



Revised January 2020

Office Use:

cc 6580 – Commercial Registration

Research and Development

Industrial Hemp Registration Application

Note: This R&D Application is ONLY for institutes of Higher Education such as Colleges and Universities, or people working with an Institute of Higher Education. All other applicants, regardless of intended end use of the crop, should use the Commercial Industrial Hemp Pilot Program Application.

Note: Changes cannot be made to a registration once it is issued. It is recommended you carefully determine the name under which you will register, as well as the location and size of the registered land area and name on the registration.

Please review the following important information prior to reviewing the application.

- The CDA has 30 days to issue a registration upon receipt of a complete and accurate application.
- GPS Coordinates and a map of the Registered Land Area must be included. (Rules 2.1.5 & 2.1.6).
- All Registrations shall be valid for one year only from the date of issuance (do not automatically renew). (Rule 2.10).
- Registrations cannot be assigned or transferred to another business, individual or other entity. (Rule 2.3)
- No industrial hemp plant shall be included in more than one Registration simultaneously. (Rule 2.4)
- No Land Area may be included in more than one registration at the same time (Rule 2.15)
- A Registrant must have the legal right to cultivate Industrial Hemp on the Registered Land Area AND the legal authority to grant the CDA access for inspection and sampling (Rule 2.1.8). A Registrant may lease the Registered Land Area, (it is not required that the Registrant be the Land Owner) but the Registrant must be able to comply with Rule 2.1.8.

Carefully review the attached Application Checklist and Quick Facts about Industrial Hemp Applications prior to submitting the Application. An accurate and complete application helps avoid processing delays.

STEP 1: BEGIN the Application Process:

Name of the Institution of Higher Learning and Name of the Individual Signing on behalf of the Institution:

Name: _____

Mailing Address _____

City: _____ State: _____ Zip: _____

Work phone: _____ Cell phone: _____

Email: _____

Website: _____



STEP 2: Add Additional Authorized Persons Who Can Communicate with the CDA

Note: If you do not provide information regarding Additional Authorized Persons at the time of your application, the CDA cannot communicate by phone and/or in writing with anyone other than the applicant until such time that this information is provided to the CDA.

Rule 2.14 requires that any changes to contact information be provided *within 10 days of the change*.

List all additional individuals authorized to receive correspondence either by mail, email, or phone and/or accept service of summons and legal notices of all kinds for the applicant in the state of Colorado. (Use additional sheet(s) if necessary)

Name:	Phone:
Title:	Email:
Mailing Address:	

Name:	Phone:
Title:	Email:
Mailing Address:	

Name:	Phone:
Title:	Email:
Mailing Address:	

Name:	Phone:
Title:	Email:
Mailing Address:	

Name:	Phone:
Title:	Email:
Mailing Address:	

STEP 3: Provide the Legal Description of the Registered Land Area (required by Rule 2.1.4)

Note: Use GPS Decimal Degree Coordinates from Google Earth Pro for Legal Description.

SUGGESTION: A suggested way to find the Legal Description for your Registered Land Area is by going to <http://www.earthpoint.us/TownshipsSearchByLatLon.aspx> (Use the Free Trial Download).

Please fill in all of the boxes provided below.

Note! Failure to provide ALL the requested information will cause a delay in processing.

Address:	City:	Zip Code:	County:
Township(T):	Range(R):	Section(S):	

Provide Outdoor Acres or Indoor Square Feet:

NOTE: All indoor hoop houses, greenhouses, etc. must be identified at the time of application. In this case, enter both acreage and square feet. Once the CDA Issues the Registration, you must request approval from the CDA prior to adding any other indoor structure on the Registered Land Area.

<u>Outdoor Acres:</u>	<u>Indoor Square Ft:</u>
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STEP 4: Registered Land Area Grow Map: Create a Photo Image Map (not a drawing) of the Registered Land Area. A registered land area must be one contiguous/connected area with *one single boundary*.

See the Application Instructions attached for detailed directions on how to create a map.

It is suggested you go to Google Earth Pro to create your map (free download).

