



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 **October 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, 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.

DID NOT PLANT				
Lot 1				
Coordinates of lot:				
Physical address:				
Reason for not planting:				
Farm Service Agency (FSA) Farm, Tract, Field, Subfield				
FSA Farm #	FSA Tract #	FSA Field #	FSA Subfield # (if any)	



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(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 – Planting Report Sheet

- 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	Location Type (Select: Greenhouse/Indoor or Field/Outdoor)	Report Greenhouse/ Indoor grows in SQUARE FEET and Field/Outdoor grows in ACRES	Total Planted (Number of acres or sq ft)	Use (Select: Floral; Fiber; Grain; Seed; Propagative Material)	Variety Name	Anticipated Harvest Date
36.123456, -77.123456	123 Main St.	Richmond, VA 23233	6/10/2021	Field/Outdoor	Acres	5	Floral	Cherry Wine	9/10/2021



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.



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- **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 804-786-7686 or email hemp@vdacs.Virginia.gov.

