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GOVERNOR

ARKANSAS DEPARTMENT OF AGRICULTURE

ARKANSAS FORESTRY COMMISSION
ARKANSAS LIVESTOCK & POULTRY COMMISSION
ARKANSAS STATE PLANT BOARD



WES WARD
SECRETARY OF AGRICULTURE

1 NATURAL RESOURCES DRIVE, LITTLE ROCK, AR 72205 | (501) 225-1598 | AAD.ARKANSAS.GOV

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Arkansas Industrial Hemp Research Program **FY2020 PROCESSOR/HANDLER APPLICATION** (Growers must use a separate Grower Application)

The Arkansas Department of Agriculture (ADA)/State Plant Board (SPB) are conducting an Industrial Hemp Research Program (henceforth referred to as the “Program”) as authorized by 7 U.S.C. § 5940 (also known as Section 7606 of the 2014 Farm Bill). Individuals and companies who would like to be considered for participation in the program as a PROCESSOR/HANDLER must submit a *Processor/Handler Application* with a \$50 nonrefundable application fee payable to the ADA, complete the application in full, and return by mail or hand deliver. Applications may also be emailed. Please ensure that all aspects of the application are **completely** filled out and addressed, or the application will be returned and not considered for approval. For more information on the Program, please visit www.agriculture.arkansas.gov/industrial-hemp or submit questions by email to industrialhemp@agriculture.arkansas.gov. Please note that department staff members are **not** able to provide direct assistance with completing applications.

Deadline for FY2020 Processor Applications is May 1, 2020.

BY SIGNING THE APPLICATION FORM, YOU AGREE THAT YOU HAVE READ, UNDERSTOOD, AND WILL ABIDE BY ALL REQUIREMENTS OF THE DEPARTMENT’S “ARKANSAS INDUSTRIAL HEMP RESEARCH PROGRAM RULES” (henceforth, referred to as the “Rules”).

Contents of Application Package

- Grower Application (**Please submit the application pages only, not the general information pages**).
- Acknowledgements
- Attachments
- Signatures

List of Required Attachments

Below is a list of all possible required attachments for this application. If any of these attachments are not attached to your application, your application will be sent back to you.

REQUIRED: Application Fee: Check or Money Order for \$50 made payable to ADA.

REQUIRED: Copy of Driver’s License for each **signing authority**.

REQUIRED: Background Check from the Arkansas State Police (ASP) for each signing authority; mailed or faxed directly from the ASP to the ADA.

REQUIRED: Research Plan - detail of the industrial hemp research you are interested in conducting.

REQUIRED: Processing & storage maps (including name, address, field ID, and GPS coordinates).

REQUIRED: Letter of intent from grower. If self-processing, a Grower Application must be filed.

REQUIRED: Land Lease agreement (**if applicable**) and acknowledgement from land owner that they understand hemp will be handled, stored and processed on their property and they agree to abide by program rules.

REQUIRED: OCSE Form (**if license name is an individual’s name and not a company name**)

Submission Methods:

By mail: Submit completed application with all attachments to the mail address; attach \$50 nonrefundable application fee. The department recommends that applicants use certified mail, return receipt requested.

Arkansas State Plant Board
ATTN: Hemp Program Coordinator
1 Natural Resources Dr.
Little Rock, AR 72205

By Email: Submit completed application with all attachments to industrialhemp@agriculture.arkansas.gov. Mail or deliver a \$50 nonrefundable application fee to mailing address above.

By Delivery: Hand-deliver completed application with all attachments to the mailing address; attach a \$50 nonrefundable application fee. Please note that due to increased popularity of the program, walk-in meetings are not available at this time and are by appointment only.

Website: <https://www.agriculture.arkansas.gov/industrial-hemp>

Application File Format. The application is available in two file formats: Microsoft Word and Adobe PDF. If you do not have compatible software to access the application, request a paper copy. Print legibly, complete all aspects, and submit by mail, email or delivery. The ADA is not responsible for missing information due to formatting or printing errors on the user end. All submitted application information must be legible – it may be typed or printed, but not written in a cursive handwriting style.

Licensing Period/Renewals/Application Deadline. Applications for the FY2020 program will be accepted starting July 1, 2019 with a deadline of May 1, 2020. The effective date of the license will be July 1 through June 30 annually. Renewal applications/letters will be due June 15, 2020.

Fees. A \$50 nonrefundable application fee (check or money order made payable to the ADA) must be included with the completed application upon submission. This fee does not apply to any other program costs. See the *Industrial Hemp Fee Schedule* on the ADA website at <https://www.agriculture.arkansas.gov/industrial-hemp>. There are costs associated with the program if you are approved for participation. Carefully review these required fees and budget accordingly. Applicants and license holders are responsible for all fees and costs associated with the program.

