



## 2020 HEMP PLANTING REPORT

LICENSE INFORMATION	
2020 Hemp License Number	MTSHP-
Licensee Name	
Business Name	

- 1) The Hemp Planting Report must be complete and accurate of all hemp varieties planted. See the attached instructions and forms for submission of this information.
- 2) The Production license cannot be issued until the Hemp Planting Report is received. Submission due dates are:
  - a. Outdoor crops - within 4 weeks of seeding, but no later than July 15
  - b. Greenhouse and Indoor crops - pre-flowering stage, per crop (see Instructions)
  - c. These reports can and should be sent it as soon as possible after planting for timely issuance of the Production license.
  - d. Allow approximately 3 - 4 weeks for processing of the Production license.
- 3) The Production license is required to produce and harvest hemp. Any applicant that does not meet the conditions of the Production license will forfeit their Planting license and the crop will require destruction. To not possess the Production license while growing hemp is a violation of state and federal law.
- 4) A Criminal Background Check is required of all new applicants prior to the issuance of the Production license.
- 5) If one or more Category C varieties were planted, a \$250 planting fee is required with this submission. This initial \$250 fee covers the cost for the first Category C sampled. An additional \$250 fee will be due for each additional Category C sample collected and tested. If you choose, you can pay \$250 for each Category C variety planted at this time. Otherwise, you will be invoiced after the sampling has been completed.

FEES		
Category C Planting Fee (required only if a Category C variety was planted)		\$250
Category C Testing Fee (option to pay now or be invoiced after testing)	\$250 per variety:	\$_____
Total:		\$_____

**ATTESTATION STATEMENT** - I hereby certify that the information contained in and submitted with this application is true and correct. Persons who violate federal laws regarding hemp may be subject to federal prosecution. I agree to comply with Section 80-18-101 through 80-18-111, MCA, ARM 4.19.101 - 202, and with other state and federal regulations, including consent to entrance of above property by department personnel for inspection and testing of hemp. I further acknowledge that I have read, accept and agree to the conditions outlined in the accompanying Risk Acknowledgement Statement.

Applicant Printed Name:		Applicant Title:	
Applicant Signature:		Date:	



# MONTANA HEMP PROGRAM

OUTDOOR LOCATIONS							
List each field or Lot where hemp is grown separately. Detailed aerial maps must be included for each field or Lot. See the Instructions for important information on what must be included is this application and how to complete this form.							
Lot #	Variety	Latitude/Longitude of Center of Lot	Qty of Grow Area (Acres)	Primary Market (CBD, Fiber, Grain, Seed for planting or Live Plants)	Estimated Harvest Date	Landowner Name	Landowner Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
Total Lots:		Total Varieties:		Total Acreage:			



## MONTANA HEMP PROGRAM

### GREENHOUSE LOCATIONS

List each Lot separately. A Harvest Date difference of more than 3-weeks for the same variety will constitute a separate Lot. A detailed aerial map must be included for the Location of each greenhouse structure. See the Instructions for important information on what must be included in this application and how to complete this form.

Lot #	Variety	Latitude/Longitude of Center of Lot	Qty of Grow Area (Sq Ft)	Primary Market (CBD, Fiber, Grain, Seed for planting or Live Plants)	Estimated Harvest Date	Landowner Name	Landowner Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
Total Lots:		Total Varieties:		Total Sq Ft			



# MONTANA HEMP PROGRAM

## INDOOR LOCATIONS

List each Lot separately. A Harvest Date difference of more than 3-weeks for the same variety will constitute a separate Lot. A detailed aerial map must be included for the Location of each indoor structure. See the Instructions for important information on what must be included in this application and how to complete this form. This form is required for each crop grown indoors throughout the year.

Lot #	Variety	Latitude/Longitude of Center of Lot	Qty of Plants	Primary Market (CBD, Fiber, Grain, Seed for planting or Live Plants)	Estimated Harvest Date	Landowner Name	Landowner Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
Total Lots:		Total Varieties:		Total Plants			



## MONTANA HEMP PROGRAM

### INSTRUCTIONS

The Hemp Planting Report is required of all growers who plant or grow hemp, per crop, in the state of Montana for the period of April 30, 2020 - April 30, 2021, whether growing outdoors, in a greenhouse or indoors (with lights to manipulate the flowering of hemp). This report must be completed by the licensed individual or an authorized company representative. The Production license will not be issued until the Hemp Planting Report is received and approved.

