



## Processor Instructions

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Thank you for partnering with Verdasure for your testing needs! Below you will find instructions on how to ship your samples back to our facility for testing.

In order for us to confidently test and report the potency value of your CBD oils, A signed and dated test requisition that provides all the necessary information about you and your sample(s) is required. This form can be found on our website or was shipped to you in a “test kit” you have ordered.

### Sample Collection Instructions

1. Place the collected sample (CBD Oil Product) in a small bag, and seal tightly.
  - a. For CBD Oils, distillates or other solutions please send a minimal of **3mg**. (3mL)
2. Label your sample.
  - a. Please write your **name** or **company name**, **email address** and any desired **description** such as a lot # that you would like to use when referring to the sample. This description will be used on the COA. Example: VerdaSure, [s&s@1234.com](mailto:s&s@1234.com), Lot #1 or VerdaSure, [s&s@1234.com](mailto:s&s@1234.com), Oregon Cherry.
    - i. **Email Address** – The email address you provide will be the address we send your sample results to. Your certificate of analysis (COA) will be sent from [results@verdasure.com](mailto:results@verdasure.com). Make sure our email is in your approved senders list!
      1. If you did not find it there, please call us at 414-386-3795 and ask for your hemp product testing results.
      2. We can also fax if desired.
3. Ship your Sample.
  - a. Place your labeled sample bag, test requisition, and Processor License if applicable within an enclosed shipping container if using your own materials or into the small gold envelope provided by us when ordering a “test kit” online. Visit your local post office or shipping partner of choice to send back to our facility for testing.

### Please Ship Samples to:

1630 Miller Park Way

West Milwaukee, WI 53214

ATTN: VerdaSure



## Important Information

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It is important to note, if you are shipping hemp derived material to our lab you may be required to provide additional information as required by the USPS. It is not always required, but it would be best practice for you to do this before shipping in the event you are asked for the information at the time of mailing.

The United States Post Office (“USPS”) issued an advisory on “Acceptance Criteria for Cannabidiol (CBD) Oil and Products Containing CBD.” Those criteria are as follows:

1. A signed self-certification statement, subject to the False Statements Act (18 U.S.C. § 1001). Statements must be signed by the mailer and must include the text “I certify that all information furnished in this letter and supporting documents are accurate, truthful, and complete. I understand that anyone who furnishes false or misleading information or omits information relating to this certification may be subject to criminal and/or civil penalties, including fines and imprisonment.”
2. The industrial hemp producer possesses a license issued by the Department of Agriculture, for the state where the Post Office/acceptance unit is located, which includes documentation identifying the producer by name and showing the mailer is authorized by the registered producer to market products manufactured by that producer.

If asked to provide proof of allowable receipt of samples by our lab, please provide the VerdaSure’s processor license number – **482894-HP**

3. The industrial hemp, or products produced from industrial hemp, contains a delta-9 THC concentration of not more than 0.3% on a dry weight basis.
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VerdaSure’s laboratory operates **Monday - Friday 9am to 5pm.**

Upon sample receipt, we will submit your results via email within **48 business hours.**

Sample received after noon on Friday, will report out to you on Tuesday.

**For any questions or concerns, please contact our office at 414-386-3795**