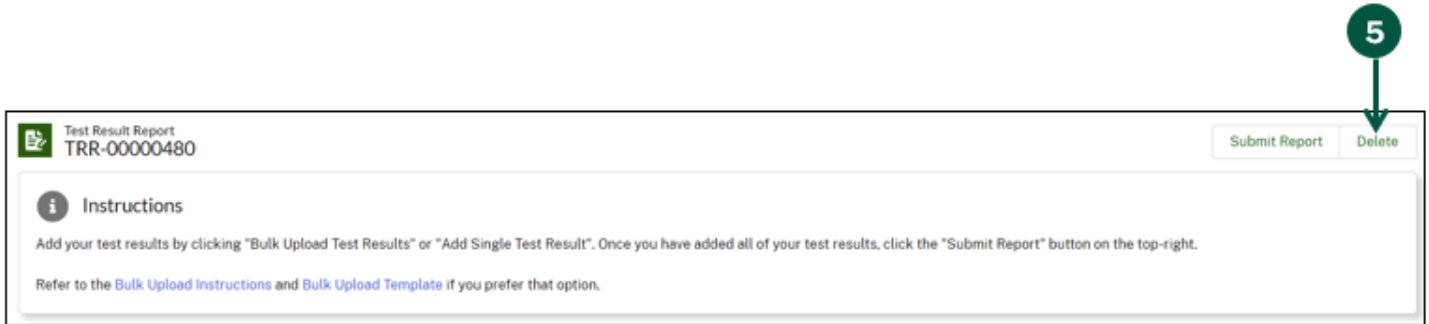
Report ID	Status	Submission Date
TRR-00000174	Pending Review	08/11/2021
TRR-00000146	Pending Review	08/02/2021
TRR-00000145	Verified	08/02/2021
TRR-00000122	Pending Review	07/22/2021

3. Once you see the “Test Result Report” page, you can **view** the test results associated with the selected test result report using the “Test Results” section. Note: For reports that are in “Draft” status, you can edit and submit that report. Submitted reports cannot be edited.
4. To view the details of a specific test result, **click** on the Report ID associated with that result.

Record ID	License Number	Other Identifier	Test Type	Pass or Fail	Testing Date	Actions
TST-00000939	USDA_C56206_R0011	ABC123	Original Sample	Pass	07/07/2022	▼
TST-00000938	USDA_C56206_R0011		Retained Sample	Pass	07/07/2022	▼

View Previously Submitted Test Result Reports (2 of 2)

5. To delete test results reports, **click** “Delete” on the “Test Result Report” page.



The screenshot shows a web interface for a 'Test Result Report' with ID 'TRR-00000480'. At the top right, there are two buttons: 'Submit Report' and 'Delete'. A green circle containing the number '5' is positioned above the 'Delete' button, with a green arrow pointing down to it. Below the header, there is an 'Instructions' section with an information icon. The instructions text reads: '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.'

View Previously Submitted Individual Test Results

1. From your homepage, **find** and **click** the “Individual Test Results” tab located below the “Submit Test Result” button.
2. You will then see a list of test results submitted by your testing lab. **Click** on any Report ID to view a previously submitted test result.

Record ID	License Nu...	Other Ident...	Lot Number	Test Type	Pass or Fail
TST-00000183		20		Remediation Sa...	Fail
TST-00000182		20		Remediation Sa...	Pass
TST-00000222		20		Remediation Sa...	Fail
TST-00000212		A1234		Original Sample	Pass

3. Once you are on the “Test Result” page, you can **view** more details about the selected test result under the “Details” section. To view the full report associated with the test result, **click** “Return to Report” located above the “Instructions” section.

Test Result
TST-00000114

[Return to Report](#)

i Instructions
This page contains details about a test result. You can click the 'Return to Report' button above to view and/or submit the full r

Details

Information

Producer Name	Greg Smith	Producer Street	123 Pineapple
Producer City	Arlington	Producer State	VA

Information

If Provided License or Authorization Number