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# ARKANSAS DEPARTMENT OF AGRICULTURE

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## **ARKANSAS HEMP PROGRAM: 2024 APPLICATION INSTRUCTIONS PACKET (Fiscal Year 2024 – Fiscal Year 2025)**

This application instructions packet is intended to act as a resource for any applicant applying for a Hemp License (whether Grower License or Processor/Handler License) with the Arkansas Department of Agriculture's Hemp Program. It covers essential details required to successfully complete and submit an application with the AR Hemp Program.

### **AR Hemp Program Update:**

Since 2019, the Arkansas Department of Agriculture's Hemp Program has been diligently working to create a state hemp production plan that complies with both state and federal hemp laws. On December 9<sup>th</sup>, 2021, the Department received approval from the USDA-AMS U.S. Hemp Production Program that Arkansas's state hemp production plan had been approved under the 2018 Farm Bill authority. This means that the Arkansas Department of Agriculture is permitted to continue regulating hemp production in Arkansas, as permitted by the AR Hemp Production Act of 2021 (A.C.A. § 2-15-501 *et seq.*).

Although the Program is moving away from research plan requirements under the Pilot Hemp Research Program (2019 – 2021), in general, the day-to-day functioning of the AR Hemp Program will not drastically change from the way the Department has conducted the Program in seasons' past. The Hemp Research Program Rules are still in effect for an additional season, including the 2024 season, but the Department does anticipate hemp rulemaking procedures to start again after the next legislative session or from the next federal Farm Bill.

### **A shortlist of Program Updates for 2024 includes, but is not limited to:**

- The Department proposed new hemp rules before the Arkansas State Plant Board in early 2022.
- The proposed new hemp rules were approved by the Plant Board after a 30-day public comment period, but then were pulled from final approval by the Department, due to industry concerns.
- Currently, the new hemp rules are pending final approval before the AR Legislature.
- The AR Hemp Program does not anticipate any drastic changes from the 2023 program season to the 2024 program season.
- If new hemp rules are approved and finally implemented, the Department will assess when the new hemp rules will take effect, and update Hemp Licensees as soon as reasonably practicable.

## **Hemp Program Website & Orientation PowerPoint:**

All information surrounding the Hemp Program can be found on the Arkansas Department of Agriculture's website on the "Hemp Home" webpage:

<https://www.agriculture.arkansas.gov/hemp-home>

This website contains links to the Hemp Program Rules & AR Hemp Production Act, the 2024 Hemp Grower Application, the 2024 Hemp Processor/Handler Application, all Licensee Request Forms & Report Forms, Summary of Varieties List, current licensee lists, Program Fees information, resource links, etc.

There is a lot of information surrounding the AR Hemp Program, so all applicants and renewing licensees are **highly** encouraged to review the 2024 Hemp Program Orientation PowerPoint *prior* to applying for or renewing a Hemp License with the Program.

## **Application Information & General Instructions:**

### **PROGRAM RULES:**

*You **MUST** review the Program Rules prior to applying for licensure with the Program. Your application serves as a Licensing Agreement between you (the applicant) and the Department. Included within the application is the acknowledgement that you, the applicant, have read and understand the Program Rules, and that you agree to abide by Program Rules for the duration of the issued license.*

**\*You should be especially familiar with Section 12: Restrictions on Sale or Transfer as well as Section 17: Prohibitions Summarized prior to applying for licensure with the Program\***

### **PROGRAM FEES:**

The Arkansas State Plant Board approved fees to implement the Program, effective May 30<sup>th</sup>, 2020. *Prior to applying for licensure with the Program, you **must** review the Program Fee structure detailed in Section 14: Fees and Services of the Industrial Hemp Research Program Rules and budget your operations accordingly.*

If approved for licensure with the Program, you will be issued a Licensing Invoice detailing (1) the \$200 licensing fee payment, (2) applied acreage fee or applied processor/handler fee, and (3) \$100 Location ID/GPS Verification fee for **each** Storage Location ID and Greenhouse Location ID requested for licensure. A license will not be issued until the Licensing Invoice is paid in full by the due date indicated on the invoice, which is about 30 days from the date the invoice is generated.

