



New Jersey Department of Agriculture Hemp Program

Instructions and Attachments for Participants

Applicants who would like to be considered for participation in the New Jersey Department of Agriculture (NJDA) Hemp Program as a participant must submit the appropriate application for 2020 with their associated fees (See fee structure below and on page v) to the New Jersey Department of Agriculture, Hemp Program, P.O. Box 330, Trenton, New Jersey 08625. Complete the full application as attached and return by mail or hand deliver to the NJDA along with separate checks or money orders made payable to the New Jersey Department of Agriculture.

Contents of Application Packet.

- Guidelines and Instructions
- Instructions for Obtaining a NJSP Background Check
- Fee Schedule
- 2020 Transfer Requirements Summary
- Instructions for Creating Maps for Submission with your Application
- Reporting forms and site modification request form
- Farm Service Agency (FSA) Reporting information

Applications. All applicants must submit a completed application packet to the Department. **Email submissions will NOT be accepted** because the payment for the application and license fees must be attached to the application. The NJDA recommends that applicants use a delivery method with tracking capabilities when submitting an application by mail; NJDA is not responsible for applications lost in the mail or not received. **Keep a copy of the complete application, all attachments, and, if applicable, the mail receipt and tracking number for your records.**

Fee Schedule. A \$50 nonrefundable application fee (check or money order made payable to the New Jersey Department of Agriculture must be included with the completed application upon submission. This fee does not apply to any other program costs such as license fees or laboratory testing fees. **Be sure to carefully review these fees, which are required for all hemp participants and can be found on page v of this document.**

Application File Format. Currently, the NJDA Hemp Program Application for 2020 is available only in a PDF format. If you do not have compatible software for the fillable form, please print out the PDF and complete the form manually and legibly. **NJDA is not responsible for missing information due to formatting or printing errors on the user end.**

Complete Applications. Applications must be complete, accurate, and legible. Follow all instructions in the document. **Incomplete answers may result in the application's removal from consideration.**

Application from a Business Entity. A Grower License can be issued to an individual or an established business entity.

- The “applicant” is the person, or for a business entity, any person authorized to act on behalf of the business entity, who applies to the Department to be a hemp producer in the State.
- NJDA requires the submission of a *Signing Authority for Business Entities*, found on page vi, when the applicant is representing a business entity. The designation of a signing authority for the business allows this individual to make decisions for the company in all matters related to a New Jersey hemp license.
- Only ONE signing authority shall be allowed to represent a business entity.
- If during the application process, or at any point after a License approved by the NJDA, a business entity requires a change of signing authority, a new *Signing Authority for Corporate Entities* form, a current background check, and copy of the individual’s driver’s license must be submitted together in a change request to the NJDA.

Application Review. The NJDA will evaluate each application for approval based on the review criteria set forth in the regulation published *Policies and Procedures for Growers* and associated regulations available at https://www.state.nj.us/agriculture/divisions/pi/prog/nj_hemp.html.

IHE Research Plan. The NJDA Hemp Program involves research of crop production techniques, processing, and marketing. Legitimate processing research may involve the investigation of harvest methods, yields, equipment uses, testing methods, marketing, and product development. Each program applicant must submit a project research plan to be approved to become part of the NJDA program.

Background Checks. Before a license is approved, a New Jersey State Police (NJSP) background check must be received and approved by the NJDA for each applicant and all "Key Participants" (if submission is for a Business Entity *). **Because a background check can take up to two weeks to complete, it is recommended that applicants submit a NJSP background check request immediately.** See the *Instructions for Obtaining a New Jersey State Police Background Check* and the associated form on pages iii and iv, below. Note: **These requests must be sent directly to NJSP (DO NOT SEND TO NJDA) and received by the NJDA Hemp Program.**

Examples of Prohibited Activities. The activities listed below are prohibited activities in the NJDA program. A current participant found to be conducting or participating in any of these activities may be subject to actions including but not limited to termination of their *Licensing Agreement* and forfeiture or destruction of all cannabis materials in their possession.

- Possessing live hemp plants without a *License*.
- Possessing any hemp at any site not listed in the *License agreement or subsequent approved modification*.
- Processing, handling, or storing hemp
 - on property which is not owned or completely controlled by a Licensed Processor/Handler or Grower.
 - on property owned by or leased from any person who is ineligible or was terminated or denied admission to the program.
- Violating the restrictions outlined in the current *Transfer Requirements* document on the program website.

* “Key participant” means a sole proprietor, a partner in partnership, or a person with executive managerial control in a corporation. A person with executive managerial control includes persons such as a chief executive officer, chief operating officer and chief financial officer. This definition does not include non-executive managers such as farm, field, or shift managers.

- Creating products for sale outside of the program which would cause noncompliance or in contradiction with NJDA Policy, or federal or state law, including:

For more information on the NJDA Hemp Program, please visit

www.state.nj.us/agriculture/divisions/pi/prog/nj.hemp.html

Instructions for Obtaining a New Jersey State Police Background Check

NJDA requires a New Jersey State Police (NJSP) background check on each Hemp Program applicant and Key Participants (If applicant is a Business Entity). An applicant is a person, or a person who is authorized to sign for a business entity, who submits an application. Applicants are required to select the Request for Conviction Records-Employment/Professional License background check option (**Form D**). Background checks are required annually for all applicants, including the signing authorities for the business entity.

The Request for Conviction Records/Employment/Professional License form (also known as the background check request) must be requested from the New Jersey State Police; DO NOT SEND THIS REQUEST TO THE NJDA.

Use Form D so response can be returned directly to the NJDA

FORM D - (PDF 36kb)

Applicants that require a fingerprint-based criminal history record check for employment purposes and need the results mailed back to the employer address must use form “D”. (A Criminal Hit will result in the disclosure of convictions and pending data only)

YOUR EMPLOYER ADDRESS MUST BE COMPLETE AND ACCURATE, AS RESULTS ARE SENT OUT VIA US MAIL.

See complete instruction on downloaded forms.

Employment - **response returned to employer**

PDF files require a free reader available from Adobe.

Fill in numbers 9 through and including 25. Any questions regarding the information on these forms, or if you fail to receive your response after ten (10) working days once fingerprinted, can be directed to the New Jersey State Police, Criminal Information Unit at 609 882-2000 ext. 2918.

The NJSP Background Check webpage is: <https://www.njsp.org/criminal-history-records/>

(1) Originating Agency Number (ORI #) NJPRR0000		(2) Category PER		(3) Statute Number 13:59-1	
(4) Reason for Fingerprinting PERSONAL EMPLOYER REQUEST			(5) Document Type S1		(6) Payment Information \$42.80
(7) Contributor's Case # (Unique Identifier) EMPLOYER			(8) Miscellaneous FORM "D"		
(9) First Name		(10) MI		(11) Last Name	
(12) Daytime Phone Number () -		(13) Social Security Number (Optional)		(14) Date of Birth	(15) Height
(16) Weight		(17) Maiden or Alias Last Name		(18) Place of Birth (US State if US Citizen; Country for all others)	
(19) Country of Citizenship					
(20) Home Address					
Address		City		State	Zip
(21) Gender (Select one) [] Female [] Male [] Both		(22) Hair Color		(23) Eye Color	
(24) Race (Select One) [A] Asian/ Pacific Islander (includes Asian Indian) [B] Black [I] American Indian / Alaska Native [W] White (Includes Hispanic/ Spanish Origin) [U] Unknown					
(25) Occupation / Position (with respect to Requirement)		(26) Employer / Organization Name (with respect to Requirement) Employer Address NJDA, Division of Plant Industry, Hemp Program, P.O. Box 330 City Trenton State NJ Zip 08625			
<p>Identification Requirement - Acceptable Identification must be presented at the <u>time of printing</u>. Identification presented MUST be one (1) document that is current (not expired). A combination of documents will not be accepted. The single document must include the following criteria: Photo, Name, Address (home/employer), Date of Birth. Acceptable ID must be issued by a Federal, State, County or Municipal entity for identification purposes. Examples of acceptable ID are: 1) Valid U.S. State Photo Driver's License/ Non Driver's License, 2) U.S. Passport, 3) USCIS Permanent Resident ID Card (issued after 5/10/2010), and 4) USCIS Employment Authorization Card (issued after 10/31/2010).</p>					

Please READ This Form Carefully:

Follow all of the instructions provided by your agency/employer to complete the fingerprint process. You must have this form (Blocks 1 through 26) completed prior to scheduling your fingerprint appointment via the website or call center. **PLEASE PRINT LEGIBLY.** It is **required** that you **present** this completed Universal Fingerprint Form, IDG_NJAPP_020115_V2, at your scheduled appointment.

Appointment Scheduling:

Scheduling is available anytime at www.bioapplicant.com/nj. Appointments may also be scheduled through our Call Center. English and Spanish speaking agents are available at **1-877-503-5981**, Monday through Friday, 8:00AM to 5:00PM EST and Saturday, 8:00AM to 12 Noon EST.

Payment:

When an applicant is responsible for payment, payment is required at the time of scheduling. The following forms of payment are accepted: Visa, MasterCard, American Express, Discover and prepaid debit cards, or electronic debit (ACH) from a checking account. Accounts will be debited immediately.

