



Revised Feb 2019

Commercial Industrial Hemp Application & Registration Information

Please read the following important information before proceeding, as it contains details to help avoid the most common causes of delays in registration issuance, and the most common questions asked after issuance:

- Carefully review the attached Step by Step Application Instructions for detailed instructions to guide you through. Applications that are incomplete and inaccurate will be returned for completion. All Information and all steps are required, and any boxes left blank will result in your application being returned.
- It can take up to 30 days to grant a registration after all information required has been completely and accurately submitted. Missing or inaccurate information may delay issuance past 30 days. It is highly recommended you use the Step-by-Step Instructions, and carefully review Page 4 and your map prior to submission.
- GPS Coordinates and a map of the Registered Land Area must be included with ALL applications. (Rules 2.1.5 & 2.1.6). There are no exceptions to this rule. Incomplete maps, and inaccurate GPS Coordinates that do not land within drawn boundary lines are the most common reason for delays. Carefully follow the steps on Page 4 for mapping instructions.
- The CDA Industrial Hemp Staff cannot complete or fill in any portion of the form based on information from other communications or be copied by the CDA from another part of the application. All fields must be filled out by the applicant themselves. Any pages and any fields left blank will be returned for completion and will need to be initialed by the applicant. Please be sure all requested information is filled in.
- Think carefully about the Registered Name (this will be the name printed on the registration) and be sure about the boundary lines of the land area you map out on your application. This will be your registered land area. Neither can be changed once the registration is issued.
- All Registrations are valid for 365 days from the date of issuance (registrations do not automatically renew). (Rule 2.10). If you do not plan to use your registration up until the expiration date it is recommended you contact the CDA to request an amendment to close it early. A registration will remain active until they have expired or have been closed via a completed, signed official CDA form. Registrations that are active are subject to inspection, sampling, and all associated fees. We cannot close a registration through verbal requests. Once you are selected for inspection, we cannot close the registration until the inspection has been completed, all fees have been paid, and an amendment to close has been received.
- Registrations cannot be assigned or transferred to another business, individual or other entity. (Rule 2.3)
- No Land Area may be included in more than one registration at the same time (Rule 2.15). If this land area is already registered, that registration will need to be closed prior to this application being processed, or this registration will be invalid.
- Think carefully about who is listed as an Authorized Person (See Page 2): Under no circumstances will the CDA communicate in regards to this registration with an individual who is not listed as an Authorized Person. If you want to add or remove an Authorized Person, you must complete a Change of Contact form (available on the CDA Industrial Hemp webpage). Until this form is completed Authorized Persons may continue to receive communications from the CDA regarding this registration.
- A Registrant must have the legal right to cultivate Industrial Hemp on the Registered Land Area AND the legal authority to grant the Department access for inspection and sampling (Rule 2.1.8). A Registrant may lease the Registered Land Area but the Registrant must be able to comply with Rule 2.1.8.
- Registrations DO NOT RENEW. You will need to re-apply with a new application each year. It is recommended that you send in your application AT LEAST 30 days prior to your expiration date to avoid a lapse in active registration.
- Review the Frequently Asked Questions about the Industrial Hemp Program prior to submitting the Application.
- **KEEP A COPY OF YOUR APPLICATION FOR YOUR RECORDS! You may incur charges for copy requests made at a later date for any documents submitted to the CDA.**



<p>FOR CDA OFFICE USE: ALIS ID (GROW SITE) _____ Hemp Data Base REG ID _____ Hemp Data Base LOC ID _____ Registration Number _____</p> <hr/> <p>PAYMENT INFO: CC 6580 AMOUNT PAID \$ _____ Payment Type: _____ Last 4 of check or card: _____</p> <p>CR# from accounting deposit: _____</p>

Commercial Industrial Hemp Pilot Program Application

STEP 1: BEGIN THE APPLICATION PROCESS:

Please type or print clearly. Incomplete or illegible forms will be returned.

CHOOSE TYPE OF REGISTRATION:

The “registrant” is either the name of the individual grower (the sole proprietor), or the name of the business, that you will be registered under and will be printed on your registration papers.

Choose ONE option below and fill in the appropriate section: Choose *Either* A) Type of Business or B) Sole Proprietor.

A) Registering as a business:

The Business or Trade Name must be licensed and in good standing with the Colorado Secretary of State and operate as one of the following. The CDA staff must be able to verify the business name on The Colorado Secretary of State website. Please make sure it is written exactly as it is shown on the SOS website.

- Corporation
 S-Corp.
 LLC
 Partnership
 Co-Op
 Registered Trade Name

The name of the registered business is: _____
 (This will be your registered name, and is the name that will be on the registration)

ID Number assigned by the Secretary of State : _____
 (This is not an EIN or Tax ID)

B) Registering as an Individual/Sole Proprietor:

In order to register as a Sole Proprietorship a Citizenship Immigration Verification Form must be completed for the Sole Proprietor. Sending in the application without a completed a Citizenship Immigration Verification form will delay processing until the form is received. Citizenship Immigration Verification forms can be downloaded from the CDA website.

The name of the Sole Proprietorship Registrant (individual’s name) is: _____
 (This will be your registered name, and is the name that will be on the registration)

MAIN CONTACT INFORMATION:

Main Contact Name: _____ Title: _____
 (This person will be our main point of contact for all communications- This person can be different than applicant)

Business Mailing Address: _____

City: _____ State: _____ Zip: _____

Main Contact phone: _____ Cell phone: _____ Business Phone _____

Email: _____ Website: _____

STEP 2: ADD ADDITIONAL AUTHORIZED PERSONS

WHO CAN COMMUNICATE WITH THE CDA?? List all additional persons authorized to receive correspondence either by mail, email, or phone.

Note: The CDA cannot communicate by phone and/or in writing with anyone other than persons listed below, or until such time that this information is provided to the CDA on an additional form at a later time.

Rule 2.14 requires that any changes to contact information be provided *within 10 days of the change*.

Use Additional Sheets if necessary

Name: (Applicant information, if different than main contact on pg. 1)	Phone:
Title:	Email:
Mailing Address:	

Name:	Phone:
Title:	Email:
Mailing Address:	

Name:	Phone:
Title:	Email:
Mailing Address:	

STEP 3: MANAGING AND/OR CONTROLLING AUTHORITY (who has legal authority?):

DO NOT LEAVE BLANK! Include any persons that are listed in step 1 and step 2 if the following also applies to them.

To engage in Industrial Hemp cultivation for commercial purposes an application must identify, by name, each officer, director, member, partner or owner of at least 10% of the entity AND any other person who has managing or controlling authority over the entity. Please provide the names of any such persons below.

Note: The Commissioner of Agriculture may deny an application for registration for up to 3 years after the effective date of the suspension, revocation, or relinquishment of a registration.

Note: For purposes of amendment or termination of any Registration issued by virtue of this Registration Application, the Department will recognize only requests originating from the following: 1) the signatory of this Registration Application; 2) any publicly confirmed officers; 3) any actions of any board of directors as recorded in official minutes of a board’s meeting; or 4) persons identified within formally adopted bylaws of a legally formed corporation as having authority.

Name:	Title:
Name:	Title:
Name:	Title:
Name:	Title:
Name:	Title:

If you need to add more names please print additional pages.

