



**Arkansas Department of Agriculture
Industrial Hemp Research Program**

**2020 Hemp Processor Licensing Agreement:
Research Project Amendment**

- This completed report is **due by January 31, 2020** for each hemp license you hold.
- The submission of this 2020 Processor Research Project Licensing Agreement and subsequent agreements must be approved prior to the growing, handling, processing, or storage of hemp materials at any location ID (GPS coordinates) NOT already listed in your 2019 *Licensing Agreement/Application*.
- If there are no changes/amendments to your research license for the 2020 grow year, indicate in Question 1.

License/Company Name:	License # (one form per license #):
Name of Signing Authority on License:	
Email:	Phone:
†Point-of-Contact (POC) for this License (Name):	POC Phone:
POC Email:	

- 1) Check the box below if there are **NO CHANGES TO RESEARCH PLAN(S) OR LOCATION IDS/GPS COORDINATES FOR 2020 GROW SEASON.**

There are no changes at this time for 2020 Project Focus Season.

- 2) Please update us on your 2020 Research Project. Explain any changes to your Research Project below. Attach any additional pages if needed.

†Point-of-Contact (POC) could be a farm manager, secretary, farm worker, company staff, etc. POC must be familiar with hemp operations, as well as all ADA Program paperwork, records, requests, and forms associated with this license.

OFFICE USE ONLY:	ADA OFFICIAL:	APPROVED DATE:	RECEIVED DATE:
RETURNED APPROVE DENY			

3) Indicate the focus of your 2020 project (check all that apply):

Grain

Fiber

Floral material (CBD, other phytocannabinoids, terpenoids, or any other extracts)

Handler (Seed Cleaner) or other service (Private lab); Indicate type:

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) 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:

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6) What is your intended marketing plan for your 2020 Processor/Handler Project?

7) 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.

8) Provide a general timeline for the critical steps supporting your 2020 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.

- 9) Processing Location IDs/Addresses. LICENSED PROCESSORS/HANDLERS ONLY – Complete parts a) and b) below. Attach additional page(s) as necessary.

NO CHANGE IN PROCESSING SITE LOCATION IDS

a) Enter information for the **ADDITION** of requested processing address(es) or additional building(s) to already approved address(es) in cells below. Be sure to include a Location ID and GPS coordinates for each processing site. **GPS COORDINATES MUST BE IN 6-DIGIT "Degree Decimal" FORMAT**

Processing Site 1	Processing Address 1	City	State	Zip	County	Own or Rent
			AR			
	Location ID*	Type of Structure†	GPS: Latitude Ex: 34.123456 N		GPS: Longitude Ex: -92.123456 W	
Building 1						
Building 2						
Building 3						

Processing Site 2	Processing Address 2	City	State	Zip	County	Own or Rent
			AR			
	Location ID*	Type of Structure†	GPS: Latitude Ex: 34.123456 N		GPS: Longitude Ex: -92.123456 W	
Building 1						
Building 2						
Building 3						

b) Enter information for the **REMOVAL** of requested processing locations. Be sure to include Location IDs (as they appear on your current *Licensing Agreement/Application*) for each processing site.

	Address	City	Zip	County	Location ID*
Location 1					
Location 2					

†Type of Structure may be a warehouse, store front, industrial complex, etc.

*Location ID: A unique identifier or common name for each building, as designated by the applicant. The Location ID will be listed in the *Licensing Agreement/Application* and used to identify the building.

10) Storage Addresses. Complete parts a) and b) below. Attach additional page(s) as necessary. NOTE: Storage addresses must be listed in the below table, even if location ID serves other purposes. For example; greenhouse location IDs, Processing Location IDs, etc.