For your convenience and budgetary purposes, please find the detailed **Program Fee Chart** located on the next page.

## AR HEMP PROGRAM FEES CHART

FEE DESCRIPTION	FEE AMOUNT	LICENSE TYPE	PROGRAM INVOICING TYPE
APPLICATION FEE	\$50.00	BOTH	N/A
LICENSE FEE	\$200.00	BOTH	LICENSING INVOICE
SITE MODIFICATION FEE	\$200.00	BOTH	SITE MODIFICATION INVOICE
APPLIED ACREAGE FEE	\$50.00 - \$1,000.00	GROWER LICENSE ONLY	LICENSING INVOICE <b>OR</b> SITE MODIFICATION INVOICE
APPLIED GREENHOUSE FEE	\$100.00 / EACH	GROWER LICENSE ONLY	LICENSING INVOICE <b>OR</b> SITE MODIFICATION INVOICE
GPS VERIFICATION FEE <u>(EACH STORAGE LOCATION ID)</u>	\$100.00 / EACH	BOTH	LICENSING INVOICE <b>OR</b> SITE MODIFICATION INVOICE
APPLIED PROCESSOR/HANDLER (PRODUCER) FEE	\$500.00 - \$1,500.00	PROCESSOR/HANDLER LICENSE ONLY	LICENSING INVOICE <b>OR</b> SITE MODIFICATION INVOICE
HARVEST/COMPLIANCE SAMPLING FEE	\$100.00 / EACH	GROWER LICENSE ONLY	HARVEST/COMPLIANCE SAMPLING INVOICE

**Grower applicants need to take into consideration: (1) how many different hemp varieties they will be planting and (2) how many different Location IDs hemp will be grown and harvested at. These factors are extremely important during Harvest time because each compliance sample pulled by the Department will be \$100/each.**

Or in other words, if you grow two (2) lots of hemp, that will be \$200 total around harvest time, \$100 for each lot. “Lot” means a contiguous area in a field, greenhouse, or indoor growing structure containing the same variety or strain of hemp throughout the area. Lots are determined by hemp variety AND location.

There will be three (3) different Program invoices **e-mailed** to approved Program applicants:

- (1) Licensing Invoice**
- (2) Site Modification Invoice**
- (3) Sampling Invoice**

### **FISCAL-YEAR (FY) LICENSING:**

The Program issues licenses on the fiscal-year, which is July 1<sup>st</sup> – June 30<sup>th</sup> annually. **Licensing is NOT on the normal calendar year.** Pay close attention to the license issuance date, as well as the license’s expiration date.

### **E-MAIL COMMUNICATION USE:**

The Hemp Program *heavily* relies on e-mail communications with approved Program licensees. The Department uses e-mail communications to notify Program applicants and licensees of (1) application approval or denial, (2) Program Fee invoices, (3) important Program and industry related information, (4) any upcoming committee or board meetings, (5) missing Program reporting paperwork, (6) harvest compliance test results, and so much more.

*It is the applicant/licensee's responsibility to make sure e-mails are monitored and up to date for any correspondence with the Program.*

**Due to the time-sensitive nature of the Program, post-mailed Program reports or requests will no longer be accepted. All Program reporting or request paperwork MUST be e-mailed to the Program's main e-mail address: [industrialhemp@agriculture.arkansas.gov](mailto:industrialhemp@agriculture.arkansas.gov). Applications with \$50 application fee are still permitted to be post-mailed to the Department.**

E-mail use ensures the Department's timely receipt of Program paperwork/requests and creates a convenient record that can be easily retained with your operation's records. This is especially convenient during time-sensitive Harvest season with the Program.