STEP 4: LAND AREA IDENTIFICATION

The applicant must provide the Township/Range/Section, GPS (global positioning system location), and a map of the land area on which the applicant plans to engage in Industrial Hemp cultivation. (Required by Rule 2.1.4) This will be known as the Registered Land Area.

ALL boxes provided below must be completely filled in. Failure to provide ALL the requested information will cause a delay in processing. An incomplete application will be returned to you.

If a box is missed, or inaccurate *The CDA Staff cannot edit, fix, or complete any portion of the form for the applicant.* All boxes must be filled out by the person completing the application.

A) PHYSICAL ADDRESS (REQUIRED):

If there is not a physical address, please see step-by-step instructions for assistance.

Do not write “Lot #” or “TBD” or leave blank. This is the address that will be printed on your registration papers and must be descriptive enough to differentiate it from any other location. See Step-By-Step Instructions for more information. Attaching a legal description will not be accepted in lieu of filling out the fields below.

Complete Address:	City	Zip Code:	County:
-------------------	------	-----------	---------

B) OUTDOOR ACRES &/OR INDOOR SQUARE FEET (REQUIRED):

Write the acreage and/or square feet of the area you want to register. Do not approximate.

For example, **do not write:** “about”, “approximate”, “not more than 5 acres”, “less than 1 Acre”. The area you are registering must be an exact area. NOTE: All indoor hoop houses, greenhouses, or any buildings to be used for cultivation must be identified and labeled on your map at this time. Once the CDA Issues the Registration, you must request approval from the CDA prior to adding any other indoor structure on the Registered Land Area. This should match exactly to what is stated on your map in Step 5

OUTDOOR ACRES	INDOOR SQUARE FEET
---------------	--------------------

**Outdoor area must be converted to and stated in Acres.

** Indoor Area must be stated in Square Feet

C) GPS COORDINATES: PLEASE FILL IN BOTH BOXES BELOW (REQUIRED):

- Enter a single set of GPS coordinates, in decimal degree format, taken at the approximate center of the Registered Land Area. If you have trouble finding your GPS coordinates, please see the attached step-by-step application instructions.
- Once you identify these we recommend that you type them into Google Earth Pro to verify accuracy prior to submission.
- They should be identical to the GPS coordinates, in decimal degrees, to what you state on your map in Step 5.
- It is required that you write the GPS Coordinates in decimal degrees format (e.g. 38.123456, -105.123456) and not degree notation 38°78'91.11"N, 105°46'63.22"W.

You can convert coordinates to decimal degrees using http://www.onlineconversion.com/map_decimaldegrees.htm

**Note: using the same numbers, removing the symbols & then moving the decimal point *does not* convert them accurately.

Doing this will not represent the same GPS coordinate location.

GPS Coordinates Of Center Point:	Latitude in Decimal Degrees:	Longitude in Decimal Degrees:
--	-------------------------------------	--------------------------------------

D) TOWNSHIP/RANGE/SECTION (REQUIRED):

Attaching a legal description will not be accepted in lieu of filling out the fields below.

SUGGESTION: A suggested way to find the township (T), range (R) and section(S) for your Registered Land Area is by going to <http://www.earthpoint.us/TownshipsSearchByLatLon.aspx> (Use the Free Trial Download).

You will see a number next to each letter: T=Township, R=Range, and S=Section. Write the numbers in the boxes below. Note: Use the same GPS Decimal Degree Coordinates as stated in the boxes above to find your T/R/S

Township(T):	Range(R):	Section(S):
--------------	-----------	-------------

STEP 5: REGISTERED LAND AREA MAP (A MAP IS REQUIRED, Including “indoor only” grows – NO EXCEPTIONS)

PLEASE READ: Applications without Maps, or Maps that do not adhere to all of the following requirements, are the most common reason for processing delays.

The Application will be returned as incomplete and placed on hold until a corrected and complete map is received. Please view the examples that are attached at the end of the application checklist, and please read the following carefully:

- Provide a Photo Image Map of the exact area you wish to register. We cannot accept a drawing or surveyor map. The photo map should be magnified enough so that we can determine landmarks and the map can easily be used to determine the boundaries of the area you are registering.
You are registering an exact area, not pointing to a general area within a field or property.
- All 3 items listed below must be provided on a single all-inclusive map. Please do not submit multiple maps for Step 5.
- A Registered Land Area must be one contiguous/connected area with one single boundary around an exact area. If there are two separate areas, even within the same property, that are not connected then they must be applied for, and registered, separately. You can connect areas by a small pathway if necessary, but they have to be within one boundary line. See Examples provided on the Step-By-Step Instructions at the end of the application.
- Public Property cannot be included in your registration. There cannot be any public roads running through, or separating, your mapped area. All roads inside within the boundary line you provide must be private roads.
- It is suggested you go to Google Earth Pro to create your map.
For further assistance please see the *Step by Step Application Instructions* (attached) for detailed directions on how to create a map, as well as visual examples. You may also visit the Industrial Hemp page on the CDA website. There you will find tutorials, examples, and a link to download Google Earth Pro (This can be found on the General Information Page under “Map Information”).

The MAP *must* include *all* of the following 3 items or it will be returned for completion:

The following items can be handwritten or computer generated. The applicant must provide a complete map. The CDA Staff *cannot* transfer the information from Step 4 onto your map if the map is incomplete.

1) GPS COORDINATES:

A single set of the global positioning location coordinates (GPS) taken at the approximate center of the Registered Land Area in decimal degrees.

• These GPS coordinates must be written on the map AND be identical to GPS coordinates in Step 4 above.

*written in decimal degrees 38.123456, -105.123456 and not degree notation 38°78'91.11"N, 105°46'63.22"W. (as in step 4.)

•*Prior to submission, we highly recommend you type the GPS coordinates you provide on this application back into Google Earth to verify accuracy.*

2) A SINGLE BOUNDARY LINE:

- The boundaries and dimensions of the entire Registered Land Area must be outlined (outlined in marker is acceptable) with one single, clearly defined and verifiable boundary line. Provide a complete and solid boundary line, not dotted lines, or arrows on edges. Do not leave any side open ended or cut an edge off on your map.
- The area within this boundary line must measure to be equal to the acres/square feet written in the boxes on Step 4 that you intend to register. You are measuring an exact area, not an approximate area.
- Label Any Indoor square ft that will be used for cultivation. (Greenhouses, hoop-houses, garages, etc....) that you would like to register. Any indoor space must land within your single boundary line or be applied for and registered separately. If you have indoor space under construction or yet to be built that will be complete during this registration period, you may identify the planned location and include it at this time.
- Please do not include any extraneous boundary lines on your map (i/e no property lines, no individual variety locations. Do not section off areas. Do not provide any other additional lines or outlines as this can confuse what is to be included and not included. (See Application Instruction sheet for Indoor Only directions)

3) LAND AREA MEASUREMENT(S):

The total acres (if outdoor) and/or total square feet (if indoor) of the area you are registering must be written on the map. This should be an exact measurement (not “approximate” or “about”) & identical to what is stated above in Step 4.

STOP!!! DO YOU HAVE ALL 3 REQUIRED ITEMS ON YOUR MAP? Once you have verified this, continue to Step 6.

