



## CHECKLIST FOR SUBMITTING THE 2020 HEMP APPLICATION

1.  Please read in its entirety the **“PA Hemp Controlled Plant General Permit Guidelines.”**
2.  Please read and follow the **“2020 Pennsylvania Hemp Permit Application Instructions.”**
3.  Obtain a Federal Bureau of Investigation (FBI) Background check no more than 60 days prior to application. To register with IdentiGO, you must use the codes provided in the application instructions, or also found on the permit application. Include the IdentiGO receipt with your application. All key participants require FBI background checks.
4.  If renting property, provide your complete lease document and the signed Leased Property Access Agreement. Both are required to apply.
5.  Prepare and submit a photograph plot map of the growing area using Google Earth or another satellite program. One GPS point is required for the farm entrance and it must be written in decimal format. Handwritten maps are not acceptable and will be returned to the applicant delaying the process.
6.  Complete the **“2020 Pennsylvania Hemp Permit Application”** using the fillable form. Prior year forms will not be accepted and will be returned. Additionally, handwritten applications must be legible or will be returned.
7.  If requesting approval for a location exception, complete and attach page 7 of the application instructions – Guidelines for Departmental Approval.
8.  All attestations must be checked on the application.
9.  Include a check or money order, payable to the Commonwealth of PA for \$150.00 for each application submitted.
10.  Sign the application.
11.  Permit applications are processed in the order they are received.
12.  NO changes to locations will be accepted. This is considered a new application which requires a new permit application that is available until April 1, 2020.
13.  New hemp processor applications will be accepted throughout the season.
14.  Please keep a copy of the application for your records!

## CHECKLIST FOR POST PERMIT ACTIVITIES

1.  Any communication (email or voicemail) for a hemp program team member must include: NAME, BUSINESS NAME, CURRENT PHONE NUMBER, HEMP PERMIT NUMBER.
2.  After permit approval is received, the permit holder must register all growing areas with the USDA – Farm Service Agency (FSA). County USDA offices can be located at: <https://offices.sc.egov.usda.gov/locator/app?state=pa&agency=fsa>, or by calling 717-237-2113.  

*NOTE: A PDA permit number is required to register with the FSA.*
3.  **Planting reports** are required for indoor planting of seedlings and for outdoor planting. This is a requirement of the program and must include a plot map. Failure to receive planting reports within ten days of planting is a violation of the program and will be strictly enforced.
4.  Any changes to key personnel or business information must be submitted on the **Hemp Permit Change Form** which will be available on the hemp program website.
5.  Arrange for sampling and THC testing of your crop by a certified sampler. (Only required for the official 15-day pre-harvest samples.) Each field and each variety planted will have to be tested and cleared for movement off of the farm. Details on the sampling program will follow soon.
6.  A harvest report must be submitted to the Department following crop clearance and harvest. There will be a form available on the hemp program website.
7.  If the crop will not be harvested, this must also be reported to the department. A form will be available on the hemp program website.