



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.
- The planting report is available here:
<https://www.vdacs.virginia.gov/doc/hemp-planting-report-spreadsheet.xlsx>



Completing the Industrial Hemp Planting and Propagation Report

- ▶ **Industrial Hemp Grower Registration Number:** This can be found on your industrial hemp registration (Ex: 2020-VG1234).
- ▶ **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 office at hemp@vdacs.virginia.gov, or 804-786-1241.

Completing the Industrial Hemp Planting and Propagation Report

- ▶ 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.

Section 2A- Cultivation Information	
Production Field/Site 1	
Coordinates of production field	
Physical address:	
Reason for not planting:	

Hint: Only complete if you did NOT plant industrial hemp.

Completing the Industrial Hemp Planting and Propagation Report

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

Coordinates (listed on grower registration)	Physical Address (Street)	Physical Address (City, State, Zip)	Planting Date	Indoor/Outdoor (Select one)	Type (Select one -- Floral, Fiber, Grain, Dual)	Variety Name	Acres, Sq Ft, or Plants (enter amount)	Acres, Sq Ft, or Plants (Select one)	Anticipated Harvest Date
36.123456, -77.123456	123 Main St.	Richmond, VA 23233	6/10/2021	Outdoor	Floral	Cherry Wine	5	Acres	9/10/2021



Completing the Industrial Hemp Planting and Propagation Report

- ▶ **Production Field/Site:** This is referring to the field or indoor site used to grow industrial hemp.
- ▶ **Coordinates of production field/site:** 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 (ex: 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.

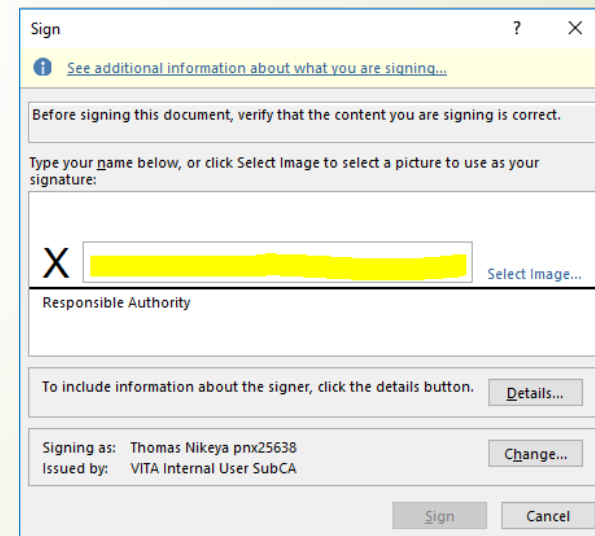


Completing the Industrial Hemp Planting and Propagation Report

- **Coordinates of production field/site:** 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.
- **Indoor/Outdoor:** Enter the location of the production field (“indoor” or “outdoor”).
- **Type:** Enter “Fiber,” “Grain,” “Floral,” or “Dual”.
- **Variety:** Enter variety or name of industrial hemp plant. (Ex: Boax, Cherrywine, Berry Blossom)
- **Acres/Sq. Ft/Plants:** Enter the amount of space used to grow industrial hemp. Click the link [here](#) if you need assistance calculating your acreage.
- **Anticipated Harvest Date:** Enter the date you intend to harvest the industrial hemp planted at the location of the production field/site.

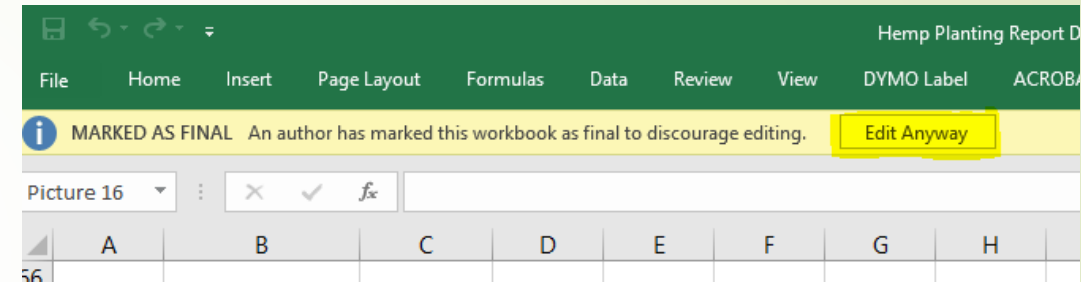
Completing the Industrial Hemp Planting and Propagation Report

- ▶ Please fill out the worksheet completely before adding your signature. Once the form is signed, the document locks and will not allow you to make edits.
- ▶ Signature: Double click on the signature box and a pop up box will appear.
- ▶ Type your name in the highlighted box or add an image of your signature and click sign. Once you complete this step, the document will be locked. Be sure to save it and submit.



Completing the Industrial Hemp Planting and Propagation Report

- ▶ I forgot to add something, how do I edit after I signed the document?
 - ▶ Click the “Edit Anyway” tab at the top. This will remove your signature and open the document for edits. Please remember to sign the document again after completing your edits.



Questions?

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