STEP 6: INCLUSIONS:

You must initial a selection for each A, B, and both for C, or the application will be returned:

A. Registered Land Area Limitations:

“No Land Area may be Included in more than one registration at the same time” (*Rules Pertaining to the Administration and Enforcement of the Industrial Hemp Regulatory Program Act, 8 CCR 1203-23 (the “Rules”), Rule 2.15.*)

Please initial the box next to the statement below that is true for you at the time of this application.

The Land area identified in this application is NOT currently registered with the CDA Industrial Hemp Program. (Initial here and Skip to 6B).

The Land area identified in this application IS currently registered with the CDA Industrial Hemp Program. Next: Complete the following Amendment to Close only if you wish to authorize the new registration be issued upon completion of this application. Otherwise, the new registration cannot be issued until the currently active registration for this same land area expires. If Amendment to Close is not complete, this application will be placed on hold until the expiration date of previous registration. If this land area is found to be currently registered and not identified as such, the registration issued by this application will not be valid. The existing registration will stand until closed or expired.

To prevent having the same Registered Land Area included in more than one registration at the same time, I hereby request that the Department Of Agriculture close the following registration(s) upon issuance of the registration set forth in this application.

Name on Previous Registration: _____ **Registration #** _____ **Expiration Date:** _____

Authorized Agent: _____ **(print name)** _____ **(signature)**

You must have the authority to close the previous registration and be listed as an authorized person on the previous registration. If you do not have the authority to close the registration an authorized agent must contact the Industrial Hemp Program to request an Amendment to Close.

B. Industrial Hemp In Registered Land Areas:

“No Industrial Hemp plant shall be included in more than one registration simultaneously.” (Rules, Rule

2.4.) Please initial the box next to the statement below that is true for you at the time of this application.

I do not have Industrial Hemp, whether volunteer or otherwise, growing on the land Area that is identified in this application. (Do Not Include Appendix A, Initial here, and Skip to 6 C)

I do have Industrial Hemp, whether volunteer or otherwise, growing on the land Area that is identified in this application. I have attached to this application for registration a Hemp Material Inclusion Form (**see Appendix A**).

C. PRE-Planting Report: Please read and **initial both boxes for Part C and complete Appendix B.**

Under Rule 3.1 Registrants are required to submit a pre-planting report (See Appendix B).

Yes, I have supplied intended variety and intended use information (Appendix B- PRE-Planting Report.) at this time. I understand that this will satisfy the requirement for a “Pre-Planting Report”.

****IMPORTANT NOTE:** If your variety or intended use details change you do NOT need to resubmit a revised PRE-planting report. You will report what you actually plant on your Planting Report.

Yes, In addition to submitting this pre-planting report, I will submit a Planting Report within 10 days of planting, and a Harvest report at least 30 days PRIOR to harvest.

REMEMBER! FAILURE TO SUBMIT ALL 3 REPORTS AND AT THE MANDATED TIMES **MAY RESULTS IN FINES AND PENALTIES.**

MAKE NOTE: There are 3 separate reports, required by Rule, which must be submitted during the registration period.

1) A Pre-Planting Report (Appendix B included with application)

2) A Planting Report is required within 10 days of planting and

3) A Harvest Report is required at least 30 days prior to Harvest.

*Note: If you do not plant, you will report this on the Planting Report form to inform us there are no plants present on the Registered Land Area. An Inspection may be done to verify this report. All Inspections fees will apply.

STEP 7: MAKE YOUR PAYMENT.

Application Fees are due with application. See payment options below.

Total Amount Due will equal: \$500.00 application fee + plus \$5.00 per acre and/or + 0.33 for each 1000 square feet

Calculate your fees:			
Line A: Application Fee:	<u>\$500 (processing fee)</u>	Flat fee	
<hr/>			
Line B: Outdoor Acreage @ \$5.00 per acre	<u> </u>	x \$5.00 =	
	(Enter # of Acres)	(per acre)	
Outdoor Example: 1.4 Acres x \$5 per acre = 1.4a x \$5 = \$7.			
<hr/>			
Line C: Indoor Square Feet @ \$0.33 per 1000:			
Enter your total square feet	<u> </u>	divide by 1000 = <u> </u>	x \$0.33 =
Indoor examples:			
A	<u>20,000 sq ft</u>	<u>divide by 1000 = 20.</u>	<u>20 x 0.33 = \$6.60</u>
			Total due for 20,000 sq ft is \$6.60
	<u>4800 sq ft</u>	<u>divide by 1000 = 4.8.</u>	<u>7.8 x 0.33 = \$1.58</u>
			Total due for 4800 sq ft is \$1.58
	<u>372,500 sq ft</u>	<u>divide by 1000 = 372.5</u>	<u>372 x 0.33 = \$122.93</u>
			Total due for 372,500 sq ft is \$122.93

Line A total	<u>500.00</u>
+	
Line B Total	\$ <u> </u>
	\$ due for acreage
+	
Line C Total	\$ <u> </u>
	\$ due for square ft.
=	
Add Line A, Line B, & Line C	
This is the TOTAL AMOUNT DUE	

DOUBLE CHECK YOUR MATH! Did you enter .33 for each 1000 sq ft, or miscalculate and enter .33 for each square foot?

Application fees are non-refundable once an application has been submitted.

Please be sure you want to complete the registration process, be sure of the size of the area you are registering (as this cannot be changed), and that the area within the boundary line drawn on your map measures to the size you intend to register and are paying for, and please carefully review your total amount due entered above for any calculation errors.

PAYMENT OPTIONS:

Payments are due upon submission. Processing will not begin until the application fees have been paid. Applications received without payment made within 2-3 days of submission will be placed on hold without notice.

Electronic Payment either by credit card or e-check:

Please fill in the Payment Options (Page 7) and submit with this application

Check made payable to: Colorado Department of Agriculture

Submit check with application to 305 Interlocken Parkway, Broomfield, CO 80021

Cash

Drop off with application at the Colorado Department of Agriculture.

Cash processing is slower due to accounting procedures.

Payment Options (Choose One)

Credit Card Payment

Type of Credit Card Visa MasterCard American Express Discover

Credit Card Number _____ Exp Date _____

Name as it appears on the card _____

Billing Address _____

City _____ State _____ Zip Code _____

By signing below, I agree that the credit card above will be charged the full application amount. In addition, I agree to pay an additional non-refundable 2.25% of the total amount due to cover the cost of the credit card transaction and a one-time non-refundable processing fee of \$0.75.

Signature _____ Date _____

Email for receipt _____

Electronic Check (echeck) Payment*

Some banks put fraud filters on bank accounts to prevent fraudulent charges. Please ensure your bank accepts e-check payments to ensure your payment is successfully processed. The bank may ask for CDA's Originator ID, which is **1522077581**.

Type of Account Personal Checking Account Personal Savings Account Business Checking Account Business Savings Account

9 Digit Routing Number _____

Account Number _____

Name as it appears on the account _____

Billing Address _____

City _____ State _____ Zip Code _____

By signing below, I agree that the account above will be charged the full application amount. In addition, I agree to pay an additional non-refundable processing fee of \$1.00

Signature _____ Date _____

Email for receipt _____

Business or Sole Proprietor name from Page 1 of the Application _____

STEP 8. SIGN YOUR APPLICATION:

Limitation on delta-9 THC Concentration.