If you need further assistance creating a map, please visit the Industrial Hemp page on CDA website. You will find tutorials, examples, and a link to download Google Earth Pro, on the General Information Page under "Map Information".

The MAP must include the following 3 items:

- 1) The global positioning location coordinates taken at the approximate center of the Registered Land Area in decimal degrees. These GPS coordinates must be written on the map AND be identical to GPS coordinates written in the boxes below.
- 2) The boundaries and dimensions of the entire Registered Land Area must be outlined (outlined in marker is acceptable) with **one single, clearly defined, and verifiable boundary line** AND be equal to the acres/square feet written in the boxes on Page 3. Any Indoor square ft. (greenhouses, hoop-houses, garages, etc....) that you would like included must land *within* your single boundary line or be applied for separately. Do not include any extraneous boundary lines on your map (i/e no property lines, no individual variety locations sectioned off, or any other additional outlines or sections). This is required by rule and is for your protection. Lack of clear boundaries opens your registered land area up to interpretation by outside entities.
- 3) The acres (if outdoor) and/or square feet (if indoor) must be written on the map.

Please fill in both boxes below:

The GPS coordinates below must be in decimal degrees and must match the coordinates written on your map. If these coordinates do not match the application will be returned causing delay in processing.

Enter in decimal degrees format e.g. 38.123456, -105.123456 **not** degree notation 38°78'91.11"N, 105°46'63.22"W.

You can convert coordinates to decimal degrees using http://www.onlineconversion.com/map_decimaldegrees.htm

Please enter only one set of GPS coordinates.

GPS in Decimal Degrees (from registered land area center)	Latitude in Decimal Degrees:	Longitude in Decimal Degrees:
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STOP!!! DO YOU HAVE ALL 3 REQUIRED ITEMS ON YOUR MAP? Once you have verified this, continue to Step 6.

STEP 6: INCLUSIONS:

You must initial a selection for each A, B, and both for C, or the application will be returned:

A. Registered Land Area Limitations:

“No Land Area may be Included in more than one registration at the same time” (*Rules Pertaining to the Administration and Enforcement of the Industrial Hemp Regulatory Program Act*, 8 CCR 1203-23 (the “Rules”), Rule 2.15.)

Please initial the box next to the statement below that is true for you at the time of this application.

- ☐ The Land area identified in this application is NOT currently registered with the CDA Industrial Hemp Program. (Initial here and Skip to 6B).
- ☐ The Land area identified in this application IS currently registered with the CDA Industrial Hemp Program. Next: Complete the following Amendment to Close only if you wish to authorize the new registration be issued upon completion of this application. Otherwise, the new registration cannot be issued until the currently active registration for this same land area expires. If Amendment to Close is not complete, this application will be placed on hold until the expiration date of previous registration. If this land area is found to be currently registered and not identified as such, the registration issued by this application will not be valid. The existing registration will stand until closed or expired.

To prevent having the same Registered Land Area included in more than one registration at the same time, I hereby request that the Department Of Agriculture close the following registration(s) upon issuance of the registration set forth in this application.

Name on Previous Registration: _____ Registration # _____ Expiration Date: _____

Authorized Agent: _____ (print name) _____ (signature)

You must have the authority to close the previous registration and be listed as an authorized person on the previous registration. If you do not have the authority to close the registration an authorized agent must contact the Industrial Hemp Program to request an Amendment to Close.

B. Industrial Hemp In Registered Land Areas:

“No Industrial Hemp plant shall be included in more than one registration simultaneously.” (Rules, Rule

2.4.) Please initial the box next to the statement below that is true for you at the time of this application.

- ☐ I do not have Industrial Hemp, whether volunteer or otherwise, growing on the land Area that is identified in this application. (Do Not Include Appendix A, Initial here, and Skip to 6 C)
- ☐ I do have Industrial Hemp, whether volunteer or otherwise, growing on the land Area that is identified in this application. I have attached to this application for registration a Hemp Material Inclusion Form (**see Appendix A**).

