

## ADDITIONAL MATERIALS CHECKLIST

Laboratories seeking Certification must send the items listed below to the Agency of Agriculture, Food and Markets or an explanation of the omission.

The laboratory must maintain the items listed below and documentation of approval from the Program addressing an omission. All information must be maintained at the laboratory as well as supporting documentation, to be made available to the Program upon request.

- The laboratory current accreditation certificates
- The laboratory Quality Assurance (QA) manual or procedures which document the lab quality control system, and an outline of the Quality Management System (QMS)
- Method validation summaries for any new test seeking certification (since last application)
- The laboratory Standard Operating Procedures (SOPs) for sample handling, extraction, and analysis of hemp crops, trim, concentrates, products and infused products
- A master list of all analytical and non-analytical (i.e. safety and training) SOPs indicating the latest revision/review dates and current effective dates
- Resume or curriculum vitae of all key technical and management personnel
- The last QA/QC audit (internal or external) and a report on the status of response/corrective actions
- The latest proficiency results for hemp testing or similar matrix (i.e. food, solids) for test areas requesting certification, if available
- Example Certificates of Analysis (CoAs) to be issued by the laboratory for each test area requesting certification, containing all information required in a CoA by the Agency
- Current organization chart, that includes reporting relationships
- Out of State Laboratories must provide hemp/cannabis compliance documentation from their respective State

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Please contact [AGR.HempLabCertification@vermont.gov](mailto:AGR.HempLabCertification@vermont.gov). to digitally send materials. The Agency can offer a SFTP (Secure File Transfer Protocol) and web based file upload site for bulk files.

If electronic submission of the application and materials is not practical, notify the Agency by email, phone or mail to make arrangements:

[AGR.HempLabCertification@vermont.gov](mailto:AGR.HempLabCertification@vermont.gov)      802-522-5169, Robert Shipman