“No Registered Land Area may contain Cannabis plants or parts thereof that the Registrant knows, or has reason to know, are of a variety that will produce a plant that when tested will produce more than 0.3% THC concentration on a dry weight basis. No Registrant shall use any such variety for any purpose associated with the cultivation on Industrial Hemp.”

_____ I verify that I have reasonable grounds to believe that the crop that will be planted is of a type and variety of
initials Cannabis that will produce a DELTA-9 THC concentration of no more than 0.3% on a dry weight basis.

Applicant Signature:

The person who signs for the registration cannot be removed from the file, and is the only person that can terminate this registration prior to expiration. This should be someone who has highest authority for business decisions in regards to this registration.

I, _____ (print name) verify that I have read the Rules (Rules Pertaining to the Administration and Enforcement of the Industrial Hemp Regulatory Program Act,) and that I have all the legal and necessary authority to bind the herein named Registrant in making this application.

Signature

Title (if not, sole Proprietor)

Date

We will contact you via e-mail or phone if any further information or any corrections are needed prior to a registration being issued. Please allow for up to 30 days for your application to be processed upon the CDA's receipt of a complete and accurate application.

Due to limited resources, we cannot preview your application to check for errors prior to submission and processing. If you are dropping off your application in person it must be fully complete prior to your visit.

Send Application:

Colorado Department of
Agriculture Attn: Industrial
Hemp Program
305 Interlocken Parkway Broomfield, CO 80021

Electronic Submission may be made at:

industrialhemp@state.co.us (Do not send to individual staff emails)

APPLICATIONS CAN NOT BE ACCEPTED BY FAX.

DON'T FORGET TO KEEP A COPY OF YOUR APPLICATION FOR YOUR RECORDS.

There may be a charge if you need to request copies at a later date.

If you have questions, or need assistance in filling out your application please review that Step by Step Application Checklist that is available. You will also find that there are many helpful tutorials, mapping examples and assistance, links, and other resources available on our website. If you do not find your answer there, please feel free to email us at: industrialhemp@state.co.us, or give us a call.

All inquiries regarding the Industrial Hemp Program should be directed to industrialhemp@state.co.us for the quickest response.



Revised Feb 2019

APPENDIX A

Industrial Hemp Material Declaration for Inclusion

To be submitted only if there is Industrial Hemp currently growing on the SAME land area identified in this application under an existing, valid, registration that will be closed or expiring prior to harvest of that plant material.

This form is for the express purpose of declaring Industrial Hemp for which a planting report has already been submitted under an existing registration for this same land area, and is still currently growing, *but will not be harvested before* the previous registration *for this same land area* expires. Industrial Hemp plant material submitted on this form at the time of application will be included in the new registration.

This Report is due with the new registration application.

This form should NOT be used for plant material acquired from a different location, source, or registered land area, other than the land area that is identified in this application.

Previous Registration Number (*for this same land area*) under which the plant material was planted: _____ (Required)

Registered Name under which this land area was previously registered: _____ (Required)

Primary Contact Name: _____

Mailing Address: _____

City _____ State _____ Zip Code: _____

Business Phone: _____ Cell Phone: _____

Email: _____

Varieties/Cultivar

In the table(s) below please provide; the variety name, acreage &/or square feet planted and a description of each unique location where it is currently planted, and the GPS coordinates for that location. (Use additional Sheets if Necessary)

MAP: *In addition* to the map required with the application, provide a separate map showing the existing variety locations. See Page 2.

Indoor Variety	Square Feet	Description Of Location ; i.e. 1000 sq ft greenhouse, 100 sq ft shed in NW corner... Provide enough detail to clearly define location.	GPS Coordinates: Latitude and Longitude <i>in decimal degree format</i> from center of varietal grow area

Outdoor Variety	Square Feet	Description Of Location ; i.e. 1000 sq ft greenhouse, 100 sq ft shed in NW corner... Provide enough detail to clearly define location.	GPS Coordinates: Latitude and Longitude <i>in decimal degree format</i> from center of varietal grow area

APPENDIX A (page 2)

Industrial Hemp Material Declaration for Inclusion

To be submitted ONLY if there is Industrial Hemp currently growing on the land area identified in this application. This form is for the express purpose of declaring Industrial Hemp where a planting report has been submitted, but that the plant material will not be harvested before the previous registration for this same land area expires. Industrial Hemp plant material submitted on this form at the time of application will be included in the new registration.

Map:

PLEASE WRITE "INCLUSION FORM MAP" on the top of the map in order to differentiate it from the application map.

This map will show planting locations and different variety locations, whereas, the application map should not be broken down into sections. Use a separate sheet to provide a map of the Registered Land Area showing the boundaries of the entire grow area, dimensions/size of the cultivation area, clearly delineating the location of each existing variety within the Registered Land Area.

I _____ (print name), as _____ (Title of Officer if not sole proprietorship) verify that the enclosed list is all inclusive of the Cannabis material which was not harvested in the previous registration period and should be included in the subsequent registration for this Registered Land Area.

Signature: _____ Date: _____



APPENDIX B Pre-Planting Report

Under Rule 3.1 Registrants are required to submit a pre-planting report, prior to planting, which includes:

3.1.2 A Description of the Cannabis Varieties to be planted on the Registered Land Area. All plant material to be used for cultivation of Cannabis within the Registered Land Area must be included.

Providing the information below on this form and submitting it with this application fulfills the PRE-Planting Report requirement.

Please note: Your intended varieties and intended use can change from what is reported here. You will report those changes, and show what you actually end up planting, on your Planting Report within 10 days of planting. No updated Pre-Planting report is required if the details below change prior to when you plant.

In addition to a PRE-Planting report (whether it is submitted now or at a later time), A Planting Report is required within 10 days after planting and a Harvest Report is required at least 30 days prior to Harvest.

VARIETY NAME _____

VARIETY NAME _____

VARIETY NAME _____

VARIETY NAME _____

(USE ADDITIONAL SHEETS IF NECESSARY)

Statement of Intended End Use

Please check off your intended end use for all plants grown under this registration. (Check all that apply)

Animal Bedding _____ BioFuel _____ CBD Extraction _____ Cloning _____ Compost _____ Cosmetic/beauty _____

Cultivars _____ Dietary Supplements _____ DNA Sequencing/genetics _____ Fiber _____ Food/Drink additive _____

Grain _____ Hempcrete _____ Insulation _____ Phytoremediation _____ Seed For Planting _____ Seed Stock _____

Other (Please Explain) _____

I _____ (Print Name), as _____ (Title of Officer, if not Sole Proprietor)

Verify that the material and purposes listed in the pre-planting reports are accurate and true to the best of my knowledge.

Signature: _____

Date: _____



STEP BY STEP APPLICATION INSTRUCTIONS CHECKLIST

IMPORTANT: Plan Ahead!! Allow for up to 30 days for your application to be processed.

*PLEASE DO NOT SEND IN THESE PAGES WITH YOUR APPLICATION

Use the following steps as a guide when filling out the application to avoid common mistakes, and to help ensure that the application is complete and accurate, in order to avoid delays in processing your application.

