



# New Jersey Department of Agriculture 2023 Hemp Program Instructions and Attachments for Participants

2023 Hemp Growers Application and 2023 Hemp Processor/Handler Applications can be found on the NJDA Hemp Program website [https://www.nj.gov/agriculture/divisions/pi/prog/nj\\_hemp.html](https://www.nj.gov/agriculture/divisions/pi/prog/nj_hemp.html)

*All Hemp Licensees Expire on December 31<sup>st</sup>, 2023, no matter when the license was issued.*

## Application Instructions

- Applications must be **complete**, typed, and legible. Follow all instructions in the application packet.
- **Incomplete** applications may result in the application's removal of consideration
- Applicants Growing Hemp **outdoors** must submit their application by **July 1<sup>st</sup>, 2023.**
- Every applicant along with key participants must get a New Jersey State Police background check.

## Background Checks

- Before **ANY** license is approved New Jersey State Police (NJSP) background check must be received and approved by the NJDA for each applicant and all "Key Participants" (if the submission is for a Business Entity \*).
- Applicants and key participants must get a background **every two years** to obtain a Hemp license.
- The background is needed to prove the applicant and key participants do not have any drug-related charges on their records. If drug-related charges are obtained, thou shall not be eligible to participate in the NJDA Hemp Program.

## How To Obtain an NJ Background Check

- The quickest and easiest way to schedule your appointment is to go to <https://uenroll.identogo.com/>
- 1. Click on <https://uenroll.identogo.com> to directly access the Identogo website
  2. Directly enter Service Code: 2F1BF3
  3. Continue with the online scheduling process.
  4. In the CONTRIBUTOR CASE NUMBER field, please enter EMPLOYER.
  5. All *criminal* history search results will be mailed back to Agriculture (employer)
  6. Make sure you have the results sent from NJSP directly to: **NJ Department of Agriculture Attn: Hemp Program PO Box 330 Trenton, NJ 08625-0330**
- **Once you have gotten your fingerprints you will use the link below to check your results. You should be able to access your results a few days after your fingerprinting appointment. Below is the link to access your background check result.**
- Background check access link: <https://www.njportal.com/NJSP/prr>
- **IF** there is a criminal record found in the background, **only then** will it be sent to the NJ Hemp program and applicant directly via mail. Otherwise, the applicant must send it over directly by mail with their application.
- The Hemp Department **cannot** move forward with your application until we have received your background check results.



# New Jersey Department of Agriculture 2023 Hemp Program Instructions and Attachments for Participants

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## Application Submissions

- All applicants must mail a completed typed application packet to the **New Jersey Department of Agriculture Plant Industry Attn: Hemp Program P.O. Box 330, Trenton, New Jersey 08625.**
- 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 applying by mail; NJDA is not responsible for applications lost in the mail or not received. Keep a copy of your application, all attachments, and, if applicable the mail receipt and tracking number for your records.
- A **\$50** application fee must be sent in the mail with every application. This application fee is **non-refundable**.
- Please see page 3 for prices for Hemp Growers, Processors, White labelers and Handlers.
- Hemp Processors must include COAS of products that they intend on processing if applicable.
- Outdoor Hemp Growers Application deadline date is July 1<sup>st</sup> 2023. NJDA will not accept outdoor growing applications after July 1<sup>st</sup> 2023.
- Indoor growing may continue all year.
- Hemp Growers must send in a colored, detailed map of ALL growing, storage, and greenhouse locations (Instructions for making a map are on page 4).
- Applications must be complete, typed, and legible. Follow all instructions in the document. **Incomplete answers may result in the application's removal from consideration.**

## Application file format

Currently, the NJDA Hemp Program Application for 2023 is available only in a fillable PDF format. **NJDA is not responsible for missing information due to formatting or printing errors on the user end.**

## 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. They are available at [https://www.state.nj.us/agriculture/divisions/pi/prog/nj\\_hemp.html](https://www.state.nj.us/agriculture/divisions/pi/prog/nj_hemp.html). The review process takes about 5-10 business days depending on the influx of applications.

## 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. **(Only for Institutes of Higher Education).**



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## Application from a Business Entity

A Hemp 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 is 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.