### **APPLICATION DEADLINES:**

**NEW Field Grower Application Deadline:** New applicants applying for a Hemp Grower License to produce hemp outdoors must submit a completed application **by MAY 3<sup>rd</sup>, 2024.**

**NEW Indoor/Greenhouse ONLY Grower Application Deadline:** New applicants applying for a Hemp Grower License to produce hemp indoors or within a greenhouse can **apply at any time.**

**NEW Processor/Handler Application Deadline:** New applicants applying for a Hemp Processor/Handler License can **apply at any time.**

### **LICENSE RENEWAL DEADLINE FOR BOTH GROWERS AND PROCESSOR/HANDLERS:**

**MAY 3<sup>rd</sup>, 2024**

### **ARKANSAS STATE POLICE (ASP) CRIMINAL HISTORY BACKGROUND CHECK INFORMATION:**

Signing Authorities and all company Key Participants are required to file a criminal history background check with the Arkansas State Police Identification Bureau. This is the responsibility of the applicant.

For more information on how to obtain the ASP Criminal History Background Check, please visit the Hemp Program's "**Applications for Hemp Licensing**" webpage. There is a link to the proper form on this hemp program webpage.

### **APPLICATION SUBMISSION:**

It is *highly* recommended that you e-mail your completed application(s) to [industrialhemp@agriculture.arkansas.gov](mailto:industrialhemp@agriculture.arkansas.gov).

If you e-mail your application(s) into the Department, you **MUST** post-mail the \$50 nonrefundable application fee and the first page of your application to the Department.

E-mail should be your first submission option, but you are permitted to post-mail your completed application and nonrefundable application fee to the Department.

### **INCOMPLETE OR DENIED APPLICATIONS:**

Incomplete applications will not be processed and will not be considered for licensure with the Program. It is the applicant's responsibility that all supporting attachments, documents, and any other supporting information is all included within a completed application at the time of submission.

### **MAKING AERIAL "LOCATION ID" MAPS:**

The Hemp Program requires applicants to provide the Department with color aerial maps detailing and labeling all "LOCATION ID" sites where hemp will be grown, processed, handled, or stored. A "LOCATION ID" is a unique name that you assign as the applicant to a requested site, for example, "FIELD #1" or "NW FIELD." Each Location ID is associated with six-digit "Decimal degrees" GPS coordinates and a street address.

Make sure all map requirements are met with your submitted Location ID aerial map. For your convenience, the Department has provided a map requirements checklist, as well as aerial map-making instructions using Google Earth Pro over the next few pages of this instruction packet.

## **Hemp Program Application Review Policies:**

- (1) The Department is not required to accept additional information, attachments, or missing information not originally included within an already submitted application.
- (2) The Department is unable to assist applicants through the application process, nor is the Department able to assist applicants with making the aerial "Location ID" map.
- (3) The Department is not obligated to ask follow-up questions regarding a submitted application. All required information must be provided within the submitted application.
- (4) Applicants will be notified via e-mail address communication whether a submitted application was approved, denied, or deemed incomplete by the Department.
- (5) The Department gets up to sixty (60) days to review a submitted application for the Program, dependent on program staff workload.
- (6) If approved for licensure with the Program, an applicant will be sent a Licensing Invoice via e-mail address communication. If a Licensing Invoice is not paid upon receipt, or within thirty (30) days, the application may be considered abandoned by the Department, and the applicant will be asked to re-apply.
- (7) If an application is denied or deemed incomplete by the Department, the applicant is permitted to re-apply with an additional nonrefundable \$50 application fee and new application. (Retain a copy of your submitted application(s)!
- (8) If an application is denied or deemed incomplete, the Department will detail what components of the application were missing, deemed incomplete, or need amending via e-mail address communication.
- (9) All Grower applicants must provide at least one (1) Storage Location ID within their Grower Application.
- (10) Once an applicant has fully paid their Licensing Invoice, the Department will issue them a License Certificate and Final Program Approval Letter via e-mail address communication.