**The department issues hemp licenses in (2) two progressive stages.** To be eligible for the Production license, an applicant must have applied for and received the **Planting license**. The Planting license allows for the purchase of seed or live plants and the planting or propagation of hemp. To receive the second stage **Production license**, the applicant must submit this Hemp Planting Report confirming information about the crop that was planted. The Production license allows for the production and harvest of compliant hemp. **Any applicant that does not meet the conditions of the Production license will forfeit their Planting license and the crop will require destruction.** Visit the department's website for more information.

**Background Check:** Licensure will not be completed until the proper background documentation is received. It is the responsibility of the applicant to provide this information in acceptable form.

**Fees:** A check or money order must be enclosed with the appropriate fees, written to the Montana Department of Agriculture, for the application to be considered. Please include your license number in your check Memo.

#### Definitions:

**Crop** - "a Lot or group of Lots that will be harvested more than 3 months later than another Lot or group of Lots"

**Flowering Stage** - "the phase where plants produce their flower sets"

**Indoor** - "hemp that is grown under lights to manipulate the flowering stage of the plant"

**Lot** - "a contiguous or immediate adjoining area of a field or fields, greenhouse, or indoor growing structure containing the same variety of hemp throughout the area and having a harvest date within 3-weeks"

**Greenhouse and Indoor Grow Submission Requirements:** If a grower has multiple crops per year, a Planting Report is due for each crop. The greenhouse/indoor grower will need to consider harvest date and flowering stage of the plant more so than the planting date. Greenhouse/indoor crop Planting Reports must be submitted to the department prior to the flowering stage of the Lot.

**Location Information:** Complete one or more of the Location forms, as applicable to your operation, by providing the required information respective to Outdoor, Greenhouse and/or Indoor grow sites. Each 'Lot' must be listed separately. Plants that are started in a greenhouse but transplanted to be grown outside are considered an Outdoor crop; do not list these Lots on the Greenhouse form. Examples include:

- the same variety grown in a different field separated only by a road is considered the same Lot,
- the same variety grown in a different field separated by a road but under different growing conditions or a harvest date of more than 3 weeks later is considered a different Lot,
- the same variety grown in a single field but with a harvest date of more than 3 weeks later would be considered a different Lot,
- the same variety grown in fields of different landowners would be considered separate Lots.



## MONTANA HEMP PROGRAM

For each Lot, list the:

- Variety - List each variety separately by Lot
- Latitude/Longitude (the point should be near the center of the Lot, field, or structure)
  - An overview map must be included that shows all locations relative to each other and the nearest municipality
  - A separate map must be included that outlines each Lot and identifies the Lot number, the variety and the grow area size
    - For multiple Lots contained in a greenhouse or indoor structure, the map need only identify the location of the structure
  - Maps using the satellite view on Google Maps works well. FSA farm maps are also accepted if all the required information is provided.
- Quantity of Growing Area - List the quantity for Outdoor as Acres, Greenhouse as Sq. Ft. and Indoor as Plants.
- Estimated Harvest Date - Specify the estimated date or week of harvest. The department must sample within a 3-week period prior to harvest. This information is critical to scheduling resources and for assuring the crop is sampled per protocol. Compliant sample results are required for the sale of Category C varieties.
- Landowner Name/Signature - Signatures are required of each legal landowner (or an authorized agent) for each property used to grow hemp. Rented or leased property must have the actual land owner signature. If the grower owns the land, their signature is required. If multiple Lots are owned by a single landowner, only one signature is required.
- If additional lines are necessary for multiple Lots, please make a copy of the form and complete accordingly.

**Mail To:** Montana Department of Agriculture - Hemp Program  
PO Box 200201  
Helena, MT 59620-0201

**Agricultural Agronomic Report:** Participants must submit an annual agricultural/agronomic report regarding their experience with their hemp crop. The report shall include:

- The approximate yield in pounds per acre.
- Any sale or distribution of any hemp or hemp commodities produced.
- Name and address of the person receiving the hemp or hemp commodity.

For additional assistance, visit our website at <https://agr.mt.gov/Hemp>, contact Andy Gray at (406) 444-0512 or by email at [angray@mt.gov](mailto:angray@mt.gov), or contact Mikayla Moore at (406) 444-5430 or by email at [mikayla.moore@mt.gov](mailto:mikayla.moore@mt.gov).