Cancel/ Reschedule:

Appointments may be canceled or rescheduled via the website or the call center **before the deadline of 5PM EST** the business day prior to the scheduled appointment (Saturday Noon for Monday appointments). An appointment fee of \$10.00 plus tax (\$10.66) will be incurred by applicants who do not cancel/reschedule their appointment prior to the deadline. Idemia Identity & Security will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

Unable to be Fingerprinted:

An applicant is considered "Unable to be Fingerprinted" for any of the following reasons: Failure to appear for scheduled appointment, inability to present proper identification, inability to present this completed Universal Fingerprint Form IDG_NJAPP_020115_V2, or the information on this form does not exactly match the information provided during the scheduling process. Applicants unable to be fingerprinted will incur a \$10.00 plus tax (\$10.66) appointment fee. Idemia Identity & Security will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

PCN and Receipts:

Upon the completion of fingerprinting you will be assigned a PCN number. The PCN will be recorded on this form and on your receipt. Idemia Identity & Security will not provide *duplicate receipts, PCN Numbers or any appointment/printing information after the time of printing.*

Applicant ID Number:	Payment Authorization:	PCN:
Scheduled Day & Date:	Scheduled Time:	Scheduled Site:
Agency Information:		

You **MUST** retain a copy of this form and the receipt of printing for your personal records.

APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM

IDG_NJAPP_020115_V2

NJDA Hemp Program 2020 Fee Schedule

Fee Type	Program Fees*	Fee Due Date
Application Fee	\$50 (nonrefundable; does NOT apply to License Fee)	@ time of application
License Fee – GROWER	<p>\$300 plus \$15 per acre</p> <p>NOTE: GPS coordinates for all growing locations (fields and greenhouses/indoor growing sites) and storage locations are submitted on the application. Changes to growing locations will incur a Site Modification Fee (see below).</p>	@ time of application
License Fee – PROCESSOR / HANDLER (Due annually)	<p>Fees per Processing Type</p> <ul style="list-style-type: none"> • Handlers - \$450 annual fee <ul style="list-style-type: none"> ○ An example of a “handler” includes any private lab or service provider, such as a seed cleaner. • Grain Processor - \$450 annual fee • Fiber Processor - \$450 annual fee • Floral, Oil or CBD Processor - \$1,000 annual fee <p>NOTE 1: Processors working with multiple harvestable components will be required to pay an annual fee for EACH component. Ex. Grain (\$450) + CBD (\$1,000) = \$1,450 Production* Fee</p> <p>NOTE 2: GPS coordinates for all processing, handling, and storage locations must be submitted with the application submission. Changes to processing sites following execution of the <i>Processor Licensing Agreement</i> will incur a Site Modification Fee (see below).</p>	@ time of application
Site Modification Fee (SMF)	<p>\$300 plus \$15 per acre each change or addition of GPS coordinates</p> <p>Defined as any change to the GPS coordinates for processing or growing locations at an existing address on the <i>Licensing Agreement</i>, or for the addition of a GPS coordinate not already on the <i>Licensing Agreement</i>). Storage location changes or additions will not incur the SMS.</p>	@ submission of site modification request form
Pre- Harvest Sample, Post-Harvest Retest, or Product THC Test Fees	<p>\$150 per instance</p> <p>Hemp producers may use NJDA labs or third-party labs to satisfy THC testing requirements. However, the NJDA may order additional THC testing at its discretion to ensure compliance with the Program.</p>	Within 15 days of invoice by NJDA

* Fees may be submitted in the form of a check or money order made payable to New Jersey Department of Agriculture



Transfer Requirements Summary

The tables contained in this summary sheet explain which industrial hemp materials are restricted to transfer or sale within the Hemp Program, as opposed to materials that are eligible for transfer or sale outside of the Program. **This is not a complete list of requirements: be sure to reference the complete, current *Transfer Requirements* document on the program website at https://www.state.nj.us/agriculture/divisions/pi/prog/nj_hemp.html**

- **In-Program Materials (Unprocessed).** Must remain in the Hemp Program (i.e., recipients must have a *Licensing Agreement* with NJDA, or be legally operating within another program authorized by federal law).
- **Out-of-Program Materials (Processed).** Allowed for transfer or sale to anyone, with or without a license (i.e., the general public)

Table 1: In-Program Materials (Unprocessed)	
Harvestable Component	Form of Material
Fiber	whole stalks, including leaf and seed materials
	bales of stalks
Roots	raw
Leaves or Floral Material	fresh, unprocessed
	dried
	ground
Grain (food product)	raw, unprocessed
Seed (for planting)	whole seed, cleaned or uncleaned
Transplants	rooted plants
	cuttings

Table 2: Out-of-Program Materials (Processed)	
Harvestable Component	Form of Material
Fiber	whole stalk stripped of leaf and seed materials
	decorticated fiber (bast and/or hurd)
Roots	dried
	ground
Leaves or Floral Material	cannabinoid extract
	All products derived from extracts
Grain (food product)	crushed, ground, etc.
	dehulled
	seed cake / meal
	roasted or toasted AND proven nonviable
	Seed Oil
Out-of-program transfers of these materials are compliant with NJDA policy; other state and federal laws may apply. Transfers are at your own RISK.	

It is the responsibility of the applicant to understand and comply with all regulations pertaining to their products and to seek approval(s) from any applicable regulating authorities. NJDA is not responsible for ensuring product quality or product compliance with other regulating authorities, such as the Federal Food and Drug Administration (FDA) and the New Jersey Health Department. **Licenses issued by the NJDA do NOT offer any legal protections from these governing bodies and do not provide waivers from their regulations.**





New Jersey Department of Agriculture
Mapping Instructions

Instructions for Creating Maps for Submission to NJDA

The following instructions outline required site map contents and basic instructions for obtaining a map. If you need more information after reading these complete instructions, contact joseph.zoltowski@ag.nj.gov.

You are required to provide to NJDA a photographic aerial map of all growing, handling, and storage locations. This requirement applies to all applicants and License Holders, and will assist with the NJDA's required reporting to law enforcement.

Each map should be **in color** and contain the following:

- Contain only one address per map.
- The applicant's full name printed on the page.
- If applicable, the full name of the business entity.
- The map location's street address, city, state and zip code printed on the page.
- "E" marking the primary farm/site entrance on the map.
- "E2" marking any secondary farm/site entrances.
- A nearby roadway showing the road name.
- Be zoomed out to show the site location and a connection to a public roadway.
- Field location.
 - Outline of each separate field to be used for contiguous planting (see next page for explanation of contiguous). Do not color in the whole area or use a filled-in polygon on top of the field;
 - Location ID/name for each separate field; and
 - Indicate the acreage for that field intended for contiguous planting.

NOTE: A contiguous field will NOT have any breaks, fence lines, tree lines, or hedge rows dividing the field. Any field division shall be seen as two or more separate fields. (See next page for more information.)

- Greenhouses, indoor growing structures, storage buildings, or handling facilities and the location ID/name of each structure.

NOTE: The field, greenhouse, indoor growing location, handling, and storage location IDs used MUST be consistent on all report forms used in the 2019 program.

- GPS coordinates for each field or building. GPS coordinates should be provided in DEGREES DECIMAL MINUTES (dd° mm.mmm'; example: *lat: 38° 9.919'N, long: 84° 49.267'W*) with a pinpoint showing exactly where the GPS coordinate was taken.
 - Use Google Earth or another web based mapping program, or obtain GPS coordinates off your smartphone. If you are unable to get the required coordinates in this way, please visit www.geoplaner.com.

NJDA prefers maps created with Google Earth. You can download Google Earth Pro for free by visiting <https://www.google.com/earth/download/gep/agree.html>. If asked for a registration key, enter "GEPFREE".

Google Maps, MapQuest maps or another similar program; Property Valuation Administration (PVA) maps; or Soil Conservation maps with legible handwritten information will suffice. Farm Service Agency (FSA) maps are generally not sufficient as they typically are not in color and do not identify the roadway. To obtain a map online:

- You can go to Google Maps online at <http://maps.google.com/>. When you have the address on your screen, you can click the button in the lower left corner that says "Earth" or "satellite" for an aerial view of the location.
- On Map Quest at <http://www.mapquest.com/>, locate the address on your screen, then click in the upper right corner on "Satellite" for an aerial view of the location.

On both websites, you can zoom in or out to obtain the necessary view of the property. Print out the map when you are satisfied with the level of zoom (i.e, should show at least one nearby road, the entrance to the site, and the location of the hemp).

Using Google Earth

Download the free version of Google Earth to your computer. It can be found at this link <http://www.google.com/earth/download/ge/agree.html>

To locate and map the property of interest follow the steps below.