PLANT INDUSTRIES  
DIVISION

**Arkansas Department of Agriculture**

1 Natural Resources Drive

Little Rock, AR 72205

[www.agriculture.arkansas.gov](http://www.agriculture.arkansas.gov)



# ARKANSAS DEPARTMENT OF AGRICULTURE

## PLANT INDUSTRIES DIVISION

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### **INSTRUCTIONS FOR CREATING AERIAL LOCATION ID MAPS AND OBTAINING GPS COORDINATES FOR HEMP APPLICATION SUBMISSIONS**

These instructions detail the required aerial “Location ID” map contents and provides basic guidance on acquiring a map and its associated GPS coordinates.

A “Location ID” is defined in the AR Hemp Program as “the unique identifier name established by the applicant for each unique set of GPS coordinates where industrial hemp will be grown, handled, stored, or processed, which may include a field name or a building name.”

An aerial Location ID map is mandatory for all requested sites for licensure with the AR Hemp Program. This includes all locations for growing, storing, processing, and handling hemp material in Arkansas. The AR Hemp Program relies on these aerial Location ID maps to ensure compliance with state and federal regulations governing hemp production.

One aerial Location ID map is needed per street address that is requested for licensure with the program.

#### **Location ID Map Checklist of Requirements:**

- Individual or Company Name on Map (& Hemp License Number, if known)**
- Map in color**
- Street address on Map**
- All Location IDs Labeled and Indicated at one Street Address on one Map**
- All entrances marked “E”**
- Zoomed out enough to show whole site Location and nearby labeled public road name**
- All Location IDs labeled with different names; no repeating Location ID names**
- GPS Coordinates for each building and/or Field plot in Decimal Degrees format (up to six-digits), *example: (35.123456, -92.123456)***
  - Online applications for obtaining GPS coordinates: [maps.google.com](https://maps.google.com), [earth.google.com](https://earth.google.com), or [geoplaner.com](https://geoplaner.com)
  - Mobile Applications (“Apps”) for obtaining GPS coordinates: **Google Maps, Apple Maps, or Google Earth**

The AR Hemp Program prefers aerial Location ID maps created using **Google Earth Pro**. You can download Google Earth Pro to your computer for free by visiting:

<https://www.google.com/earth/about/versions/#download-pro>



## MAKING AERIAL MAPS WITH GOOGLE EARTH PRO

- 1) Download Google Earth Pro to your computer and open the application.
- 2) Google Earth Pro defaults GPS coordinates to “DEGREES, DECIMAL MINUTES,” and we need to change this format to the six-digit “**DECIMAL DEGREES**” format for the AR hemp program. *Ex: (34.123456, -92.123456)*
- 3) In the upper lefthand corner of the screen, click on “**T**ools,” then “**O**ptions...”
- 4) Under the “**3D View**” options tab, you will see a box entitled “**Show Lat/Long.**” Change this box to “**DECIMAL DEGREES.**” This will ensure GPS coordinates in the correct format.
- 5) Then click “**A**pply,” then “**O**K.”
- 6) Type in your street address in the Search Bar in the lefthand corner of the screen, then click “**S**earch.”
- 7) Now that we are at the property, we need to add “Placemarkers” for each of your requested Location IDs with the hemp program. Click on the yellow thumbtack icon

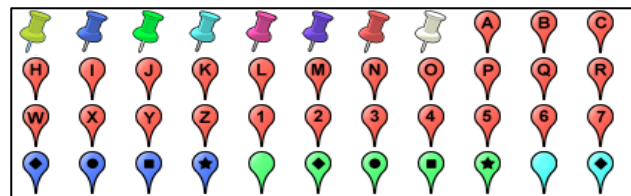


located on the top toolbar. This is the “**add Placemark**” icon.

- 8) Click and drag the Placemark to your desired Location ID site. A “**Properties**” box should appear, giving you information about this Placemark, including the GPS coordinate information. Notice how the Latitude and Longitude information changes as you drag the Placemark around. Record the GPS coordinate information within your hemp application on the Location ID pages.
- 9) Under the Placemark’s “**Properties**” box, name the Placemark the unique Location ID name you listed within your hemp application. Refer to those pages within your application so that the information matches this map **exactly**.