C. PRE-Planting Report: Please read and ***initial both*** boxes for Part C and complete Appendix B.

Under Rule 3.1 Registrants are required to submit a pre-planting report (See Appendix B).

- ☐ Yes, I have supplied intended variety and intended use information (Appendix B- PRE-Planting Report.) at this time. I understand that this will satisfy the requirement for a “Pre-Planting Report”.
**IMPORTANT NOTE: If your variety or intended use details change you do NOT need to resubmit a revised PRE-planting report. You will report what you actually plant on your Planting Report.
- ☐ Yes, In addition to submitting this pre-planting report, I will submit a Planting Report within 10 days of planting, and a Harvest report at least 30 days PRIOR to harvest.

REMEMBER! FAILURE TO SUBMIT ALL 3 REPORTS AND AT THE MANDATED TIMES **MAY RESULTS IN FINES AND PENALTIES.**

MAKE NOTE: There are 3 separate reports, required by Rule, which must be submitted during the registration period.

1) A Pre-Planting Report (Appendix B included with application)

2) A Planting Report is required within 10 days of planting and

3) A Harvest Report is required at least 30 days prior to Harvest.

*Note: If you do not plant, you will report this on the Planting Report form to inform us there are no plants present on the Registered Land Area. An Inspection may be done to verify this report. All Inspections fees will apply.

STEP 8: SIGN YOUR APPLICATION.

PLEASE CAREFULLY READ ALL OF THE STATEMENTS PROVIDED BELOW AND INITIAL EACH STATEMENT.

I (PRINT YOUR NAME), declare under penalty of perjury that the foregoing is true and correct and that I am the owner or person with legal control of and authority to bind, the herein named applicant, and that I have read and understand all of the conditions and obligations stated herein. I understand and agree, as required by the Colorado Industrial Hemp Act:

Initials • I understand that no plant material above 0.3% THC may be grown in the land area I chose to register for the cultivation of Industrial Hemp.

Initials • I understand that it is my responsibility as a registrant to notify the Department of any changes to the contact information provided in the registration within 10 days of the change.

Initials • I understand that it is my responsibility as the registrant to have the legal right to grow Industrial Hemp on the land that I am registering and to fully cooperate with the Department for any inspections and sampling that may be requested.

Initials • I understand that the movement of plant material from one area within or to another growing site requires the submission of a harvest form for where the material is being moved from and planting report for the new location unless it is within the same container within the same indoor location.

Initials • I understand that any material testing above 0.3% is constitutionally defined as marijuana and is being grown outside of the protections afforded under the Industrial Hemp Program or the Department's authority. A request for a waiver from civil penalties under the rules of the program must be requested within 10 days of test results.

Initials • I have read the rules pertaining to the administration and enforcement of Industrial Hemp Regulatory Program and agree to conditions set forth for growing Industrial Hemp and understand the penalties for noncompliance.

Initials • I understand that once a registration is issued, it cannot be altered. The land area size cannot be increased or decreased, and it cannot transfer over to cover a different location, even if on the same property. This also includes the registered name. The registration cannot be transferred to another business entity, name, or sole proprietor.

Signature:

Print Name

Signature

Title

Date

We will contact you via e-mail or phone if any further information or any corrections are needed prior to a registration being issued. Please allow for up to 30 days for your application to be processed upon the CDA's receipt of a complete and accurate application.

IMPORTANT NOTE: Fees for all R & D applicants (Institutes of Higher Education Only) have been waived until further notice. No Payment is required.

Revised Feb 2019

APPENDIX A

Industrial Hemp Material Declaration for Inclusion

To be submitted only if there is Industrial Hemp currently growing on the SAME land area identified in this application under an existing, valid, registration that will be closed or expiring prior to harvest of that plant material.

This form is for the express purpose of declaring Industrial Hemp for which a planting report has already been submitted under an existing registration for this same land area, and is still currently growing, *but will not be harvested before* the previous registration *for this same land area* expires. Industrial Hemp plant material submitted on this form at the time of application will be included in the new registration.

This Report is due with the new registration application.