## 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

- **Growing, Processing, handling, or storing live Hemp plants without a License.**
- **Growing, Processing, handling, or storing any Hemp at any site not listed in the License Agreement or subsequent approved modification.**
- **Growing, Processing, handling, or storing Hemp on the property which is not owned or completely controlled by a Licensed Processor/Handler or Grower.**
- **Growing, Processing, handling, or storing Hemp 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 a 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.*



# New Jersey Department of Agriculture 2023 Hemp Program Instructions and Attachments for Participants

*All Hemp Licensees Expire on December 31<sup>st</sup>, 2023, no matter when the license was issued.*

*All unpaid invoices must be paid by December 31<sup>st</sup> to reapply for the next year.*

## 2023 Fee Schedule

Fee Type	Price	Fee Due Date
Application Fee	\$50 (nonrefundable; does NOT apply to License Fee)	Must be sent in with the application as a check or money order.
License Fee GROWER	<p>\$300 growing fee (Annual) Plus \$15 per acre for both indoor and outdoor locations <i>The minimum acreage allotted is 1 acre There is no maximum acreage.</i></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 and processing locations will incur a Site Modification Fee.</p>	Must be sent in with the application as a check or money order.
Growing Season Fees – Hemp Analysis Testing	<p>A mid-season and pre-harvest Hemp analysis sample are required.</p> <p>Testing is required to ensure the crop is under 0.3% total THC</p> <p>\$150 per sample PER VARIETY.</p> <p>The NJDA Hemp Program 2023 may order additional THC testing at its discretion to ensure compliance with the Program.</p>	Must be paid within 30 days of invoice by NJDA
Growing Site Modification Fee	<p>\$300 plus \$15 per acre for each change or addition of GPS coordinates. Defined as any change to the GPS coordinates for processing or growing locations at an existing address on the Licensing form the agreement, or for the addition of a GPS coordinate not already on the Licensing Agreement). Storage location changes or additions will not incur the SMS.</p>	Must be sent in with Site Modification Request form
Processor/Handler License Fees	<p><b>Handlers - \$450 Annual Fee</b></p> <ul style="list-style-type: none"> <li>▪ An example of a “handler” includes any private lab or service provider, such as a seed cleaner</li> </ul> <p><b>Processors</b></p> <ul style="list-style-type: none"> <li>▪ Grain Processor - \$450 annual fee</li> <li>▪ Fiber Processor - \$450 annual fee</li> <li>▪ Floral, Hemp Seed Oil, Cannabinoid Extraction- EACH \$1,000 annual fee</li> </ul> <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 the execution of the processor, Licensing Agreement will incur a Site Modification Fee.</p>	<p>Must be sent in with the application as a check or money order.</p> <p><b>**White Labeler</b> - An example of a “White Labeler” includes anyone who is taking someone else’s already finished products and puts their own label on them stating that the product is now their own.</p>



**APPLICATION DEADLINES:**

Application Type	Deadline	Annual
Processor	30 Days <u>prior</u> to anticipated date of processing hemp	Needs to be submitted annually (each year)
Handler	30 Days <u>prior</u> to anticipated date of handling hemp	Needs to be submitted annually (each year)
Grower	30 Days <u>prior</u> to anticipated date of planting	Needs to be submitted annually (each year)
Application Changes/Updates	10 Days of the change <b>NEED</b> to be reported to Department	
Institutions of Higher Education (IHE) Application changes (including, but not limited to leases, purchase agreements, intended dispositions)	10 Days of the change <b>NEED</b> to be reported to Department	

**FEES:**

Type	Deadline
Laboratory Analysis Costs	30 days of the date of Invoice, \$150 per lot/variety
Nonrefundable \$50	Time of Application <u>AND</u> annually for renewal
Annual Licensing Fees	Due at time of application <u>AND</u> annually for renewal

**REPORTS:**

Report Type	Deadline
Pre-Planting Report	5 days <u>prior</u> to Planting
Planting Report	10 days <u>after</u> planting any Hemp and/or
	10 days <u>after</u> emergence of any volunteer Hemp plants
Harvest/Disposal Report	At least 30 days prior to harvest
	Immediately if any changes are made to Harvest date(s) in excess of five days
Production Report	On or Before December 1 <u>annually</u> regarding prior year's production
	IHE Participants: Research Summary is due on or before December 1, <u>annually</u>



