


Planting Report Guidance for Kansas Commercial Industrial Hemp Producers

Guidance for how to complete a [Planting Report](#) is provided throughout this document. Please note that KDA can answer questions but will not provide direct assistance in completing a [Planting Report](#).

SECTION 1: Producer Information

Section 1 Example:

	PLANTING REPORT – INDUSTRIAL HEMP PRODUCER LICENSE	KANSAS DEPARTMENT OF AGRICULTURE PLANT PROTECTION AND WEED CONTROL PROGRAM
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SECTION 1: Producer Information

Licensee's Name: First Name Last Name KDA License Number: 20_1234
 (as it appears on the license) (Ex. 20-XXXX)

- **Licensee's Name-** Complete the licensee's name as it appears on the hemp producer license issued by the KDA.
- **KDA License Number:** Complete the license number as it appears on the hemp producer license issued by KDA. The license number should begin with a 20.

SECTION 2: Planting Information (Tables 2.1 – 2.3)

For each planting of industrial hemp, including establishing seedlings, vegetative propagation and indoor and outdoor plantings provide the following information:

Table 2.1- Planting Activity

Table 2.1 Example:

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	3.1	38.385424	-97.861962	5.18	05/27/2021	Initial
2	3.2	38.385447	-97.861202	4.55	05/27/2021	Initial
3	3.3	38.385482	-97.860512	4.63	05/14/2021	Initial
4	3.3	38.385482	-97.860512	4.63	05/27/2021	Replant
5						

- Use the **Lot Name**, **GPS Latitude**, **GPS Longitude** as referenced in your approved application submission. If you cannot locate your approved application submission, please provide notice to kda.industrialhemp@ks.gov.
- For **Acres Planted**, provide the measured area in which the industrial hemp was planted. Do not report the number of acres licensed; only report the number of acres planted. For information on how to measure a field using GPS coordinates or measuring an area by hand review the [Step by Step Tutorial How to Measure a Field](#).

- Example 1: One hundred sixty 21.25 x 11-inch seedling trays were planted; the licensee should report 260 square feet or 0.00596878 acres which is the combined area of the trays or the licensee should report the total bench, rack, or floor space the trays occupy.
- Example 2: If only one-third of a 120 x 30-foot high tunnel was planted, report that only 1200 square feet or 0.02754821 acres was planted.
- For **Date Planted**, provide the date in Month, Day, and Year for when the industrial hemp was planted. If multiple planting dates occurred within the same location, provide the respective **Acres Planted** for each planting date.
- For **Initial or Replant**, provide if the planting was an initial planting or a replant. A planting should only be indicated as a replant if the initial planting was a failure. Do not report plantings subsequent to non-failed plantings as a replanting; report such plantings as an initial planting. Do not report spot re-plantings which occur because of individual plant failures. Additionally, if a producer grows their own seedlings or clones and transplants those seedlings or clones to the field, indicate the field planting as initial not a replanting.

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

Table 2.2 Example:

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 checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	1234	4321	3	A
2	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	1234	4321	3	B
3	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	1234	4321	3	C
4	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	1234	4321	3	C
5	<input type="checkbox"/> YES	<input type="checkbox"/> NO				

- For **Reported to FSA**, provide *Yes* if you have reported the planting to the FSA or provide *No* if you have not reported the planting to the FSA. If not already registered with the FSA or needing to report your industrial hemp acreage, contact your local FSA Service Center to complete these processes: farmers.gov/service-center-locator. Not until you report your industrial hemp acreage to FSA will you have an assigned **Farm No.**, **Tract No.**, **CLU/Field No.**, and **Subfield**.
- Provide the **Farm No.** as assigned by the FSA.
- Provide the **Tract No.** as assigned by the FSA.
- Provide the **CLU/Field No.** as assigned by the FSA. Each licensed area within a tract should be assigned a separate **CLU/Field No.**
- Provide the **Subfield** as assigned by the FSA. **Subfield** is only applicable when different varieties are planted within the same **CLU/Field No.** or when a producer elects to designate multiple lots within a field (see next page). If no **Subfield** is assigned indicate *N/A*.