Step	Action
1	<p>When Google Earth is open, a globe or map is displayed on the right side of the screen and three boxes; Search, Places and Layers are displayed on the left.</p> <p>In the Search box, enter the address of the property for which you will create a map. Then press return or click on "Search". An aerial view of the property will display on the right side of the screen.</p>
2	<p>Click on the arrow to the left in the "Places" box.</p> <p>Right click on My Places, then click "Add" and "folder" to create a folder to store this map. Give the folder the farmer's name, then click "OK".</p>
3	<p>If the farmer farms multiple tracts/farms you may choose to add additional folders for each farm/tract within the farmer folder. This can be done by highlighting the farmer folder and right clicking, then choose "add" and "folder". Give the folder the tract/farm name.</p>
4	<p>Right click on the track/farm folder you just created. Choose "add" and choose "polygon". Give the polygon a field name/number (you may choose to include the farm name to keep things organized).</p> <p>Within this "new polygon" box, click on the "Style, Color" tab. Under "Lines", select the line color you wish to use (white copies best) and width of the line. Select the color by clicking on the white box to the right of the word "color". This will bring up the color palette.</p> <p>Under "Area" choose "outlined".</p> <p>Do Not click OK or close the New Polygon box yet.</p> <p>Move your cursor over to the map. It will change to a square. Click around the perimeter of the field you want to outline.</p> <p>When finished with that field, click "OK" in the New Polygon box to close it.</p>
5	<p>Repeat step 4 for each of the fields on the farm until all fields are outlined.</p> <p>Be sure to make a polygon of the entire farm to show the farm boundaries.</p>

6	<p>In the tool bar at the top of the Google Earth screen click "File" then "Save" then "Save Image".</p> <p>Navigate to the folder where you wish to save the map and click "Save". Depending on how your files are organized this may be in your "My Documents" area or elsewhere.</p>
7	<p>To make a printable map open Microsoft Word.</p> <p>Click on the "Insert" tab and select "Picture". Navigate to the folder in which you stored the Google Earth image you just created and select it.</p>
8	<p>Too add field names and acreage you will need to click on the "Insert" tab then select "Text Box" from the menu bar at the top of your screen. (Make sure that the map is not selected when you do this or it will be replaced with the text box. If this happens click the "undo" icon at the top left of the tool bar.)</p> <p>Note: With the text box selected, you may need to choose "Format" under the "Drawing Tools tab" and select "Wrap Text" and "In Front of Text" to be able to move the text box on top of the picture.</p> <p>Type the field name and acreage in the text box then drag the box to the appropriate field.</p> <p>Right click on the text box and select "Format Shape". For "Fill" and "Line" select "No Color".</p> <p>Highlight the field name and acreage and change the font and color of the text so that it is visible on the map. This can be done on the "Home" tab using the "Font" options in the tool bar.</p> <p>Repeat this step for each field and remember to save periodically.</p>

NJDA

Division of Plant Industry
P.O. Box 330
Trenton, New Jersey 08625

- Location ID: Field 1
GPS 40.262252 -74.832114
Type=Field, 10 acres
- Location ID: Field 2
GPS 40.262525 -74.829291
Type = Field, 25 acres
- Location ID: NJDA 1
GPS 40.259539 -74.830651
Type = Indoor growing 5,000 sf
- Location ID: Storage
GPS 40.260967 -74.830651
Storage warehouse
- Location ID: Processing
GPS 40.260967 -74.830651
Type= Processing Facility

Field 1

Field 2

Storage 1

Processing

NJDA1

Note: This map is an example ONLY.
There is no hemp grown at this location

Google Earth

©2018 Google

600 ft





Douglas H. Fisher
Secretary

NJDA / Plant Industry
Hemp Program
P.O. 330
Trenton, New Jersey 09625
Phone: (609) 406-6939

New Jersey Department of Agriculture

Hemp Program Summary of Varieties: Including Varieties of Concern and Prohibited Varieties

All license holders should review this document before purchasing seed or plant propagules for the Hemp Program in New Jersey. This document provides important guidance for growers based on past THC test results. Provided here is a list of *Prohibited Varieties* and *Varieties of Concern* (From the Kentucky Department of Agriculture), as well as all other varieties that have been grown and tested in other states in the past 2 years.

Hemp is defined as “the plant *Cannabis sativa L.* and any part of such plant, whether growing or not, with a delta-9 tetrahydrocannabinol [THC] concentration of not more than 0.3 percent on a dry weight basis.”

(27) “*Prohibited Variety*” means a variety or strain of cannabis excluded from the Department’s Program.

(39) “*Variety of Concern*” means any variety of hemp in the Department’s Program that tests above 3000 ppm or 0.3000% delta-9-THC in one (1) or more Pre-Harvest Samples. A hemp variety designated as a “*Variety of Concern*” may be subject to restrictions and additional testing.

In recent years, an increasing percentage of the reported acreage planted in other states has focused on phytocannabinoid research. Phytocannabinoids are a broad class of chemicals produced primarily in the floral material of the plant; these include THC and other compounds of nutraceutical interest such as Cannabidiol (CBD). Current scientific research suggests that phytocannabinoids have proportional relationships. Therefore, as growers work to increase the hemp plant’s CBD or other phytocannabinoid production, there is concern about the potential increase of THC levels. The Department remains committed to managing its program so that it produces hemp that meets the legal definition of “hemp”. To that end, the Department publishes this list to help growers plan their future activities in the Hemp Program.

Varieties of Concern (VOC)

The varieties or strains designated as a *Variety of Concern* (VOC) in the table below had at least one THC test result above 3000 ppm (0.3000%). Growers who are considering whether to use these varieties in the future should exercise caution and remain aware of the Department’s *Varieties of*

Concern and *Prohibited Varieties* designations. These varieties are at a higher risk for exceeding the THC limit and potentially resulting in the ordered destruction of the crop. In addition, these varieties will have restrictions and additional testing as the program continues. These designations are subject to change.

Prohibited Varieties

The varieties or strains of cannabis designated as *Prohibited Varieties* in the table below have been prohibited from use.

A variety or strain of cannabis may be designated as a *Prohibited Variety* and excluded from the Hemp Program if:

- a) more than 50% of Pre-Harvest Samples' test results for a given *Variety of Concern* are above 3,000 ppm (0.3000%) delta-9-THC,
- b) a Pre-Harvest test result is equal to or greater than 10,000 ppm (1%) delta-9-THC, and
- c) a Post-Harvest test result is equal to or greater than 4,000 ppm (0.4000%) delta-9-THC.

For Varieties determined to be a *Prohibited Variety*:

- a) NJDA may report to NJSP and other law enforcement agencies, and
- b) a License Holder must surrender without compensation any viable seeds, live plants, stock plants, and all germplasm of this variety, to NJDA for destruction.

Additional Varieties/Strains

The varieties or strains listed in the table below without a designation produced acceptable THC test results and therefore are not currently designated as a *Prohibited Variety* or *Variety of Concern*.

Hemp Program
Summary of Varieties
List

	Variety / Strain (alphabetical)	KDA Designation	Certified Variety?	Country of Origin	Last Year Tested in KY	Average % THC	# Results ≤0.300% THC	# Results 0.3001 - 0.3999 % THC	# Results ≥ 0.400%
1.	837MC		Certified	Australia	2018	0.054	1	0	0
2.	862MC		Certified	Australia	2018	0.054	1	0	0
3.	887MC		Certified	Australia	2018	0.085	1	0	0
4.	BaOx			U.S.A.	2018	0.136	2	0	0
5.	Berry Blossom			U.S.A.	2018	0.156	4	0	0
6.	Canda		Certified	Canada	2017	0.017	2	0	0
7.	Carmagnola		Certified	Italy	2018	0.093	2	0	0
8.	Carmagnola Selezionata	Variety of Concern	Certified	Italy	2018	0.308	2	0	1
9.	CBDRx Cherry	Variety of Concern		U.S.A.	2018	0.209	126	12	3
10.	CC	Variety of Concern		U.S.A.	2018	0.21	30	4	0
11.	CFX-1		Certified	Canada	2017	0.019	1	0	0
12.	CFX-2		Certified	Canada	2018	0.071	2	0	0
13.	CHA	Prohibited Variety		Australia	2016				
14.	Cherry BD			U.S.A.	2018	0.162	3	0	0
15.	Cherry Wine	Variety of Concern		U.S.A.	2018	0.157	20	1	1
16.	CHG	Variety of Concern		Australia	2018	0.264	14	3	2
17.	CHY	Variety of Concern		Australia	2018	0.275	18	6	2
18.	Citrus Fire			U.S.A.	2018	0.229	1	0	0
19.	CKS1	Variety of Concern		U.S.A.	2018	0.235	7	1	0
20.	CKSA	Variety of Concern		U.S.A.	2018	0.22	8	1	0
21.	CKSB	Variety of Concern		U.S.A.	2018	0.211	6	1	0
22.	CKSC			U.S.A.	2018	0.174	3	0	0
23.	CKSCX			U.S.A.	2018	0.119	3	0	0
24.	Cobbler #8	Variety of Concern		U.S.A.	2018	0.245	6	3	0
25.	CRS-1		Certified	Canada	2018	0.026	2	0	0
26.	CW1A	Variety of Concern		U.S.A.	2018	0.197	14	2	0
27.	CW2A	Variety of Concern		U.S.A.	2018	0.327	5	1	3
28.	Delores		Certified	Canada	2017	0.04	1	0	0
29.	Dion Hemp 4	Prohibited Variety		U.S.A.	2017				
30.	Elektra	Variety of Concern		U.S.A.	2018	0.3228	1	4	0
31.	Eletta Campana		Certified	Italy	2018	0.05	6	0	0
32.	Endurance			U.S.A.	2018	0.103	12	0	0
33.	F5			U.S.A.	2018	0.268	1	0	0
34.	Fibronova		Certified	Italy	2018	0.052	18	0	0