**SEED/PROPAGULE REQUEST DEADLINES:**

Form Type	Submitted By Time Frame
Domestic Seed/Propagule Request Form	3 weeks <u>prior</u> to proposed transfer of materials

**SAMPLING:**

Days	Date	By Whom
15 days	<u>Prior</u> to Harvest Date	NJ Department of Agriculture
30 day's notice to NJDA	<u>Prior to Harvest</u>	NJDA Sample Scheduling

**CORRECTIVE MEASURES FOR NEGLIGENCE VIOLATIONS:**

Type of Plan	Dates to Complete Corrections	Number of Corrective Years
Corrective Action Plan for each violation	Needs to be in writing as to when Corrective Measures will be completed by	Reports need to be submitted for <u>total of 2 years</u> detailing compliance measures

**NEGLIGENCE VIOLATIONS LEADING TO REVOKING OF LICENSE:**

Number of Violations	Time Frame	Number of Years Revoked
3 Negligent Violations	Within 5 years	5 Years from the <u>Beginning</u> Date of 3 <sup>rd</sup> Violation

**CONTROLLED SUBSTANCE VIOLATIONS:**

Conviction Type	Convicted For	Number of Years Barred
Criminal Conviction	Controlled Substance	10 Years <u>Following</u> Conviction Date



**PENALTIES:**

Reason for Penalty	Fine/Penalty	How Often/Time Frame
Unlicensed growing, processing, handling Hemp	\$5,000.00	PER DAY
Interference or refusing to cooperate with inspections or sampling procedures by Department	\$500.00	First Offense
	\$1000.00	Second Offense
	\$2,000.00	<u>Each</u> Subsequent Offense
Failure to submit timely reports or does not respond to Department's communications within a reasonable time	\$100.00	First Offense
	\$200.00	Second Offense
	\$300.00	<u>Each</u> Subsequent Offense

**APPEALS:**

Document Type Issued	Response Options	Timeframe
Statement explaining right to hearing	File an appeal	Within 20 days of receiving notice
Violations	Appeal <b>in</b> writing	No later than 20 days after receipt of notice of violation
<b>**If NO hearing is requested after 20 days have elapsed, notice will be the final order on 21<sup>st</sup> day**</b>		

**Forms:** [https://www.nj.gov/agriculture/divisions/pi/prog/nj\\_hemp.html](https://www.nj.gov/agriculture/divisions/pi/prog/nj_hemp.html)

Hemp Program Contact:

Mailing Address:

New Jersey Department of Agriculture  
 Attn: Hemp Program  
 PO Box 330  
 Trenton, NJ 08625-0030

Hemp Clerk- Jennifer Carroll

Main Phone: 609-406-6941

Main Email: [NJHemp@ag.nj.gov](mailto:NJHemp@ag.nj.gov)

John Kerr

Hemp Program Manager

Email: [John.Kerr@ag.nj.gov](mailto:John.Kerr@ag.nj.gov)

Tel: (609) 406-6873

Cell: (609)571-8349



# New Jersey Department of Agriculture 2023 Hemp Program Instructions and Attachments for Participants

**\* Fees may be submitted in the form of a check or money order made payable to New Jersey Department of Agriculture Plant Industry Attn: Hemp Program\***

## **Instructions for Creating Maps for Submission to NJDA**

The following instructions outline required site map contents and basic instructions for obtaining a map. You are required to provide to NJDA a photographic aerial map of all Hemp 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 is printed on the page.
- If applicable, the full name of the business entity.
- The map location's street address, city, state, and zip code are 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.

o Outline of each separate field to be used for contiguous planting (see next page for an explanation of contiguous). Do not color in the whole area or use a filled-in polygon on top of the field.

o Location ID/name for each separate field; and

o 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.

o 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](http://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).



# Example Map



Location ID: Field 1  
GPS 40. 6 - 7 .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

## **SAMPLE MAP**

This is what your map should look like. Maps should be in color, legible, accurate and labeled like this one.

