

Reporting Guidance Flowchart

The flowchart below is to be used as a tool to assist in following the steps required to submit regulatory reports for the Hemp Licensing Program. **It does not include all program requirements and should not be relied upon as a substitute for understanding the hemp program regulations (1 NYCRR Part 159) and/or the hemp program guidance document.**

The flowchart is separated into four sections as outlined below.

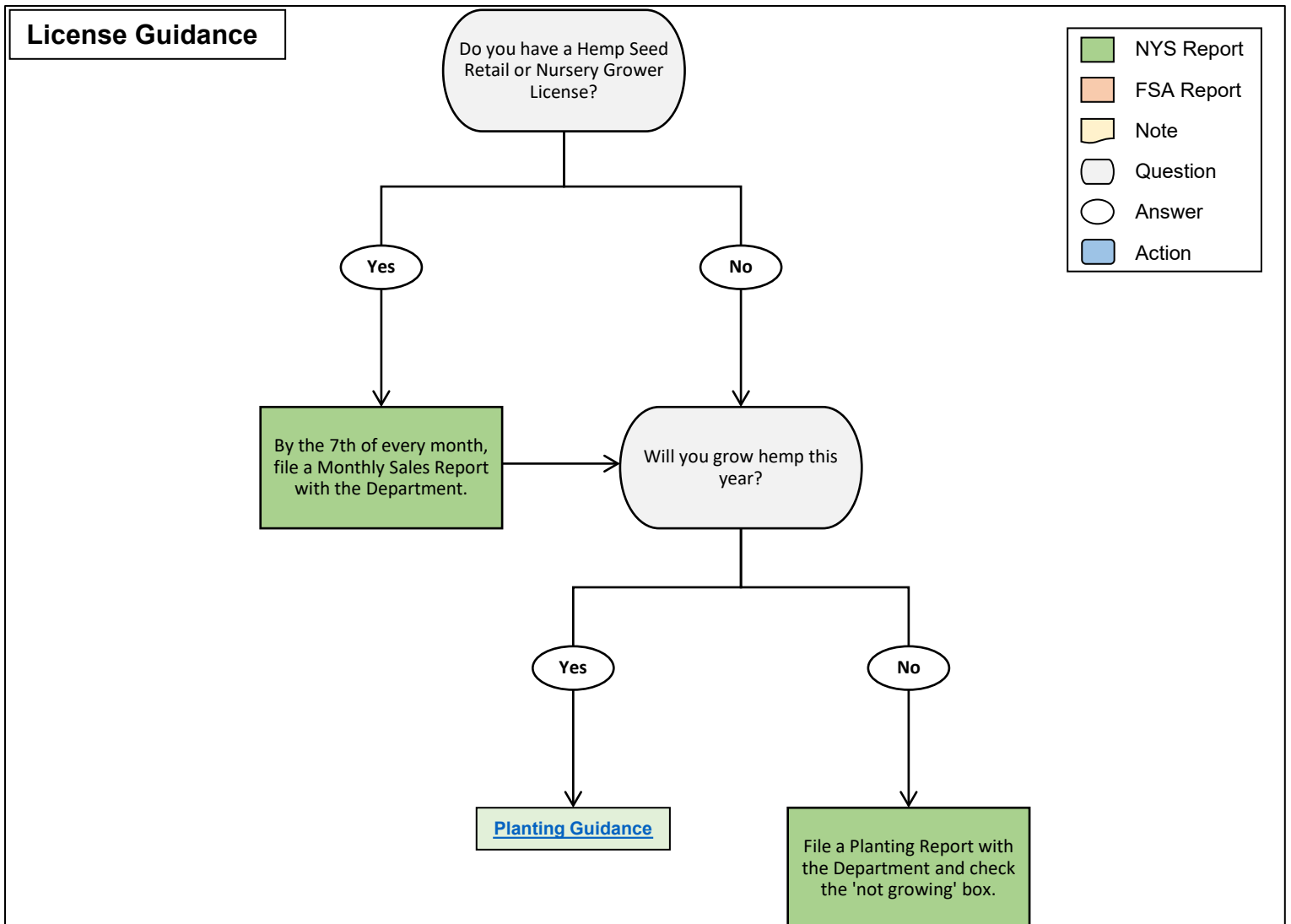
- [License Guidance](#)
- [Planting Guidance](#)
- [Pre-Harvest Guidance](#)
- [Non-Compliant Hemp Guidance](#)