Hemp Program
Summary of Varieties
List

	Variety / Strain (alphabetical)	KDA Designation	Certified Variety?	Country of Origin	Last Year Tested in KY	Average % THC	# Results ≤0.300% THC	# Results 0.3001 - 0.3999 % THC	# Results ≥ 0.400%
35.	Finola		Certified	Canada	2017	0.064	1	0	0
36.	Franklin			U.S.A.	2018	0.136	13	0	0
37.	Frosted Lime			U.S.A.	2018	0.204	1	0	0
38.	FROT	Variety of Concern		U.S.A.	2018	0.405	0	0	1
39.	Futura 75		Certified	Italy; Germany France;	2018	0.057	3	0	0
40.	Genesis AV1	Prohibited Variety		U.S.A.	2016				
41.	Georgina		Certified	Canada	2017	0.040	1	0	0
42.	Grandi		Certified	Canada	2017	0.059	2	0	0
43.	H2 Cherry 1-6			U.S.A.	2017	0.116	2	0	0
44.	Helena			Serbia	2018	0.043	4	0	0
45.	HK01	Variety of Concern		U.S.A.	2017	0.371	1	0	0
46.	HK02	Variety of Concern		U.S.A.	2017	0.394	1	0	0
47.	HK05			U.S.A.	2017	0.165	2	0	0
48.	HK05S	Variety of Concern		U.S.A.	2018	0.368	4	0	1
49.	HK06	Variety of Concern		U.S.A.	2017	0.228	4	2	0
50.	HK07	Variety of Concern		U.S.A.	2017	0.300	8	2	0
51.	HK08			U.S.A.	2018	0.247	9	0	1
52.	HK09	Variety of Concern		U.S.A.	2018	0.331	1	1	0
53.	HK12	Variety of Concern		U.S.A.	2018	0.296	9	9	2
54.	Hope	Prohibited Variety		U.S.A.	2017				
55.	HS1	Variety of Concern		U.S.A.	2018	0.212	11	4	0
56.	HS2	Variety of Concern		U.S.A.	2018	0.223	10	4	0
57.	Katani		Certified	Canada	2017	0.057	1	0	0
58.	KCC1	Variety of Concern		U.S.A.	2018	0.216	5	0	0
59.	KCC2	Variety of Concern		U.S.A.	2018	0.235	6	1	0
60.	KCC3	Prohibited Variety		U.S.A.	2016				
61.	KCC10	Variety of Concern		U.S.A.	2018	0.293	15	2	6
62.	KCC13			U.S.A.	2017	0.159	1	0	0
63.	KGG1	Variety of Concern		U.S.A.	2018	0.243	6	1	1
64.	KYBLUE-1	Prohibited Variety		U.S.A.	2018				
65.	KY Plume	Variety of Concern		U.S.A.	2017	0.302	0	1	0
66.	Late Sue-1			U.S.A.	2018	0.223	4	0	0
67.	Lifter	Variety of Concern		U.S.A.	2018	0.281	10	6	0

Hemp Program
Summary of Varieties
List

	Variety / Strain (alphabetical)	KDA Designation	Certified Variety?	Country of Origin	Last Year Tested in KY	Average % THC	# Results ≤0.300% THC	# Results 0.3001 - 0.3999 % THC	# Results ≥ 0.400%
68.	Martha		Certified	Canada	2018	0.057	11	0	0
69.	Maui's Cherry			U.S.A.	2018	0.181	6	0	0
70.	Maui's Cherry 1	Variety of Concern		U.S.A.	2017	0.367	1	0	0
71.	Maui's Cherry 2			U.S.A.	2017	0.168	1	0	0
72.	MS77	Variety of Concern	Certified	Australia	2018	0.262	1	1	0
73.	Northwest Strain			U.S.A.	2018	0.181	1	0	0
74.	OT	Variety of Concern		U.S.A.	2018	0.166	16	2	0
75.	Otto II			U.S.A.	2018	0.158	7	0	0
76.	Oxi			U.S.A.	2018	0.099	1	0	0
77.	Piccolo		Certified	Canada	2017	0.015	1	0	0
78.	PR13		Certified	Australia	2018	0.049	3	0	0
79.	RNA			U.S.A.	2018	0.191	1	0	0
80.	Sam 2	Prohibited Variety		U.S.A.	2017				
81.	Santhica 27		Certified	France	2017	0.005	1	0	0
82.	Seagull E			U.S.A.	2018	0.105	2	0	0
83.	Seagull F			U.S.A.	2018	0.119	2	0	0
84.	Seagull IH 1			U.S.A.	2018	0.140	3	0	0
85.	Special Sauce	Variety of Concern		U.S.A.	2018	0.259	2	2	0
86.	SS Alpha	Variety of Concern		China	2018	0.295	5	2	2
87.	SS Beta			China	2018	0.089	1	0	0
88.	SS Charlie			China	2018	0.235	5	0	0
89.	Stout			U.S.A.	2018	0.125	12	0	0
90.	Suver Haze	Variety of Concern		U.S.A.	2018	0.267	12	6	1
91.	Sweetened	Variety of Concern		U.S.A.	2018	0.180	29	3	0
92.	T1	Variety of Concern		U.S.A.	2018	0.209	45	4	0
93.	Tangerine	Variety of Concern		U.S.A.	2018	0.333	1	1	0
94.	Tygra	Variety of Concern	Certified	Poland; Italy	2018	0.156	9	0	2
95.	USO 31		Certified	Italy; Lithuania	2017	0.005	1	0	0
96.	Victoria		Certified	Canada	2017	0.068	4	0	0
97.	WC1	Prohibited Variety		U.S.A.	2018				
98.	WC2	Variety of Concern		U.S.A.	2018	0.362	1	0	1
99.	Workhorse			U.S.A.	2018	0.148	8	0	0
100.	X-59		Certified	Canada	2018	0.016	2	0	0

Hemp Program
Summary of Varieties
List

	Variety / Strain (alphabetical)	KDA Designation	Certified Variety?	Country of Origin	Last Year Tested in KY	Average % THC	# Results ≤0.300% THC	# Results 0.3001 - 0.3999 % THC	# Results ≥ 0.400%
101.	Z4	Variety of Concern		U.S.A.	2017	0.205	1	0	0
102.	Zolotonosha15		Certified	Ukraine	2017	0.005	1	0	0



Douglas H. Fisher
Secretary

Division of Plant Industry
Hemp Program P.O. Box
330
Trenton, NJ 08625
Phone: (609) 406-6939

New Jersey Department of Agriculture

2020 Domestic Seed/Propagule Request Requirements

Compliance with Federal THC Limit

License holders must use only seed, propagules, or plants that are demonstrated to conform to the 0.3% delta-9-THC limit. Documentation of measured THC levels shall be submitted to NJDA with this request. Documentation shall also include the name, address, email, and telephone number of both the lab, and the seed source. Seed, propagules, or plants from outside of New Jersey which are not reviewed and approved by the NJDA are prohibited from use. Any license holder found using seed, propagules, or plants not reviewed and approved by the NJDA may be subject to revocation of the *Licensing Agreement* in addition to any civil or criminal liabilities that may exist.

Intellectual Property

License holders are prohibited from growing for replication any intellectual property or genetic lines for which they do not have a license or written permission from the property owner. A copy of any license or permission from the property owner shall be provided in writing to the NJDA upon request. The NJDA shall not approve a *Domestic Seed/Propagule Request* form unless the License Holder affirms in writing that the Licensee's planned activities will not infringe on the intellectual property rights of any person.

Domestic Seed and/or Plant Acquisition (from within the United States)

All seed and/or plants sourced from within the United States, but outside of New Jersey, must be pre-approved by the NJDA. License holders shall submit the *Domestic Seed/Propagule Request* form to NJDA **at least three (3) weeks in advance of any proposed transfer of materials.**

The seed and/or propagule source must be a participant in a "duly recognized Hemp Program," i.e., an institute of higher education or an individual or company working under the authority of 7 U.S.C. § 5940 or § 7 U.S.C. 1639 et seq.

It is the license holder's responsibility to ensure that the transfer or sale of any hemp material from another program complies with all applicable laws and policies in the originating state.

License holders whose operations included the use of potential landrace varieties of hemp or any other varieties or genetic lines of unknown heritage must contact the NJDA Hemp Program manager to arrange for replication and testing of the variety before it may be grown in New Jersey.

Instructions

Complete pages 1-2 of the Domestic Seed/Propagule Request Form and email it to NJHemp@ag.nj.gov
Otherwise, you may mail the completed form to:

Hemp Program – Domestic Request
New Jersey Department of Agriculture, P.O. Box 330, Trenton, NJ 08625





New Jersey Department of Agriculture Hemp Program



2020 Domestic Seed / Propagule Request

- Applicants must submit their varietal choices to the NJDA. Please complete and submit this form and all required attachments.
- Only one seed source is allowed per form; submit a separate form for each source.