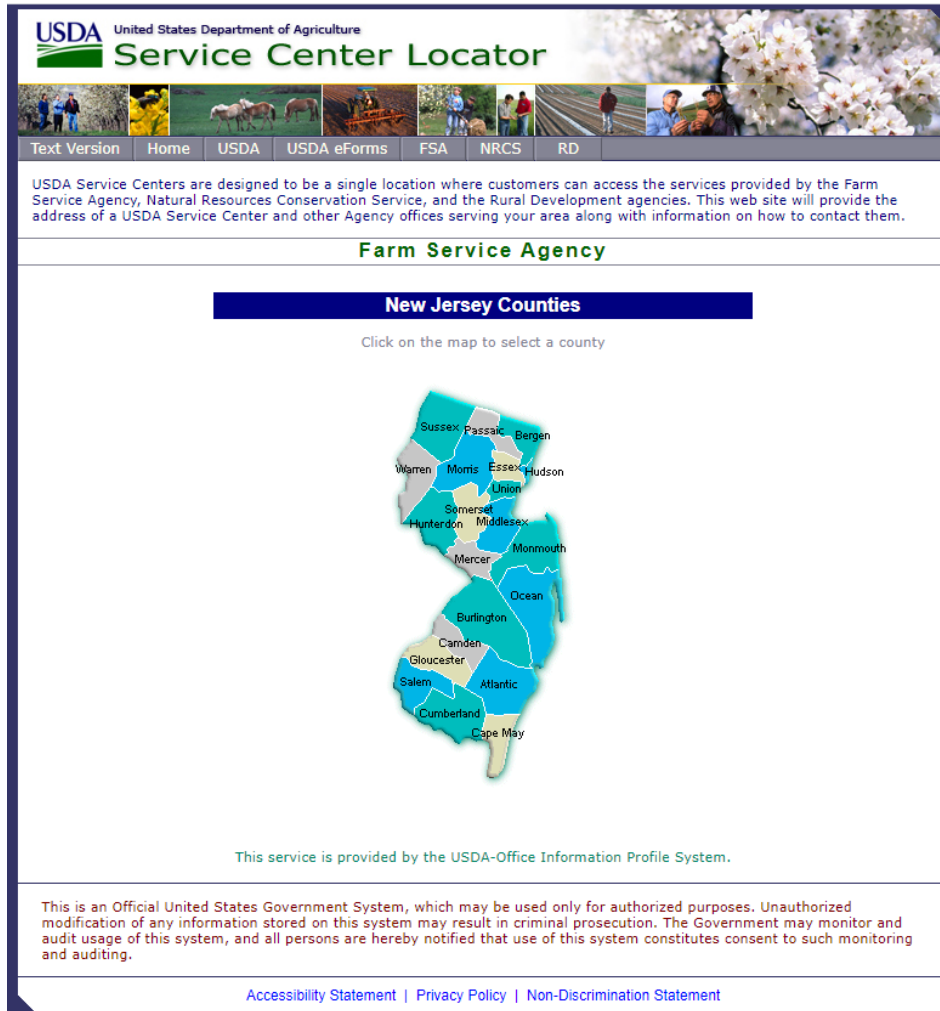
# Farm Service Agency Acreage Report (FSA-578)

**Every Farm MUST be registered with the FSA**

**Main FSA Website:** <https://www.fsa.usda.gov/> **DEADLINE:** July 15, 2023

To Locate a New Jersey based FSA:

1. Go to the following website:  
<https://offices.sc.egov.usda.gov/locator/app?state=nj&agency=fsa>
2. Click on your County on the Map of New Jersey provided by the website



3. From there, you will be given the contact name, telephone number, address, e-mail address, and additional contact information for those at YOUR local FSA. It is recommendd you contact your Local FSA office for help completing FSA-578 form.

