

2017 APPLICATION PACKET

Industrial Hemp Research Pilot Program Permit Application

Guidelines and Instructions

The Pennsylvania Department of Agriculture (PDA) is conducting an Industrial Hemp Research Pilot Program as authorized by section 7606 of the Agricultural Act of 2014 (Farm Bill) and Pennsylvania's Industrial Hemp Research Act (3 Pa.C.S.A. 701-710) (Act 92), signed by Governor Wolf on July 20, 2016. Researchers from institutions of higher education or growers who would like to be considered for participation in the program must submit a 2017 PDA Industrial Hemp Research Pilot Program Permit Application prior to the application deadline. More detailed information about this program is available in the 2017 Program Parameters [document](#).

1. **Application Deadline:** January 6, 2017 is the application deadline for all 2017 industrial hemp research projects. Applications may be submitted via email, FAX, hand delivery, U.S. Postal Service, overnight courier service or express mail. Regardless of the delivery method used, they must be received no later than 4:00 PM on January 6, 2017.
2. **Application Submission:** Submit application and corresponding materials to:

ATTN: Cathy Thomas
Industrial Hemp Research Pilot Program Coordinator
PA Department of Agriculture, Bureau of Plant Industry
2301 N. Cameron St
Harrisburg PA 17110

E-mail: caththomas@pa.gov.
FAX: 717-783-3275

3. **Application Cost:** Applications must be accompanied by a check or money order for the application fee payable to the Commonwealth of PA in the amount of \$250.00. For those applicants using e-mail or FAX submission, check or money order must still be received at PDA by the January 6 deadline.
4. **Application File Format:** The PDA Industrial Hemp Research Pilot Program application is available in two file formats: Microsoft Word and PDF. If you do not have compatible software, please print out the PDF and complete the form manually and legibly.
5. **Complete Applications:** Applications must be complete and accurate. Follow all instructions in the document.
6. **Application Review:** PDA will evaluate each application and select projects for approval based on the legitimacy of the research and the applicant's ability to complete the proposed project. PDA may not conduct follow-up inquiries.

7. Research Project: Section 7606 of the Farm Bill authorizes industrial hemp research programs only; consequently, each applicant must submit a research plan. The United States Drug Enforcement Agency will not allow the import of seeds for commercial production, only research. The 2017 PDA Industrial Hemp Research Pilot Program will consider projects of up to three years in duration, with annual reauthorization by PDA. Research projects may be conducted in a maximum research plot of five acres in size, or smaller plots which when combined will not exceed a size of five acres. The PDA Industrial Hemp Research Pilot Program will permit projects on topics concerning the growth, cultivation or marketing of hemp exclusively for industrial purposes (fiber and seed). The research plan is to be addressed in Question 3 of the application. It is important to be detailed and thorough in your answers. More detailed guidance about research scope is outlined in the 2017 Program Parameters [document](#).
8. Background Checks: At the time the application is submitted, a PA State Police (PSP) response to criminal record check (obtained from <https://epatch.state.pa.us/Home.jsp>) must be attached to the application for each project participant listed in the application. (Proof of submission of the request would also be acceptable if the response has not been received by the application deadline.)

If the application is approved, and before a permit will be issued, PDA must have received and approved:

- a. A PSP response to criminal record check for each project participant.
- b. A PSP response to criminal record check *and* an FBI criminal history background check for the applicant. Information about the process for FBI fingerprinting-based background checks will be provided upon approval of the application.

This background check process will only need to be done once for all participants prior to the permit being issued. However, if any participating person is convicted of a felony after the permit has been issued, a report must be filed immediately with PDA, who will make a determination of any action related to the industrial hemp project. Failure to report will result in revocation of research permits and contracts, and may result in issuance of control orders and application of criminal and/or civil penalties in accordance with Act 92.

9. Timeline: The expected timeline for approval of 2017 projects is as follows:
 - a. January 6, 2017 – Applications due.
 - b. January 31 – February 17, 2017 – Notification of tentative approvals of research projects.

Note: The PA Department of Agriculture has applied for DEA registration, but does not have control over timeframe for registration approval nor for DEA processing of Import Permits for individual shipments of seed. There is a possibility that seed will not be received in time for planting in 2017. If seed arrives late, the permit holder will have the option to destroy the seed or to delay the project start date until 2018.