<u>OFFICIAL USE ONLY</u>		
Post Mark or Walk-in Date:		
Check Number:		
Date Rcvd Bkgrd Chk:		

License Holder:		License #:
Name of Signing Authority on License (if business):		
Email:	Phone:	

- 1) Attach independent third party test results for each variety/strain documenting the decarboxylated delta-9-THC concentration of 0.30% or less by GC or total THC by HPLC. Test results must also identify the seed source and varietal name.
- 2) Attach documentation verifying the source as a current legal hemp operation in the state of origin (registration, permit, license, etc.).
- 3) Complete the seed and/or plant variety information in the table below.
NOTE: Participants are responsible for all seed costs including shipping, etc.

Seed Source: Company Name and State	Seed and/or Propagules Variety/Strain Requested	Form of Material	Quantity (weight in lbs or number of plants)	Number of Packages
<i>Ex: 123 Hemp, CO</i>	<i>Hemp32</i>	<i>seed</i>	<i>1,500 lbs</i>	<i>30 x 50 lb bags</i>
<i>Ex: Hempy Green, OR</i>	<i>CBD54</i>	<i>Rooted cuttings</i>	<i>75 plants</i>	<i>1 cooler</i>

- 4) If the requested seed shipment will be distributed to multiple license holders, you must complete the table on the following page.
- 5) Check the following box to affirm that the activities planned under your project with the above described seeds/propagules will not infringe on the intellectual property rights of any person or business.

Signature of Signing Authority: _____

Date: _____



License Holder:	License #:
Signing Authority on License (if business):	

Intended hemp seed or propagule recipients (i.e., NJDA approved license holders, or conditionally approved applicants)[†] for the attached seed/propagule request.

	Name of License Holder or approved applicant	License #	Seed or Propagule Quantity (lbs or number of plants)	Hemp Variety
1.				
2.				
3.				
4.				
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6.				
7.				
8.				
9.				
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24.				
25.				

**[†]Copy this page and attach additional sheets as necessary.
 If additional sheets attached, indicate total number of sheets attached: _____**



Douglas H. Fisher
Secretary



Division of Plant Industry
Hemp Program
P.O. Box 330
Trenton, NJ 08625
Phone: (609) 406-6939

New Jersey Department of Agriculture

2020 International Seed Request Requirements

Compliance with Federal THC Limit

License holders must use only seed, propagules, or plants that are demonstrated to conform to the 0.3% delta-9-THC limit. Documentation of measured THC levels shall be submitted to the NJDA with this request. Seed, propagules, or plants which are not reviewed and approved by the NJDA are prohibited from use. Any license holder found using seed, propagules, or plants not reviewed and approved by the NJDA may be subject to the revocation of the *licensee* in addition to any civil administrative, civil or criminal liabilities that may exist.

Intellectual Property

License holders are prohibited from growing for replication any intellectual property or genetic lines for which they do not have a license or written permission from the property owner. A copy of any license or permission from the property owner shall be provided in writing to the NJDA upon request. The Department shall not approve an *International Seed Request* form unless the License Holder affirms in writing that the Licensee's planned activities will not infringe on the intellectual property rights of any person.

International Seed Acquisition

All seed from international sources must be pre-approved and imported following USDA import procedures. Only seed intended for planting in New Jersey will be approved. License holders shall submit the *International Seed Request* form to the NJDA **no later than February** to allow for sufficient time for processing of import permits and transit. Seed import permits may combine all purchases from a single company onto one permit. The NJDA will request permits for each international seed source, and then supply the Permit to Import to the license holder for use in scheduling the shipment.

Details of Import Process

- All shipments must:
 - Be accompanied by the Original Copy 1 of the USDA Import Permit.
 - Be accompanied by a valid Phytosanitary Certificate.
- Invoices are to be sent directly to the license holder by the seed suppliers, and the license holder is directly responsible for the seed payment and all costs associated with shipping and customs (e.g., brokerage fees, inspections, damaged or missing inventory, etc.).
- Any applicable Materials Transfer Agreements required by the seed supplier will be signed by the buyer (license holder), not the NJDA.
- NJDA must be notified of the shipping details (company and importer broker name and contact information) as soon as it is known. That information should be emailed to joseph.zoltowski@ag.nj.gov

Instructions

Complete pages 1-2 of the International Seed Request form and email the completed pages to NJHemp@ag.nj.gov. **Otherwise, you may mail the completed form to:**

Hemp Program – International Request
New Jersey Department of Agriculture, P.O. Box 330, Trenton, NJ 08625





New Jersey Department of Agriculture Hemp Program



2020 International Seed Request

OFFICIAL USE ONLY	
Post Mark or Walk-in Date:	
Check Number:	
Date Rcvd Bkgrd Chk:	

- Only one exporter is allowed per form; submit a separate form for each exporter.

License Holder:		License#:
Name of Signing Authority on License (if business):		
Email:	Phone:	

- 1) Attach documentation regarding the ability for this variety/cultivar to comply with the 0.3% delta-9-THC concentration limit. Indicate number of pages attached: _____
- 2) Complete the seed source information in the table below.

NOTE: Participants are responsible for all seed costs including shipping, brokerage, import, inspection, etc.

Seed Source
i. Name of foreign export Company:
ii. Address of foreign exporter:
iii. Foreign port of exportation:
iv. Port of Entry (US Customs port where the shipment will clear):
v. Approximate date shipment will leave foreign port:
vi. Name of shipping company, if known:

- 3) Indicate Mode of Transport: Air Truck and Sea Car Mail Truck
 Sea Train Train & Sea Other

- 4) Complete the seed variety information in the table below.

Seed Variety Requested	Quantity of Packages	Type of Package	Weight of each Package (kg)	Total Weight (kg)
<i>Ex: Hemp82</i>	<i>20</i>	<i>Bags</i>	<i>25 kg</i>	<i>500 kg</i>

- 5) If the requested seed import shipment will be distributed to multiple license holders, you must complete the table on the following page.
- 6) I hereby affirm that my planned activities with the above described seeds will not infringe on the intellectual property rights of any person or business. Check this box:

Signature of Signing Authority: _____ **Date:** _____



License Holder:	License #:
Signing Authority on License (if business):	

Intended hemp seed recipients (i.e., NJDA approved license holders, or conditionally approved applicants)[†] for the attached seed import request.

	Name of License Holder or approved applicant	License #	Seed Quantity (kg)	Hemp Variety
1.				
2.				
3.				
4.				
5.				
6.				
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8.				
9.				
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24.				
25.				

**[†]Copy this page and attach additional sheets as necessary.
If additional sheets attached, indicate total number of sheets attached: _____**





New Jersey Department of Agriculture Hemp Program

2020 Pre Planting Report

<u>OFFICIAL USE ONLY</u>	
Post Mark or Walk-in Date:	
Check Number:	
Date Rcvd Bkgrd Chk:	

- This form is required for every outdoor and indoor growing address.
- This form is **due within to 5 days prior to the first day of planting** in any location.
- If submitting electronically, send to NJHemp@ag.nj.gov.

License Holder:		License #:
Name of Signing Authority on License (if business):		
Email:	Phone:	

1) **Indicate Registered Growing Address for this report:**

Planting Address (MUST Match Address on <i>Licensing Agreement</i>)	City	Zip	County

- 2) **Indicate Quarter(s) for this report:** Mar. 31 / June 30 / Sept. 30 / Dec. 31
- 3) **If you have not and will not plant/propagate or maintain live plants at this address for the quarters indicated, check here:**
- 4) **Complete the table below. Indicate new plantings during this quarter.**
NOTE 1: The Location ID MUST match the ID listed in the *Licensing Agreement*.
NOTE 2: Keeping potted plants outside next to a greenhouse is only permitted if the site is registered as a field on the *Grower Licensing Agreement*.

Location ID (MUST match Location ID in <i>Licensing Agreement</i>)	Variety/ Strain	Planted: Seeds, Cuttings, or Transplants.	Source of Seeds or Planting Stock*	Area Planted (sq ft)	Date Planted or Seeded	Check if No plants this quarter	Intended use for plants
<i>Ex: GH12</i>	<i>CBD 1</i>	<i>Cuttings</i>	<i>Great Farms</i>	<i>1,250 sq ft</i>	<i>4/5/2018</i>	<input type="checkbox"/>	<i>Floral Harvest</i>
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	

*For Seed/Planting Stock Source, indicate where YOU received the material from, which may be another license holder, a seed/clone supplier, or from cuttings onsite.

If completing this form electronically, navigate the form with the mouse or select the next field using the down arrow key.



Email to:
NJHemp@ag.nj.gov

Mail to:
NJDA Hemp Program
P.O. Box 330
Trenton, NJ 08625

5) Complete the table below. Indicate all transfers of planting stock to or from other licensees.

From Location ID (MUST match Location ID in <i>Licensing Agreement</i>)	Variety/ Cultivar	Number of Transplants	Date Transferred	Recipient
<i>GH1</i>	<i>Ex: CBD 24</i>	<i>12,000</i>	<i>4/5/2018</i>	<i>Transfer to J. Smith License#18-00-99</i>

6) Complete the table below. Indicate the current inventory, quantity and variety, of plants on site during this quarter.