If we need corrections, or require any additional information, we will contact you via email using the main contact email on page 1. Applications must be complete and signed, and application fee must be submitted for processing to begin. Due to limited resources, we cannot “preview” your application to check for errors prior to submission and processing. We need to process them in the order they are received.

**If you are dropping off your application in person, it will need to be complete prior to your arrival.

Registrants should be aware that communications, including information about the status of your application, from the CDA will occur via written and/or email correspondence so please adjust and your spam filter accordingly.

Link to CDA Industrial Hemp Program Webpage: <https://www.colorado.gov/pacific/agplants/industrial-hemp>
 Program rules, state laws, report forms, and other information referenced below can be found here. Please review prior to applying to register with the program as all applicants are responsible for understanding the rules and requirements.

Where you see the term “Registered Land Area” referenced, this refers to the area you are applying to have registered.

STEP 1): START APPLICATION:

Registrant Name: Choose to register as a business OR an individual/sole proprietor and enter ONE.

Once issued, the registration cannot be transferred to another business entity, or individual.

This means the name on the registration cannot change, so be sure of the business name or individual’s name (if registering as a Sole Proprietor) that you would like to register under.

Business Registration:

The CDA must be able to verify that your business is active with the Colorado Secretary of State. Go to the Colorado Secretary of State website to make sure your business entity shows as active at <https://www.sos.state.co.us>.

Sole Proprietorship:

If you are registering as an individual (sole proprietorship), a citizenship immigration verification form (available on CDA website) A copy of your driver’s license must be included. This form is not necessary if you are registering as a business.

Main Contact Information:

The main contact information on page one should be the main point of contact for all communications, notices, reminders, etc... This person can be designated by, and be someone other than, the applicant. For instance, an admin that will handle most of your paperwork can be listed as the main contact, but an admin should not be the person signing the application. The application is a legal document and should be signed by someone with legal authority over the registration. The main contact information can be changed by the applicant only should a staffing change occur. The Applicant is the only person whose name cannot be added/removed. The Applicant must sign all changes made to any authorized contact information.

STEP 2) ADD ADDITIONAL CONTACTS/LEGAL REPRESENTATIVES:

List all additional individuals you authorized to communicate with the CDA. The CDA cannot communicate with anyone if they are not listed. If you wish to add or remove a contact at a later date, the applicant may use the change of contact form on our website. Any person(s) listed in Step 1 or Step 2 should also be listed in Step 3, if Step 3 is also applicable.

STEP 3: LEGAL AUTHORITY: Provide the name of each officer, director, member, partner or owner of at least 10% of the business that is being registered AND any other person who has managing or controlling authority over the entity. Any person(s) listed here in Step 3 should also be listed above in Step 1 or 2, if applicable.

[\(Continued on next page\)](#)

STEP 4) LAND AREA IDENTIFICATION: Fill in ALL the fields on page 3.

All of the information requested is required by rule and cannot be filled in by CDA staff. The applicant must verify the details by providing all requested information themselves. We cannot “Fill in the Blanks”

NOTE: Your application can not be processed if any of the boxes in this step are left blank or incomplete.

PHYSICAL ADDRESS: A Complete address is required. This is what is printed on your registration papers identifying which land the registration covers. If your Registered Land Area does not have an actual physical address/property address, then you may give a short description. e.g. “CR 72 1 Mile East of 123 S. Jones St.” or “On County Rd 6, 2 Miles West of Intersection of CR 5 and CR 6” Do NOT write non-descript addresses like: “TBD”, “Lot #”, “ No Physical Address” or leave this field blank. There must be an identifying description that differentiates it from any other property, if no physical address is available. So that when someone reads your registration papers they can easily confirm which land is registered, and so that we can confirm the location with law enforcement.

STATE THE ACREAGE AND/OR SQUARE FEET: State outdoor area (in acreage), state indoor area (in square feet), of the area that you would like to register. This should match exactly what you state on your map, and the mapped area should measure out to be what is stated in this section. This is an exact measurement and area that you are registering. Do not approximate. If there is no acreage (indoor square feet only), or no square feet (outdoor acreage only) to be registered write “N/A”.

GPS COORDINATES: Enter your GPS coordinates, latitude and longitude, in decimal degrees of the approximate center point of the area you wish to register. Be sure they are identical to the GPS coordinates that are stated on your map to avoid conflicting information. They must be provided to us in “decimal degree format” as this is the way our data systems read them. Be careful! Just changing the symbols but leaving the numbers the same will not translate to the same GPS location. Doing this will cause the GPS coordinates to locate a different location.

To find your GPS Coordinates using Google Earth: 1) Go to “tools” on the menu bar top left of screen. 2) Click “Options”. 3) On the first tab named “3D View” pick the option for decimal degrees. 4) Click OK to close this menu. 5) Pin the center of the registered grow area using the thumbtack icon at the top of the screen by doing the following: (Notice when you click the thumbtack icon a dialogue box titled “new place mark” will pop open). Click on the thumbtack and hold down to drag it and place it on the approximate center point. The GPS coordinates of that pinpointed location will be displayed in the dialogue box.

Decimal degrees format = 38.123456, -105.123456 not degree notation 38°78'91.11"N, 105°46'63.22"W)

Converting to Decimal Degrees without Google Earth Pro:

If you have already found your GPS coordinates but you have them in Degree Notation format you must change them to decimal degrees. You can convert coordinates to decimal degrees using: http://www.onlineconversion.com/map_decimaldegrees.htm . On this website, you can simply enter your degree notation coordinates and it will convert them for you. Just enter a single space in lieu of the ° (degree) symbol when entering your coordinates into the latitude and longitude boxes, and then click convert.

TOWNSHIP/RANGE/SECTION: All 3 (T/R/S) are required. Do not leave any of the 3 fields blank. It is not necessary to add the directions, such as N, E, S or W. It is suggested that you go to <http://www.earthpoint.us/TownshipsSearchByLatLon.aspx> where you can just type in your GPS Coordinates to find information about your Legal Description Helpful Hint! “Range” will not have a separate box on Earthpoint.com. Remember: T=Township, R=Range, S=Section. You should see a number next to each of these letters that represent the information you are looking for.

EXAMPLE: T23S R64W S22 would mean Township = 23 Range = 64, Section = 22.

NOTE: Attaching a legal description from your county accessor’s office of the Registered Land Area will not be accepted in lieu of completing the boxes on the application.

STEP 5) MAP: It is suggested you go to Google Earth Pro to create your map. You can find visual examples at the end of this application packet. If you need further assistance creating a map, please visit the Industrial Hemp page on CDA website.

Go to the General Information Page under “Map Information” There you will find a step-by-step Google Earth Pro tutorials with a visual guide, and a link to download Google Earth Pro.

The registered land area must be exact (not a general area or location, or an approximate size) and be one contiguous/connected area with one single boundary. Once a registration is issued, the following 3 items cannot be changed.

Please submit only ONE map to avoid confusion. We will not be able to piece together multiple maps to create one complete map that includes all 3 required components as outlined on the following page.

