

Kansas Commercial Industrial Hemp Program

PLANTING REPORT – INDUSTRIAL HEMP PRODUCER LICENSE

Please review *K.A.R. 4-34-23: Planting and pre-harvest requirements* before completing and submitting the required document.

K.A.R. 4-34-23 (a), (b), and (d). Planting report requirements.

(a) All industrial hemp cultivated or produced shall have originated from authorized seed or clone plants.

(b) Each licensee shall maintain written certification for all authorized seed or clone plants cultivated or produced, which shall consist of either of the following:

(1) A certificate of analysis, or a similar document, stating that the source of the authorized seed or clone plants was cultivated or produced with a delta-9 tetrahydrocannabinol concentration less than 0.3 percent on a dry-weight basis during the most recent growing season; or

(2) documentation that the authorized seed or clone plants are certified pursuant to K.S.A. 2-1415 *et seq.*, and amendments thereto.

(d) Each licensee shall submit a planting report to the department within 15 days after each planting, including replanting seeds or propagules or establishing plants. Each planting report shall identify the following:

(1) The official name of the industrial hemp variety that was cultivated or produced in each lot;

(2) the global positioning system coordinates for the licensed growing area and each lot where industrial hemp plants, plant parts, grain, or seeds are being cultivated or produced;

(3) the total number of acres planted in the licensed growing area;

(4) the number of acres planted in each lot; and

(5) a statement of the intended end-use for all industrial hemp plants, plant parts, grain, or seeds being cultivated or produced.

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

After completion of the Planting Report, please attach all relevant documentation to support the report.

HOW TO SUBMIT REPORT FORMS TO KDA

by email:

kda.industrialhemp@ks.gov

Please name the file: KDA license number: Licensee's Name – Hemp Producer, Report Type, date submitted (ex. 20-XXXX: First Name Last Name- Hemp Producer Planting Report DDMMYYYY)

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

by mail:

Kansas Department of Agriculture
Commercial Industrial Hemp Program
1320 Research Park Drive
Manhattan, KS 66502

Acceptable file types: 8.5 x 11 in. paper copy

Your Industrial Hemp License Information Online

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



**PLANTING REPORT –
INDUSTRIAL HEMP PRODUCER
LICENSE**

KANSAS DEPARTMENT OF AGRICULTURE
PLANT PROTECTION AND WEED CONTROL
PROGRAM

SECTION 1: Producer Information

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

KDA License Number: _____
(Ex. 20-XXXX)

SECTION 2: Planting Information (Tables 2.1 – 2.3) DID NOT PLANT HEMP

Table 2.1- Planting activity

Entry	Lot Name	GPS: Latitude Ex: 39.12345	GPS: Longitude Ex: -96.12345	Acres Planted	Date Planted (MM/DD/YYYY)	Initial or Replant
1						
2						
3						
4						
5						

Table 2.2- Farm service agency (FSA) farm, tract and physical location information

Entry	Reported to FSA	Farm No.	Tract No.	CLU/Field No.	Subfield
1	<input type="checkbox"/> YES <input type="checkbox"/> NO				
2	<input type="checkbox"/> YES <input type="checkbox"/> NO				
3	<input type="checkbox"/> YES <input type="checkbox"/> NO				
4	<input type="checkbox"/> YES <input type="checkbox"/> NO				
5	<input type="checkbox"/> YES <input type="checkbox"/> NO				

Table 2.3- Variety and intended end-use information

Entry	Variety Planted	Source Planted			End-Use Information						
		Seed	Seedlings	Clones	Grain	Floral	Fiber	Seed	Seedlings	Clones	
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 3: Supplier and Source Information (Tables 3.1 – 3.2)

Table 3.1- Supplier information from which the industrial hemp was obtained

Entry	Supplier Name	Authorization No.	Address	City	State	ZIP Code
1						
2						
3						
4						
5						

Table 3.2- Source documentation checklist

Entry	Written Certification	Certificate of Analysis	Bill of Lading	Receipt	Seed Label
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 4: Licensee Certification

I hereby verify and affirm that the information contained above is true and accurate. I understand that if KDA determines this information to be false, misleading or incorrect, KDA may revoke any license and any future license applications that I submit may be denied.

Signature

Date