Complete Applications. Applications must be complete, accurate and legible. Follow all instructions in the document. Applications and any attachments may be subject to the Arkansas Freedom of Information law. **Incomplete applications will not be approved and will be returned by mail for correction and resubmission.**

Application Review. The ADA staff will evaluate each application and select projects for approval based on the review criteria found in the *FY2019 Program Policy Guide* on the website. ADA staff will review new applications as time and resources permit.

Research Plan. 7 U.S.C. § 5940 only authorizes industrial hemp research programs by institutions of higher education and state departments of agriculture. Consequently, each program applicant must submit a project research plan and be approved to become part of the ADA program. The Program involves research of, but is not limited to: crop production techniques, processing and marketing, including such things as the investigation of planting methods, fertility levels, seed varieties, harvest methods, yields, equipment uses, marketing, etc. The Grower Information Section of the application, below, will ask for YOUR specific research plan - be sure to answer this question fully. Research plans must include what data you will be collecting for your project and how that data will be used to better benefit hemp production in Arkansas. This is usually done by comparing the effects of an independent variable on a dependent

variable. As the experimenter changes/manipulates the independent variable, all data, observations, and measures of the dependent variable are recorded and monitored.

Memorandum of Understanding (MOU). Approved participants become an extension of, and act on behalf of, the ADA Program for the purposes of conducting research by executing a *Memorandum of Understanding* with the ADA. Your signature on this application is acknowledgement and acceptance of this MOU.

Instructions for Obtaining an Arkansas State Police Criminal History Background Check

The Program requires applicants to submit a request for an Arkansas State Police (ASP) criminal history background check, at the applicant's expense, for the signing authority and for the additional signing authorities only. The background check must be mailed or faxed directly from the ASP to the department, at the attention of the Hemp Program Coordinator. Background checks mailed from or carried by applicants will not be accepted. Background checks are required annually for continued participation in the program. Background checks must be received no earlier than 60 days before application submission and no later than 14 days after application submission. . Background check requests are processed by the Arkansas State Police (ASP) office, One State Police Plaza Drive, Little Rock, Arkansas 72209. You may contact the Arkansas State Police Identification Bureau regarding the background check results at (501) 618-8500 or info@asp.state.ar.us. Visit the ASP website: <http://asp.arkansas.gov/services-and-programs/detail/criminal-background-checks>.

Inspection Agreement

By signing this application, you agree to provide unlimited access to any of your application properties, buildings, or any related materials by ADA staff or by Federal, State, or local law enforcement at any time for sampling or inspection.

Leased or Rented Properties

Applicants must attach a lease or rental agreement for any fields or structures where hemp will be grown, handled, stored or processed. This agreement must include a clause that the property owner is aware that ADA staff and law enforcement personnel must be granted access to any listed property in the grower application.

Monitoring and Destruction of Hemp Volunteer Plants Agreement

By signing this application, you agree to be responsible for ensuring the monitoring and destruction of all volunteer industrial hemp plants for three years following planting, regardless of land lease or ownership status during that three year period.

Transfer of Responsibilities

Responsibilities of a license holder may be transferred to another person by mutual written and signed consent. This transfer must have prior approval of the ADA.

Record Maintenance

All records related to this application, including but not limited to, agronomics, contracts, sampling, storage, expenses, transportation, delivery, and testing will be maintained within the State of Arkansas's borders; available for inspection at any time by ADA staff, the Arkansas State Police, or other law enforcement staff.

Application/Licensing Changes

Changes to application or licensing information, which includes GPS Coordinate/Location ID changes, and/or acreage changes, **must be submitted to the program in the form of a modification request and approved in-writing by the program. Modification request forms will be published on the industrial hemp webpage under the 'forms' section.** Keep in mind that upon approval into the program any application changes/modifications may be accompanied by modification fees.

Processor / Handler Licensing

A processor/handler license shall allow the holder to process, handle, and store industrial hemp at one or more specified locations in Arkansas. All industrial hemp processors/handlers must follow the licensing requirements located within the rules (see Regulations, Section 2 – Licensing, and Section 15 – License Suspension or Revocation).

Instructions for Creating Maps

You are required to submit a photographic aerial map of all growing, handling and storage location(s). The website contains further instructions for completing maps.

Each map should be in color and contain the following:

1. One physical street address per map (use a separate map for each non-contiguous location).
2. Print the company's name, street address, city, state and zip on the page.
3. Mark the primary farm/site entrance with an "E".
4. Mark any secondary farm/site entrances with as "E2".
5. Label nearby roadway(s) shown on the map.
6. Zoom out to show the entire farm and road entrance.
7. Be sure to CLEARLY indicate on the map the following:
 - a. Field or greenhouse and storage locations.
 - Outline of each field or greenhouse to be used for planting;
 - Field or greenhouse identifying locator ID; and
 - Indicate the acreage for fields or square footage for greenhouses.
 - b. Label Greenhouses, storage buildings and handling facilities with the locator ID/name of each.
 - c. The field, greenhouse, and building locator IDs used must be consistent on all forms used in the program for each application year.
 - d. GPS coordinates for each field or building shall be provided, in decimal degrees, to the equivalent of five decimal places (for example, 33.54321) with a pinpoint showing exactly where the GPS coordinate was taken.
 - e. Applicants may utilize their choice of mapping programs, such as Google Earth, Google Maps, MapQuest, etc. PVA maps or Soil Conservation maps with legible handwritten information will suffice. FSA maps are generally not sufficient because they are typically not in color and do not identify roadways.