[\(Continued on next page\)](#)

STEP 5) MAP: Continued:

Create a photo image map of the Registered Land Area that contains all of the 3 requirements listed. Surveyor maps or hand drawn maps will not be accepted. The map must be magnified enough so that the mapped area is easily determined. The map should show the area close-up enough to show some landmarks, roads, tree lines, rock outcrops, or the like, for reference.

The Map must include all 3 the following or it will be returned for completion. (USE THIS AS A CHECKLIST):

The information must be provided by the applicant and cannot be filled in by the CDA staff.

Everything shown on your map should match the rest of your application, including everything stated on Page 3.

1. One set of GPS Coordinates of the approximate center point of the area you are registering (not of the property the land area is on).

Determine the latitude and longitude in decimal degrees (see example on application). Make sure this information is stated on the map and matches what is written on page 3 of the application. Once you think you have identified your GPS coordinates, we highly recommend that double check them to make sure they are accurate. You can do this by typing them into google earth search bar to verify that they do land in the approximate center of the land area you are applying to register. If you need help finding your GPS Coordinates please See Instructions above for Step 4, GPS COORDINATES. Again, your map and Page 3 should have the exact same set of coordinates.

2. Draw your boundary line. The registered land area must be one contiguous/connected area with one single boundary. Think of it as a single fence around the entire area you would like to register. (Do not draw the property lines, unless you are registering the entire property)

The boundaries of the entire Registered Land Area must be outlined with one single, clearly defined, and verifiable boundary line.

The mapped area must be equal to the acres/square feet you are registering, and match what you have written in the boxes on Page 3.

Label any Indoor square ft. (greenhouses, hoop-houses, garages, etc....) that you would like included.

It must land within your single boundary line or be applied for separately.

If you have planned for future greenhouse(s), hoophouse(s), etc...that are yet to be built, but you intend to build them within this registration period and would like to include them at this time, please identify them and their future location within your mapped boundary lines at this time. Otherwise, you will need to contact us at the time you would like them added, and complete an amendment to add the indoor space.

You can only include indoor areas that land within the drawn boundary lines you provide.

Remember: The boundary lines cannot be changed once the registration is issued.

Do not include any extraneous boundary lines on your map (i/e DO NOT INCLUDE property lines, individual variety locations, or section off any other areas). Provide just one single outline. If you want to label specific areas, you can, but do not break the area apart into sections by adding any extra lines. We cannot guess, or leave up to interpretation by outside entities, what the different lines may mean. ONLY Outline the area you are registering, One single boundary line avoids any confusion and gives a clear representation of the area that will be included in your registration. Note: There cannot be any public roads running through, or separating, your mapped area. All roads inside within the boundary line you provide must be private roads. Also note: You cannot exclude pieces of land or buildings within your boundary line. You will need to draw your boundary line in such a way that any areas you want excluded are not within the boundary line.

If using Google Earth Pro: Select the ruler icon from the top toolbar. In the dialogue box titled "Ruler" select "polygon" and "acres" for your measurement tools and measure your area by clicking your mouse as you move your cursor around the border of your land area. If you need more help see the "Maps Information" page on our website.

INDOOR ONLY DIRECTIONS FOR OUTLINE/BOUNDARY LINE ON MAP: If you are registering an indoor facility only, outline the building, or section of the building the best that you can and write a short description on the map to explain what section it is. (examples: "Registering 1st floor of 2 story warehouse", or "Registering 800 sq ft basement of 2000 sq ft house", "Registering 500 sq ft in NE Corner of 2nd floor in 10,000 sq ft warehouse")

3. Outdoor Acres &/or Indoor Square Feet: Write, on the map, the number of acres and/or square feet of the area you are registering. This should be identical to what is stated on Page 3, Step 4. Again, this is an exact area measurement. We cannot accept measurements stated as "approximate", "about", or "more than/less than". You are registering an exact area. Report outdoor areas in acres and Indoor areas in square feet.

STOP!!! DO YOU HAVE ALL 3 REQUIRED ITEMS ON YOUR MAP? Once you have verified this, continue to Step 6.

STEP 6): INCLUSIONS: You must initial a selection for each A, B and C.

- A. Amendment to Close: If you are applying to re-register the same land area for which the existing registration has not yet expired, and you wish for this application to be processed and the new registration to be issued prior to the expiration date, complete the Amendment to Close section. This section must be signed by an authorized person listed on the registration being closed. If this is not signed, we will hold the application and issue your registration upon expiration of the previous registration.
If this land area IS currently registered, but not identified as such, and the land area is then registered under two separate registrations, then the most recent registration issued for the land area will be invalid.
- B. Hemp Material Inclusion: This form is necessary only if there is an existing registration for the SAME land area identified in this application, and there is currently Industrial Hemp growing on the SAME land that is identified in this application, *and* the material that is growing has been reported on a planting report for the existing registration, but it will not be harvested before the previous registration is closed or expired, then attach to this application for registration a Hemp Material Inclusion Form (If Applicable, Attach Appendix A.)
This provides a way for you to “carry over” the plants that are already growing on this land area and declare them under the new registration.
- C. Pre-Planting Report: Initial both boxes to confirm you understand the reporting requirements. Then ATTACH “Appendix B- PRE-Planting report” to this application. Submission of Appendix B- PRE-Planting report at this time satisfies the Pre-planting report requirement.

STEP 7): PAYMENT OPTIONS:

Cash processing is slower due to accounting procedures.

Sending a check with your application is the quickest option.

Or you may pay electronically. If you choose to pay electronically and you receive our voicemail when calling in, be sure to leave a message. It may take a few days to connect with someone to make payment. If you leave a message, we can make a note on your application that you have attempted to pay and the processing of your application will not be held up for non-payment. (Note: We can begin to process your application if we received a voicemail in an attempt to pay, but a registration cannot be issued until payment is received)

STEP 8): SIGN THE APPLICATION.

Carefully review your application to ensure accuracy before signing the application. This is your affidavit that everything in the application is accurate and true, to the best of your knowledge. Be mindful of whom the person is that is signing off on your application. It is recommended that the person who signs be a person with legal authority over the company, rather than, for instance, an administrative assistant or farm manager/employee. The signer is the only person that can close the registration should it need to be dissolved, as this is the person signing the legal agreements with the Colorado Department of Agriculture. The person who signs the application cannot be removed from the file should they leave employment.

PRINT YOUR APPLICATION SINGLE SIDED (PLEASE DO NOT PRINT DOUBLE SIDED).

BE SURE TO KEEP A COPY OF YOUR APPLICATION! YOU MAY INCUR CHARGES FOR COPY REQUESTS FOR ANY DOCUMENTS ON FILE.

STOP!!! DO YOU HAVE ALL 3 REQUIRED ITEMS ON YOUR MAP? Do you have ALL fields on Page 3 filled in?
Once you have verified this, continue.

YOU ARE NOW READY TO SUBMIT YOUR APPLICATION. OPTIONS FOR SUBMITTAL ARE LISTED ON PAGE 6.

PLEASE DO NOT SEND IN THE COVER PAGE, CHECKLIST INSTRUCTIONS, OR THESE SUPPLEMENTAL PAGES WITH THE APPLICATION.

Send All Questions to IndustrialHemp@State.Co.Us

WHAT'S NEXT?

I HAVE SUBMITTED MY APPLICATION, WHAT HAPPENS NEXT?

