

Kansas Industrial Hemp Research Program

Distribution Report (Distributor)

Please review K.A.R. 4-34-20 (Reports) before completing and submitting the required document.

K.A.R. 4-34-20(f). Distribution report

(f) Each primary licensee on a research distributor license shall annually submit a completed distribution report to the department no later than November 30. Each distribution report shall include the following, at a minimum:

- (1) The amount of industrial hemp plants, plant parts, grain, or seeds distributed in each load, which shall be provided as follows:
 - (A) If the industrial hemp crop was cultivated, planted, or grown for the production of fiber and was distributed, the number of bales and the size and shape of the bales;
 - (B) if the industrial hemp crop was cultivated, planted, or grown for the production of grain or seed and was distributed, the quantity by weight;
 - (C) if the industrial hemp crop was cultivated, planted, or grown for the production of floral material and was distributed, the quantity by weight; and
 - (D) if the industrial hemp crop was cultivated, planted, or grown for the production of more than one end-use and was distributed, the information for each end-use as required by this regulation;
- (2) the name, address, and, if applicable, the license number of the primary licensee on the research grower license or an out-of-state individual or business entity that is authorized by an institution of higher education or a state department of agriculture under 7 U.S.C. 5940, as amended, and the laws of the state that cultivated, planted, grew, handled, harvested, conditioned, stored, distributed, or transported any industrial hemp plants, plant parts, grain, or seeds that the licensee distributed or transported;
- (3) the name, address, and, if applicable, the license number of the primary licensee on the research processor license or an out-of-state individual or business entity that is authorized by an institution of higher education or a state department of agriculture under 7 U.S.C. 5940, as amended, and the laws of the state that processed each load of industrial hemp plants, plant parts, or grain that the licensee distributed or transported; and
- (4) the amount of industrial hemp plants, plant parts, grain, or seeds that was sold during the current license year.

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

After completion of the Distribution Report form, please attach relevant documentation to support the report as necessary. Examples of supporting documentation may include but are not limited to bill of sale and bill of lading documentation, processing agreements, and certificates of analyses.

HOW TO SUBMIT REPORT FORMS TO KDA

by email:

kda.industrialhemp@ks.gov

Please name the file: KDA license number: Licensee's Name - Grower, Report Type, date submitted (ex. KDA-XXXXXXXXXX: First Name Last Name - Grower Distribution Report DD.MM.YYYY)

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

by mail:

Kansas Department of Agriculture

Industrial Hemp Program

1320 Research Park Drive

Manhattan, KS 66502

Acceptable file types: 9 x 11 in. paper copy

Your Industrial Hemp License Information Online

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



Department of Agriculture
 Industrial Hemp Research Program
 1320 Research Park Drive
 Manhattan, KS 66502
kda.industrialhemp@ks.gov

Industrial Hemp Distribution Report (Distributor)

Primary Licensee's Name: _____
 (as it appears on your license)

 Date Completed
 (MM/DD/YYYY)

KDA License Number: _____
 (Ex. KDA-XXXXXXXXXX)

SECTION 1: Distributor Receipt Information (Tables 1.1 – 1.3)

Table 1.1- Grower information from which industrial hemp was grown (use additional pages as necessary)

Entry	Grower Name	License No.	Address	City	State	ZIP Code
1						
2						
3						
4						
5						
6						
7						
8						

Table 1.2- Transportation information from which industrial hemp was transported (use additional pages as necessary)

Entry	Distributor Name	License No.	Address	City	State	ZIP Code
1						
2						
3						
4						
5						
6						
7						
8						

²If transported by a grower, provide grower information for each applicable entry. If self-transported, indicate "self-transported".

Table 1.3- End-use receipt information (complete values for all industrial hemp, as indicated in Table 1, received from each grower or distributor; use additional pages as necessary)

Entry	Product ²							
	Seed (lbs)	Grain (lbs)	Floral (lbs)	Fiber			No. Clones	No. Seedlings
				lbs	No. Bales	Bale Type		
1								
2								
3								
4								
5								
6								
7								
8								
Total								

²Information should be consistent with each grower and distributor entry as indicated in Tables 1.1 and 1.2



Department of Agriculture
 Industrial Hemp Research Program
 1320 Research Park Drive
 Manhattan, KS 66502
kda.industrialhemp@ks.gov

Industrial Hemp Distribution Report (Distributor)

SECTION 2: Processor or Buyer Information (Tables 2.1 -2.2)

Table 2.1- Processor or buyer information for each load of industrial hemp that was sold (use additional pages as necessary)

Entry	Processor or Buyer Name	License No.	Address	City	State	ZIP Code
1						
2						
3						
4						
5						
6						
7						
8						

Table 2.2- End- use receipt information (complete values for each entry, as indicated in Table 2.1, sold to processor or buyer; use additional pages as necessary)

Entry	Product ^z							
	Seed (lbs)	Grain (lbs)	Floral (lbs)	Fiber			No. Clones	No. Seedlings
				lbs	No. Bales	Bale Type		
1								
2								
3								
4								
5								
6								
7								
8								
Total								

^zInformation should be consistent with each entry sold to a processor or buyer

Attachment 1: _____ Attachment 2: _____
 Attachment 3: _____ Attachment 4: _____
 Attachment 5: _____ Attachment 6: _____
 Attachment 7: _____ Attachment 8: _____

(Identify and attach relevant bill of sale and bill of lading documentation, processing agreements, certificates of analyses, and harvest authorizations for sold loads of industrial hemp)

 Primary Licensee's Signature

 Date