Location IDs. Sites used for growing hemp shall be identified by a unique location ID. (Ex. Field-1, or Drying Shed-2). This Location ID name must not be repeated for any site listed on your license. It will be referred to on various production and sampling reports.

Sampling and Analyzing Hemp. All plantings of industrial hemp and its resulting products or components, regardless of its stage of growth or processing, are subject to any number of samplings for tetrahydrocannabinol (THC) levels. The license holder shall be responsible for the cost of all laboratory analytical services, billings, and payments to the testing lab for these samples. Refer to Section 11 of the Rules for more details.

License Suspension. The ADA shall notify a licensed grower in writing that the Processing Licensing Agreement has been temporarily suspended if a representative of the ADA receives information supporting an allegation that a licensed processor has performed any of the following: Engaged in conduct that violates the Rules, violated the Arkansas Industrial Hemp Act (A.C.A. 2-15-401 et seq.); made false statements to an ADA representative or law enforcement agency; found to be growing or in possession of any cannabis of three (3) percent or greater THC concentration; failed to comply with an order from a representative of the ADA or law enforcement.

Administrative Appeal of Denial of Application. Applicants that have been completely denied or partially denied a license shall submit a written request for a hearing to the Hemp Program Coordinator, postmarked within fifteen (15) days of the date of the notification letter or e-mail. Refer to Section 4 of the Rules for more details.

Prohibited Activities. The activities listed below are prohibited. When described in a research plan, any prohibited activities are violations of the Memorandum of Understanding, and prohibited activities are grounds for termination of an Industrial Hemp Grower or Processor/Handler License. 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 Grower license(s) and forfeiture or destruction of all hemp materials. Prohibited activities include, but are not limited to:

- Possessing, growing, handling, or storing hemp plants in any structure used for residential purposes.
- Possessing, growing, handling, or storing hemp plants in any field or site that is located within 1,000 feet of a school, daycare, or similar public areas frequented by children, that was not approved by the program.
- Possessing, growing, handling, or storing hemp plants on any land or within any building that is not under the control or ownership of the licensed grower.
- Using pesticides not labeled for use on industrial hemp.
- Violating the restrictions outlined in the most current version of *Program Rules in Arkansas* (further entitled, "Rules"), Section 3 Land Use Restrictions.
- Transporting live hemp plants and hemp materials to unapproved locations including trade shows, county fairs, educational or other events, or any other address not listed on your application(s) or within another 7 U.S.C. §5940 program without express written consent of the .
- Allowing unsupervised public access to hemp plots, including, but not limited to, activities such as a hemp maze.
- Participating in other activities that may be deemed prohibited by the program. Upon request, staff shall review and make a determination on any activity or product not specifically listed in the *Rules document* or in the Prohibited Activities list.
- Plant, grow, store, offer, sell, expose, distribute, or transport industrial hemp seed or transplants not produced or labeled in accordance with the provisions of the Regulations or having a false or misleading labeling.
- Plant, grow, store, offer, sell, expose, distribute, or transport industrial hemp seed not labeled in accordance with Circular 10 (Regulations on the Sale of Planting Seed in Arkansas).
- Plant, grow, store, offer, sell, expose, distribute, or transport industrial hemp seed labeled AOSCA Certified, Registered, or Foundation seed unless it has been produced and labeled in compliance with the rules and regulations of an officially-recognized AOSCA certifying agency or association.
- Failure to comply with sample collection and/or testing requirements prior to harvesting, or destroying any hemp plants, in accordance with these regulations.
- Detach, alter, deface, or destroy any labeling or other required documentation specified in the Rules.
- Alter or substitute seed or transplants in a manner that may defeat the purpose of these Rules
- Disseminate any false or misleading advertisement concerning industrial hemp seed or propagating material in any manner or by any means.
- Hinder or obstruct in any way any authorized agents of the ADA in the performance of their duties.
- Failure to comply with all licensing and reporting requirements.
- Failure to keep required records for at least three (3) years, including, but not limited to, those for agronomics, contracts, sampling, storage, expenses, transportation, delivery, program income.
- Failure to make available required records for inspection by the ADA or any authorized agent thereof.
- Failure to ensure the monitoring and destruction of hemp plant volunteers for three years following cultivation regardless of land lease or ownership during those years.
- The misrepresentation of industrial hemp seeds, propagules, or other hemp materials, products, or components.
- Failure to properly describe the characteristics of a hemp variety or hybrid.
- Providing false or misleading information to the ADA.
- **Plant, grow, store, offer, sell, expose, distribute, or transport industrial hemp living plants, viable seeds, leaf material, or floral material to any person in Arkansas who does not hold a valid and current license issued by the Program, or to any unauthorized person outside of Arkansas.**