Location ID (MUST match Location ID in <i>Licensing Agreement</i>)	Variety/ Cultivar	Number of Plants	Area (sq ft)
<i>Ex: GH12, rows 2-8</i>	<i>CBD 1</i>	<i>125 plants</i>	<i>1,250 sq ft</i>

7) Attach additional sheets as necessary. If additional sheets are attached, indicate total number of sheets attached: _____

By writing my name below, I attest that I am authorized by the License Holder to submit this form, and that this information is accurate and complete.

Printed Name: _____ Date: _____



Email to:
NJHemp@ag.nj.gov

Mail to:
NJDA Hemp Program
P.O. Box 330
Trenton, NJ 08625



**New Jersey Department of Agriculture
Hemp Program**

2020 Planting Report

OFFICIAL USE ONLY	
Post Mark or Walk-in Date:	
Check Number:	
Date Rcvd Bkgrd Chk:	

- This form is due for each and every address in your *Licensing Agreement* and must include each field and or every indoor growing address identified in your *Licensing Agreement*.
- Use separate forms for different addresses.
- This form is **due within 10 days following the first day of each planting.**
- If you will NOT plant at a Location ID in your *Licensing Agreement*, report of a “**NO Planting**”, by completing the Location ID field(s) in Question 2, and checking the “No Planting” box in the far right column.
- If submitting electronically, send to NJHemp@ag.nj.gov.
- If **no changes** to information previously submitted in the Pre-Planting Report! Check Here

License Holder:		License#:
Name of Signing Authority on License (if business):		
Email:	Phone:	

1) **Indicate Registered Growing Address for this report:**

Planting Address (MUST Match Address on <i>Licensing Agreement</i>)	City	Zip	County

2) **If you planted hemp outdoors, complete the following table.**

NOTE: The Location ID MUST match the ID listed in the *Licensing Agreement*.

Location ID (MUST match Location ID in <i>License Agreement</i>)	Variety/ Strain	Planted Seeds or Trans- plants	Source of Seeds or Transplants*	Area Planted (acres)	Primary Intended Purpose of Crop (Grain, Fiber, Floral)	Date Planted	Expected Harvest Date	Check if this is a replant	Check if NO Planting will occur
<i>Ex: Field 11A</i>	<i>Hemp18</i>	<i>Seeds</i>	<i>Great Farms</i>	<i>25 ac</i>	<i>Grain</i>	<i>5/15/18</i>	<i>8/30</i>	<input checked="" 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 Seed/Transplant Source, indicate where YOU received the material from, which may be another license holder, or a seed/transplant supplier.

If completing this form electronically, navigate the form with the mouse or select the next field using the down arrow key



3) **Is this the first report for this address?** Yes No

If “No,” are the plots listed in Question 1 separate from previous plantings? Yes No

4) **Was any seed left over after planting?** Yes No **If “Yes,” complete the following table.**

Variety	Quantity (lbs)	Will the seed be stored until 2019, planted, or transferred to another participant?	If stored, indicate address and structure:
<i>Ex: Hemp18</i>	<i>75 lbs</i>	<i>25 lb stored; 50 lb transferred- License #17-00-99</i>	<i>Black Barn at 123 Hollowman Rd (on Licensing Agreement)</i>

5) **Do you intend to plant additional hemp at this address this year?** Yes No

If “Yes,” explain:

6) **Attach an updated version of the map for this address. Include the following new information on the map.**

- Circle only the area planted in each field.
- If not planting in a registered field location, mark an “X” through the field where hemp will NOT be planted. Also, remember to write the Location ID for this no-plant field in the table on Question (2) and mark the “No Planting” column.

By writing my name below, I attest that I am authorized by the License Holder to submit this form, and that this information is accurate and complete.

Printed Name: _____ **Date:** _____



Hemp Program Transfer Requirements

Transfer of Hemp Materials

The growth, production, and marketing of hemp is authorized under 7 U.S.C. § 1639 et seq. (also known as Section 297 of the 2018 Farm Bill). The Program is administered in New Jersey by the New Jersey Department of Agriculture (NJDA). The tables contained in these instructions explain which hemp materials are restricted to transfer or sale within a hemp research pilot program, as opposed to materials that are eligible for transfer or sale outside of the NJDA Hemp Program.

- **In-Program Materials (Unprocessed).** Must remain in the Hemp Program (i.e., intended recipients or source must either have a license issued by the NJDA hemp program or be participating in another a duly authorized hemp program).
- **Out-of-Program Materials (Processed).** Allowed for transfer or sale to anyone (i.e., not a participant in a hemp program; Can be sold to the general public).

In-Program Transfers

Hemp materials identified in Table 1, right, must remain in the Hemp Program (i.e., recipients or source of materials must either have a license with NJDA or be participating in another states hemp program

Additionally, it is the participant’s responsibility to ensure that the transfer or sale of any hemp material to or from another hemp program participant in another state complies with all applicable laws and policies in the receiving state and state of origin.

Table 1: In-Program Materials	
Harvestable Component	Form of Material
Fiber	whole stalks, including leaf and seed materials
	bales of stalks
Roots	raw
Leaves or Floral Material	fresh, unprocessed
	dried
	ground
Grain (food product)	raw, unprocessed
Seed (for replication)	whole seed, cleaned or uncleaned
Transplants	rooted plants
	cuttings



Any license holder receiving hemp material must have THC test results confirming the materials to be not more than 0.3 percent Total THC. Transfers of seeds or other planting stock from outside of New Jersey require the submission of the *Domestic Seed/Propagule Request* form and pre-approval from NJDA hemp staff. Material from medical marijuana programs are outside the scope of the Hemp Program and may not be transferred.

For all in-program material transfers, program participants must be prepared to produce a copy of the *Licensing Agreement* upon request by NJDA Hemp Staff, the New Jersey State Police, or another law enforcement agency. The hemp producer must ensure that a copy of the *Licensing Agreement* accompanies the material in transit, and that the transporter possesses a document showing the address of origin and the destination address for the hemp materials being transported. All hemp materials must be appropriately identified or labeled during transit.

Out-of-Program Transfers

Hemp materials identified in Table 2, below right, are eligible for transfer or sale outside of NJDA’s Hemp Program.

If the product is an extract of floral material, the hemp producer is required to conduct testing of THC content of each final product batch produced. Test results must confirm that the final product batch contains no more than 0.3% Total THC; and all such testing results must be retained by the participant and made available to NJDA upon demand for a minimum of three (3) years. Final products include both wholesale and retail products (anything sold). Any material having more than 0.3% Total THC is not lawful and is not protected by the NJDA Hemp Program. Possession or distribution of such products may be subject to federal, state or local law enforcement action.

Table 2: Out-of-Program Materials	
Harvestable Component	Form of Material
Fiber	whole stalk, stripped of leaf and seed materials
	decorticated fiber (bast and/or hurd)
Roots	dried
	ground
Leaves or Floral Material	cannabinoid extract
	all products derived from extracts
Grain (food product)	crushed, ground, etc.
	dehulled
	seed cake / meal
	roasted or toasted AND proven nonviable
	oil
Out-of-program transfers of these materials are compliant with NJDA policy; some federal agency opinions may differ. Transfers are at your own RISK.	

If the product contains whole grains (seeds), the hemp producer is required to conduct a third-party seed germination test. Test results must confirm that the roasting or toasting method renders results of a zero percent (0%) germination level; and all such testing results must be retained by the participant and made available to NJDA upon request for a minimum of three (3) years. Any material having a greater than zero percent germination level is considered In Program hemp material.

It is the responsibility of the participant to understand and comply with all regulations pertaining to their products and to seek approval(s) from any applicable regulating authorities. The NJDA is not responsible for ensuring product quality or product compliance with other regulating authorities, such as the Food and Drug Administration and the New Jersey Health Department. **The Licensing Agreement you have with NJDA does NOT offer any legal protections from these governing bodies and does not provide waivers from their regulations.**

Additionally, it is the participant's responsibility to ensure that the transfer or sale of any hemp material complies with all applicable state and federal laws. All hemp materials must be appropriately identified or labeled during transit.

Laboratory Testing Transfers

Participants with intended transfers of hemp materials to testing labs for the sole purpose of determining phytocannabinoid levels of a sample are restricted to individual samples that should not exceed 1 lb (0.45 kg) per sample. Samples must be sent directly to the lab at the company address and be appropriately labeled.

A participant's choice to send floral materials to a lab for testing is at their own risk.

For all lab transfers, program participants must be prepared to produce a copy of the *Licensing Agreement* upon request by NJDA Hemp Staff, the New Jersey State Police, or another law enforcement agency. The participant must ensure that a copy of the *Licensing Agreement* accompanies the material in transit, showing the address of origin.

Prohibited Activities and Products

The activities listed below are prohibited from the NJDA Hemp Program. A participant found to be conducting or participating in any of these activities may be subject to actions including, but not limited to, termination of their *Licensing Agreement* and forfeiture or destruction of all industrial hemp materials in the participant's possession.

