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ARKANSAS DEPARTMENT OF AGRICULTURE

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HEMP RESEARCH LICENSING PROGRAM: PROGRAM INFORMATION, APPLICATION INSTRUCTIONS & POLICIES 2021 Program Season (FY2021 – FY2022)

General Hemp Program Information:

Extension of research program: For the 2021 Growing Season, the Arkansas Department of Agriculture has decided to extend the research program for another year, as permitted by the Continuing Appropriations Act, 2021 and Other Extensions Act (Pub. L. No. 116-159, div. A § 122), which is a continuing resolution that was signed into federal law on October 1, 2020. The Department is still working toward submitting a hemp production plan for review and approval by the USDA under the 2018 Farm Bill authority.

Program fees: The Arkansas State Plant Board approved fees to implement the Program, effective May 30th, 2020. *Prior to applying for licensure with the Program, you **must** review the Program Fee structure detailed in Section 14: Fees and Services of the Industrial Hemp Research Program Rules and budget your operations accordingly.*

If approved for licensure with the Program, you will be issued a Licensing Invoice detailing (1) the \$200 licensing fee payment, (2) applied acreage fee or applied processor/handler fee, and (3) \$100 Location ID/GPS Verification fee for **each** Storage Location ID and Greenhouse Location ID requested for licensure. A license will not be issued until the Licensing Invoice is paid in full by the due date indicated on the invoice, which is about 60 days from the date the invoice is generated.

Grower applicants need to take into consideration: (1) how many different hemp varieties they will be planting and (2) how many different Location IDs hemp will be grown and harvested at. These factors are extremely important during Harvest time because each compliance sample pulled by the Department prior to harvesting (pre-harvest samples) will be \$100/each. Compliance lab results, which determine whether a hemp crop can go to market or not, will not be released by the Department until the Compliance Sampling Invoice is paid in full by the indicated due date on the invoice.

For your convenience and budgetary purposes, please find the detailed **Program Fee Chart** located on the next page.

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2021 HEMP RESEARCH LICENSING PROGRAM FEES

- Application fees are due with submission of application.
 - Emailed Applications: Post-mail \$50 application fee WITH first page of application.
 - Post-Mailed Applications: \$50 application fee WITH application.
- All invoices are due by due date listed on invoice.
- A detailed Program fee schedule can be found in Section 14 of Research Program Rules.

FEE DESCRIPTION	FEE AMOUNT	LICENSE TYPE	PROGRAM INVOICING TYPE
APPLICATION FEE	\$50.00	BOTH	N/A
LICENSE FEE	\$200.00	BOTH	LICENSING INVOICE
SITE MODIFICATION FEE	\$200.00	BOTH	SITE MODIFICATION INVOICE
APPLIED ACREAGE FEE	\$50.00 - \$1,000.00	GROWER LICENSE ONLY	LICENSING INVOICE <u>OR</u> SITE MODIFICATION INVOICE
APPLIED GREENHOUSE FEE	\$100.00 / EACH	GROWER LICENSE ONLY	LICENSING INVOICE <u>OR</u> SITE MODIFICATION INVOICE
GPS VERIFICATION FEE (EACH STORAGE LOCATION ID)	\$100.00 / EACH	BOTH	LICENSING INVOICE <u>OR</u> SITE MODIFICATION INVOICE
APPLIED PROCESSOR/HANDLER (PRODUCER) FEE	\$500.00 - \$1,500.00	PROCESSOR/HANDLER LICENSE ONLY	LICENSING INVOICE <u>OR</u> SITE MODIFICATION INVOICE
HARVEST/COMPLIANCE SAMPLING FEE	\$100.00 / EACH	GROWER LICENSE ONLY	HARVEST/COMPLIANCE SAMPLING INVOICE

There will be three (3) different Program invoices e-mailed to approved Program applicants:

- (1) Licensing Invoice
- (2) Site Modification Invoice
- (3) Harvest/Compliance Sampling Invoice

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Fiscal-Year (FY) Licensing: The Program issues licenses on the fiscal-year, which is July 1st – June 30th annually. **Licensing is NOT on the normal calendar year.** This means that newly approved licensees will be asked to immediately renew their license around June, which will include an additional \$200 licensing fee payment. This will ensure a new license is issued starting July 1st.

Program website: The Department’s Hemp Program webpage is the #1 best resource for all information surrounding Arkansas’s Program. The Program’s webpage link is: <https://www.agriculture.arkansas.gov/hemp-home>. Make sure to check the Program’s website frequently for any updates and useful industry resources.

