

Sampling Agent Reporting Package

All hemp sampling agents certified under the New York State Hemp Licensing Program must submit the reports listed below by the specified deadlines in accordance with the following directions. **Failure to submit any of the reports by their respective due dates will compromise the sampling agent’s ability to amend, renew, and/or maintain a certification.** Any incomplete or illegible reports will be returned.

All reports submitted electronically must be sent as PDF files.

Compliance Reporting Schedule		
Report	Due	Required if not sampling this month?
Chain of Custody Form	Within 24 hrs of shipping samples	No
Monthly Sampling Report	1 st of the month	Yes

Keep a copy of all forms, reports, and shipping receipts for your records for at least 3 years. These documents may be reviewed during an audit or inspection.

1. Chain of Custody Form

- This form will be generated by the Department and given to you for each hemp sample required.
- **This form will only be complete and accepted by the Department if it is signed by both the sampling agent and grower representative.**
- If you delivered the sample to the lab in person, write “hand delivered” in the shipping company box and the date of delivery in the date shipped box.
- Include a copy of this form inside the shipping container(s) to be sent with the samples to the testing facility.

Submit with this form the picture(s) of each lot taken before sampling and the picture(s) of the sample bag(s) in the shipping box before sealing.

2. Monthly Sampling Report

- **This report is required even if you did not sample.** If you did not sample this month, check the ‘not sampling’ box at the bottom of the form.
- In the ‘Report Month’ box, write which month this report covers. Each report should only cover **one month**.
- If you delivered the sample to the lab in person, write “hand delivered” in the tracking # column and leave the shipping company column blank.
- Each line on the form should be for a single sample ID and therefore, a single lot/variety.

Submit all forms, reports, and supporting documents to the New York State Hemp Licensing Program using one of the following methods.

By email:

IndustrialHempNYS@agriculture.ny.gov
(Only PDF files will be accepted electronically)

By fax:

Fax No. (518) 457-1204

By mail:

NYS Department of Agriculture and Markets
Division of Plant Industry
10B Airline Drive
Albany, NY 12235



2025 Hemp Monthly Sampling Report Form

PLEASE REVIEW THE INSTRUCTIONS ON PAGE 1 PRIOR TO COMPLETING THIS FORM

Agent Information section with fields for Name, Mailing Address, Email, Report Month, Certification Number, and Phone.

Table with 6 columns: Date of Sampling, Grower Authorization, Sample ID, Date Shipped, Shipping Company, Tracking #. Includes an example row with red text.

Input box for 'This agent did not sample any hemp this month.'

By signing below, I certify that the information provided on this form is truthful and complete.

Signature and Date fields for 'Completed by (print)' and 'Completed by (sign)'.