Subfield Example:



KDA Assigned	FSA Assigned				
	Lot Name	Farm No.	Tract No.	CLU/Field No.	Subfield
	Lot 3.1	1234	4321	3	A
	Lot 3.2	1234	4321	3	B
	Lot 3.3	1234	4321	3	C

Again, *Subfield* is only applicable when different varieties are planted within the same *CLU/Field No.* or when a producer elects to designate multiple lots within a field. A producer may elect to designate multiple lots within a field if staggering planting dates.

Table 2.3- Variety and intended end-use information

Table 3.3 Example:

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	CBD Triploid 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	CBD Triploid 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Grain 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Grain 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>

- For *Variety Planted*, provide the name of the industrial hemp variety that was planted. The name of the industrial hemp variety should be consistent and match the named indicated on all supporting documents which includes the written certification, certificate of analysis, bill of lading receipt, and seed label.
- For *Source Planted*, provide the type of the industrial hemp material that was planted.

- Examples: If source was seed, indicate **Seed** was planted. If source was seedling transplants, indicate **Seedlings** were planted. If source was clonal transplants, indicate **Clones** were planted. Generally, fiber and grain industrial hemp crops will be planted by **Seed** only. Floral crops may be by all three types. Furthermore, if a producer grows their own seedlings and transplants those seedlings to the field, indicate **Seedlings**, not **Seed**, were planted.
- For **End-Use Information**, provide the anticipated end-use of the industrial hemp being produced. Mark only the end-uses that apply. For instance, do not mark **Floral** and **Fiber** if the variety being produced is a floral variety. Additionally, do not mark **Floral** and **Seed** if a floral variety is being producing for seed propagation stock, only mark **Seed**. If growing for biomass, mark **Floral** only.
- Examples
 - **Grain**- used for hemp hearts, crushed seed oil (not CBD), protein supplements, etc. (human consumption).
 - **Floral**- biomass or grown for extraction of cannabidiol (CBD) and other phytocannabinoids.
 - **Fiber**- used for cloth, pressed plastics, ropes, animal bedding, paper, biofuel, packaging, concrete additives, etc.
 - **Seed**-used for propagation stock, hybrids (non-human consumption).
 - **Seedlings**- growing or cultivating industrial hemp seedlings for use or sale.
 - **Clones**- growing or cultivating industrial hemp clones for use or sale.

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

For each industrial hemp variety planted, provide supplier information, and notice of your record regarding the required documentation for each source.

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

Table 3.1 Example:

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

Entry	Supplier Name	Authorization No.	Address	City	State	ZIP Code
1	Supplier 1 Name	4444-35	81 CO HWY 8	LOVELAND	CO	80211
2	Supplier 1 Name	4444-35	81 CO HWY 8	LOVELAND	CO	80211
3	Supplier 2 Name	8888-35	754 GREENBRUSH RD.	SASKATOON	N/A	SK S7K 2S9
4	Supplier 2 Name	8888-35	754 GREENBRUSH RD.	SASKATOON	N/A	SK S7K 2S9
5						

- For **Supplier Name**, provide the name of entity from which the industrial hemp was obtained. The name of the supplier should match that what is indicated on the receipt or purchase agreement. Provide any applicable d/b/a information.
- For **Authorization No.**, provide the seed registration or seed dealer number obtained by the supplier. Seed registration and seed dealer numbers formatting vary by state. In

Kansas, seed dealers must be registered pursuant to the Kansas Seed Law K.S.A. 2-1415 et. seq. and amendments thereto.

- For **Address, City, State, and ZIP Code** provide the street address for the supplier. This should match and be consistent with the address provided on the seed registration or seed dealer number assigned to the supplier.

Table 3.1- Source documentation checklist

- For each source of industrial hemp being produced, mark if you have received and maintain **Written Certification, Certificate of Analysis, Bill of Lading, Receipt Seed, and Seed Label**. KDA requires you maintain these documents; you may submit these documents as attachments with your planting report. If you have these documents, leave the applicable check mark blanks. KDA may require you provide these documents. A seed label is not applicable when the source of the industrial hemp was seedlings or clones.

Table 3.2 Example:

Table 3.2- Source documentation checklist

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

SECTION 4: Licensee Certification

Complete certification regarding the accuracy and trueness of the completed document.

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.

MUST SIGN HERE

 Signature

05/27/2021

 Date

How to Submit Report Forms to KDA

After completion of the [Planting Report](#), please attach all relevant documentation to support the report and submit the report 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/>