Here, you will find (1) Program Overview information, (2) Hemp Program Rules & the AR Hemp Act, (3) Applications & supporting documents, (4) License Holder Forms & Paperwork Deadlines, (5) Restrictions on Sale or Transfer information, and (6) other Hemp Resources, like USDA-AMS’s website, National Hemp Association, etc. You will also find the Program’s Testing and Sampling SOP information, an approved/registered pesticide product list specific for hemp application in Arkansas, Program Fees, the 2021 Grower Orientation PowerPoint, and so much more.

The Program revises paperwork every year, so make sure you are always using the most recent version of a report or request form.

Approved Licensees should familiarize themselves with the “License Holders – Forms & Deadlines” tab of the Program’s website:

<https://www.agriculture.arkansas.gov/plant-industries/feed-and-fertilizer-section/hemp-home/license-holders-forms-deadlines/>

Program E-mail communication use: The Hemp Research Licensing Program *heavily* relies on e-mail address communications with approved Program licensees. The Department uses e-mail address communications to notify Program applicants and licensees of (1) application approval or denial, (2) Program Fee invoices, (3) important Program and industry related information, (4) any upcoming committee or board meetings, (5) missing Program reporting paperwork, (6) harvest compliance test results, and so much more.

It is the applicant/licensee’s responsibility to make sure e-mails are monitored and up to date for any correspondence with the Program.

For the 2021 growing season, due to the time-sensitive nature of the Program, post-mailed Program reports or requests will no longer be accepted. All Program reporting or request paperwork MUST be e-mailed to the Program’s main e-mail address: industrialhemp@agriculture.arkansas.gov. Applications are still permitted to be post-mailed.

E-mail use ensures the Department’s timely receipt of Program paperwork/requests and creates a convenient record that can be easily retained with your operation’s records. This is especially convenient during time-sensitive Harvest season with the Program.

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Program Paperwork: There are many report and request forms associated with the Hemp Research Licensing Program. The paperwork can be somewhat confusing, but it is imperative that all approved license-holders understand all Program paperwork and their associated due dates. If you have a specific questions about any of the Program paperwork, feel free to email your question to industrialhemp@agriculture.arkansas.gov. Please refer to the 2021 Program Paperwork chart below.

*Licensed Growers must remember to report intended and certified crop acreage to their local county Farm Service Agency (FSA) office. The USDA relies heavily on this crop acreage data information. *

2021 Hemp Research Licensing Program – Paperwork Schedule

PROGRAM PAPERWORK	GROWER LICENSE	PROCESSOR/ HANDLER LICENSE	PROGRAM PAPERWORK DUE DATE
<i>Site Modification Request Form</i>	✓	✓	File at any time, one month before implementing site changes.
<i>Domestic Seed/Propagule Request Form</i>	✓		Three weeks before seed/propagule acquisition. First refer to 2021 Summary of Varieties document.
<i>Field Planting Report Form</i>	✓		Within 15 days of planting at a Field Location ID, <u>OR</u> by July 31st if NO Planting will occur at a Field Location ID.
<i>Indoor/Greenhouse Planting Report Form</i>	✓		Within 15 days of FIRST planting within an empty Greenhouse Location ID, then Quarterly throughout the year.
<i>Harvest Request Form</i>	✓		15 days BEFORE harvesting a plot, whether a Greenhouse or Field Plot.
<i>Destruction Request Form</i>	✓		15 days BEFORE destroying a plot, whether a Greenhouse or Field Plot.
<i>Grower Production Report Form</i>	✓		December 15th, annually.
<i>Processor/Handler Production Report Form</i>		✓	December 15th, annually.
<i>Hemp Material Transfer Request Form</i>	✓	✓	File at any time; Licensee can also create and maintain their own internal transfer paperwork.
NEW <i>Grower Application</i>	✓		NEW Grower Application Deadline: April 30, 2021
RENEWAL <i>Grower Application (Current License Holders)</i>	✓		Grower Renewal Deadline: April 2, 2021
NEW <i>Processor/Handler Application</i>		✓	NEW Processor/Handler Application Deadline: May 28, 2021
RENEWAL <i>Processor/Handler Application (Current License Holders)</i>		✓	Processor/Handler Renewal Deadline: May 28, 2021

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Program Application Information & Instructions:

Program Rules: You **MUST** review the Program Rules prior to applying for licensure with the Program. Your application serves as a Licensing Agreement between you (the applicant) and the Department. Included within the application is the acknowledgement that you, the applicant, have read and understand the Program Rules, and that you agree to abide by Program Rules for the duration of the issued license.