To Locate the Acreage Report (FSA-578):

1. Go to <https://forms.sc.egov.usda.gov/eForms/welcomeAction.do?Home>
2. Left Top Corner you will see “eForms”
  - a. Under eForms is “Browse Forms”

- b. Click on “Browse Forms”
- c. Under “Form Number” (4<sup>th</sup> line down) enter 578 (continued on page 2)

The screenshot shows the USDA Service Center Agencies eForms website. The header includes the USDA logo and the text "United States Department of Agriculture Service Center Agencies eForms". A navigation bar contains links for Home, About eForms, Help, Contact Us, and Login. The main content area is titled "Browse Forms" and contains a search form with the following fields:

- Agency Name: All
- Program Name: All
- Service Name: All
- Form Number: 578
- Title or Keywords: (empty)
- Show Results: 10 Per Page

A "Search" button is located below the form fields. The footer contains links to USDA.gov, Farm Service Agency, Natural Resources Conservation Service, Rural Development, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, USA.gov, and White House.

- d. Click “Search”
3. Select “FSA 578 Manual”



5. Complete the form with your information (Contact local FSA office if misunderstand form)
6. Print the form and mail it back to YOUR local FSA Office or you can take it to YOUR local FSA Office to drop off

**NOTE:** If you need assistance completing the form there are step by step instructions when you click on the Notebook Icon or you can click on [https://forms.sc.egov.usda.gov/eForms/instruction?FileType=RevisionInstruction&FileName=FS A0578MANUALegov\\_08-22-19V01.htm](https://forms.sc.egov.usda.gov/eForms/instruction?FileType=RevisionInstruction&FileName=FS A0578MANUALegov_08-22-19V01.htm)





# New Jersey Department of Agriculture 2023 Hemp Program Instructions and Attachments for Participants

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## **Growing Season Reporting:**

Every Licensed Hemp Grower must submit the following reports in a timely manner to the Hemp Department email. All Reports must be sent to [njhemp@ag.nj.gov](mailto:njhemp@ag.nj.gov). Failure to submit these reports will result in a negligent violation. Three negligent violations result in a ten year termination from the program.

### **Seed Request: Must be submitted and approved by NJDA BEFORE ANY SEED IS PURCHASED**

- License holders must use only seeds, 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 is 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.
- License holders are prohibited from growing for replication of 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.

### **International Seed Request: Must be submitted and approved no later than February 27<sup>th</sup>**

- All seeds from international sources must be pre-approved and imported following USDA import procedures. Only seeds 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 27th 2023**, 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

### **Pre-Planting Report: Must be submitted and approved 5 days prior to the first day of planting**

- Required for both indoor and outdoor grow

### **Planting Report: Must be submitted and approved 10 days following the first day of each planting**

- 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.

### **Harvest/Destruction Report: Must be submitted and approved at least 30 days prior to harvest or destruction**

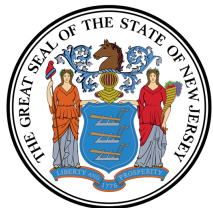
- This form must be submitted along with a pre-harvest sample in order for the licensee to harvest,
- No licensee is allowed to harvest or destroy without submitting this form
- No licensee is allowed to destroy a crop without a member of the Hemp program there to witness the destruction
- No licensee is allowed to harvest before a pre-harvest sample is taken and results are complete and compliant with the threshold of 0.3% total THC.

### **Site Modification Request: Must be submitted and approved BEFORE any site is relocated or added**

- 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*.

**All Growing Season Reporting Documents are on the NJ Hemp Program Website: [https://www.nj.gov/agriculture/divisions/pi/prog/nj\\_hemp.html](https://www.nj.gov/agriculture/divisions/pi/prog/nj_hemp.html)**





## New Jersey Department of Agriculture 2023 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 a scanned PDF to [NJHemp@ag.nj.gov](mailto: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





## 2023 Domestic Seed / Propagule Request

### Directions

- 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.
- **Email to:** [NJHemp@ag.nj.gov](mailto:NJHemp@ag.nj.gov)
  - **Mail to:** [NJDA Hemp Program, P.O. Box 330, Trenton, NJ 08625](#)

<b>License Holder:</b>		<b>Email:</b>	
<b>Signing Authority on License:</b>		<b>Phone:</b>	<b>License #:</b>

- 1.) Attach independent third-party test results with current COA's for each variety/strain documenting the total THC by HPLC. Test results must also identify the seed source and varietal name. (Total THC = delta-9-THC + (Delta-9 THCA \* 0.877))
- 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 Request	Form of Material	Quantity (Weight in lbs or number of plants)	Number of Packages
Ex: 123 Hemp, CO	Hemp18	Seeds	1,500 lbs	30 x 50 bags



- 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 persons or business: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



<b>License Holder:</b>	
<b>Signing Authority on License:</b>	

<b>License #:</b>	
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intended hemp seed or propagule recipients (i.e., NJDA approved license holders, or conditionally approved applicants)† for the attached seed/propagule request.