- **WHEN WILL I GET MY REGISTRATION ONCE I HAVE SUBMITTED MY APPLICATION?**

It takes about 30 days once a complete and accurate application is submitted for a registration to be issued. See the Frequently Asked Questions for more information.

- **WE WILL REVIEW YOUR APPLICATION IN THE ORDER IT WAS RECEIVED.**

If there is any missing or incorrect information, or if we need anything further we will email you. All Communications will be sent to the main contact's email address listed on Page 1 of the application. Unless there is an issue, calls to check the status of application may not be returned due to limited resources, and the volume of calls received for status checks. If more than 30 days has passed since your submittal, please send an email to industrialhemp@state.co.us to inquire.

- **THE MOST COMMON ERRORS:** The most common reason for a delay is missing information on Page 3, inaccurate GPS coordinates, and/or an incomplete map. Your application will be returned for these reasons. It is highly recommended you go back over these items to ensure completion and accuracy.

- **DOES IT REALLY TAKE ABOUT 30 DAYS?** Yes, due to volume, it will likely take about 30 days. Also note: If the application that is submitted is missing information, or contains inaccurate information, this may delay the processing time beyond 30 days. If you have a registration that is expiring, it is highly recommended that you submit your application at least 30 days prior to the expiration date of your current registration or you may have a lapse. Keep in mind, some of the initial processing time entails your application "waiting in line" to be reviewed. So while we do date stamp the application the day we receive it, it can take 1-2 weeks before we begin to verify it and know if there are any issues. Be patient if you do not hear anything immediately. Unless there is an issue with the application we may not be able to return all calls requesting a status on your application. If a status check is requested and there is an issue (for instance, we do not show that we received your application, or we have sent a message requiring additional items that you may have missed) we will update you.

- **IS THERE A WAY TO EXPEDITE AN APPLICATION?**

Due to volume, and all applicants being equally anxious to receive their registration, we are unable to expedite the processing. The best thing you can do is to go back over each page to double check you have not missed any fields, and that your information is complete and accurate so that there are no delays.

- **CAN I GO AHEAD AND PLANT ONCE I HAVE SUBMITTED MY APPLICATION, AND AM WAITING FOR MY REGISTRATION?**

No, submitting an application does not assume approval or that a registration will be granted. You will need to wait until your application information has been fully verified and processed and a registration has been issued.

- **HOW WILL MY REGISTRATION BE SENT?**

We will email you a copy as soon as it is issued so that you have it on hand immediately. It will be sent to the main contact's email address listed on Page 1 of the application.

I RECEIVED MY REGISTRATION, NOW WHAT DO I NEED TO DO?

Stay in Compliance: Industrial Hemp Registrant Responsibilities and Reporting Schedule

- **STAY IN COMPLIANCE:** By registering as an Industrial Hemp registrant with the Colorado Department of Agriculture, you have agreed to comply with the requirements of the program. Staying in compliance affords registrants protections and maintains the credibility and integrity of the Industrial Hemp Program which benefits all registrants. One of the most important ways to stay in compliance is to follow the reporting requirements in a timely manner as outlined below.

REMEMBER! FAILURE TO SUBMIT ALL 3 REPORTS AND AT THE MANDATED TIMES MAY RESULTS IN FINES AND PENALTIES. MAKE NOTE: There are 3 separate reports, required by Rule, which must be submitted during the registration period.

1) Pre-Planting Report (Appendix B included with application)

2) A Planting Report is required within 10 days of planting

3) A Harvest Report is required at least 30 days **PRIOR** to Harvest. There is a +/- 5 day window allowed for harvesting from your documented "Harvest Date". Changes must be reported on an amended harvest report.

WHAT'S NEXT- CONTINUED:

- **WHAT IF I DID NOT END UP PLANTING?:** If you do not end up planting for any reason, you will report this on the Planting Report form to inform us there are no plants present on the Registered Land Area. An Inspection may be done to verify this report. All Inspections fees will apply.
- **WHAT IF I NEED TO CHANGE MY HARVEST DATE:** If you need to change your harvest date from what you first report, send in an amended Harvest Report. Industrial Hemp Rule 3.6.3 requires that a registrant notify the Commissioner immediately of any changes in the reported harvest date(s) in excess of 5 days. If any such changes are made the Commissioner may require additional testing prior to harvest. Reporting forms are available on the CDA website on our Forms and Reports page. <https://www.colorado.gov/pacific/agplants/industrial-hemp>
- **IMMATURE CUTTINGS/CLONES: REPORTING IMMATURE CUTTINGS/CLONES:**
Document immature plants/rooted cuttings for clones on your Planting and Harvest Reports.
You may want to plan ahead for your entire “cloning” season and document all harvest and planting dates projected and file all of your Reports for cloning one time. For more information, please see Frequently Asked Questions. Planting reports are required within 10 days of planting. Harvest reports need to be filed at least 30 days prior to harvest.
- **RENEWING YOUR REGISTRATION:** Registrations are valid for 365 days and DO NOT RENEW!
The way the legislation was written does not allow for our registrations to renew. You will need to re-apply each year with a new application. Please make sure to submit your application **at least 30 days prior to your expiration date** to allow for the 30 day processing window so that you do not have a lapse in active registration. For More Information, please review the Frequently Asked Questions.
- **CHANGE IN ADDRESS OR ADDING/REMOVING AUTHORIZED CONTACTS:** Be sure that you maintain your list of Individuals who are authorized to communicate with the CDA. Do not forget to remove individuals who are no longer authorized to communicate with the CDA. Also, keep your mailing address that is on file with the CDA current. **Any changes to contact information including address, phone, and email must be provided to the CDA within 10 days of change.** All changes must be submitted to the Industrial Hemp Program on the form available on the CDA Submit the form to industrialhemp@state.co.
- **ADDING ACRES/SQUARE FEET TO MY REGISTRATION:**
Once your registration is issued it cannot be changed. The only exception is to add indoor space within the registered land area's original boundary lines. Once your registration is issued the registered land area cannot be changed (expanded or made smaller). You cannot change the location, even if on the same property. To change the size or location of your Registered Land Area you would need to close the existing registration and open a new registration (all standard application fees apply). To close a registration you can submit an amendment to close, or if simultaneously closing and re-registering the same land, you can fill out Page 5, Step 6, #A. Please note the only an authorized person can close a registration.
- **ADDING AN INDOOR GROW SPACE ON MY EXISTING REGISTERED LAND AREA:**
If the indoor grow site you want to add will be ON the existing registered land area, you can add an indoor grow site. The indoor space must fall within the boundary lines drawn on your map at the time of the original application. The registered land area itself cannot be expanded to accommodate this change. To add indoor grow space *within* registered land area you must complete a “Request to Alter Registered Land Area” available on the Colorado Industrial Hemp webpage under “Forms and Reports” and email it to industrialhemp@state.co.us.
- **CHANGING THE NAME UNDER WHICH YOU ARE REGISTERED: WE CHANGED OUR BUSINESS NAME - WHAT IF I WANT TO CHANGE THE NAME ON MY REGISTRATION AFTER THE REGISTRATION HAS BEEN ISSUED?**
Once your registration is issued, you cannot change the name on the registration.
You will need to close the existing registration and open a new registration (all standard application fees apply). Otherwise, you can wait until the registration expires and apply under the new name at that time. To close a registration prior to the registration's expiration date you must complete a “Request to Close Industrial Hemp Registration” available on the Colorado Industrial Hemp webpage under “Forms and Reports” and email it to industrialhemp@state.co.us. You must be an authorized person listed on the previous registration to close the registration. Opening a new registration under these circumstances requires a new application and payment of registration cost and fees.