You should be especially familiar with Section 12: Restrictions on Sale or Transfer as well as Section 17: Prohibitions Summarized prior to applying for licensure with the Program

Program Rules: <https://www.agriculture.arkansas.gov/plant-industries/feed-and-fertilizer-section/hemp-home/hemp-program-rules-the-law/>

Restrictions on Sale or Transfer: <https://www.agriculture.arkansas.gov/plant-industries/feed-and-fertilizer-section/hemp-home/restrictions-on-sale-or-transfer/>

Grower Application Deadline: New applicants applying for a Hemp Grower License must submit a completed application **by April 30, 2021**. Returning applicants applying to renew their Grower License must submit a completed application **by April 2, 2021**.

Processor/Handler Application Deadline: New applicants applying for a Processor/Handler License are permitted to submit a completed application at any time during the year. Returning Processor/Handler applicants applying to renew their Processor/Handler License must submit a completed application **by May 28, 2021**.

Arkansas State Police Criminal History Background Check Info: Application Signing Authorities and company Key Participants are required to file a criminal history background check with the Arkansas State Police Identification Bureau. This is the responsibility of the applicant. For more information, visit: <https://www.ark.org/criminal/index.php?ac:show:contact=1>

- 1) Read the “Submitting a Manual Record Check Request in Person or through the Mail” section on this webpage and follow the related instructions.
- 2) Use the form titled “ASP-122,” located here: https://static.ark.org/asp/pdf/asp_122.pdf
- 3) On page 2 of the “ASP-122” form, under “Applicant Record Notice,” release the background check to: “Arkansas Department of Agriculture – Hemp Program”

The online background check request is NOT the proper ASP criminal history background check needed for the Program. Make sure you file the Manual Record Request with ASP.

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Application submission: Both applications are available in ‘fillable’ Adobe PDF format. This means that if Adobe PDF is installed on your computer or device, you should be able to type directly into the application document.

It is *highly* recommended that you e-mail your completed application(s) to industrialhemp@agriculture.arkansas.gov. If you e-mail your application(s) into the Department, you MUST post-mail the \$50 nonrefundable application fee and the first page of your application to the Department. E-mail should be your first submission option, but you are permitted to post-mail your completed application and nonrefundable application fee to the Department.

2021 Grower Orientation PowerPoint: The 2021 Grower Orientation PowerPoint is now posted on the Program’s website under the “Applications for the Hemp Program” tab. Please review all information covered in this PowerPoint prior to applying for licensure with the Hemp Research Licensing Program. Even if you are applying for the Processor/Handler License, you are still highly encouraged to review this Grower Orientation PowerPoint.

Incomplete or Denied Applications: Incomplete applications will not be processed and will not be considered for licensure with the Program. It is the applicant’s responsibility that all supporting attachments, documents, and any other supporting information is all included within a completed application at the time of submission.

Making aerial “Location ID” maps help: The Hemp Research Licensing Program requires applicants to provide the Department with color aerial maps detailing and labeling all “LOCATION ID” sites where hemp will be grown, processed, handled, or stored. A “LOCATION ID” is a unique name you assign a site, for example, “FIELD #1” or “NW FIELD.” Each Location ID is associated with six-digit “Decimal degrees” GPS coordinates and a street address.

Make sure all map requirements are met with your submitted Location ID aerial map. For your convenience, the Department has provided a map requirements checklist below, as well as map-making instructions using Google Earth over the next few pages of this instruction packet.

Location ID Aerial Map Checklist of Requirements:

- Individual or Company Name on Map (& License Number if known)**
- Map in color**
- Street address on Map**
- All Location IDs Labeled at Street Address on one Map**
- All entrances marked “E”**
- Zoomed out enough to show whole site Location and nearby labeled public road name**
- All Location IDs labeled with different names; no repeating Location ID names**
- GPS Coordinates for each building and/or Field plot in Decimal Degrees (up to six-digits)**
- Pinpoints showing where the GPS coordinate was taken**

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Instructions for Creating Maps and Obtaining GPS Coordinates for Submission with the Application

The following instructions outline required site map contents and basic instructions for obtaining a map. You are required to provide the Department a photographic aerial map of all growing, handling, processing, and storage locations. This requirement applies to all applicants and License holders, and will assist with the Department's required reporting to law enforcement.

Each map should be **in color** and contain the following:

- Only one address per map and all locations at that address on a single map.
- The applicant's full name printed on the page.
- If applicable, the full name of the business entity.
- The map location's street address, city, state, and zip code printed on the page.
- "E" marking the primary site entrance on the map. "E2" marking any secondary farm/site entrances.
- Must be zoomed out to show the site location, a public roadway, and the road name.
- Processing buildings, storage buildings, or handling facilities and the Location ID/name of each structure.