Please send all NYS reports (labeled in green) to the NYS Department of Agriculture and Markets by one of the following methods:

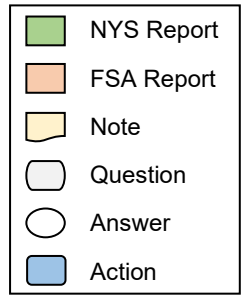
Mail: Division of Plant Industry
10B Airline Drive
Albany, NY 12235

Fax: (518) 457-1204

Email: IndustrialHempNYS@agriculture.ny.gov (Only PDF files will be accepted electronically)



Planting Guidance



Register with the FSA.

Use the search tool to locate the nearest FSA office:
www.farmers.gov/service-center-locator.

Are you growing hemp for hemp greens or microgreens this year?

Yes

Within 10 days of your first planting, file an FSA-578 Report of Acreage with your local FSA office.

FSA should give you a lot number that covers recurring plantings.

By the 1st of every month, file a Hemp Greens /Microgreens Report with the Department with the FSA lot #s included.

By December 1st, file a Post-Harvest Report with the Department with the total area harvested for each variety.

No

Are you starting hemp seeds indoors for transfer?

Yes

Within 10 days of planting, file a 1st Planting Report with the Department without FSA lot #s.

Transfer your seedlings to the field or their final grow location.

Within 10 days of transfer, file an FSA-578 Report of Acreage with your local FSA office.

Within 10 days of filing, file a 2nd Planting Report with the Department with the FSA lot #s included.

No

Direct sow your hemp in the field or plant them in trays/pots for strictly indoor growing.

Within 10 days of planting, file an FSA-578 Report of Acreage with your local FSA office.

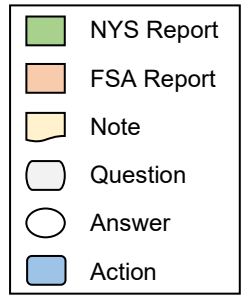
Within 10 days of filing, file a Planting Report with the Department with the FSA lot #s included.

Contact a sampling agent and testing lab in case your hemp is chosen for official state sampling.

Choose an agent and lab from the website:
www.agriculture.ny.gov/hemp

Pre-Harvest Guidance

Pre-Harvest Guidance



30 days before harvest, file a Pre-Harvest Report with the Department.

The Department will notify you and the sampling agent if your hemp has been chosen for official state sampling.

Has your hemp been chosen for official state sampling?

Yes

No

Schedule an appointment with your sampling agent and accompany them during the sampling procedure.

The Department will give you written approval to harvest/sell your hemp.

Wait for your THC results.

Harvest your hemp

The Department will notify you if your THC results are compliant with state and federal law.

Within 15 days of harvest, file a Post-Harvest Report with the Department.

Is your hemp compliant?

Yes

No

The Department will give you written approval to harvest/sell your hemp.

[Non-Compliant Hemp Guidance](#)

Within 30 days of the sampling date, harvest your hemp.

Non-Compliant Hemp Guidance

■	NYS Report
■	FSA Report
■	Note
 	Question
 	Answer
■	Action

Was the non-compliant hemp discovered through official state sampling?

Yes

No

The Department will contact you to discuss your options.

Within 5 days of receiving non-compliant results, file a Non-Compliant Report with the Department.

How will you proceed with your non-compliant hemp?

The Department will contact you to discuss your options. Official state sampling may be required to verify the results.

Contest the results.

Remediate the hemp.

Dispose of the hemp.

How do you want to contest the results?

Within 5 days after remediation, file a Remediation Report with the Department

Within 15 days of disposal, file a Disposal Report with the Department with proof of destruction included.

Retest the sample.

Resample the hemp.

The Department will contact you to schedule an appointment to sample the hemp.

Wait for your THC results.

The Department will notify you of your results. All remediation or retest results are final.

Is your hemp compliant?

Within 15 days of harvest, file a Post-Harvest Report with the Department.

Within 30 days of the sampling date, harvest your hemp.

Yes

No