ARKANSAS DEPARTMENT OF AGRICULTURE
PLANT INDUSTRIES DIVISION

2020 - 2021 Site Modification Form

- The submission of this request form and subsequent *Licensing Agreement Amendments* must be executed prior to the growing, handling, processing, or storage of hemp materials at any location ID (GPS coordinates) NOT already listed in your *Licensing Agreement/Application*.

- Please allow up to three (3) weeks to process & implement requested changes.

License/Company Name:	**License #:**
Name of Signing Authority on License (if business):	
Email:	**Phone:**

1) Check the appropriate box(es) below regarding this modification request.
   - ○ changes in Growing or Processing sites.
   - ○ changes in Storage sites.
   - ○ changes in University/College sites.

2) Please note that at this time only two license changes or modifications are allowed per fiscal/licensing year. At this time, there are no fees charged for license modifications. There are proposed fees going through an approval process, but they have not been implemented yet. A new growing or processing location is defined as any GPS location that was not listed in the initial *Licensing Agreement/Application* (i.e., any change to or addition of GPS coordinates at an address on the *Licensing Agreement/Application*, or for the addition of a new address.)

3) Provide a list of the additional locations you wish to license by completing the tables below in questions (4) fields, (5) greenhouses/indoor grow spaces, (6) processing (Licensed Processors/Handlers ONLY), and (7) storage sites.
Complete only the tables that apply to your request.

Check here to indicate you have read the below instructions. ☐

- Locations must be approved in writing by ADA and included in your *Licensing Agreement/Application* prior to the planting, handling, processing, or storage of any industrial hemp in this location. **Approvals will be sent via email.**
- You are required to provide precise GPS coordinates in DECIMAL DEGREES (up to six-digits) for each field, building, and storage structure at each address.
  Example: lat: 38.123456 N, long: -92.123456 W
- You are required to provide a map depicting each address and the items listed in the *Instructions for Creating Maps for Submission* at the end of this form.
- **The field and building IDs used in these tables MUST be consistent on all future report forms used in the program.**

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4) Field Addresses. Complete parts a) and b) below. Attach additional page(s) as necessary.

a) Enter information for the *ADDITION* of requested field address(es) or additional field(s) to already approved address(es) in the cells below. Be sure to include a Location ID and GPS coordinates for each growing site.

Farm 1	**Planting Address 1**	**City**	**State**	**Zip**	**County**	**Own or Rent**
			AR			
	Indicate if this farm has multiple entrances: Yes ☐ No ☐ **If yes, number of entrances:**					
	Location ID*	**GPS: Latitude** *Ex: 34.123456*	**GPS: Longitude** *Ex: -92.123456*		**Acres**	
Field 1						
Field 2						
Field 3						
Farm 2	**Planting Address 2**	**City**	**State**	**Zip**	**County**	**Own or Rent**
			AR			
	Indicate if this farm has multiple entrances: Yes ☐ No ☐ **If yes, number of entrances:**					
	Location ID*	**GPS: Latitude** *Ex: 34.123456*	**GPS: Longitude** *Ex: -92.123456*		**Acres**	
Field 1						
Field 2						
Field 3						

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

	Address	City	Zip	County	Location ID*
Location 1					
Location 2					

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

5) **Greenhouse/Indoor Growing Addresses. Complete parts a), b), and c) below.** Attach additional page(s) as necessary.

a) **Indicate type of greenhouse production (check or circle all that apply):**

- ☐ Transplants only (either seeded or vegetative cuttings), or seasonal stock plants
- ☐ Stock plants, year round
- ☐ Year-round production with intent to harvest indoor plants

b) Enter information for the *ADDITION* of requested greenhouse/indoor growing address(es) or additional building(s) to already approved address(es) in the cells below. Be sure to include a Location ID and GPS coordinates for each growing site.

Indoor Growing Address 1	Planting 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*		Square Feet
Building 1							
Building 2							
Building 3							

Indoor Growing Address 2	Planting 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*		Square Feet
Building 1							
Building 2							
Building 3							

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

	Address	City	Zip	County	Location ID*
Location 1					
Location 2					

†Type of structure may be a greenhouse, high tunnel, barn, warehouse, 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 structure.