This form should NOT be used for plant material acquired from a different location, source, or registered land area, other than the land area that is identified in this application.

Previous Registration Number (*for this same land area*) under which the plant material was planted: _____ (Required)

Registered Name under which this land area was previously registered: _____ (Required)

Primary Contact Name: _____

Mailing Address: _____

City _____ State _____ Zip Code: _____

Business Phone: _____ Cell Phone: _____

Email: _____

Varieties/Cultivar

In the table(s) below please provide; the variety name, acreage &/or square feet planted and a description of each unique location where it is currently planted, and the GPS coordinates for that location. (Use additional Sheets if Necessary)

MAP: *In addition* to the map required with the application, provide a separate map showing the existing variety locations. See Page 2.

Indoor Variety	Square Feet	Description Of Location ; i.e. 1000 sq ft greenhouse, 100 sq ft shed in NW corner... Provide enough detail to clearly define location.	GPS Coordinates: Latitude and Longitude in <i>decimal degree format</i> from center of varietal grow area

Outdoor Variety	Square Feet	Description Of Location ; i.e. 1000 sq ft greenhouse, 100 sq ft shed in NW corner... Provide enough detail to clearly define location.	GPS Coordinates: Latitude and Longitude in <i>decimal degree format</i> from center of varietal grow area

APPENDIX A (page 2)

Industrial Hemp Material Declaration for Inclusion

To be submitted ONLY if there is Industrial Hemp currently growing on the land area identified in this application. This form is for the express purpose of declaring Industrial Hemp where a planting report has been submitted, but that the plant material will not be harvested before the previous registration for this same land area expires. Industrial Hemp plant material submitted on this form at the time of application will be included in the new registration.

Map:

PLEASE WRITE "INCLUSION FORM MAP" on the top of the map in order to differentiate it from the application map.

This map will show planting locations and different variety locations, whereas, the application map should not be broken down into sections. Use a separate sheet to provide a map of the Registered Land Area showing the boundaries of the entire grow area, dimensions/size of the cultivation area, clearly delineating the location of each existing variety within the Registered Land Area.

I _____ (print name), as _____ (Title of Officer if not sole proprietorship) verify that the enclosed list is all inclusive of the Cannabis material which was not harvested in the previous registration period and should be included in the subsequent registration for this Registered Land Area.

Signature: _____ Date: _____

APPENDIX B

Pre-Planting Report

Revised January 2020

If you do not submit your Pre-Planting Report with your application, please wait until you have been issued a Registration and have been assigned a Registration Number, and then submit this form prior to planting.

Registered Name _____ Registration Number: _____

Under Rule 3.1 Registrants are required to submit a pre-planting report, prior to planting, which includes:

3.1.2 A Description of the Cannabis Varieties to be planted on the Registered Land Area. All plant material to be used for cultivation of Cannabis within the Registered Land Area must be included.

Please note: Your *intended* varieties and *intended* use **can change** from what is reported here.

This is only a "planning" report. You will report any changes to the information provided here, on your Planting Report, which is due within 10 days of planting. A Pre-Planting (planning) Report is required ONCE per registration period and NOT each time you plant. No updated Pre-Planting report is required if the any of the details below change.

In addition to a PRE-Planting report (whether it is submitted now or at a later time), A Planting Report is required within 10 days after planting and a Harvest Report is required at least 30 days prior to Harvest.

VARIETY NAME _____

VARIETY NAME _____

VARIETY NAME _____

VARIETY NAME _____

(USE ADDITIONAL SHEETS IF NECESSARY)

Statement of Intended End Use

Please check off your intended end use for all plants grown under this registration. (Check all that apply)

Animal Bedding _____ BioFuel _____ CBD Extraction _____ Cloning _____ Compost _____ Cosmetic/beauty _____

Cultivars _____ Dietary Supplements _____ DNA Sequencing/genetics _____ Fiber _____ Food/Drink additive _____

Grain _____ Hempcrete _____ Insulation _____ Phytoremediation _____ Seed For Planting _____ Seed Stock _____

Other (Please Explain) _____

I _____ (Print Name), as _____ (Title of Officer, if not Sole Proprietor)

Verify that the material and purposes listed in the pre-planting reports are accurate and true to the best of my knowledge.