- Transporting live hemp plants or in-program materials to unlicensed locations including trade shows, county fairs, educational events.
- Violating the restrictions outlined in the regulations
- Creating products for sale outside of the program which would cause noncompliance with NJDA policy or this *Transfer Requirements* document, or federal or state law, including:
 - Loose leaf or floral materials (such as whole buds, or ground floral or leafy material, including, but not limited to: tea, hemp cigarettes, cigars, dip, or any form of chewing or smokeless hemp leaf or floral material); and
 - Other products that may be prohibited by NJDA, in contradiction of NJDA policy, or determined to be against federal or state law.

Other activities or products not specifically allowed may be deemed prohibited by NJDA. Upon request, NJDA shall review and make a determination on any activity or product not specifically listed in this *Transfer Requirements* document.

Failure to Comply with the Terms and Conditions of these Transfer Requirements

If you are unclear about how your hemp is classified in its current state, please contact NJDA at NJHemp@ag.nj.gov. Any hemp producer who fails to comply with the terms and conditions of NJDA's Hemp Program may be subject to license suspension, revocation or other penalties. Determinations may be appealed in accordance with the provisions of the New Jersey Administrative Procedure Act N.J.S.A.52:14B-1 et seq and N.J.A.C. 2:25-6.4. NJDA may notify New Jersey State Police or other law enforcement agencies of a hemp producer noncompliance.



New Jersey Department of Agriculture Hemp Program

2020 Harvest/Destruction Report

OFFICIAL USE ONLY	
Post Mark or Walk-in Date:	
Check Number:	
Date Rcvd:	

- This report is due for every field or indoor area planted.
- This report is **due at least 30 days prior to harvest or destruction.**
- Following the submission of this form, a NJDA inspector will schedule an appointment to collect sample(s) unless you indicate your intent to hire a third party lab. The NJDA must receive a sample and provide written approval prior to harvest or disposal.
- If submitting electronically, send to NJHemp@ag.nj.gov.

If completing this form electronically, navigate the form with the mouse or select the next field using the down arrow key.

License Holder:	License #:
Name of Signing Authority on License (if business):	
Email:	Phone:

- 1) **Indicate type of reporting:** Harvest (questions 2-8, and 11)
 or Destruction of failed crop (questions 2-3, and 9-11)

- 2) **Indicate harvest/destruction location:** Outdoor/Field Greenhouse/Indoors

- 3) **Indicate Registered Growing Address for this report:**

Planting Address (MUST Match Address on <i>Licensing Agreement</i>)	City	Zip	County

- 4) **Provide initial harvest info in the table below.† The “Location ID” MUST correspond to the Location ID found on the registered site in the *Grower Licensing Agreement*. If your crop was a total loss and you intend to destroy it, skip to question 9.**

Location ID (MUST match Location ID in <i>License Agreement</i>)	Variety/ Strain	Acres / square feet in <i>this</i> harvest	Primary Harvest (Grain, Fiber, Floral)	Expected Initial Harvest Date	Expected Completion Date (NO MORE than 15 days later)	Will this be a complete harvest for this plot?*
<i>Ex: Field 2</i>	<i>Hemp18</i>	<i>10 ac</i>	<i>Floral</i>	<i>8/15/2018</i>	<i>8/21/2018</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No

*If all industrial hemp harvests are not represented on this form, future harvests must be reported on additional forms. †Attach additional sheets as necessary.

Harvest / Destruction Report Form

5) Were any pesticides used on the hemp after planting? Yes No If “Yes,” indicate:

a) Applicator license number(s): _____

b) Products used: _____

6) Is any harvest listed in Question (4) of floral material? Yes No

If “Yes”, note that you are prohibited from co-mingling or moving your harvest from its storage location until you have received acceptable test results.

7) Are the harvested industrial hemp materials to be transported offsite? Yes No

If “Yes”, indicate registered location: _____

8) Are the harvested industrial hemp materials going to be transferred to a new owner immediately following harvest?

Yes No If “Yes”, indicate buyer: _____

9) If the industrial hemp crop has failed and you intend to destroy, complete the information in the table below. **You must receive approval from NJDA PRIOR to destruction**, as NJDA may inspect and collect a sample. The Location ID below MUST correspond to the Location ID found on the registered site in the *Licensing Agreement*.

Location ID (MUST match Location ID in License Agreement)	Variety / Strain	Acres / sq ft proposed for destruction	Date of Proposed Destruction	Reason for Proposed Destruction	Proposed Method of Destruction	Will this be a complete destruction of all hemp in this plot? Y/N
<i>Ex: Field 3</i>	<i>Hemp32</i>	<i>10 ac</i>	<i>7/15/18</i>	<i>Weed pressure</i>	<i>Mowing</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No

10) If planning to destroy your crop, attach pictures of the hemp plot(s) intended for destruction.

Pictures attached.

11) Indicate if you have any other hemp remaining on your property. Yes No

NOTE: If you are growing any other hemp NOT reported on this form, you will need to complete another *Harvest/Destruction Report* form at least 15 days prior to harvest or destruction.

By writing my name below, I attest that I am authorized by the license holder to submit this form, and that this information is accurate and complete.

Printed Name: _____ Date: _____

For more information on the NJDA Hemp Program, please [visit www.state.nj.us/agriculture/divisions/pi/prog/nj.hemp.html](http://www.state.nj.us/agriculture/divisions/pi/prog/nj.hemp.html)



New Jersey Department of Agriculture Hemp Program



2020 Site Modification Request

OFFICIAL USE ONLY.

Check #

- The submission of this request form and a subsequent *Licensing Agreement Amendment* must be executed prior to the growing, handling, processing, or storage of hemp materials at any location (GPS coordinates) NOT already listed on your *Licensing Agreement*.

If completing this form electronically, navigate the form with the mouse or select the next field using the down arrow key.

License Holder:	License #:
Name of Signing Authority on License (if business):	
Email:	Phone:

1) Check the appropriate box(es) below regarding this request.

- Prior to signing *Licensing Agreement*. (No fees assessed)
- Growing or Processing sites after signing *Licensing Agreement*. (Fees assessed*)
- *Check must accompany form submission.**
- Storage only. (No fees assessed)
- University/College location. (No fees assessed)

2) If you are requesting this change after your *Licensing Agreement* has been signed, you must include a \$300 Site Modification Surcharge fee for each new set of GPS Coordinates. A new growing or processing location is defined as any GPS location that was not listed on the initial *Licensing Agreement* (i.e., any change to or addition of GPS coordinates at an address on the *Licensing Agreement*, or for the addition of a new address). The Site Modification Surcharge does not apply to storage-only sites, but prompt request to the NJDA and approval is required for storage-only sites. **The check or money order must be made payable to the New Jersey Department of Agriculture and attached to this form.**

- Attached check in the amount of : \$ _____
 (Total amount equals the number of new locations, i.e., each set of GPS coordinates x \$300.)

3) Provide a list of the additional locations you wish to license by completing the tables below in questions (4) fields, (5) greenhouses/indoor growing spaces, (6) processing (Licensed Processors/Handlers ONLY), and (7) storage sites. Complete only the tables that apply to your request.

Check here to indicate that you have read the below instructions.

- Locations must be approved in writing by NJDA and included in your *Licensing Agreement* prior to the planting, handling, processing, or storage of any industrial hemp in this location.
- You are required to provide precise GPS coordinates in DEGREES DECIMAL MINUTES for each field, building, and storage structure at each address. *Example: lat: 38° 9.919'N, long: 84° 49.267'W*
- You are required to provide a map depicting each address and the items listed in the *Instructions for Creating Maps for Submission* at the end of this form, pages i-iii.
- The field and building IDs used in these tables MUST be consistent on all future report forms used in the program.**



4) **Field Addresses.** Complete parts a) and b) below. Attach additional page(s) as necessary.

a) Enter information for the <u>ADDITION</u> of requested field address(es) or additional field(s) to already approved address(es) in the cells below. Be sure to include a Location ID and GPS coordinates for each growing site.						
Farm 1	Planting Address 1	City	State	Zip	County	Own or Rent
			NJ			
	Indicate if this farm has multiple entrances: Yes No If yes, number of entrances:					
	Location ID*	GPS: Latitude <i>Ex: 38° 9.919'N</i>	GPS: Longitude <i>Ex: 84° 49.267'W</i>		Acres	
Field 1						
Field 2						
Field 3						
Farm 2	Planting Address 2	City	State	Zip	County	Own or Rent
			NJ			
	Indicate if this farm has multiple entrances: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number of entrances:					
	Location ID*	GPS: Latitude <i>Ex: 38° 9.919'N</i>	GPS: Longitude <i>Ex: 84° 49.267'W</i>		Acres	
Field 1						
Field 2						
Field 3						

b) Enter information for the <u>REMOVAL</u> of requested field locations. Be sure to include Location IDs (as they appear on your current <i>Licensing Agreement</i>) for each growing site.					
	Address	City	Zip	County	Location ID*
Location 1					
Location 2					

* Location ID: A unique identifier or common name for each field, as designated by the applicant. The Location ID will be listed in the *Licensing Agreement* and used to identify the field.