- Plant or grow any cannabis that does not meet the definition of industrial hemp.
- **Plant or grow any industrial hemp on any site not listed in the Grower Licensing Agreement or application.**
- Plant industrial hemp in an outdoor growing location of less than one-quarter acre (0.25 acre), or less than one thousand (1,000) plants unless prior approval is received in writing from the Program.
- Failure to keep industrial hemp physically segregated from other crops without prior written approval from the Program.
- **The sale or distribution of living plants, viable seeds, leaf material, or floral material to any person not holding a valid hemp license issued by the ADA or another state department of agriculture. See the Rules, section 12: Restrictions on Sale or Transfer for more information.**

Instructions for Creating Maps and Obtaining GPS Coordinates for Submission with the Application

The following instructions outline required site map contents and basic instructions for obtaining a map. You are required to provide ADA a photographic aerial map of all growing, handling, processing, and storage locations. This requirement applies to all applicants and License holders, and will assist with ADA's required reporting to law enforcement.

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

- Only one address per map and all locations at that address on a single 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 site entrance on the map. "E2" marking any secondary farm/site entrances.
- Must be zoomed out to show the site location, a public roadway, and the road name.
- Processing buildings, storage buildings, or handling facilities and the Location ID/name of each structure.

NOTE: The handling, processing, and storage location IDs used MUST be consistent on all report forms used in the program.

- GPS coordinates for each building. GPS coordinates should be provided in DECIMAL DEGREES up to six-digits (Example: *lat: 34.123456 N, long: -92.123456 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 this way, please visit www.geoplaner.com

ADA 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; Farm Service Agency (FSA) maps; Property Valuation Administrator (PVA) maps; or Soil Conservation maps with legible handwritten information will usually suffice if they are in color. To obtain a map online:





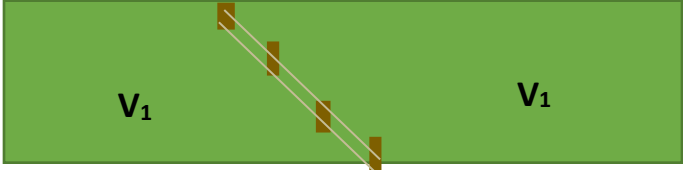
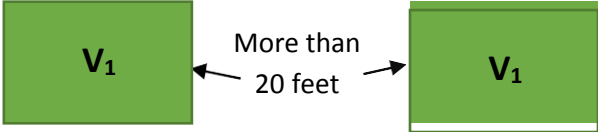
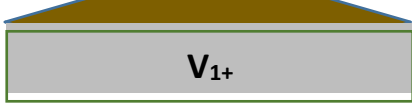

- You can go to Google Maps online at <https://maps.google.com/>. When you have the address on your screen, you can click the button in the lower left corner that says "Earth" or "satellite" for an aerial view of the location.
- On MapQuest at <http://mapquest.com/>, locate the address on your screen,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