NOTE: The handling, processing, and storage location IDs used MUST be consistent on all report forms used in the program.

- GPS coordinates for each building. GPS coordinates should be provided in DECIMAL DEGREES up to six-digits (Example: *lat: 34.123456 N, long: -92.123456 W*) with a pinpoint showing exactly where the GPS coordinate was taken.
 - Use Google Earth or another web-based mapping program, or obtain GPS coordinates off your smartphone. If you are unable to get the required coordinates this way, please visit www.geoplaner.com

The Department prefers maps created with Google Earth. You can download Google Earth Pro for free by visiting <https://www.google.com/earth/download/gep/agree.html>. If asked for a registration key, enter "GEPFREE".

Google Maps, MapQuest maps or another similar program; Farm Service Agency (FSA) maps; Property Valuation Administrator (PVA) maps; or Soil Conservation maps with legible handwritten information will usually suffice if they are in color. To obtain a map online:





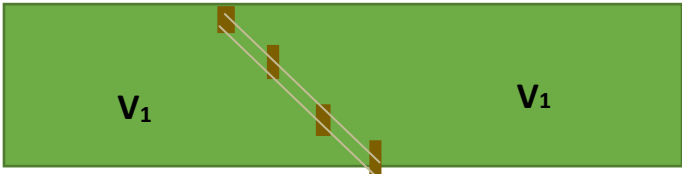
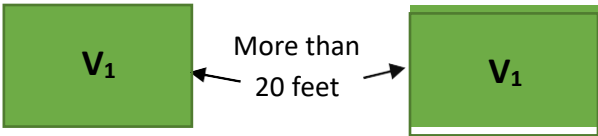
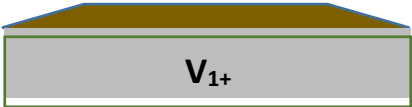
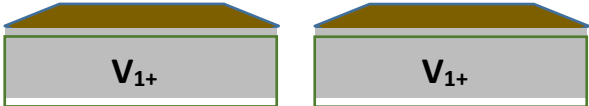
- You can go to Google Maps online at <https://maps.google.com/>. When you have the address on your screen, you can click the button in the lower left corner that says "Earth" or "satellite" for an aerial view of the location.
- On MapQuest at <http://mapquest.com/>, locate the address on your screen, then click in the upper right corner on "Satellite" for an aerial view of the location.