5) Greenhouse/Indoor Growing Addresses. Complete parts a), b), and c) below. Attach additional page(s) as necessary.

a) Indicate type of greenhouse production (check or circle all that apply):

- Transplants only (either seeded or vegetative cuttings), or seasonal stock plants
- Stock plants, year round
- Year-round production with intent to harvest indoor plants

b) Enter information for the ADDITION of requested greenhouse/indoor growing address(es) or additional building(s) to already approved address(es) in the cells below. Be sure to include a Location ID and GPS coordinates for each growing site.

Indoor Growing Address 1	Planting Address 1					City	State	Zip	County	Own or Rent
							NJ			
	Location ID*	Type of Structure ⁺	GPS: Latitude <i>Ex: 38° 9.919'N</i>	GPS: Longitude <i>Ex: 84° 49.267'W</i>	Square Feet					
Building 1										
Building 2										
Building 3										

Indoor Growing Address 2	Planting Address 2					City	State	Zip	County	Own or Rent
							NJ			
	Location ID*	Type of Structure ⁺	GPS: Latitude <i>Ex: 38° 9.919'N</i>	GPS: Longitude <i>Ex: 84° 49.267'W</i>	Square Feet					
Building 1										
Building 2										
Building 3										

c) Enter information for the REMOVAL of requested greenhouse/indoor growing locations. Be sure to include Location IDs (as they appear on your current *Licensing Agreement*) for each growing site.

	Address	City	Zip	County	Location ID
Location 1					
Location 2					

⁺ Type of Structure may be a greenhouse, high tunnel, barn, warehouse, etc.

* Location ID: A unique identifier or common name for each building, as designated by the applicant. The Location ID will be listed in the *Licensing Agreement* and used to identify the structure.



6) **Processing Addresses. LICENSED PROCESSORS/HANDLERS ONLY - Complete parts a) and b) below.** Attach additional page(s) as necessary.

a) Enter information for the ADDITION of requested processing address(es) or additional building(s) to already approved address(es) in the cells below. Be sure to include a Location ID and GPS coordinates for each processing site.						
Processing Site 1	Processing Address 1	City	State	Zip	County	Own or Rent
			NJ			
	Location ID*	Type of Structure ⁺	GPS: Latitude Ex: 38° 9.919'N	GPS: Longitude Ex: 84° 49.267'W		
Building 1						
Building 2						
Building 3						
Processing Site 2	Processing Address 2	City	State	Zip	County	Own or Rent
			NJ			
	Location ID*	Type of Structure ⁺	GPS: Latitude Ex: 38° 9.919'N	GPS: Longitude Ex: 84° 49.267'W		
Building 1						
Building 2						
Building 3						

b) Enter information for the REMOVAL of requested processing locations. Be sure to include Location IDs (as they appear on your current <i>Licensing Agreement</i>) for each processing site.					
	Address	City	Zip	County	Location ID
Location 1					
Location 2					

⁺ Type of Structure may be a warehouse, store front, industrial complex, etc.

* Location ID: A unique identifier or common name for each building, as designated by the applicant. The Location ID will be listed in the *Licensing Agreement* and used to identify the building.



7) **Storage Addresses. Complete parts a) and b) below.** Attach additional page(s) as necessary.

NOTE 1: The Site Modification Surcharge does **not** apply to storage-only addresses.

NOTE 2: Storage addresses must be listed in the below table even if listed in tables for Questions 4 - 6 above, in order to provide GPS coordinates for the storage building(s).

a) Enter information for the ADDITION of requested storage building(s) in the cells below. Be sure to include a Location ID and GPS coordinates for each storage site.						
Storage Location 1	Storage Address 1	City	State	Zip	County	Own or Rent
			NJ			
	Location ID*	Type of Structure ⁺	GPS: Latitude <i>Ex: 38° 9.919'N</i>		GPS: Longitude <i>Ex: 84° 49.267'W</i>	
Building 1						
Building 2						
Building 3						
Storage Location 2	Storage Address 2	City	State	Zip	County	Own or Rent
			NJ			
	Location ID*	Type of Structure ⁺	GPS: Latitude <i>Ex: 38° 9.919'N</i>		GPS: Longitude <i>Ex: 84° 49.267'W</i>	
Building 1						
Building 2						
Building 3						

b) Enter information for REMOVAL of requested storage address(es) below. NOTE: NJDA does NOT recommend removing storage location(s) unless you are absolutely certain that you will NOT ever use the storage facility.					
	Address	City	Zip	County	Location ID
Location 1					
Location 2					

⁺ Type of Structure may be a warehouse, barn, high tunnel, etc.

* Location ID: A unique identifier or common name for each structure, as designated by the applicant. The Location ID will be listed in the *Licensing Agreement* and used to identify the structure.



8) **Attach maps depicting Location IDs being requested for addition.**

Indicate number of maps being submitted: _____

9) **If locations are leased, please indicate whether you have authorization from the owner allowing industrial hemp research to be conducted on the property. KDA reserves the right to request a notarized letter of support from the property owner.**

Yes No Not Applicable (owned by me)

If “Yes,” complete the table below for leased locations:

Leased Location Address	Name of Owner/Landlord	Phone Number of Owner/Landlord

10) **If your mailing address has changed, please provide your new mailing address in the table below.**

Street Address	City	State	Zip	County

I hereby verify and affirm that all of the information contained in this Site Modification Request Form is true, accurate, and complete. I understand that the NJDA must approve the site modification request before this request becomes effective. I also understand that if NJDA later determines any of this information to be inaccurate, the request may be denied, changes may be withdrawn, and my *Licensing Agreement* may be withheld or terminated.

Signature of License Holder / Approved Applicant

Date

Printed name



Crop Acreage Reporting

What You Need to Know



Overview

As a farmer or rancher, you should file acreage reports with USDA. It is an important part of determining your eligibility for key programs, including price support, disaster relief, and conservation programs.

A crop acreage report documents all crops and their intended uses and is an important part of record-keeping for your farm or ranch. This report is needed to access many USDA assistance programs.

You can file acreage reports by filling out the FSA-578 form. Your local USDA service center staff can help you file by providing you with maps and deadlines to simplify the reporting process. Producers can also use FSA's self-service portal, FSAFarm+ to securely view or print maps. To enroll in the online service, contact your local FSA office.

How it Works

To file an acreage report, you need:

- An FSA map of your farm or ranch, and your tract and field numbers
- Information on the crops you intend to plant
- The intended use of your crops
- The number of acres of crops you are reporting
- Approximate crop boundaries, planting patterns and dates, irrigation practices, and producer shares

Reporting dates vary by crop and by county. Ask your local USDA service center staff for details.

Find your Local Office

To find your local office, go to:

- offices.usda.gov
- farmers.gov/service-locator

Crop Acreage Reporting Frequently Asked Questions

Q: Can I report cover crops?

Crops that are used for erosion control, soil health, or water quality can be reported as cover crops. However, if a cover crop is harvested for anything other than forage or grazing, it's no longer a cover crop and the report must be revised.

Q: When should I report prevented planting and failed acres?

Many programs require that prevented planting and failed acres be reported within 15 days of the disaster.

Q: What if my crops are organic?

Crops aren't required to be reported as organic, but if you choose to do so you should bring your current organic plan and documentation verifying the certified organic status of your crops.

Continued on next page

Q: Why should I file my acreage report late and pay the fee if there is no payment for which I'm eligible?

Acreage reporting establishes your eligibility for many programs including disaster programs. Even if there is no program payment that might be at issue when an acreage report could be filed or filed late with a fee, it is always better to file an acreage report and remit the late-file fee than to choose not to report the acreage.

Sometimes program or payment eligibility decisions or application deadlines extend beyond the final date when a late-filed acreage report can be filed. So electing not to file and pay a fee could be final with regard to the potential eligibility of those acres and producers sharing in the acres. Having an acreage report on file helps ensure eligibility for payments and disaster assistance, especially unforeseen future disasters or program payment eligibility.

Q: Do I really need to come in every time and certify my acreage report?

Yes. Some crops have multiple plantings and each planting must be reported. Some crops are eligible for continuous certification. This means after a crop is reported once, the certification remains in effect until a change is made or the Conservation Reserve Program contract has expired. To see if your crops are eligible for continuous certification check with your local office.

Q: I'm a beginning farmer or it is my first year farming on a tract of land. Do I need to file additional paperwork to file an acreage report?

Make sure you have a farm number, that your tract information is current and that you are in FSA's system.

To get a farm number, bring proof of identity, a copy of your deed or leasing documents, and any entity documentation for your business (limited partnership, estate or trust documents).

Q: How do I find my local office?

You can go online to offices.usda.gov or farmers.gov to locate your USDA service center.

Q: Do I need an appointment?

No. But they are strongly encouraged.

Q: Should I still report my acreage if I am a very small farmer?

Yes. FSA works with farms and ranches of all sizes. In the event of a disaster you may be eligible for assistance, so it is important to report your crops.

Q: If I already reported my acres to my crop insurance agency, do I still need to submit a report to FSA?

Yes. FSA and participating insurance providers approved by the Risk Management Agency (RMA) can provide the common information from their acreage reports at one office and the information will be electronically shared with the other location. However, producers must still sign reports for both FSA and the insurance provider.