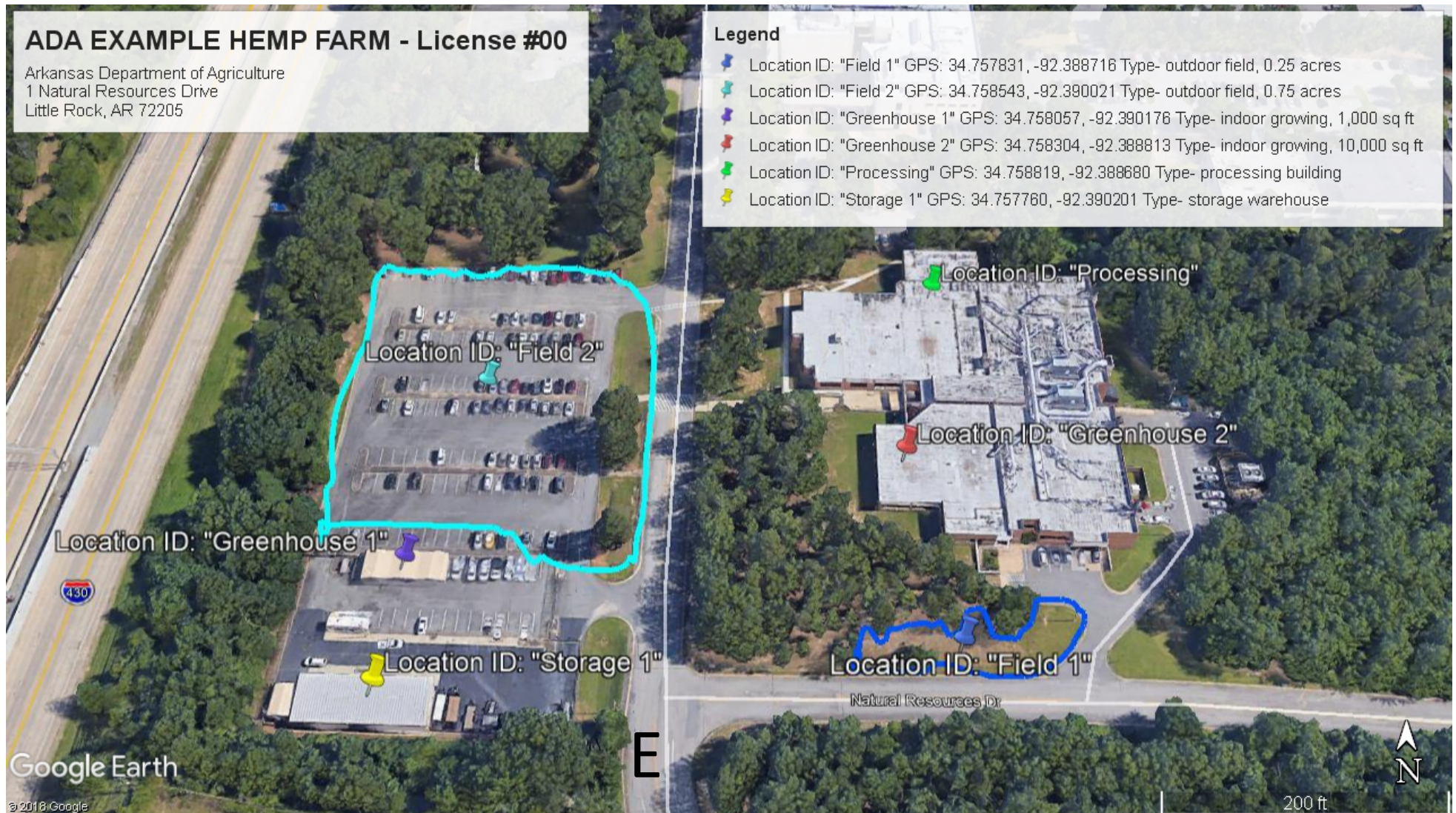
Print out the map when you are satisfied with the level of zoom (i.e. should show at least one nearby road, the entrance to the site, and the location of the hemp sites).

What is a Contiguous Location?

A contiguous field will NOT have any breaks, fence lines, tree lines, or roads dividing the field. Any field division shall be seen as two or more separate fields.

Greenhouses and other indoor growing locations are treated as individual structures and need separate coordinates.

Contiguous Locations?	Diagram V = variety
Yes, 1 Field	
Yes, 1 Field	
<u>NO, 2 Fields</u> <u>Reason:</u> Field divided by trees or hedgerow.	
<u>NO, 2 Fields</u> <u>Reason:</u> Field divided by stream.	
<u>NO, 2 Fields</u> <u>Reason:</u> Field divided by fence.	
<u>NO, 2 Fields</u> <u>Reason:</u> Field divided by space of more than 20 feet.	
Yes, 1 Building	
<u>NO, 2 Buildings</u> <u>Reason:</u> Two separate buildings.	



NOTE This map is for example purposes ONLY. There is no industrial hemp grown at any of these locations.



FY2020 Processor/Handler Application

Anyone processing or handling industrial hemp in the state of Arkansas must successfully complete the full application process with the Arkansas Department of Agriculture (ADA) and the Arkansas State Plant Board (ASPB) before taking possession of any viable hemp seeds/propagules or harvested hemp materials. **Completely fill out each section below.**

Date of Application:	
Company or Business Name:	
Type of license for which you are applying:	<input type="checkbox"/> Research Only <input type="checkbox"/> Research With Intent to Market
Print Name of primary signing authority:	
Title of primary signing authority:	
Signature of primary signing authority:	(sign here)
Arkansas Residential Address:	
Applicant's Home Phone Number:	
Applicant's Cell Phone Number:	
Applicant's E-Mail Address:	
Primary Business Address:	
Business Phone Number:	
Business Cell Phone Number:	
Business Fax Number:	
Business E-Mail Address:	

If applicable, indicate the name and contact information below for an additional person who may have signing authority for the business entity in matters related to the program. Co-signing on behalf of another program participant is not allowed. If multiple additional signing authorities are desired, submit additional copies of this page.

Printed Name of Additional Signing Authority:	
Title of Additional Signing Authority:	
Signature of Additional Signing Authority:	(sign here)
Additional Signing Authority's Cell Phone:	
Additional Signing Authority's E-Mail Address:	

1) Indicate the focus of your FY2020 project (check all that apply).