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6) **Processing Addresses. LICENSED PROCESSORS/HANDLERS ONLY – Complete parts a) and b) below.** Attach additional page(s) as necessary.

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.

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.

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7) **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 listed in tables for Questions 4-6 above, in order to provide GPS coordinates for the storage building(s).

a) Enter information for the *ADDITION* of requested storage building(s) in the cells below. Be sure to include a Location ID and GPS coordinates for each storage site.

Storage Location 1	**Storage 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						
Storage Location 2	**Storage 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 *REMOVAL* 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.

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8) **Attach maps depicting Location IDs being requested for addition.**
Indicate number of maps being submitted:_____

9) **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

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

Street Address	City	State	Zip	County

I hereby verify and affirm that all the information contained in this Site Modification Request Form is true, accurate, and complete. I understand that ADA must approve and provide a *Licensing Agreement Amendment* before this request becomes effective. I also understand that if ADA later determines any of this information to be inaccurate, the request may be denied, changes may be withdrawn, and my *Licensing Agreement* may be withheld or terminated.

_____ _____

Signature of License Holder/Approved Applicant **Date**

_____

Printed Name

EMAIL TO: industrialhemp@agriculture.arkansas.gov

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:

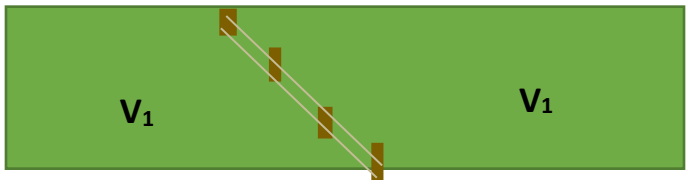
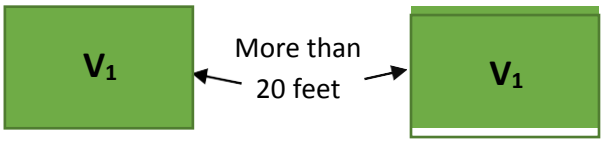
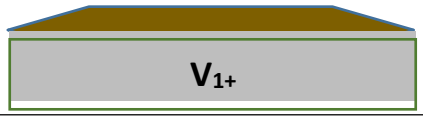
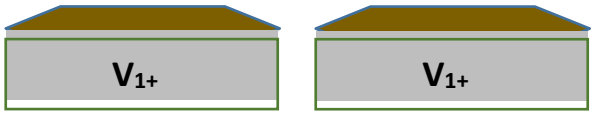
- You can go to Google Maps online at https://maps.google.com/ . When you have the address on your screen, you can click the button in the lower left corner that says "Earth" or "satellite" for an aerial view of the location.
- On MapQuest at http://mapquest.com/ , locate the address on your screen, then click in the upper right corner on "Satellite" for an aerial view of the location.

