INDUSTRIAL HEMP PLANTING AND PROPAGATION REPORT

Instructions on completing the planting and propagation report.
Completing the Industrial Hemp Planting and Propagation Report

- If you are a Registered Industrial Hemp Grower, you must submit a planting report to VDACS within 14 calendar days of planting seeds, clones, or cuttings.
- If you plant multiple times throughout the growing season, you will need to submit multiple planting reports.
- If you will not plant on a production field that is listed on your registration, you must submit a planting report to VDACS by July 31.
- You may email your report to hemp@vdacs.Virginia.gov or mail it to P.O. Box 1163 Richmond, VA 23218.
Completing the Industrial Hemp Planting and Propagation Report

- **Industrial Hemp Grower Registration Number:** This can be found on your industrial hemp registration (Ex: 51_2022_VG0001).

- **Registrant Name:** Enter the name of the person or business that the registration is issued to.

- **Responsible Authority:** If the registration is issued to a business, enter the name of the contact person for questions related to the registration.

- **Phone:** Enter the phone number to best reach you.

- **Email Address:** Enter the email address where you would like us to reach you.

If the responsible authority has changed since the registration was issued, please contact the VDACS Industrial Hemp Program at [hemp@vdacs.virginia.gov](mailto:hemp@vdacs.virginia.gov), or 804-786-1241.
Completing the Industrial Hemp Planting and Propagation Report - Did Not Plant Sheet

- Some sections will have hints (red tab top right corner) to help guide you when filling out the report. Simply click on the cell or hold your mouse over the cell to see the hints.

- Fill out the Did Not Plant sheet for any production fields (indoor or outdoor) that are listed on your registration on which you did not plant industrial hemp.
Completing the Industrial Hemp Planting and Propagation Report - Did Not Plant Sheet

- **Coordinates**: Enter the coordinates of your field or indoor site that are listed on your registration.
  - If you would like to add or remove fields/sites from your registration please fill out the change request form [here](#).
- **Physical address**: Enter the physical address of your field or indoor site used to grow industrial hemp.
- **Reason for not planting**: Enter the reason why you did not plant industrial hemp on the production field/site (e.g., variety not available; not enough time; field not available...etc.).
- **Note**: VDACS may inspect to verify that industrial hemp is not growing on a production field for which you reported you did not plant industrial hemp.
Completing the Industrial Hemp Planting and Propagation Report – Planting Report Sheet

- Fill out the Planting Report sheet for any production fields on which you did plant industrial hemp.

<table>
<thead>
<tr>
<th>Coordinates (listed on grower registration)</th>
<th>Physical Address (Street)</th>
<th>Physical Address (City, State, Zip)</th>
<th>Planting Date</th>
<th>Location Type (Select: Greenhouse/Indoor or Field/Outdoor)</th>
<th>Report Greenhouse/Indoor grows in SQUARE FEET and Field/Outdoor grows in ACRES</th>
<th>Total Planted (Number of acres or sq ft)</th>
<th>Use (Select: Floral; Fiber; Grain; Seed; Propagative Material)</th>
<th>Variety Name</th>
<th>Anticipated Harvest Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>36.123456, -77.123456</td>
<td>123 Main St</td>
<td>Richmond, VA 23233</td>
<td>6/10/2021</td>
<td>Field/Outdoor</td>
<td>Acres</td>
<td>5</td>
<td>Floral</td>
<td>Cherry Wine</td>
<td>9/10/2021</td>
</tr>
</tbody>
</table>
Completing the Industrial Hemp Planting and Propagation Report – Planting Report Sheet

- **Coordinates:** Enter the coordinates of your field or indoor site that are listed on your registration.
- **Physical address:** Enter the physical address of your field or indoor site used to grow industrial hemp.
- **Planting Date:** Enter the first day of planting for each variety.
- **Location Type:** Use the dropdown box to select either “Greenhouse/Indoor” or “Field/Outdoor”
- **Square Feet or Acres:** This field will autopopulate based on your selected Location Type.
- **Total Planted:** Enter the number of acres or square feet you planted industrial hemp. Click the link [here](#) if you need assistance calculating your acreage.
- **Use:** Use the dropdown box to select the intended use for your industrial hemp (Ex: Floral, Fiber, Grain, Seed, Propagative Material)
- **Variety:** Enter variety or name of industrial hemp plant. (Ex: Boax, Cherrywine, Berry Blossom)
- **Anticipated Harvest Date:** Enter the date you intend to harvest the industrial hemp planted.
Completing the Industrial Hemp Planting and Propagation Report – Planting Report Sheet

- **Farm Service Agency Farm #:** Enter the number you received from USDA’s Farm Service Agency (USDA-FSA)
- **Farm Service Agency Tract #:** Enter the number you received from USDA-FSA
- **Farm Service Agency Field #:** Enter the number you received from USDA-FSA
- **Farm Service Agency Subfield #:** Enter the number you received from USDA-FSA

Note: If you have not obtained a Farm Number from USDA-FSA, please do so and report the number to VDACS on your Harvest Report.

You can find contact information for your local USDA-FSA office [here](#).
Questions?

- Please contact the Virginia Department of Agriculture and Consumer Services Industrial Hemp Program at 804-786-1241 or email hemp@vdacs.Virginia.gov.