



## Montana Hemp Pilot Program 2020 HEMP PLANTING REPORT

LICENSE INFORMATION	
2020 Hemp License Number	MTSHP-
Licensee Name	
Business Name	

- 1) The Hemp Planting Report must be complete and accurate of all hemp varieties planted. See the attached instructions and forms for submission of this information.
- 2) The Hemp Planting Report submission **due dates** are:
  - a. Outdoor crops - within 4 weeks after seeding or planting, but not later than July 15
  - b. Greenhouse and Indoor crops - within 4 weeks after seeding, planting, propagation, or receipt of live plants, per crop (see Instructions)
- 3) 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.
- 4) The Production license is required to produce and harvest hemp. **Any applicant that does not meet the conditions of the Production license will forfeit their Planting license and the crop will require destruction.** Harvesting hemp without a Production license is a violation of state and federal law.
- 5) If one or more Category C varieties were planted, a \$250 planting fee is required with this submission. This initial \$250 fee covers the cost for the first Category C sampled. For each additional Category C sample collected and tested, you will be invoiced an additional \$250.

FEES	
Category C Planting Fee (required only if a Category C variety was planted)	\$250

<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 above property by department personnel for inspection and testing of hemp. I further acknowledge that I have read, accept and agree to the conditions outlined in the accompanying Risk Acknowledgement Statement.			
Applicant Printed Name:		Applicant Title:	
Applicant Signature:		Date:	



MONTANA HEMP PILOT PROGRAM

**OUTDOOR LOCATIONS**

List each field or Lot of where hemp was planted. Detailed aerial maps must be included for each field or Lot. See the Instructions for important information on what must be included in this application and how to complete this form.

Lot #	Variety	Latitude/Longitude of Center of Lot	Qty of Grow Area (Acres)	Primary Market (CBD, Fiber, Grain, Seed for planting or Live Plants)	Estimated Harvest Date	Landowner Name	Landowner Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
Total Lots:		Total Varieties:		Total Acreage:			



MONTANA HEMP PILOT PROGRAM

**GREENHOUSE LOCATIONS**

List each Lot separately. A Harvest Date difference of more than 3-weeks for the same variety will constitute a separate Lot. A detailed aerial map must be included for the location of each greenhouse structure. See the Instructions for important information on what must be included in this application and how to complete this form.

Lot #	Variety	Latitude/Longitude of Center of Lot	Qty of Grow Area (Sq Ft)	Primary Market (CBD, Fiber, Grain, Seed for planting or Live Plants)	Estimated Harvest Date	Landowner Name	Landowner Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
Total Lots:		Total Varieties:		Total Sq Ft			



MONTANA HEMP PILOT PROGRAM

**INDOOR LOCATIONS**

List each Lot separately. A Harvest Date difference of more than 3-weeks for the same variety will constitute a separate Lot. A detailed aerial map must be included for the location of each Indoor structure. See the Instructions for important information on what must be included in this application and how to complete this form. This form is required for each crop grown indoors throughout the year.

Lot #	Variety	Latitude/Longitude of Center of Lot	Qty of Plants	Primary Market (CBD, Fiber, Grain, Seed for planting or Live Plants)	Estimated Harvest Date	Landowner Name	Landowner Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
Total Lots:		Total Varieties:		Total Plants			



## MONTANA HEMP PILOT PROGRAM

### INSTRUCTIONS

The Hemp Planting Report is required of all growers who plant or grow hemp, per crop, in the state of Montana with a 2020 license, whether growing outdoors, in a greenhouse or indoors (using light to manipulate the flowering stage of hemp). This report must be completed by the licensed 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 (2) two progressive stages.** To be eligible for the Production license, an applicant must have applied for and received the Planting license. The Planting license allows for the purchase of seed or live plants and the planting or propagation of hemp. To receive the second stage **Production license**, the applicant must submit this Hemp Planting Report confirming information about the crop that was planted. The Production license allows for the production and harvest of compliant hemp. **Any applicant that does not meet the conditions of the Production license will forfeit their Planting license and the crop will require destruction.** Visit the department's website for more information.

**Fees:** A check or money order must be enclosed with the appropriate fees, written to the Montana Department of Agriculture, for the application to be considered. Please include your license number in your check Memo.

**Greenhouse and Indoor Grow Submission Requirements:** If a grower has multiple crops per year, a Planting Report is required for each crop, within 4 weeks of seeding, planting, propagation, or receipt of live plants. 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. Clones must be reported within 4 weeks of rooting.

#### **Definitions:**

**Crop** - "a group of plants in a similar stage of growth" (example: plants beginning the flowering stage on March 1 would be a separate crop than plants beginning the flowering stage on June 1)

**Flowering Stage** - "the phase where plants produce their flower sets"

**Indoor Grow** - "using light to manipulate the flowering stage of the plant"

**Lot** - "a contiguous or immediate adjoining area of a field or fields, greenhouse, or indoor growing structure containing the same variety of hemp throughout the area and having a harvest date within 3-weeks"

**Location Information:** Complete one or more of the Location forms, as applicable to your operation, by providing the required information respective to Outdoor, Greenhouse and/or Indoor grow sites. Each 'Lot' must be listed separately. Plants that are started in a greenhouse but transplanted to be grown outside are considered an Outdoor crop; do not list these Lots on the Greenhouse form. Plants grown inside without the use of light to manipulate the growth cycle is considered a Greenhouse crop. Examples for Lot determination include:

- the same variety grown in a different field under the same growing conditions and the same harvest timing is considered the same Lot,
- the same variety grown in a different field but under different growing conditions or a harvest date of more than 3 weeks later is considered a different Lot,
- the same variety grown in fields of different landowners would be considered separate Lots.

For each Lot, list the:

- Variety - List each variety separately by 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 and the grow area size for each Lot.



## MONTANA HEMP PILOT PROGRAM

- 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.
- Quantity of Growing Area - List the quantity for Outdoor as Acres, Greenhouse as Sq. Ft. and Indoor as Plants.
- Estimated Harvest Date - Specify the estimated date or week of harvest. The department must sample within a 3-week period prior to harvest. This information is critical to scheduling resources and for assuring the crop is sampled per protocol. Compliant sample results are required for the sale of Category C varieties.
- 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 land owner 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.

**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 or hemp commodities produced, and
- Name and address of the person receiving the hemp or hemp commodity.

For additional assistance, visit our website at <https://agr.mt.gov/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).