Step By Step Instruction Guide for Completing the Hemp Grower Annual Report

All licensed 2020 hemp growers are required to submit an annual report no later than November 30, 2020. Growers will receive an email with information on how to complete this form. In order to submit this report, you must use the Report Code sent to your email on file. If you did not receive an email or Report Code please reach out to hemp@agr.georgia.gov or 404-586-1140.

Grower Annual Report

This report is due by November 30. GDA will report all information collected in this report to USDA AMS as required.

Report Code:*

Please enter the report code provided in the Annual Report E-Mail sent to you. You must use this code in order to submit an annual report for your farm. Your information has been pulled from your approved application on file.

[ ]

Submit

- When you open the link from the email, the screen above will appear. Enter the report code that is included in the email you received with this report in the box circled in red.
- After you have entered the report code, continue below.

Grower Annual Report

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Report Code:*

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> 12345678

Farm Information ⊙

Hemp Grower License Number:*

> 13_0000

Name (as it appears on Hemp Grower License):*

> TEST FARM

Address (as it appears on Hemp Grower License):*

> 19 MLK JR DR ATLANTA GA 30334

Check box:*

> ○ I obtained a Hemp Grower Licese in 2020 but did/will NOT plant hemp this year

> ○ I obtained a Hemp Grower Licese in 2020 and did/will plant hemp this year

This is a required question

Submit

- The screen to the left will appear. It will be pre-populated with your applicant information. Verify that the information is correct.
- You will then need to answer the question at the bottom of the screen
   - If you received a hemp license but did not plant in 2020, select the first check box, click submit and the survey will be over
   - If you did receive a hemp license and planted hemp in 2020, select the second check box. Once checked, a grow site information dropdown will appear

Address (as it appears on Hemp Grower License):*

19 MLK JR DR ATLANTA GA 30334

Check box:*

○ I obtained a Hemp Grower License in 2020 but did/will NOT plant hemp this year

◉ I obtained a Hemp Grower License in 2020 and did/will plant hemp this year

Grow Site Information ⌄

Provide information for each your Field(s)/Greenhouse(s). To add a new field or greenhouse click the "Plus Sign" at the bottom of this section then select your site from the Hemp Grow Site list. You must submit data for ALL your grow sites before you can complete the annual report.

Field/Greenhouse ⌄

⊕

Submit

- Under the Grow Site Information Dropdown, you will need to provide information on each grow site whether it be a field or greenhouse. To add a field or greenhouse, click on the plus sign
- You will have to click on the plus sign each time to enter a new field or greenhouse.
- Once you click on the plus sign, a Field/Greenhouse dropdown will appear

Grow Site Information ⌄

Provide information for each your Field(s)/Greenhouse(s). To add a new field or greenhouse click the "Plus Sign" at the bottom of this section then select your site from the Hemp Grow Site list. You must submit data for ALL your grow sites before you can complete the annual report.

Field/Greenhouse ⌄

1

Select the Hemp Grow Site:

[▼]

Physical address of field/greenhouse:*

[   ]

Latitude:*

Must be reported in decimal degrees (example: 32.000000)

[1²³]

Longitude:*

Must be reported in decimal degrees (example: -84.000000)

[1²³]

- In the Field/Greenhouse section, click on the "Select the Hemp Grow Site" Dropdown. When you click on this screen, a list of the grow sites that you provided in your application will appear in the dropdown. Select one and it will pre-populate the Address, Latitude, and Longitude below.
- NOTE – if you do not see your fields/greenhouses in the drop down ensure you are using a recent version of Microsoft Edge, Google Chrome, Mozilla Firefox, or Apple Safari as your internet provider. Internet Explorer is not compatible.

Select Site Type:*

○ Field   ○ Greenhouse

Was hemp harvested from this site/greenhouse?*

○ Yes   ○ No

Did any hemp require disposal due to THC levels?*

○ Yes   ○ No

Did any hemp require disposal due to other reasons?*

○ Yes   ○ No

⊖

⊕

- As you come down the Field/Greenhouse Section, there will be boxes that need to be checked that are specific to the Grow Site.
- The first box asks if the grow site is a field or a greenhouse. If you select field, a box will appear just below asking for the number of acres planted. If you select greenhouse, a box will appear just below asking for the square footage planted in the greenhouse
- The next question asked is "was hemp harvested from this site/greenhouse?" If you harvested, click yes. A box will then appear below asking either for the number of acres harvested or square footage harvested. If you did not harvest, select no and move on to the next question.
- The next question is "Did any hemp require disposal due to THC levels?" If your hemp tested above the 0.3 THC threshold, you should have received a disposal order from the Georgia Department of Agriculture requiring the hemp to be destroyed. If hemp was destroyed for this reason, select yes. Otherwise, select no. If yes is selected, a box will appear below asking for the number of acres/ greenhouse square footage destroyed.
- The last question asked is "Did any hemp require disposal due to other reasons?" If plants were destroyed prior to harvest for factors beyond your control such as environmental (plants died because they were too wet or too dry), insect damage, disease, etc., you would select yes. If yes is selected, a box will appear below asking for the reason why hemp was destroyed. List the reason in this box.
- IMPORTANT - If you only have one grow site, you are now finished and can click submit at the bottom. **If you have more grow sites, click the plus sign and follow the steps above.** You must do this for ALL of your grow sites. Once all grow sites have been entered, click submit at the bottom and you are finished.

- If you have questions regarding this questionnaire, feel free to contact Jamie Arrington at 404-586-1140