



Industrial Hemp Grower Reporting Requirements and Forms

All industrial hemp growers authorized under the NYS Industrial hemp Pilot Program must submit the below reports by the specified deadlines, in accordance with the following directions. **Failure to submit any of the below reports by their respective due dates will compromise the grower’s ability to amend, renew and/or maintain an authorization to grow.** Any incomplete or illegible reports will be returned.

2020 Reporting Schedule:

Growers: Compliance Schedule			
Report	Due	Required if you don't grow this year?	Required if you are only selling nursery stock?
Planting Report Form	Within 15 days of <i>each</i> planting	Yes	Yes
Pre-Harvest Report Form	20 days prior to <i>each</i> harvest	No	No
Post-Harvest Report Form	Within 15 days of <i>each</i> harvest completion	No	No
Annual Report Form	By the anniversary of your authorization date	Yes	Yes

Any hemp grower interested in selling rooted transplants must also be registered as a nursery grower. More information can be found at agriculture.ny.gov

Prior to completing the below forms please ensure that all locations you plan to sow have been approved in writing by the Department. If not you must submit, and receive approval of, a [grower amendment application](#) to add new locations.

1. Planting Report Form

The Planting Report is used to notify the department any time hemp is planted (this includes the planting of seeds, unrooted cuttings and rooted transplants)

- Submit this report for all locations approved on both your original application and any subsequently approved amendment applications.
- If an approved location will not be used this year you still must identify the site on your report and list N/A in all other cells.
- When plants are moved from one location to another, such as from a greenhouse to a field, this form must be submitted each time.
- If a site is planted more than once, such as when plants in a greenhouse are sold and new seeds are started, this form must be submitted each time.
- Submit a separate form for each growing address approved for cultivation.
- Submit a map/aerial photograph of each site identified on this report and indicate varietal separation and access points.

2. Pre-Harvest Report Form

The Pre-Harvest Report is used to notify the department when you plan to harvest hemp plants

- The harvest end date must be no later than 15 days after the harvest start date. Exceptions to this rule may be requested at the time of submission, otherwise, separate or delayed harvests must be reported on additional forms.
- Submit a separate form for each address ready for harvest.
- Only provide one answer in each cell of the report form. For example, if two varieties are planted at one location do not put two varieties in one cell. Instead, fill out two rows of information, one for each variety.
- Submit a map/aerial photograph of each site identified on this report and indicate varietal separation and access points.

3. Post-Harvest Report Form

The Post-Harvest Report is used to notify the department that harvest has been completed

- Submit a separate form for each address that was harvested.
- Only provide one answer in each cell of the report form. For example, if you intend to dry one field of harvested hemp in two locations do not list both site IDs in one cell. Instead, fill out two rows of information, one for each drying location.

4. Annual Report

The Annual Report is used to summarize annual findings of your research project and to provide additional details regarding production

- The Annual Report is due by the anniversary of your authorization date (found on your authorization document).
- Have your approved application(s) and Authorization document on hand before completing this report. Each question asked on the report correlates to a section of your approved application(s).

Annual Report Template for All Industrial Hemp Authorized Research Partners

Research Focus:

Did you grow industrial hemp for the purpose of CBD extraction?	Yes	No
Did you grow industrial hemp for food products?	Yes	No
Did you grow industrial hemp for fiber?	Yes	No

Other:

Independent Testing (of Hemp Seed and/or Biomass) – List the name and business location of each independent testing facility you utilized and list the compound(s) for which the tests were performed***:

****Attach to this report a copy of all testing results received since your last annual report submission*

Product Production – Refer back to your post-harvest report form(s). Provide additional details for each separate end product including total volume produced, buyers and their locations. If you sold seed attach photographs of all seed bag labels, if you sold rooted plants please provide a copy of your nursery grower license.

Research Plan – Summarize key findings from last year’s growing season and explain how your research is developing for the coming year.

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Report Prepared By (Print):
Report Prepared By (Sign):
Date: