



CHECKLIST

For LDAF Licensee Compliance

This checklist is being provided by the Louisiana Department of Agriculture & Forestry as a guide to assist Industrial Hemp Program licensees comply with the application, licensing and reporting requirements.

<input type="checkbox"/>	<p>Complete State and Federal Background Checks. Background reports are due with license application and are valid for a maximum of 60 days prior to license application submittal.</p>
<input type="checkbox"/>	<p>Submit License Application(s) and all required supporting documentation. May be submitted anytime during the year, but prior to possessing any hemp plants or seeds.</p>
<input type="checkbox"/>	<p>Pay license fee(s) to LDAF. Payable upon notification of license application approval.</p>
<input type="checkbox"/>	<p>Obtain license through LDAF. License will be issued after approval of application and receipt of payment.</p>
<input type="checkbox"/>	<p>Submit Seed Acquisition Form(s) to LDAF. Must be approved by LDAF in writing prior to receiving hemp plants or seeds. May be submitted anytime during the growing season.</p>
<input type="checkbox"/>	<p>Submit Site Modification Request form to LDAF. All sites must be preapproved by LDAF prior to any hemp regulated activity occurring on or within the site. May be submitted anytime during the growing season.</p>
<input type="checkbox"/>	<p>Submit 1st Quarter Planting Report. Due for all greenhouses and indoor growing structures on or before March 31st of each year.</p>
<input type="checkbox"/>	<p>Submit (post-planting) Planting Report. Due a maximum of 15 days after planting for both outdoor and indoor plantings.</p>
<input type="checkbox"/>	<p>Submit 2nd Quarter Planting Report. Due for all greenhouses and indoor growing structures on or before June 30th of each year.</p>
<input type="checkbox"/>	<p>Submit Harvest/Destruction Report. Submit prior to anticipated crop harvest or destruction.</p>
<input type="checkbox"/>	<p>Submit 3rd Quarter Planting Report. Due for all greenhouses and indoor growing structures on or before September 30th of each year.</p>
<input type="checkbox"/>	<p>Submit Annual Production Report. Due on or before November 15th of each year.</p>
<input type="checkbox"/>	<p>Renew License for next crop year. Due on or before November 30th of each year.</p>
<input type="checkbox"/>	<p>Submit 4th Quarter Planting Report. Due for all greenhouses and indoor growing structures on or before December 31st of each year.</p>
<input type="checkbox"/>	<p>Submit Voluntary Driver Reporting Form. Form may be submitted any time during the license year.</p>

DISCLAIMER: This checklist is meant to provide licensees summary information on basic requirements of the LDAF Industrial Hemp Program, and not to be used as a legal guide. Refer to the LA Industrial Hemp Law and rules & regulations for complete program requirement information.

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