

VERMONT AGENCY OF  
AGRICULTURE, FOOD AND MARKETS  
CANNABIS QUALITY CONTROL PROGRAM  
APPLICATION FOR LABORATORY  
CERTIFICATION

Date Rec'd:

Fee Rec'd:

Date:

Pre-application Review

New Application  Renewal  (renewal must be complete within 30 days of registration expirations)

This application must be completed and required information sent to the Agency of Agriculture, Food and Markets to begin the laboratory certification process. Attach additional sheets to this application if the space provided is not sufficient. If a renewal, notify the Cannabis Quality Control Program of any requested changes regarding certification or any changes to the laboratory's Primary Accreditation, in this application. A lab must notify this Program if accreditation status is lost within 10 days. Send electronically completed applications forms and materials listed in the checklist to the email below (or by mail - see page 5), and mail the applicable fee to:

Licensing and Registration  
Vermont Agency of Agriculture, Food and Markets  
116 State Street, Montpelier, Vermont 05620-2901

Phone Number: (802) 522-5169;

Email: [AGR.HempLabCertification@vermont.gov](mailto:AGR.HempLabCertification@vermont.gov)

Name of Laboratory:

Physical Location:

Mailing Address:

Lab Telephone Number:

City or Town:

Laboratory Website:

State: Zip Code:

Lab Hours of Operation:

Primary Contact:

Telephone:

Email:

Laboratory Director:

Telephone:

Email:

Q. A. Officer:

Telephone:

Email:

ACCREDITING BODY(IES) (if applicable)

1) Primary accreditation/certification body:

Mailing Address of Accrediting Body:

Contact Person:

Date current accreditation expires:

Is the primary accreditation ISO/IEC 17025 compliant or based?

Are any secondary accreditations or certifications (2a or 2b below) ISO/IEC 17025 compliant or based?

2) Other Accrediting/Certifying Body(ies):

a. Name of Accrediting Body:

Mailing Address of Accrediting Body:

Contact Person:

Date current accreditation expires:

b. Accrediting Body applied/working towards:

Mailing Address of Accrediting Body:

Contact Person:

Date of application:

Anticipated date of accreditation:

3) Is the laboratory DEA registered?

YES Date of Registration:

NO

Has applied for

The following "Certification of Compliance" statement must accompany the application for laboratory certification. It must be signed and dated by the Laboratory Director, or other designated person, for that laboratory.

#### CERTIFICATION BY APPLICANT

The applicant understands and acknowledges that the laboratory is required to operate in compliance with its certification and the Vermont Agency of Agriculture, Food and Markets' Vermont Hemp Rules, and the Cannabis Quality Control Program. The laboratory shall send the Vermont Cannabis Quality Control Program updated accreditation certificates and scope from its primary Accrediting Body(ies) within 10 business days of receipt. The applicant understands and acknowledges that the laboratory may be certified in Vermont based, in part, upon its primary accreditation. Also, that loss of a primary accreditation (in part or whole) may result in loss of certification in Vermont for the potency and/or contaminant testing.

The Applicant understands and acknowledges that a certified laboratory conducting potency and/or contaminant testing of hemp crops is required to submit failing sample results to the Vermont Cannabis Quality Control Program in the format required by the Program. Further information about required format can be found in the Cannabis Quality Control Program addressing laboratory certification.

The Applicant has reviewed the Hemp Rules. The Applicant understands the testing requirements on hemp crops, hemp products, hemp-infused products, and/or cannabis and cannabis products. The Applicant has knowledge of the action levels of contaminants and potency requirements for regulatory compliance.

Attestation to the following statements: The laboratory uses appropriately validated or verified methods for each analytical test applied for certification on this form. Approved methods and guidelines (for validations and methods) from recognized industry sources, were used to develop laboratory methods. Recognized agencies for resources include (but are not limited to) AOAC International, FDA, USDA, EPA, ISO, AHP, USP, ASTM, and APHL. ISO/IEC 17025 based formats are followed for cannabis/hemp testing and anticipated cannabis/hemp accreditations.

I hereby certify that I am authorized to sign this application on behalf of the applicant/owner and that there are no misrepresentations in my answer to the questions on this application.

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Signature of Laboratory Director or  
other designated individual

Print Name of Laboratory Director or  
other designated individual

Print Name of Applicant Laboratory  
(Legal Name)

Date

## Analytical Methods Worklist

**Please select the items your lab will be testing for.  
Labs can add/subtract validated tests after certification-  
notify the Agency of your change in status**

Test	Crop/ trim/ concentrate	Products/ infused products	Technique (i.e. ICP- MS)	Method reference (i.e. AOAC 2018.11)	check here if parameters are accredited for this test	check here if this is a change from previous year's application
1. Potency Testing						
2. Microbiology Testing						
a. Total Aerobic Bacteria						
b. Total Yeast and Mold						
c. Mycotoxins						
3. Heavy Metals Testing						
4. Pesticide Testing						
5. Residual Solvents Testing						
6. Moisture, Water Activity						

Note: Non-accredited laboratories may only request certification for tests 1, 4, and 6. Out of State non-accredited laboratories cannot participate in the program.

**Please note any additional method information (i.e. extraction clean up steps, source of validation reference, and information not included in the table above, etc)**

## 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.

- A fully and properly completed application, signed by an authorized signatory of the laboratory
  - The laboratory current accreditation certificates and scope of testing
  - The laboratory Quality Assurance (QA) manual or procedures which document the lab quality control system, and an outline of the Quality Management System (QMS) (or use link below)
  - 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
- Link to QA manual or QMS if preferred:

If electronic submission of the application and materials is not practical, notify the Agency at [AGR.HempLabCertification@vermont.gov](mailto:AGR.HempLabCertification@vermont.gov) . Mail thumb drive or printed materials to:

Hemp Program Laboratory Certification  
Vermont Agency of Agriculture, Food and Markets  
116 State Street, Montpelier, Vermont 05620-2901