*Ex: “Field 1,” “NE Field,” “Purple GH,” “Storage Barn,” “Test Plot,” “GH 2,” etc.*


- 10) Click “**O**K.” Your placemaker should now be labeled and placed on your aerial map!
- 11) *You will want to give each of your Location IDs a different colored or styled Placemark.* This will come in handy later, but they **must** be different from one another. You can change colors and styles of Placemarkers under each Placemark’s “**Properties**” box, under the “**Style, Color**” tab or by selecting the Placemark icon next to “**Name:**” in the Properties Box.



*To access the “**Properties**” box, right click on the Placemark you wish to change and click “**Properties.**” When finished, click “**O**K.”*

- 12) To give all entrances marked on the property with “**E**,” use Placemarkers and label them: E1, E2, E3, etc. for every entrance to the property.



13) Field Location IDs must be outlined on the map. To outline a Field plot, click the “add Pathway” icon located on the top toolbar. 

14) Under the Pathway’s property box, click “Style, Color.” Change the color to **white** (if needed) and the width to “**4.0**”

15) You are now ready to outline your requested Field Location ID. Try to outline the requested field plot as accurately as possible on where you desire to grow/cultivate hemp outdoors. **Remember that field plots more than 20 feet away from one another MUST be registered as separate Field Location IDs. Greenhouses and other indoor growing locations are treated as individual structures and need separate GPS coordinates. See “What is a Contiguous Location?” document in this instructions packet.**

Pathways do not need a labeled name, since a Placemark with the Field Location ID name has already been placed and labeled within the Pathway.

16) Near the bottom lefthand corner of the screen under “Layers,” make sure the following items are checked ‘on’ so that they are displayed on the map: **Borders and Labels, Places, and Roads.**

17) If all of your Location ID placemarkers are labeled/placed, and Field pathways are outlined, you are now ready to prepare your map for finishing-touches.

18) In the top toolbar, click on “Save Image.” 

19) Now is a good time to zoom in or zoom out as needed so that nearby labeled roads are displayed and all Location ID placemarkers at the street address are displayed.

20) Click on “Legend,” near the top righthand corner of the map. Check ‘on’ the Location ID placemarkers you would like displayed on the map. Remove pathways and any other unnecessary legend information.

***Note: If you did not create different colored/styled Placemarkers as mentioned in 11), the legend will not properly display all Placemarkers. Every Placemark must be different in style/color.***

21) Once your legend displays all of your Location ID names/Placemarkers, click on the “untitled map” box at the top righthand corner of the map.

22) Put the name you are applying for a hemp license under as the map title. This can be your individual name or your company’s name. You can also put your Hemp License number here, if known.

23) Under “Write a description for your map.” Put the street address of this location. You can even put Point-of-Contact information here. Remember: one street address per map.

24) Double-check that you have satisfied all requirements for the map by referring to the checklist located just before these numbered instructions under “**Location ID Map Checklist of Requirements.**”

25) Your aerial map should be ready to save. Click on “Save Image...” on the top toolbar.



26) Save the image. Provide this attachment as part of your hemp program application.

### WHAT IS A CONTIGUOUS LOCATION?

A contiguous field will NOT have any breaks, fence lines, tree lines, bodies of water, or roads dividing the field. Any field division shall be seen as two or more separate fields.

Greenhouses and other indoor growing locations are treated as individual structures and need separate GPS coordinates.

Contiguous Locations?	Diagram V = variety
<p><b>Yes, 1 Field</b></p>	
<p><b>Yes, 1 Field</b></p>	
<p><b>NO, 2 Fields</b> <u>Reason:</u> Field divided by trees.</p>	
<p><b>NO, 2 Fields</b> <u>Reason:</u> Field divided by river or stream.</p>	
<p><b>NO, 2 Fields</b> <u>Reason:</u> Field divided by space of more than 20 feet.</p>	
<p><b>Yes, 1 Building/Structure</b></p>	
<p><b>NO, 2 Separate Buildings</b> <u>Reason:</u> Two separate buildings or structures.</p>	