



## 2021 INDOOR/OUTDOOR HEMP LICENSE APPLICATION - Stage 2 2021 HEMP PLANTING REPORT

PERMIT INFORMATION	
2021 Hemp Permit Number	MTSHP-
Permittee Name	
Business Name	

- The Hemp Planting Report must be complete and accurate of all hemp varieties or strains seeded or transplanted. See the enclosed instructions and form for submission of this information.
- If you acquired the Hemp Planting Permit, you **must** submit the Planting Report, regardless of whether you planted or not, or had a crop failure. The Hemp Planting Report submission **due dates** are:
  - Indoor and Outdoor crops
    - **Within 4 weeks** after planting seeds, receiving starter-plants, or rooting of clones
      - If a crop, Lot or a certain variety/strain was not planted, report “Not Planted”
      - If a crop, Lot or a certain variety/strain failed and will not be harvested, report “Crop Failed”
  - For Outdoor crops, the Hemp Planting Report is due no later than **July 30<sup>th</sup>**
  - Late or incomplete submissions are subject to a \$100 late fee.
- The Hemp Planting Report must be received and approved before the Production License can be issued. Allow approximately 3 - 4 weeks for processing of the Production License.
- The 2021 Production License is required to harvest, process and transport 2021 hemp crop. **Any applicant that does not meet the conditions of the Production License will forfeit their Planting Permit and the crop will require destruction.** Harvesting hemp without a Production License is a violation of state and federal law.
- **Each license holder, regardless of Category of hemp grown, is responsible for contacting the department a minimum of 30 days prior to harvest to confirm actual harvest date and schedule a pre-harvest inspection.** Hemp that is harvested without notification will require destruction. The scheduling of your inspection will be coordinated between you and the district inspector. The list of district inspectors can be found in the Instructions and on our website at <https://agr.mt.gov/Industrial-Hemp>.

<b>ATTESTATION STATEMENT</b> - I hereby certify that the information contained in and submitted with this application is true and correct. Persons who violate federal laws regarding hemp may be subject to federal prosecution. I agree to comply with Section 80-18-101 through 80-18-111, MCA, ARM 4.19.101 - 202, and with other state and federal regulations, including consent to entrance of related properties by department personnel for inspection and testing of hemp.			
Permittee Printed Name:		Permittee Title:	
Permittee Signature:		Date:	



MONTANA HEMP PILOT PROGRAM

**2021 HEMP PLANTING REPORT - Stage 2**

List each Lot of hemp seeded or transplanted. The number of Lots are determined by variety or strain, location, growing conditions and harvest window. See the Instructions for important information on what must be included in this application and how to complete this form. Detailed aerial maps must be included for each growing location (field or indoor structure). For indoor growers with multiple crops per year, multiple reports will be required. If additional space is needed, make a copy of this form and label as Page 3.

Lot #	Variety or Strain	Quantity	Units	Grow Type	Estimated Harvest Period	Primary Market (CBD, Fiber, Grain, Seed for Planting, or Live Plants)	Latitude/Longitude of Center of Field or Indoor Structure	Physical County of Lot	Landowner Name	Landowner Signature
			Acres or Plants	Outdoor or Indoor						
1										
2										
3										
4										
5										
6										
7										
8										
9										



## MONTANA HEMP PILOT PROGRAM

### INSTRUCTIONS

The Hemp Planting Report is **required** of all persons who received a 2021 Hemp Planting Permit from the state. Each field, Lot, variety, and strain, whether growing outdoors or indoors is required to be reported. This report must be completed by the permitted individual or an authorized company representative. The Production License will not be issued until the Hemp Planting Report is received and approved.

**The department issues hemp licenses in two (2) progressive stages.** To be eligible for the Production License, an applicant must have applied for and received the Planting Permit. The Planting Permit allows for the purchase of seed or live plants and the seeding or transplanting of hemp. To receive the second stage **Production License**, the applicant must submit this Hemp Planting Report confirming information about the crop. The Production License allows for the production, harvest, and transportation of compliant hemp, including processing of hemp grown under this license. **Any applicant that does not meet the conditions of the Production License will forfeit their Planting Permit and the crop will require destruction.** Visit the department's website for more information.

**Fees:** No fees are required at this time. Any additional inspection and testing fees will be invoiced after the testing has been completed.

**Report Submission Guidance:** If a grower has multiple plantings per year separated by more than 4-weeks, multiple Planting Reports will be required. Within 4 weeks of planting seeds, receiving starter-plants, or rooting of clones, the permit holder must submit a Planting Report. Plants that are never intended to be harvested must also be reported, including mother plants and plants that are intended to be sold as live plants.

**Tribal Reservation Boundaries:** The state of Montana does not have authority over hemp grown within the boundaries of tribal reservations. If you have planted within tribal boundaries, whether a tribal member or not, do not list those Lots on this report. Contact your resident tribal nation or the USDA.

#### **Definitions:**

**Crop** - "a group of plants or Lots in a similar stage of growth that will be harvested within the same 3-week period" (example: plants or Lots that cannot be sampled (relative to harvest) at the same time as other plants or Lots would be considered a separate Crop)

**Indoor Grow** - "hemp plants started, grown and harvested inside a structure, whether under natural light or using artificial light conditions to manipulate the flowering stage of hemp."

**Lot** - "a contiguous or immediate adjoining area of a field or fields, an area containing the same variety or strain of hemp throughout and having a post-sampling harvest window of 3 weeks. Lots must be tracked by the grower from planting through harvest and until the plant is no longer in a raw, unaltered state."