- ☐ Grain
☐ Fiber
☐ Floral Material (CBD, other phytocannabinoids, terpenoids, or any other extracts)
☐ Handler (Seed Cleaner) or ☐ Other Service Provider: indicate type _____

2) Are you or other listed signing authorities a current employee(s) or do any of the signing authorities listed above have any related family working as a current ADA employee?

☐ Yes ☐ No

"Family" means spouse and children, as well as a person who is related to a public servant as any of the following, whether by blood or adoption: parent, brother, sister, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister.

3) If you answered "Yes" to question 2, complete the following table. If "No", skip to Question 4.

Applicant (Signing Authority)	Name of current ADA employee who is a family member	Relationship	ADA Office, if known

4) Provide a list of all individuals, including contractors, who will be primarily responsible for the processing or handling of the hemp or hemp products. List each person's name, address, and responsibilities associated with this project. Attach additional sheet(s) if necessary.

Name	City	State	Specific responsibilities related to this industrial hemp project

5) RESEARCH PLAN. Explain **in detail** the industrial hemp research you are interested in conducting on behalf of the Program. Include a written statement of the research objective and data or observations to be collected and reported to the Program. This written statement of the research objective constitutes a written agreement between the license holder and the Program. Incomplete answers to this question may result in the applicant's removal from consideration; **ADA is not required to request additional information for clarity of the application.** Provide the details of your overall plan, including, what you intend to accomplish in FY2020 and how you will achieve it. Example research proposal is listed on our webpage at <https://www.agriculture.arkansas.gov/industrial-hemp>, under the 'forms' section. Attach additional sheet(s) with your proposed research plan.

Have you attached a research plan as referenced above?

☐ Yes ☐ No

6) ACQUISITION OF INDUSTRIAL HEMP MATERIALS: Identifying and purchasing industrial hemp materials, including seed and/or planting stock, is the responsibility of the participant, not the ADA. Explain your industrial hemp material acquisition plan by indicating the material you intend to process, handle, or store, by completing the table below.

List the raw hemp materials you plan to acquire for processing or handling. If processing, include the intended products resulting from your processing research of industrial hemp. What types of hemp materials are you handling or processing? What types of products and byproducts are you producing and what are their intended uses?

	List Raw Hemp Material	List products and/or byproducts, and intended use
1)		
2)		
3)		
4)		
5)		

If known, list the names of growers you plan to receive industrial hemp materials from for your processing/handling research:

*****Please note that you are required to provide your intended growers a Letter of Intent as a part of their Grower License Application; failure to provide this letter to your intended growers will negatively affect both your application and theirs.*****

7) What is your intended marketing plan for the crop?

8) If processing grain or floral material, do you intend to produce food grade products?

Yes ☐ No ☐

Note: The ADA has the authority to collect and retain samples of industrial hemp and products derived from all industrial hemp in the possession of a Licensed Processor/Handler.

a) If final products are any type of consumable, and are intended for human consumption (food, tinctures, lotions, etc.) the processor/handler is responsible for obtaining any required food safety permits. The processor is responsible for checking with state & federal authorities for these requirements.

b) Industrial hemp for food for human consumption must be tested for non-approved pesticide or herbicide use.

9) Do you intend to use existing infrastructure to handle or process industrial hemp?

☐ Yes If "yes", describe your existing infrastructure (buildings and equipment).

☐ No If "no", explain your plans to develop the infrastructure (buildings and equipment) necessary to handle industrial hemp for your proposed research. List the specific equipment you intend to use.

10) Provide a timeline for the critical steps supporting your FY2020 research activity - *i.e* when you will acquire equipment & have it in place, when you will receive materials, and when you expect to generate and sell products.

11) Are you a business entity, such as an agricultural co-operative or farm aggregator who contracts with one or more permitted growers?

Yes ☐ No ☐

Please be especially familiar with Section 5: Approved seed for Planting, Section 6: Seed/Propagule Acquisition, and Section 12: Restrictions on Sale or transfer, of the program rules. If so, are you planning to provide seed or planting stock for any licensed hemp growers who might contract with you to provide raw industrial hemp materials for your processing operation?

Yes ☐ No ☐

	Seed/Planting Stock Source (Company Name)	City, State	Country	Type of Material (seed, transplants)
1)				
2)				
3)				

12) Provide a list of all street addresses you wish to register by completing the tables below in part (a), for processing/handling locations, and (b) for other processing/storage locations.