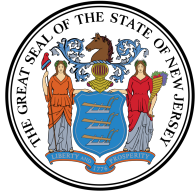
	Name of License Holder or approved applicant	License #	Seed or Propagule Quantity (lbs or number of plants)	Hemp Variety
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Copy this page and attach additional sheets as necessary.

If additional sheets 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.

Signature: _____	Date: _____	
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## New Jersey Department of Agriculture 2023 International Seed/Propagule Request



NEW JERSEY  
HEMP PROGRAM

### 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 15th** 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.

### Detail 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](mailto: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](mailto: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  
HEMP PROGRAM

## 2023 International Seed / Propagule Request

### Directions

- Only one exporter is allowed per form; submit a separate form for each exporter.
- **Email to:** [NJHemp@ag.nj.gov](mailto:NJHemp@ag.nj.gov).
- **Mail to:** [NJDA Hemp Program, P.O. Box 330, Trenton, NJ 08625](mailto:NJDA Hemp Program, P.O. Box 330, Trenton, NJ 08625)

<b>License Holder:</b>		<b>Email:</b>	
<b>Signing Authority on License:</b>		<b>Phone:</b>	<b>License #:</b>

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.) Complete the seed variety information in the table below:

Seed Variety Requested	Quantity of Packages (lbs)	Type of Package	Weight of each Package (kg)	Total Weight (kg)
Ex: Hemp18	75 lbs	bags	25 kg	500 kg

4.) Indicate Mode of Transport:

- Air  
  Truck & Sea  
  Car  
  Mail  
  Truck  
 Sea  
 Train & Sea  
 Train  
 Other

5.) If the requested seed import shipment will be distributed to multiple license holders, you must complete the table on the following page.



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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



<b>License Holder:</b>	
<b>Signing Authority on License:</b>	


<b>License #:</b>	
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Intended hemp seed recipients (i.e., NJDA approved license holders, or conditionally approved applicants)† for the attached seed import.

	Name of License Holder or approved applicant	License #	Seed Quantity (kg)	Hemp Variety
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Copy this page and attach additional sheets as necessary.  
If additional sheets 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.

Signature: _____	Date: _____	
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# 2023 Pre-Planting Report

## Directions

- 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.
- **Email to:** [NJHemp@ag.nj.gov](mailto:NJHemp@ag.nj.gov)     **Mail to:** [NJDA Hemp Program, P.O. Box 330, Trenton, NJ 08625](mailto:NJDA Hemp Program, P.O. Box 330, Trenton, NJ 08625)

<b>License Holder:</b>		<b>Email:</b>	
<b>Signing Authority on License:</b>		<b>Phone:</b>	<b>License #:</b>

1.) Indicate Registered Growing Address for this report.

Planting Address (MUST Match Address on Licensing)	City	Zip	County



2.) Complete the table below. Indicate proposed 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

**NOTE 3:** If you plan on using a staging area, **still fill out question #2**

**NOTE 4:** Final Location ID's MUST match for Question 2 and 3

**NOTE 5:** Outdoor grow deadline is **NO LATER THAN July 1st, 2022**

Final Location ID (MUST match Location Lot-Field# given to FSA & Q.3)	Variety/Strain	Planted: Seeds, cuttings, or Transplants	Source of Seeds or Transplants	Acres/ Sq Ft Planted	Date Planted	Check if no plants this quarter	Intended use for plants
Field #1	Hemp18	Seeds	Great Farms	15 ac	5/15/23	<input checked="" type="checkbox"/>	Floral Harvest

3.) Do you plan on planting seeds/saplings in a staging area (ex: Greenhouse), to then be moved to a final growing Location?

