



2023 INDOOR/OUTDOOR HEMP LICENSE APPLICATION - Stage 2

HEMP PLANTING REPORT

The Hemp Planting Report is required of all persons who received a 2023 Hemp Planting Permit from the state, even if permitted crops were not planted or the crop failed. It must be complete and accurate of all hemp varieties and strains seeded or transplanted, whether growing indoors or outdoors. 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 Production License allows for the production, harvest, and transportation of compliant hemp, including processing of compliant 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.** See the enclosed instructions and form for submission of this information.

The Hemp Planting Report submission **due dates** are:

- **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 30th
- Late or incomplete submissions are subject to a \$100 late fee.

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 within 3-weeks of harvest. Crops harvested without notification or later than the time allowed after official sampling is considered a violation and are subject to destruction. 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.

Pursuant to the 2018 Farm Bill, **each hemp license holder is required to submit their hemp acreage to the USDA Farm Service Agency (FSA)** according to their requirements and within their deadlines. More information on this requirement can be found in the Instructions and on our website at <https://agr.mt.gov/topics/h-m/hemp-pages/FSA-Acreage-Reporting>.



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2023 HEMP PLANTING REPORT - Stage 2

PERMIT INFORMATION	2023 Hemp Permit Number	Permittee Name	Business Name
	MTSHP-30-		

List each Lot of hemp seeded or transplanted. "Lots" are determined by the producer based on the definition of the term in the Instructions. The Lot Number is assigned by FSA and must be listed on 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. See the Instructions for important information on what must be included in this application and how to complete this form.

FSA Lot ID (farm-tract-field-subfield)	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
			Acres or Plants	Outdoor or Indoor				
1								
2								
3								
4								
5								
6								

ATTESTATION STATEMENT - 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 Signature:		Date:	
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INSTRUCTIONS

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.

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 hemp mother plants, hemp greens, hemp microgreens and plants that are intended to be sold as live plants.

Planting Report: Complete the form, as applicable to your operation, in its entirety, including signature and date. If additional space is needed, copies of the blank form are allowed. Each 'Lot' must be listed separately. Plants that are started indoors but will be transplanted outside should be listed as an Outdoor crop. All plants grown inside a structure 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 or strain grown in fields of different landowners would be considered separate Lots.

For each Lot, list the:

- FSA assigned Lot ID by specifying the farm, tract, and field numbers. If a subfield number is assigned, also list.
 - "Lots" are determined by the producer based on the definition of the term in these Instructions.
 - Each license holder must contact their local FSA office and report their hemp acreage before July 15 or as outlined in their requirements, including the hemp growing license number issued by the state. FSA will, using FSA terminology like "farm," "tract," "field," and "subfield," designate the location(s) where hemp is grown. These designations will be used by the state as Lot Numbers for the tracking of hemp Lots inspected and sampled.
- 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.
- 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)
 - **The FSA map specific to each Lot must be included showing the boundaries of the Lot(s), and identifying the Lot Number, variety/strain and the grow area size.**
 - For multiple Lots contained in a greenhouse or indoor structure, the map need only identify the location of the structure(s).
- Physical County - List the county in which the plants are physically grown



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Mail To: Montana Department of Agriculture - Hemp Program, PO Box 200201, Helena, MT 59620-0201. Allow approximately 3 weeks for processing of the Production License.

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.”

Harvest Notification: 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. However, **the harvest date of all Lots must be confirmed.** The department will determine which Category A and B Lots require sampling.

Inspector Contact List: 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	Margaret.Misner@mt.gov
Bozeman	Alex Vissotzky	556-4535	Alex.Vissotzky@mt.gov
Conrad	Dawn Bales	278-9120	DBales@mt.gov
Forsyth	Nick Metcalfe	346-5483	Nick.Metcalfe@mt.gov
Glasgow	Robyn Cassel	228-8012	RCassel@mt.gov
Great Falls	Michaela Hystad	761-0926	MHystad@mt.gov
Helena	Mikayla Moore	444-5430	Mikayla.Moore@mt.gov
Kalispell	Taylor Cline	257-9014	Taylor.Cline@mt.gov
Missoula	Laurie Neuman	329-1345	LNeuman@mt.gov



Annual Hemp Harvest Report: Each licensee must annually submit a report listing the harvest and disposal of any hemp grown. The form can be found at <https://agr.mt.gov/topics/h-m/hemp-pages/Reporting>

A licensee must keep all records related to the planting, growing, harvesting, storage, disposal, sale and/or processing of hemp, and make those records available for inspection for a minimum of three years.

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