- Individual locations listed below may be individually approved, or denied, by the ADA. No processing, handling, or storage of any industrial hemp should occur until the location(s) are approved.
- GPS coordinates for each field or building shall be provided in decimal degrees to five decimal places (for example, 33.54321) with a pinpoint showing exactly where the GPS coordinate was taken.
- Any additions or changes to the GPS coordinates list for growing sites after submission of the application will require prior notification to the ADA staff. These changes may incur site modification fees.
- You are required to provide a map of **each** address including all items listed in the *Instructions for Creating Maps*.
- The building location IDs used in these tables **MUST** be consistent on all future reports.
- Attach additional page(s) as necessary.

a) Enter information for requested PROCESSING / HANDLING addresses in the tables below. Attach copies of this page if you have more than two processor locations. Place storage locations on the next page:

Processing / Handling Location 1	Processing / Handling 1 Address		City	State	Zip	County	Own, Rent, or Lease
				AR			
	Location ID	GPS: Latitude Ex: 34.75838	GPS: Longitude Ex: -92.38856		Square Feet		
Building							
Building							
Building							
Building							
<input type="checkbox"/> Attach map of this address, including all required map information outlined above in Question 12.							
Processing / Handling Location 2	Processing / Handling 2 Address		City	State	Zip	County	Own, Rent, or Lease
				AR			
	Location ID	GPS: Latitude Ex: 34.75838	GPS: Longitude Ex: -92.38856		Square Feet		
Building							
Building							
Building							
Building							
<input type="checkbox"/> Attach map of this address, including all required map information outlined above in Question 12.							

b) Enter information for requested STORAGE addresses in the tables below. Attach copies of this page if you have more than two storage locations:

Storage addresses must be listed in the below table even if listed in tables for part (a) above, in order to provide GPS coordinates for the buildings.

Storage Location 1	Storage 1 Address		City	State	Zip	County	Own, Rent, or Lease
				AR			
	Storage Location ID	GPS: Latitude <i>Ex: 34.75838</i>	GPS: Longitude <i>Ex: -92.38856</i>		Purpose		
Building							
Building							
Building							
Building							
<input type="checkbox"/> Attach map of this address, including all required map information outlined above in Question 12.							
Storage Location 2	Storage 2 Address		City	State	Zip	County	Own, Rent, or Lease
				AR			
	Storage Location ID	GPS: Latitude <i>Ex: 34.75838</i>	GPS: Longitude <i>Ex: -92.38856</i>		Purpose		
Building							
Building							
Building							
Building							
<input type="checkbox"/> Attach map of this address, including all required map information outlined above in Question 12.							

13) Will a signing authority or knowledgeable worker be readily available on the property to meet with Agriculture department representatives and/or law enforcement?

☐ Yes ☐ No

14) Are any of your buildings, processing facilities or storage locations leased or rented?

☐ Yes ☐ No

If the property is leased or rented, you must submit a signed lease agreement as an attachment for EACH leased location.

15) Applicants shall disclose the date and location of any conviction of any criminal offense (other than misdemeanor traffic offenses) committed in any jurisdiction. Failure to comply with this requirement in a complete and truthful manner shall be grounds for denial, suspension, or revocation of a permit). Applicants must submit results of their required Arkansas State Police background check no later than 14 days after the application has been received by the ADA. The ADA shall not accept a report from a criminal background check that occurred more than 60 days prior to application submission. The ASP Criminal History Background Check must be mailed or faxed by the ASP directly to the ADA at the attention of the Hemp Program Coordinator. If you request an Arkansas State Police background check by mail, receiving results could take longer period than expected. Contact the Arkansas State Police for instructions.

Have you or a co-applicant been convicted of a felony within the last ten (10) years?

☐ Yes ☐ No If "Yes", provide dates and details about the conviction(s).

Persons, Dates and Details of Convictions:

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Acknowledgments

Read each of the acknowledgment statements below and check "Yes" or "No" to indicate your understanding and acceptance of each statement.

16) I acknowledge that my application fee of \$50 is nonrefundable. Payments for the application fee must be attached to the application or mailed separately if submitting electronically. ADA is not responsible for missing information due to formatting or printing errors on the user end. ADA is not responsible for applications lost in the mail or not received.

☐ Yes ☐ No

17) I acknowledge that the ADA is not obligated to ask follow-up questions during the application review process. The written responses on this application and attachments should be the sole source of information under consideration for potential participation in the Program. **Incomplete applications will be returned to the applicant.**

☐ Yes ☐ No

18) I acknowledge this industrial hemp research program is a selective process and some applications may not be approved for participation. I understand that ADA is not obligated to enter into a MOU with me. The ADA may limit or delay licenses in the program at any time without prior notification.