Signature: _____

Date: _____

STEP BY STEP APPLICATION CHECKLIST

Use these as a guide while filling out your application to make sure that your application is complete and accurate in order to avoid delays in processing your application.

IMPORTANT: Please allow for up to 30 days for your application to be processed.

If we need corrections, or require any additional information, we will contact you via email.

Applications must be complete and signed, and application fee must be submitted for processing to begin. Due to limited resources, we cannot “preview” your application to check for errors prior to submission and processing. Checking for errors is part of the processing and we need to process them in the order they are received. We will then contact you if corrections are necessary as we process it.

If you are dropping off your application in person, it will need to be complete prior to your arrival.

Adjusting your spam: Registrants should be aware that communications, including information about the status of your application, from the CDA will occur via written and/or email correspondence so please adjust and your spam filter accordingly.

Link to CDA Industrial Hemp Program Webpage: <https://www.colorado.gov/pacific/agplants/industrial-hemp>

Program rules, state laws, report forms, and other information referenced below can be found here. Please review prior to applying to register with the program as all applicants are responsible for understanding the rules and requirements.

Where you see the term “Registered Land Area” referenced, this refers to the area you are applying to have registered.

Step 1): Start Application:

Enter Applicant Information. The contact information on page one should be the contact information for the person signing the application. This will be the main contact for the registration file.

Step 2): Registrant Name: Choose to register as a business OR an individual/sole proprietor and enter ONE.

Name of the Institution of Higher Learning:

Provide the name of the Institution of Higher Learning.

Name of the Individual Signing on behalf of the Institution of Higher Learning:

Provide the name of the Individual Signing on behalf of the Institution of Higher Learning.

Step 3) Additional Contacts/Legal Representatives:

List all additional individuals who are authorized to communicate with the CDA. The CDA cannot communicate with anyone if they are not listed.

STEP 4) Legal Description: Fill in all the blanks on page 3. All of the information requested is required by rule.

NOTE: Your application can not be processed if any of the boxes are left blank or incomplete.

PHYSICAL ADDRESS:

A Complete address is required. If your Registered Land Area does not have an actual physical address/property address, then you may give a short description. e.g. “1 Mile East of 123 S. Jones St.” or “2 Miles West of Intersection of CR 5 and CR 6” and then make sure to enter the city/zip code and county.

TOWNSHIP/RANGE/SECTION:

It is suggested that you go to <http://www.earthpoint.us/TownshipsSearchByLatLon.aspx> where you can just type in your GPS coordinates to find information about your Legal Description (T=Township, R=Range, S=Section).

NOTE: Attaching a legal description of the Registered Land Area *will not be accepted in lieu of completing the boxes on the application.*

STEP 5) MAP: The registered land area must be exact (not a general area or location, or an approximate size) and have one contiguous/connected area with one single boundary.

Create a photo image map of the Registered Land Area that contains all of the 3 requirements listed on Page 3 of the application (see below). Surveyor maps or hand drawn maps will not be accepted. It is suggested you go to Google Earth Pro to create your map (free download). If you need further assistance creating a map, please visit the Industrial Hemp page on CDA website. You will find tutorials, examples, and a link to download Google Earth Pro, under “Map Information” on the General Information Page.

(continued on next page)

Maps must include all of 3 the following or they will be returned for completion. (USE THIS AS A CHECKLIST):

1. One set of GPS Coordinates of the approximate center point of the area you are registering.

Determine the latitude and longitude in decimal degrees (see example on application). Make sure this information is stated on the map and matches what is written on page 3 of the application. Test your coordinates out and to make sure they are accurate. You can do this by typing them into google earth to verify that they land in the approximate center of your registered land area.