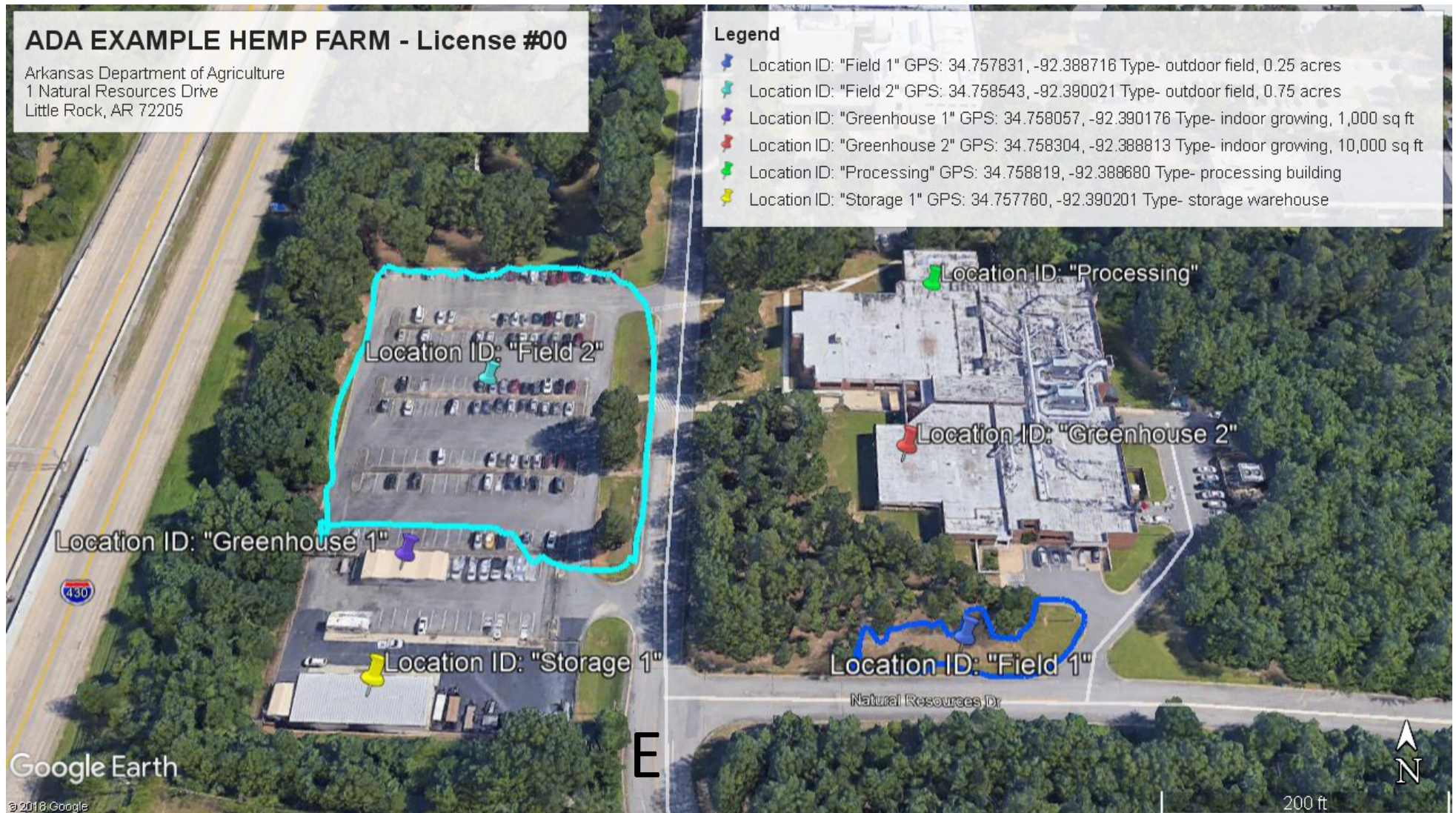
Print out the map when you are satisfied with the level of zoom (i.e. should show at least one nearby road, the entrance to the site, and the location of the hemp sites).

What is a Contiguous Location?

A contiguous field will NOT have any breaks, fence lines, tree lines, or roads dividing the field. Any field division shall be seen as two or more separate fields.

Greenhouses and other indoor growing locations are treated as individual structures and need separate coordinates.

Contiguous Locations?	Diagram V = variety
Yes, 1 Field	
Yes, 1 Field	
<p><u>NO, 2 Fields</u> Reason: Field divided by trees or hedgerow.</p>	
<p><u>NO, 2 Fields</u> Reason: Field divided by stream.</p>	
<p><u>NO, 2 Fields</u> Reason: Field divided by fence.</p>	
<p><u>NO, 2 Fields</u> Reason: Field divided by space of more than 20 feet.</p>	
Yes, 1 Building	
<p><u>NO, 2 Buildings</u> Reason: Two separate buildings.</p>	



NOTE This map is for example purposes ONLY. There is no industrial hemp grown at any of these locations.

2021 Hemp Research Licensing Program Application Review Policies:

- (1) The Department is not required to accept additional information, attachments, or missing information not originally included within an already submitted application.**
- (2) The Department is unable to assist applicants through the application process, nor is the Department able to assist applicants with making the aerial “Location ID” map.**
- (3) The Department is not obligated to ask follow-up questions regarding a submitted application. All required information must be provided within the submitted application.**
- (4) Applicants will be notified via e-mail address communication whether a submitted application was approved, denied, or deemed incomplete by the Department.**
- (5) The Department gets up to sixty (60) days to review a submitted application for the Program.**
- (6) If approved for licensure with the Program, an applicant will be sent a Licensing Invoice via e-mail address communication. If a Licensing Invoice is not paid upon receipt, or within sixty (60) days, the application may be considered abandoned by the Department, and the applicant will be asked to re-apply.**
- (7) If an application is denied or deemed incomplete by the Department, the applicant is permitted to re-apply with an additional nonrefundable \$50 application fee and new application. (Retain a copy of your submitted application(s)!)**
- (8) If an application is denied or deemed incomplete, the Department will detail what components of the application were missing, deemed incomplete, or need amending via e-mail address communication.**
- (9) All Grower applicants must provide at least one Storage Location ID within their Grower Application.**
- (10) Once an applicant has fully paid their Licensing Invoice, the Department will issue them a License Certificate and Final Program Approval Letter via e-mail address communication.**



PLANT INDUSTRIES
DIVISION

Arkansas Department of Agriculture

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