2. Enter your Username and Password. Click the “Login” button.
3. If this is the first time you are logging in you will be prompted to change your password. Type a new password and create a security question and response.
4. Log-in using your **new** password.

5. The navigation pane on the left side of the screen allows you to renew a license, report tonnage, review sample compliance, etc. To start, click on “Compliance Sample Login” in the navigation pane.
6. The 1st table shows the number of samples your company is required to have tested for the specified analyte based on tonnage reports you have submitted for mixed feed sold in Florida. The 2nd table shows the number of samples your company is required to have tested for the specified analyte based on tonnage reports you have submitted for feed ingredients sold in Florida.

7. Enter information as follows for each field... (fields with a red asterisk (*) are required).

Lab Name and Lab # - This is the laboratory of your choice where you will be mailing your sample and printed collection form. The lab # field populates automatically.

Tons – This is the amount of tons that were manufactured in the batch of product you are sampling. The sample you are sending to be tested is representative of this batch. This is typically not the amount of product you have generated for the quarter or for the year as reported in your tonnage reports, only what is representative of that manufactured batch.

Date Collected – This is the date the sampler collects the sample.

Date Submitted – This is the date the sample is submitted or mailed to the laboratory.

Delivery Ticket – This field is for your own tracking purposes on individual shipments or batches.

Product Name – This is the name of the product you are sampling, typically the labeled product name.

Sampler – Name of the person collecting the sample.

Feed Category – Select “Mixed Feed” or “Ingredient”.
Product Type – Select the type of product you are sampling.

Sampling Method – Select what method was used to collect the sample.

Place Collected – Enter the place where the sample was collected such as “warehouse” or “plant” etc.

In the table on the right, enter guarantees for the analytes you desire to have tested. Click on the check boxes of the contaminants you desire to have tested. (use the scroll bar to view additional analytes and contaminants)

8. If the feed sampled went to a consumer, click the “Add Consumer Info” button.

Fill out the required information in the pop-up box. Click “Save.”
9. When done, click on the “I Certify” button and then click on the “Submit Compliance Sample” button.

Note: Click on the submit button only once. Wait for the sample number to display which indicates your sample has been electronically submitted to completion and click ok.
10. Click on Show Report to view the previously submitted sample.

Print this report to send to the certified lab along with the collected sample. Review the report to make sure all information is correct. Contact FDACS if report needs to be deleted or amended for any reason at 850-617-7841 or Eric.Sespico@FreshFromFlorida.com.
11. To view all submitted samples click the “View Pending Samples” button.

12. You can view all of your pending samples on this screen. Click “Select” to view individual reports.
13. There is also a sample calculator available to see how many samples need to be submitted to be in compliance. Click on “Compl. Samp Calculator” in the navigation pane.

14. This screen is view only. It will calculate the number of samples that are required based on the tons you enter for the current fiscal year to date.
   Note: This number may increase with subsequent quarterly tonnage entries.