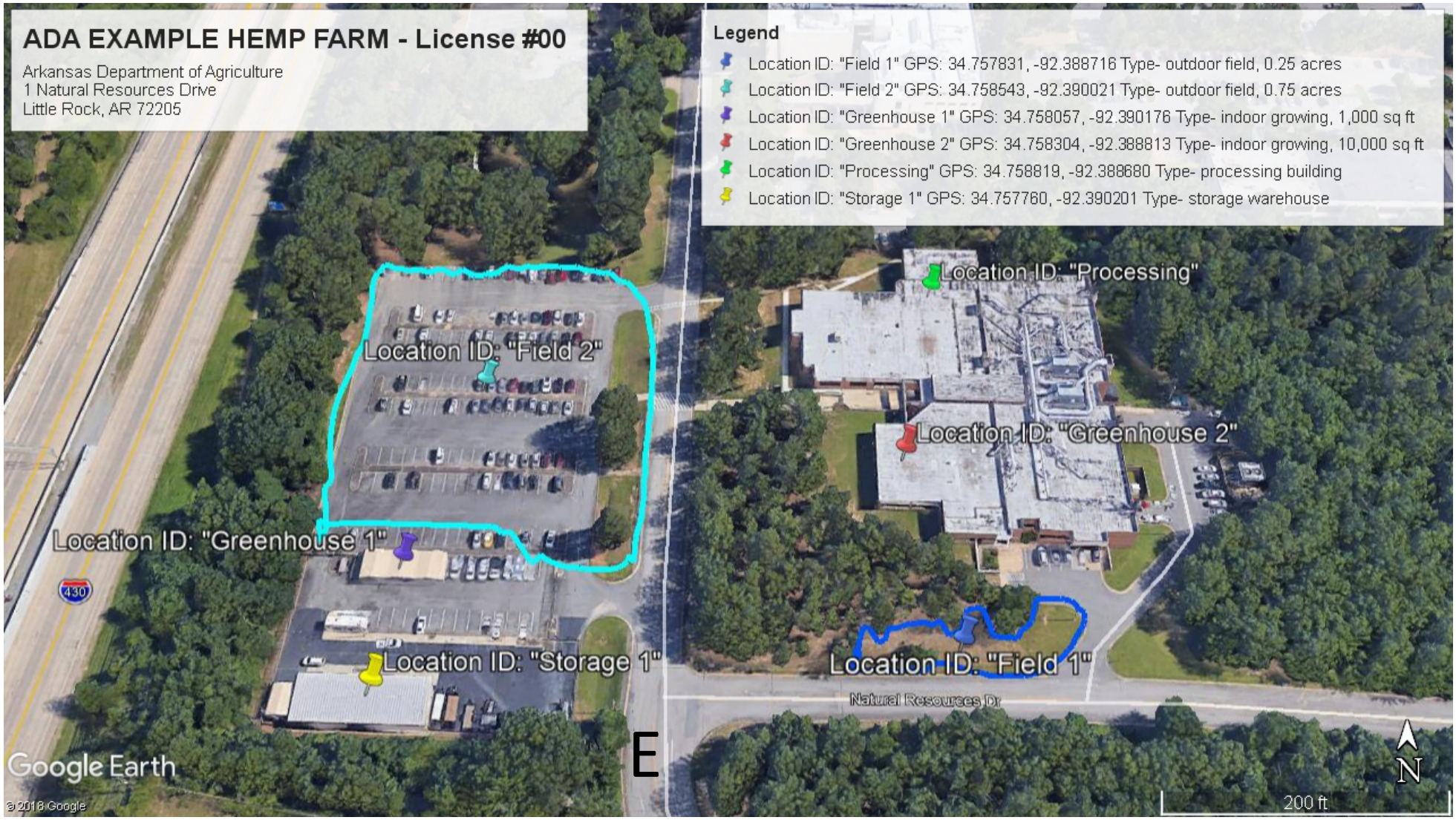
Print out the map when you are satisfied with the level of zoom (i.e. should show at least one nearby road, the entrance to the site, and the location of the hemp sites).

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.

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	
NO, 2 Fields Reason: Field divided by trees or hedgerow.	
NO, 2 Fields Reason: Field divided by stream.	
NO, 2 Fields Reason: Field divided by fence.	
NO, 2 Fields Reason: Field divided by space of more than 20 feet.	
Yes, 1 Building	
NO, 2 Buildings Reason: Two separate buildings.	



NOTE This map is for example purposes ONLY. There is no industrial hemp grown at any of these locations.

AERIAL LOCATION ID MAP CHECKLIST

- ☐ COMPANY NAME ON MAP
- ☐ STREET ADDRESS ON MAP
- ☐ ALL LOCATION IDS AT STREET ADDRESS ON ONE MAP
- ☐ ENTRANCES MARKED ‘E’
- ☐ ZOOMED OUT TO SHOW WHOLE SITE LOCATION AND NEARBY LABELED PUBLIC ROAD NAME
- ☐ ALL LOCATION IDS LABELED WITH UNIQUE LOCATION ID NAMES (NO REPEAT NAMES)
- ☐ GPS COORDINATES FOR EACH BUILDING/FIELD PLOT IN DECIMAL DEGREES UP TO SIX-DIGITS
- ☐ PIN-POINT SHOWING WHERE THE GPS COORDINATE IS TAKEN