For more information on the PDA Industrial Hemp Research Pilot Program, please visit: www.agriculture.pa.gov/Protect/PlantIndustry/Pages/Industrial-Hemp-.aspx.



2017 Industrial Hemp Research Pilot Program Permit Application

Institution/Business Name:		
Project Director:		
Mailing Address:		
City:	State:	Zip:
Email Address:		
Phone Number:	Secondary Phone:	

- 1) Indicate the focus of your 2017 project. [Please check all that apply.]
 - Seed, Grain
 - Fiber

- 2) Provide a list of all individuals (professors, research assistants, farm managers, contracted growers, etc.) who will be managing the research project or handling industrial hemp. List each person's name, address, responsibilities associated with this project and qualifications. Attach additional sheet(s) if necessary.

EMPLOYEES of Applicant			
Name	Address	Responsibilities	Qualifications

UNDER CONTRACT			
Name	Address	Responsibilities	Qualifications

* *The applicant is responsible for acquiring state police criminal record checks for each person involved with the project. These must be available to PDA before a permit will be issued. Any individual who is found to have a felony drug conviction within the past 10 years may not be involved with this project.*

- 3) Describe in detail the industrial hemp research project you are interested in conducting beginning in the 2017 growing season. Provide this in an attachment to this application, labelled "Attachment A." The Attachment should be no more than 3 pages in length, and should include:
- a. Project title and objective(s)
 - b. Work plan and timeline
 - c. General location information and security considerations
 - d. Method of measuring project success
 - e. Plant material handling at end of project:
 - i. Anticipated hemp plant material, seed, or hemp products retained
 - ii. Methods for destruction of any hemp plant material remaining at end of the research project.

Note: More detailed guidance about research scope is outlined in the 2017 Program Parameters [document](#). Applicants should also reference the [Template for Attachment A](#) for format instructions. Incomplete answers to this question will result in the application's removal from consideration.

- 4) Provide a brief description of your previous experience with agricultural research and/or crop production.
- 5) Indicate the source of certified seed that you intend to plant. If you are using multiple sources, provide information for each source. Attach additional sheet(s) if necessary. More detailed guidance on seed acquisition is provided in the 2017 Program Parameters [document](#).

Note: Prior determination of your seed source is not mandatory for this application to be considered, but must be provided to PDA before a permit will be issued.

Source 1:

- a) Seed Company: _____
- b) Company Address: _____
- c) Contact Email: _____
- d) Seed Variety: _____

Check here if your seed source is unknown.

- 6) What equipment do you have to implement this project (eg., for planting, cultivating, harvesting)? Have you considered any equipment modifications to accommodate this crop?
- 7) Describe how you intend to handle and store the harvested Industrial Hemp. Provide details about the storage structure, if any, including location, security and intended duration at the storage location.

- 8) Provide a list of all intended growing and storage addresses. GPS coordinates of fields and facilities will be measured by PDA inspectors and locations will be mapped and shared with law enforcement agencies. Attach additional sheet(s) if necessary. If an exact street address is not available for the farm entrance, list an approximate number, road name, city and county.

	Address	City	State	Zip	County	Own or Rent
Farm 1			PA			
Farm 2			PA			
Farm 3			PA			
Farm 4			PA			
Farm 5			PA			

9. If your research project involves marketing of hemp products, what products will you develop? *If you will not be developing products, move to Question #13.* Please list all intended products and the anticipated volume of products. Attach additional sheet(s) if necessary.

Hemp Products	Anticipated Volume

- 10) If you intend to make food grade products, do you have a [Food Establishment Registration](#) from the PA Department of Agriculture? Yes No If yes, attach a copy of your Registration. If no, describe your plans to apply for registration.

- 11) Do you have a Pennsylvania facility with the necessary equipment to process your industrial hemp products? Yes No If yes, describe your facility and equipment. If no, explain your plans to find/develop a facility and acquire equipment.

- 12) Provide a list of all intended processing and storage addresses. PDA will share all location information with law enforcement agencies.

