

Kansas Industrial Hemp Research Program

Production Report (Grower)

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

K.A.R. 4-34-20(e). Production report

(e) Each primary licensee on a research grower license shall submit a production report to the department within 30 days after the last harvest date for every harvest. Each production report shall include the following, at a minimum:

(1) The amount of industrial hemp plants, plant parts, grain, or seeds harvested from each research area, which shall be provided as follows:

(A) If the industrial hemp crop was cultivated, planted, or grown for the production of fiber, 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, the quantity by weight;

(C) if the industrial hemp crop was cultivated, planted, or grown for the production of floral material, the quantity by weight; and

(D) if the industrial hemp crop was cultivated, planted, or grown for the production of more than one intended end-use, 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 distributor 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 transported any industrial hemp plants, plant parts, grain, or seeds that were harvested; and

(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 received the industrial hemp plants, plant parts, or grain for processing.

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

After completion of the Production Report form (page 2), 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 Production 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 Production Report (Grower)

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

 Date Completed
 (MM/DD/YYYY)

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

Table 1- Research area information (all fields required; use additional pages as necessary)

Research Area	Location ID	GPS: Latitude Ex: 39.12345	GPS: Longitude Ex: -96.12345	Acres Harvested	Date Harvested (MM/DD/YYYY)	Variety Harvested
1						
2						
3						
4						
5						
6						
7						
8						

Table 2- Production information² (complete values for each applicable end use and use additional pages as necessary)

Research Area	Product					
	Seed (lbs)	Grain (lbs)	Floral (lbs)	Fiber		
				lbs	No. Bales	Bale Type
1						
2						
3						
4						
5						
6						
7						
8						

²Production information should be consistent with each applicability submitted harvest report

Table 3- Transportation and processing information (use additional pages as necessary)

Self-Transported

Transporter Name	License No.	Address	City	State	ZIP Code

No processor or buyer yet found

Self-Processed

Processor or Buyer Name	License No.	Address	City	State	ZIP Code

Attachment 1: _____ Attachment 2: _____

Attachment 3: _____ Attachment 4: _____

(Identify and attach relevant bill of sale and bill of lading documentation, processing agreements, and certificates of analyses)

 Primary Licensee's Signature

 Date