If using Google Earth Pro: First go to the “tools” on the menu bar, Then click “Options”, then click “3D View” and pick the option for decimal degrees. Click OK to close this menu. Now, Pin the center of the registered grow area using the thumbtack icon at the top of the screen by doing the following: (Notice when you click the thumbtack icon a dialogue box titled “new placemark” will pop open). Click on the thumbtack and hold down to drag it and place it on the approximate center point. The GPS coordinates of that pinpointed location will be displayed in the dialogue box. If you need more help, see the “Maps Information” page on our website.

Decimal degrees format is 38.123456, -105.123456 not degree notation 38°78'91.11"N, 105°46'63.22"W)

You can convert coordinates to decimal degrees using http://www.onlineconversion.com/map_decimaldegrees.htm On this website, you can simply enter your degree notation coordinates and it will convert them for you. Just enter a single space in lieu of the ° (degree) symbol when entering your coordinates into the latitude and longitude boxes, and then click convert.

2. Draw your boundary line. The registered land area must be **one contiguous/connected area with one single boundary.**

The boundaries of the entire Registered Land Area must be outlined with **one single, clearly defined, and verifiable boundary line**. The mapped area must be equal to the acres/square feet you are registering, and that you have written in the boxes on Page 3.

Any Indoor square ft. (greenhouses, hoop-houses, garages, etc....) that you would like included must land within your single boundary line or be applied for separately. Do not include any extraneous boundary lines on your map (i/e no property lines, no individual variety locations outlined, or any other additional areas should be sectioned off or outlined. Provide just one single outline. If you want to label these other areas, you can, but do not break the area apart into sections by adding any extra lines. We cannot guess or leave up to interpretation by outside entities what the different lines may mean. One single boundary line avoids any confusion and gives a clear representation of the area that will be included in your registration.

Note: There cannot be any public roads running through or separating your mapped area. All roads inside your provided within the boundary line you provide must be private roads.

If using Google Earth Pro: Select the ruler icon from the top toolbar. In the dialogue box titled “Ruler” select “polygon” and “acres” for your measurement tools and measure your area by clicking your mouse as you move your cursor around the border of your land area. If you need more help, see the “Maps Information” page on our website.

INDOOR ONLY DIRECTIONS FOR OUTLINE/BOUNDARY LINE ON MAP: If you are registering an indoor facility only, outline the building, or section of the building the best that you can and write a short description on the map to explain what section it is. (“Registering 1st floor of story of 2 story warehouse”, or “Registering 800 sq ft basement of 2000 sq ft house”, “Registering 500 sq ft in NE Corner of 2nd floor in 10,000 sq ft warehouse”)

3. Write on the map the number of acres and/or square feet of the area you are registering. This is an exact area measurement, not “approximate” or “about”, or “more than/less than”. You are registering an exact area.

GPS COORDINATES: Be sure to fill in the boxes on the application asking for latitude and longitude in decimal degrees. Please also be sure they are the same GPS coordinates as what is stated on your map to avoid conflicting information.

- **Once a registration is issued the details of the land area cannot be changed.** The registered land area size cannot be increased or decreased, and it cannot be transferred over and used to cover different location, even on the same property. Be sure of what size and exact location you want this registration to cover.

STEP 6): Affidavits : Initial all boxes. **Intended Use:** Check all boxes that apply.

Step 7): Optional: Pre-Planting Report: You do not need to submit a Pre-Planting Report if you provide accurate information about the Variety(s) and General Grow Site(s) in the application. If you do not provide this information now, check “NO” on page 6 and skip to page 7. **NOTE:** If you check no, **A Pre-Planting Report must be provided to the CDA prior to planting.** This form can be downloaded from our website. In addition; A Planting Report must be submitted within 10 days after planting. **Both a Pre-Planting and Planting Reports must be submitted.**

STEP 8): Industrial Hemp Plant Material Declaration for Inclusion:

If you still have plant material present that was grown under your previous Industrial Hemp Registration (OR volunteer plants) you must complete fill out this portion and attach an Industrial Hemp Plant Material Declaration for Inclusion form. (found on our website in the “forms” section.)

STEP 9): Sign the application. Initial all the statements and sign your application.

STEP 10: Payment Options: Fees for all R & D applicants have been waived until further notice.