☐ Yes ☐ No

- 19) I acknowledge that the deadline to submit an appeal to ADA in the event of a denial is 15 business days following the notification of denial. Furthermore, the decisions made by the ASPB Industrial Hemp Committee Appeals Panel are final. The panel will not accept or consider information or documents that were not submitted to the Staff during application review.
- ☐ Yes ☐ No
- 20) I acknowledge other fees may apply, in addition to the \$50 nonrefundable application fee, if my application is approved:
- Failure pay the required fees, submit required notifications to ADA staff, or obtain any necessary written approvals in advance may result in appropriate action, including expulsion from the program and the destruction of hemp materials.
- ☐ Yes ☐ No
- 21) I affirm that, if approved for participation, I am prepared to conduct a research project and will abide by all other requirements of the Program, including the timely submission of reporting. Forms for Processors/Handlers may include, but are not limited to, those listed below.
- ☐ Yes ☐ No
- *Seed/Propagule Acquisition* form – due only if importing seed or propagules into Arkansas
 - *Production Report* form – due by December 31st of each year from all participants who processed hemp - showing total weight and type of hemp processed.
 - Research Data / observations collected
 - Other forms as deemed necessary by the ADA for program administration.
- 22) I acknowledge that upon request from ADA Staff, Arkansas State Police or other state or local law enforcement officers, participants must immediately produce a copy of their application, or *Memorandum of Understanding* or *Participant Agreement* form for inspection.
- ☐ Yes ☐ No
- 23) I agree that, if approved for participation, ADA Staff, Arkansas State Police, and other federal, state and local law enforcement agencies and drug suppression units may enter into any premises where industrial hemp or hemp products are located, with or without advance notice and with or without cause.
- ☐ Yes ☐ No
- 24) I acknowledge that all physical addresses, LocationIDs and GPS coordinates of the location(s) to be used to process, handle or store industrial hemp must be submitted with this application. This application constitutes written consent by the applicant to allow ADA personnel access to any research listed location as deemed necessary by ADA for evaluation, verification of compliance and progress of industrial hemp research.
- ☐ Yes ☐ No
- 25) I acknowledge that my name and all processing, handling, and storage locations will be conveyed to the Arkansas State Police (ASP), the federal Drug Enforcement Agency (DEA), and other law enforcement agencies. In addition, my name and county may be released to the public.
- ☐ Yes ☐ No

- 26) I acknowledge that I or an authorized representative of the operation who is knowledgeable about the hemp research project shall be available on location by appointment for on-site visits by ADA for the purpose of inspection or sampling.
☐ Yes ☐ No
- 27) I accept the inherent risk associated with participation in a research program focusing on a new crop. I acknowledge that both personal and financial loss may be possible, and agree that ADA is not responsible for reimbursing or compensating any participant for any loss resulting from involvement with the Program.
☐ Yes ☐ No
- 28) I acknowledge that processor / handler participants are required to reapply on an annual basis and all participants, both growers and processors, must annually complete the Participant Agreement form and pay all required annual program fees. Past participation does not guarantee or imply automatic approval for future participation.
☐ Yes ☐ No
- 29) I recognize that outside of the ADA Industrial Hemp Research Program or another 7 U.S.C. §5940 program, it is illegal to grow or possess raw industrial hemp materials in Arkansas. If I become ineligible to continue participation in this program, I will be required to divest possession of all such industrial hemp materials to an approved program participant, or destroy all of my industrial hemp materials in the presence of an ADA staff member and/or a member of law enforcement.
☐ Yes ☐ No

Attachments

Check all attachments below that you are submitting with this application. In addition to those listed, attachments may include extended answers to any question in the application, a business plan, or other supporting documents. If the attachment is supplementary information to a question in this form, be sure to 1) include the question number on the document; and 2) start each new question attachment on a new page. If your application is missing any required attachments it will be returned to you for completion. You will be assessed an additional application fee upon resubmission.

- ☐ **REQUIRED:** Application Fee: Check or Money Order for \$50 made payable to ADA.
- ☐ **REQUIRED:** Copy of Driver's License for each signing authority.
- ☐ **REQUIRED:** Background Check from the Arkansas State Police (ASP); mailed or faxed directly from ASP to the ADA.
- ☐ **REQUIRED:** Research Plan - detail of the industrial hemp research you are interested in conducting.
- ☐ **REQUIRED:** Building, handling and storage maps (including name, address, Location ID, building GPS coordinates).
- ☐ **REQUIRED:** Letter of intent from licensed grower(s), if processing/handling industrial hemp for any specific grower(s).
- ☐ **REQUIRED:** Land Lease agreement (**if applicable**) and acknowledgement from land owner that they understand hemp will be grown, handled, stored or processed on their property and they agree to abide by program rules
- ☐ **REQUIRED:** OCSE Form (**if license name will be listed under your name**)

I hereby verify and affirm that all of the information contained in this application is true and accurate. I understand that if ADA later determines any of this information to be inaccurate, the application and license may be withheld or terminated.

Signature of Applicant

Date

Printed Name of Applicant

By email: email application to industrialhemp@agriculture.arkansas.gov. Mail payment to the mailing address below. Be sure to include your company name, license number, and name of signing authority with your payment in order to properly match payment with your license.

By mail or hand deliver: mail to the below address and attach check for proper amount made out to the ASPB. The staff is not responsible for missing information due to formatting or printing errors on the user end, nor for applications lost in the mail or not received.

Arkansas State Plant Board
ATTN: Hemp Program Coordinator
1 Natural Resources Drive
Little Rock, AR 72205
(501) 225-1598 Main Number