\_\_\_ Yes \_\_\_ No

If "Yes", complete the following table and fill in Question 2

Current Location ID (MUST match Location Lot-Field# given to FSA)	Variety/Strain	Planted: Seeds, cuttings, or Transplants	Source of Seeds or Transplants	Seed/Sapling Count	Date Planted or seeded	Intended Date for Transfer	Final Location ID (MUST match Location Lot-Field# given to FSA & Q.2)
<i>Nursery #1</i>	<i>Hemp18</i>	<i>Seeds</i>	<i>Great Farms</i>	<i>250</i>	<i>3/15/23</i>	<i>4/25/23</i>	<i>Field #1</i>

\* NOTE: If you intend on transferring saplings to a final location, submit your planting report 10 days prior to intended transfer

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


From Location ID (MUST match Location ID in Licensing Agreement)	Variety/Strain	Number of Transplants	Date Transferred	Recipient
<i>Ex: Lot, Field #</i>	<i>Hemp18</i>	<i>10,000</i>	<i>4/5/23</i>	<i>Transfer to J. Smith License #18-00-99</i>

5.) 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 Licensing Agreement)	Variety/Strain	Number of Transplants	Area (acre/sq ft)
Ex: Lot, Field #	Hemp18	10,000	1,250 sq ft

6) 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.

Signature: _____	Date: _____	
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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)







# 2023 Planting Report

## Directions

- 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.
- **Email to:** [NJHemp@ag.nj.gov](mailto:NJHemp@ag.nj.gov).
- **Mail to:** [NJDA Hemp Program, P.O. Box 330, Trenton, NJ 08625](#)

<b>License Holder:</b>		<b>Email:</b>		
<b>Signing Authority on License:</b>		<b>Phone:</b>		<b>License #:</b>

1.) Indicate Registered Growing Address for this report.

Planting Address (MUST Match Address on Licensing)	City	Zip	County



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

NOTE 1: The Location ID MUST match the ID listed in the *Licensing Agreement* NOTE 2: Outdoor grow deadline is **NO LATER THAN July 1st, 2022**

Location ID (MUST match Location Lot-Field# given to FSA)	Variety/Strain	Planted Seeds or Transplants	Source of Seeds or Transplants	Acres/ Sq Ft Planted	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
Lot, Field #	Hemp18	Seeds	Great Farms	15 ac	Fiber	5/15/23	8/15/23	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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 2023, planted, or transferred to another participant?	If stored, indicate address and structure:
<i>Ex: Hemp18</i>	<i>75 lbs</i>	<i>25 lbs stored; 50 lbs 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.

Signature: _____	Date: _____	
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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)



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# 2023 Harvest / Destruction Report

## Directions

- 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). The NJDA must receive a sample and provide written approval prior to harvest or disposal.
- **Email to:** [NJHemp@ag.nj.gov](mailto:NJHemp@ag.nj.gov)
- **Mail to:** NJDA Hemp Program, P.O. Box 330, Trenton, NJ 08625

<b>License Holder:</b>		<b>Email:</b>	
<b>Signing Authority on License:</b>		<b>Phone:</b>	<b>License #:</b>

1.) Indicate Registered Growing Address for this report.

Planting Address (MUST Match Address on Licensing)	City	Zip	County



2.) Indicate type of report: \_\_\_\_\_ **Harvest** \_\_\_\_\_ **Destruction**    \*\*Skip to question 9 if no harvest is reported

3.) Provide initial Harvest info in the table below.

## Harvest Report

Location ID (MUST match Location Lot-Field# given to FSA)	Variety/Strain	Acres/square feet in this 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?	
Field #1	Hemp18	10 ac	Grain	8/15/23	8/21/23	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
						Yes	No
						Yes	No
						Yes	No
						Yes	No

- 4.) indicate harvest location: \_\_\_\_\_ Outdoor/Field \_\_\_\_\_ Greenhouse/indoor
- 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*.

Destruction Report

Location ID (MUST match Location Lot-Field# given to FSA)	Variety/Strain	Acres/square feet 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
Field #1	Hemp18	10 ac	7/15/23	Weed Pressure	Mowing	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
						Yes No
						Yes No
						Yes No
						Yes No

10.) indicate Destruction location:  Outdoor/Field  Greenhouse/indoor


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

Picture Attached.

12.) 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.

Signature: _____	Date: _____	
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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)