NO CHANGES TO STORAGE SITE LOCATION IDS

a) Enter information for the <u>ADDITION</u> of requested storage building(s) in the cells below. Be sure to include a Location ID and GPS coordinates for each storage site. GPS COORDINATES MUST BE IN 6-DIGIT "Degree Decimal" FORMAT						
Storage Location 1	Storage Address 1	City	State	Zip	County	Own or Rent
			AR			
	Location ID*	Type of Structure†	GPS: Latitude <i>Ex: 34.123456 N</i>		GPS: Longitude <i>Ex: -92.123456 W</i>	
Building 1						
Building 2						
Building 3						
Storage Location 2	Storage Address 2	City	State	Zip	County	Own or Rent
			AR			
	Location ID*	Type of Structure†	GPS: Latitude <i>Ex: 34.123456 N</i>		GPS: Longitude <i>Ex: -92.123456 W</i>	
Building 1						
Building 2						
Building 3						

b) Enter information for <u>REMOVAL</u> of requested storage address(es) below. NOTE: ADA does NOT recommend removing storage location(s) unless you are absolutely certain that you will NOT use the storage facility at any time.					
	Address	City	Zip	County	Location ID*
Location 1					
Location 2					

†Type of Structure may be a warehouse, barn, high tunnel, etc.

*Location ID: A unique identifier or common name for each building, as designated by the applicant. The Location ID will be listed in the *Licensing Agreement/Application* and used to identify the building.

11) Attach maps depicting Location IDs being requested on pages 4

& 5 for addition. Indicate number of maps being submitted:

Refer to example map and map instructions at the end of this report. Improper maps will be denied.

➤ **1 MAP PER STREET ADDRESS.**

12) If locations are leased, please indicate whether you have authorization from the owner allowing industrial hemp research to be conducted on the property. ADA reserves the right to request a notarized letter of support from the property owner.

Yes

No

Not Applicable (owned by me)

If "Yes," complete the table below for leased locations:

Leased Location Address	Name of Owner/Landlord	Phone Number of Owner/Landlord

13) If your mailing address has changed, please provide your new mailing address in the table below.

Street Address	City	State	Zip	County

By signing below, I attest that I am the License Holder, or an authorized agent of the License Holder, and that this information is accurate to the best of my knowledge. I also affirm that all information contained within the original *Licensing Agreement*, if not changed by this amendment, remains true and correct. I also understand that ADA must approve this project update request in writing prior to the implementation of the proposed 2020 Research Project Amendment. I further acknowledge that failure to complete this report may result in enforcement action against me by the Department, which may result in license suspension or revocation.

Signature of License Holder/Approved Applicant

Date

Printed Name

Email to: Industrialhemp@agriculture.arkansas.gov

Mail to:

ATTN: Caleb Allen
ADA Industrial Hemp Program
1 Natural Resources Dr.
Little Rock, AR 72205

Reference / Guideline Document

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.


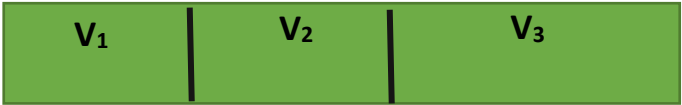


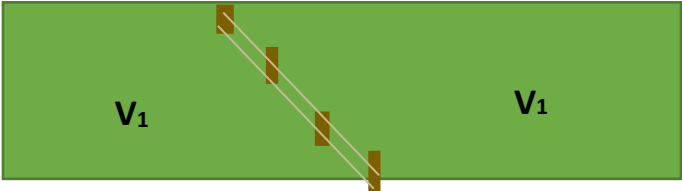
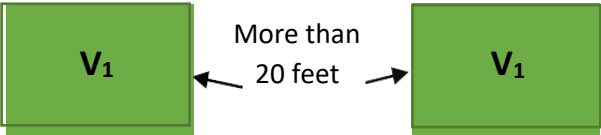
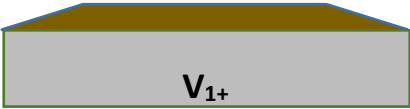
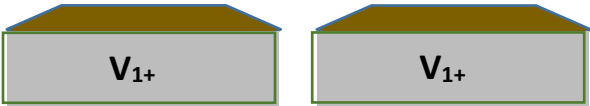
Print out the map when you are satisfied with the level of zoom (i.e. should show at least one nearby road, the entrance to the site, and the location of the hemp sites).