	Address	City	State	Zip	County
1			PA		
Description of #1 Facility and Purpose:					
2			PA		
Description of #2 Facility and Purpose:					
3			PA		
Description of #3 Facility and Purpose:					

- 13) Have any of the project participants ever been convicted of a drug-related felony or misdemeanor?
 Yes No If yes, provide dates and details about the conviction(s) that have occurred.

Note: Please attach PA State Police response to criminal background check (obtained from <https://epatch.state.pa.us/Home.jsp>) for applicant and all listed participants in project. Proof of submission of the epatch request would also be acceptable if the response has not been received by the application deadline.

- 14) The USDA/DEA/FDA “Statement of Principles on Industrial Hemp” (published 8/12/2016) states that federal law does not “alter the approval process for new drug applications” nor does it “alter the requirements of the Controlled Substances Act (CSA) that apply to the manufacture, distribution, and dispensing of drug products containing controlled substances,” nor the requirements for “those conducting research with such drug products.” Please provide a statement of whether your proposal involves any activity that could be construed as regulated under the Controlled Substances Act. Please provide a full explanation.
- 15) The USDA/DEA/FDA “Statement of Principles on Industrial Hemp” (published 8/12/2016) states that the term “industrial hemp” as interpreted by the federal government only includes hemp “used exclusively for industrial purposes (fiber and seed).” Please provide a statement of whether your proposal involves any activity that could be construed as being beyond this interpretation of the term “industrial hemp.” Please provide a full explanation of your position.
- 16) The USDA/DEA/FDA “Statement of Principles on Industrial Hemp” (published 8/12/2016) states that any marketing research pursuant to PDA’s program cannot be for “the purpose of general commercial activity.” Please provide a statement of whether your proposal involves any activity that could be construed to be beyond this allowable scope of marketing research. Please provide a full explanation of your position.
- 17) I affirm that I am prepared to conduct a research project and comply with all other requirements of the Pennsylvania Department of Agriculture Industrial Hemp Research Pilot Program, including timely submission of reports and other required documents.

Yes No

18) I acknowledge that all physical addresses of the location(s) to be used to grow, process or store industrial hemp must be submitted with this application. This application constitutes written consent by the applicant to allow PDA personnel access to any research pilot locations as deemed necessary by PDA for evaluation, including verification of compliance and progress of research. Any changes to physical addresses used in the growing or processing of hemp shall be approved in writing by PDA prior to that location being legally permitted for use in this project.

Yes No

19) I acknowledge that there may be no follow-up questions during the application review process. The written responses on this application and attachments may be the sole source of information under consideration for potential participation in the PDA Industrial Hemp Research Pilot Program.

Yes No

20) I acknowledge that this is a selective process and not every application may be approved for participation. I understand that PDA is not obligated to issue a permit to me. Furthermore, the decisions made by PDA are final.

Yes No

21) I acknowledge that all plant material (includes seeds, leaves, stalks, flowers, etc) that has not been processed as part of the research project must be destroyed at the end of the growing season and that this will be confirmed by PDA inspectors and that follow up visits will continue for three years after the project has concluded.

Yes No

22) I acknowledge that any research plots with THC levels over .30% will no longer be classified as Industrial Hemp. If THC levels are found to be greater than 0.30%, the material shall not move off site and products cannot enter market. If THC is between 0.3% and 1.0%, confirmational testing or alternative destruction methods may be authorized, at PDA's discretion. For any planting with THC levels over 1.0%, PDA will issue an order for the registrant to immediately destroy the plants and law enforcement will be notified and has the authority to pursue prosecution under any applicable laws.

Yes No

Attachments:

Please list any attachments other than the required Attachment A (see question 3) and PSP background check responses. Attachments may include extended answers to any questions in the above sections, a background check, a PDA food establishment registration or other supporting documents. If the attachment is supplementary information to a question on this form, be sure to include the question number on the document.

List of attachments:

I hereby verify and affirm that all of the information contained in this application is true and accurate.

Signature of applicant

Date

Printed Name

Applications are due at PDA: January 6, 2017 by 4:00 PM.

Mail completed application with \$250 check/money order and all attachments to:

ATTN: Cathy Thomas
Industrial Hemp Research Pilot Program Coordinator
PA Department of Agriculture, Bureau of Plant Industry
2301 N. Cameron St
Harrisburg PA 17110

E-mail: caththomas@pa.gov

FAX: 717-783-3275