**Planting Report:** Complete the form, as applicable to your operation, by providing the required information. If additional space is needed, please make a copy and add sequential Lot numbers. Each 'Lot' must be listed separately. Plants that are started indoors but transplanted to be grown outside are considered and should be listed as an Outdoor crop. All other plants grown inside are considered an Indoor crop. Examples for Lot determination include:

- A different variety or strain is always considered a separate Lot and may be considered many additional Lots depending on location, growing conditions and harvest date;
- the same variety/strain grown at a different location or under different growing conditions or with a different harvest date is considered a different Lot; and,
- the same variety grown in fields of different landowners would be considered separate Lots.

For each Lot, list the:

- Variety or Strain - List each variety or strain separately
- Quantity - List the quantity of acres for Outdoor growing areas, per Lot and/or list the number of plants per Lot for each Indoor Lot.
- Grow Type - List an 'O' to indicate an Outdoor grow or an 'I' to indicate an Indoor grow
- Estimated Harvest Period - Specify the estimated time-period of harvest. This estimation provides the

department a general timeframe for scheduling resources. **Additionally, each license holder is responsible for contacting the department a minimum of 30 days prior to harvest to confirm actual harvest date and schedule an inspection within 3-weeks pre-harvest.** The license holder may contact either the Helena office or their district field office. The inspection date will be coordinated between the grower and the inspector. All Category C strain Lots must be inspected and sampled. Only a percentage of Category A and B varieties require inspection, but the harvest date of all Lots must be confirmed; the department will determine which Category A and B Lots require sampling.

- Primary Use - List the primary intended use of the plants in the Lot
- Latitude/Longitude (the point should be near the center of the Lot, field, or structure)
  - An overview map **must** be included that shows all locations relative to each other and the nearest municipality.
  - A separate map **must** be included showing the boundaries of the Lot(s), and identifying the Lot number, variety/strain and the grow area size for each Lot.
    - For multiple Lots contained in a greenhouse or indoor structure, the map need only identify the location of the structure(s).
  - Maps using the satellite view on Google Maps works well. FSA farm maps are also accepted.
- Physical County - List the county in which the plants are physically grown
- Landowner Name/Signature - Signatures are required of each legal landowner (or an authorized agent) for each property used to grow hemp. Rented or leased property must have the actual landowner signature. If the licensee owns the land, their signature is required.
- If additional lines are necessary for multiple Lots, please make a copy of the form and complete accordingly.

**Reporting Requirements:** Harvest Notification - Each license holder is responsible for contacting the department a minimum of 30 days prior to harvest to confirm actual harvest date and schedule a pre-harvest inspection. Crops harvested without notification or later than the time allowed after official sampling, regardless of Category, are subject to destruction with a violation being recorded. Additionally, crops harvested later than the allowed time frame after official sampling may result in additional sampling with the license holder being responsible for additional fees.

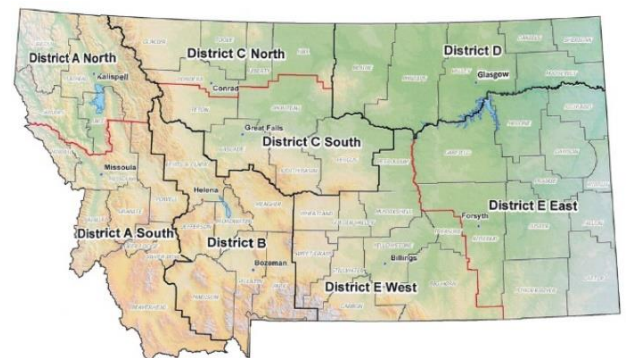
**Mail To:** Montana Department of Agriculture - Hemp Program, PO Box 200201, Helena, MT 59620-0201

**Annual Hemp Report:** Participants must submit a post-harvest hemp report annually. The report shall include:

- Crop and yield information,
- The sale or distribution of any hemp, and
- Name and address of the person receiving the hemp or plant parts.

**Inspector Contact List for Harvest Notification** - Contact either your district hemp inspector or the Helena office a minimum of 30 days prior to harvest to schedule your inspection.

Billings	Margaret Misner	652-3616	<a href="mailto:Margaret.Misner@mt.gov">Margaret.Misner@mt.gov</a>
Bozeman	Ryan Solberg	556-4535	<a href="mailto:RSolberg@mt.gov">RSolberg@mt.gov</a>
Conrad	Dawn Bales	278-9120	<a href="mailto:DBales@mt.gov">DBales@mt.gov</a>
Forsyth	Lori Vance	346-5483	<a href="mailto:LVance@mt.gov">LVance@mt.gov</a>
Glasgow	Robyn Cassel	228-8012	<a href="mailto:RCassel@mt.gov">RCassel@mt.gov</a>
Great Falls	Jeff Drummond	761-0926	<a href="mailto:JDrummond@mt.gov">JDrummond@mt.gov</a>
Helena	Mikayla Moore	444-5430	<a href="mailto:Mikayla.Moore@mt.gov">Mikayla.Moore@mt.gov</a>
Kalispell	Taylor Cline	257-9014	<a href="mailto:Taylor.Cline@mt.gov">Taylor.Cline@mt.gov</a>
Missoula	Laurie Neuman	329-1345	<a href="mailto:LNeuman@mt.gov">LNeuman@mt.gov</a>



For additional assistance, visit our website at <https://agr.mt.gov/Industrial-Hemp>, contact Andy Gray at (406) 444-0512 or by email at [angray@mt.gov](mailto:angray@mt.gov), or contact Mikayla Moore at (406) 444-5430 or by email at [mikayla.moore@mt.gov](mailto:mikayla.moore@mt.gov).