Reference / Guideline Document

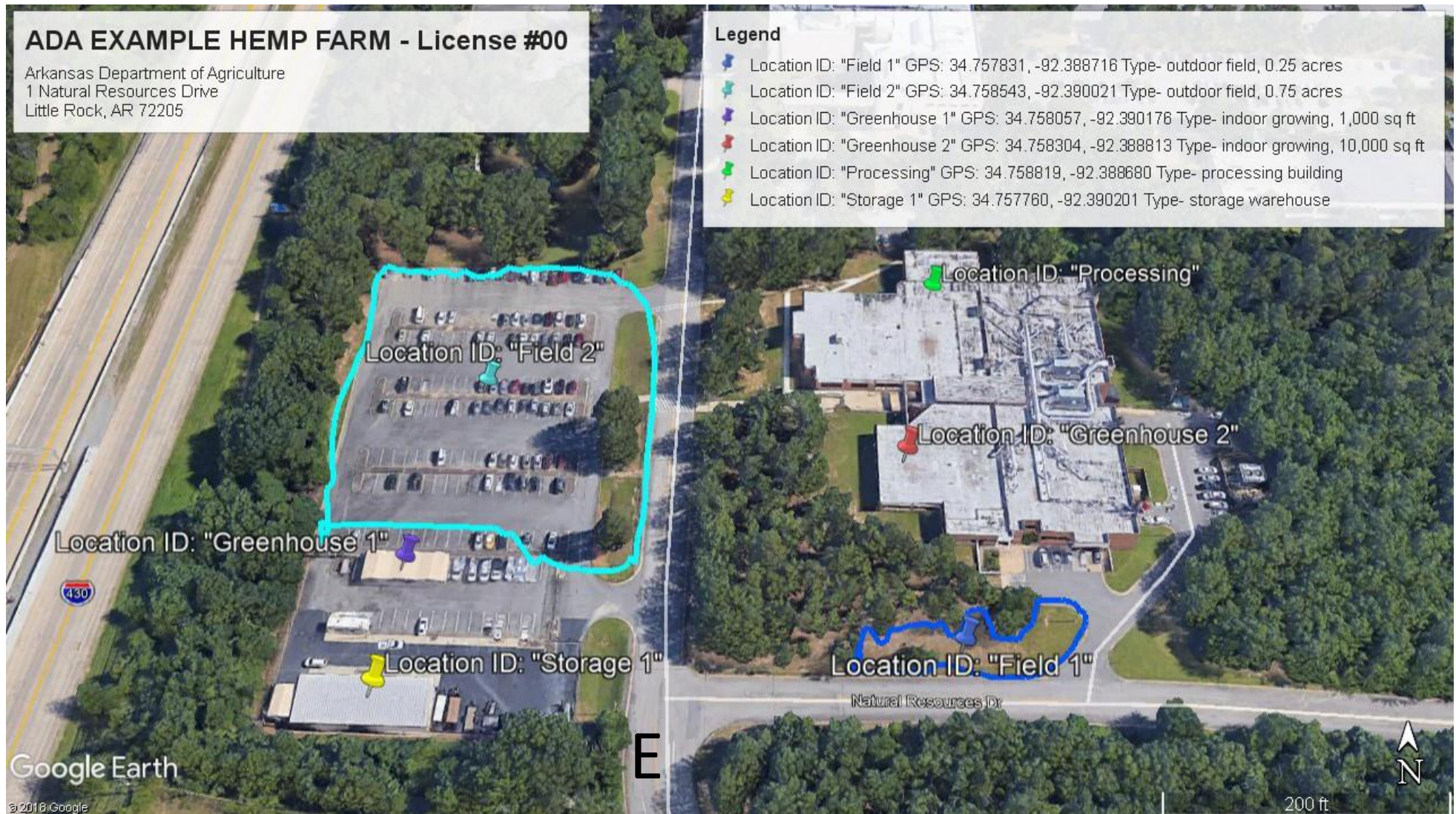
What is a Contiguous Location?

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, which is considered non-contiguous.

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.

