

# Kansas Commercial Industrial Hemp Program

## PRE-HARVEST REPORT – INDUSTRIAL HEMP PRODUCER LICENSE

Please review *K.A.R. 4-34-23: Planting and pre-harvest requirements* before completing and submitting the required document.

### **K.A.R. 4-34-23 (e) and (f). Pre-harvest report requirements.**

(e) Before harvesting industrial hemp, each licensee shall provide the secretary at least 30 days' notice of the intended harvest date on a form provided by the secretary and, if the harvest does not begin on that date, shall provide an updated notice of the anticipated harvest date before harvesting any industrial hemp. Failure to provide notice of the harvest may result in the revocation of an existing hemp producer license and the denial of future hemp producer licenses. Each pre-harvest report shall identify the following:

- (1) The global positioning system coordinates of the entrance to the licensed growing area and each lot where industrial hemp plants are intended for harvest;
- (2) the total number of acres planted in the licensed growing area subject to harvest;
- (3) the number of acres planted in each lot subject to harvest;
- (4) the planting date for each lot;
- (5) the total number of acres intended for harvest in the licensed growing area, if different from the number of acres intended for harvest in the lot;
- (6) the number of acres intended for harvest in each lot;
- (7) the intended harvest date for each lot;
- (8) the official name of the industrial hemp variety that is intended for harvest from each lot; and
- (9) a statement of the intended end-use for all industrial hemp plants, plant parts, grain, or seeds that will be harvested from each lot.

(f) If two or more harvests will be conducted within a licensed growing area or lot within a license year, the licensee shall notify the department of each intended harvest date at least 30 days before the intended harvest date. The primary licensee shall pay the subsequent sampling fees and testing fees for each harvest conducted after the initial harvest of a lot.

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Please reference the Kansas Department of Agriculture's Commercial Industrial Hemp Program's [Rules and Regulations](#)

After completion of the Pre-Harvest Report, please attach all relevant documentation to support the report.

### HOW TO SUBMIT REPORT FORMS TO KDA

#### **by email:**

[kda.industrialhemp@ks.gov](mailto:kda.industrialhemp@ks.gov)

Please name the file: KDA license number: Licensee's Name – Hemp Producer, Report Type, date submitted (ex. 20-XXXX: First Name Last Name- Hemp Producer Pre- Harvest Report DDMMYYYY)

Acceptable file types: .pdf, .jpeg; .png

#### **by mail:**

Kansas Department of Agriculture  
Commercial Industrial Hemp Program  
1320 Research Park Drive  
Manhattan, KS 66502

Acceptable file types: 8.5 x 11 in. paper copy

#### **Your Industrial Hemp License Information Online**

<https://portal.kda.ks.gov/>



**PRE-HARVEST REPORT –  
INDUSTRIAL HEMP PRODUCER  
LICENSE**

KANSAS DEPARTMENT OF AGRICULTURE  
PLANT PROTECTION AND WEED CONTROL  
PROGRAM

KDA requires that before harvesting industrial hemp, each licensee must provide at least 30 days’ notice of each intended harvest date. A licensee must not harvest any industrial hemp until receiving notice that the sample collected was shown to have a delta-9 tetrahydrocannabinol (THC) concentration of less than 0.3 percent on a dry-weight basis.

**SECTION 1: Producer Information**

Licensee’s Name: \_\_\_\_\_ KDA License Number: \_\_\_\_\_  
(as it appears on the license) (Ex. 20-XXXX)

**SECTION 2: Pre-Harvest Information (Tables 2.1 – 2.3)**

**Table 2.1-** Lot information

Entry	Lot Name	GPS: Latitude Ex: 39.12345	GPS: Longitude Ex: -96.12345	Acres Planted	Date Planted (MM/DD/YYYY)
1					
2					
3					
4					
5					

**Table 2.2-** Variety and intended end-use information

Entry	Variety	End-Use Information					
		Grain	Floral	Fiber	Seed	Seedlings	Clones
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Table 2.3-** Intended harvest information

Entry	Acres Intended for Harvest	Intended Harvest Date (must provide at least 30 days’ notice)
1		
2		
3		
4		
5		

**SECTION 3: Licensee Certification**

I hereby verify and affirm that the information contained above is true and accurate. I understand that if KDA determines this information to be false, misleading or incorrect, KDA may revoke any license and any future license applications that I submit may be denied. I acknowledge and will comply requirements in K.A.R. 4-34-23 and K.A.R. 4-34-24.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date