FREQUENTLY ASKED QUESTIONS

PROCESSING AND EXTRACTION OPERATIONS, AND HEMP PRODUCTS:

The Colorado Department of Agriculture's Industrial Hemp Program's regulatory role is limited to the cultivation (growing) of industrial hemp only.

The Colorado Department of Public Health & Environment ("CDPHE"), pursuant to CRS 35-61-108, permits registered persons in the State of Colorado to carry out the processing, sale, and distribution of industrial hemp-based products.

You may want to check with them to see if they have concerns over your specific product or operation, or for information on Hemp in Food Products. **The CDA does not regulate processing and/or extraction.** Our program staff is not able to offer suggestions about how to find answers to your questions about processing &/or extraction since it is not within the scope of our program.

SALE AND DISTRIBUTION OF INDUSTRIAL HEMP:

The Colorado Department of Agriculture's Industrial Hemp Program's regulatory role is limited to the cultivation (growing) of industrial hemp only. **The CDA Industrial Hemp Program does not regulate the sale or distribution of industrial hemp.** Our program staff is not able to offer suggestions about how to find answers to your questions about end use products, sales and/or distribution since it is not within the scope of our program. Please visit the Colorado Department of Agriculture's Inspection and Consumer Services Division webpage for information on hemp regulation in relation to farm products and commodity handlers. (<https://www.colorado.gov/aginspection>).

The CDA does not have information at this time on who may be interested in purchasing materials from growers. The Industrial Hemp Program does not have any further information in regards to post cultivation operations.

CAN I GROW HEMP WITHOUT A LICENSE? IS THERE A MINIMUM AMOUNT ALLOWED WITHOUT REGISTERING?

There is no minimum allowable without a license. Any amount of hemp being grown, regardless of the size of the grow operation, requires a registration. Even though the 2018 Farm Bill removed Hemp from the Controlled Substance Act, it did not de-regulate it. It empowers States to implement a permanent hemp growing program without the grey area of it being legal at the State level under the 2014 Farm Bill Pilot Program, but yet still considered a "Controlled Substance" according to Federal laws. The 2018 Farm Bill mandates States to maintain information on lands where Hemp is grown.

HOW DO I REGISTER WITH THE PROGRAM? HOW MUCH DOES IT COST?

To register with the program, Please review our website. You will need to look over the Program Rules, State Laws, and frequently asked questions. Then you'll want to read through the application, including the cover page, and all the supplemental pages that print with it. All pages contain answers to the most commonly asked questions, and information to help avoid the most common mistakes made by registrants. If you read through all of this, most of your questions, including cost, should be answered. You will want to complete the commercial registration, as the R & D application is ONLY for institutes of higher education, such as Universities and Colleges. You will register an exact land area so you will need to know the specific details, including size and location, of where you want to cultivate

APPLICATION DEADLINE(S):

Is there a deadline to apply?

No, we issue registrations year round. There are no deadlines or timelines for submittal. It is recommended that you submit your application at least 30-45 days prior to when you wish to plant, as there is approximately a 30 day processing window. If there are corrections or more information is required then it may delay past 30 days.

Once submitted, the information given in the application will need to be verified, sent for approval, and then a registration will be generated and issued. A registration must be issued prior to planting. Submittal of an application does not assume approval or issuance of a registration.

IS THERE A WAY TO EXPEDITE AN APPLICATION?

Due to volume, and all applicants being equally anxious to receive their registration, we are unable to expedite the processing. The best thing you can do is to go back over each page to double check you have not missed any fields, and that your information is complete and accurate so that there are no delays.

CAN I START PLANTING ONCE I HAVE SUBMITTED MY APPLICATION, BUT HAVE NOT YET RECEIVED MY REGISTRATION?

No, you have to have your registration prior to planting. Submittal of an application does not assume approval or issuance of a registration.

FREQUENTLY ASKED QUESTIONS

IS THERE A LIMIT TO HOW MANY ACRES AND/OR SQUARE FEET I CAN REGISTER?

There is no limit on size or amount of acres and/or square feet that you can register.

You can register as many acres and/or square feet as you want. However, the land area for each registration must be one contiguous (continuous/connected) area. All land area to be covered under a single registration must be contained within one single boundary line. Think of it as a single fence line around the area you want to register). If it is not continuous, then each separate piece of land requires a separate application, fees, and then its own registration issued.

IS THERE A LIMIT TO HOW MANY REGISTRATIONS I CAN HAVE?

There is no limit on the number of registrations one entity (the same business or person) can hold.

WHEN WILL I GET MY REGISTRATION ONCE I HAVE SUBMITTED MY APPLICATION?

It can take up to 30 days after a complete and accurate application is submitted.

If the application that is submitted is missing information or contains inaccurate information this may delay the processing time beyond 30 days. If you have a registration that is expiring, it is highly recommended that you submit your application at least 30 days prior to the expiration date of your current registration or you may have a lapse. Due to volume, and all applicants being equally anxious to receive their registration, we are unable to expedite the processing. It can likely take up to 30 days to process any application. To help avoid delays, be sure to complete ALL fields on the application, and then look back over it to check for completion and accuracy prior to submission. Be sure to use the most recent version of the application (as well as the most recent version of any other forms or reports). Staff is not able to accept outdated applications. The most current version of the application is available on the Industrial Hemp webpage under "Forms and Reports." **THE MOST COMMON ERRORS:** The most common reason for a delay is missing information on Page 3, inaccurate GPS Coordinates, and/or an incomplete map. Your application will be returned for these reasons. It is highly recommended you go back over these items to ensure completion and accuracy.

RESIDENT STATUS:

Do you have to be a Colorado Resident or have a Colorado address to become a Registered Industrial Hemp Grower?

You do not need to be a Colorado Resident or have a Colorado address to register your land area. A registration will be issued for a specific land area on which you intend to grow Industrial Hemp. The Registered Land Area must be within the State of Colorado. But, the Sole Proprietor or Business that holds the registration(s) does not need to be located in Colorado. However, the business does need to be registered with the Colorado Secretary of State.

CRIMINAL BACKGROUND:

Although the 2018 Farm Bill has passed, the implementation of Farm Bill requirements is still in process. At this time, criminal background checks on individuals applying for an industrial hemp registration are not required by the CDA. Once the Farm Bill requirements are implemented, criminal background checks for individuals with certain felony backgrounds may be required. We do not know what these restrictions will look like until the USDA audits our program. We do not have a timeline for when to expect these changes. This statement will be updated if/when changes are made.

ZONING: WHAT ARE THE ZONING LAWS FOR INDUSTRIAL HEMP IN MY CITY OR COUNTY?

There are no requirements or restrictions in place at the state level in regards to distance to schools, neighboring properties, residential areas, etc...While you can register any land within the State of Colorado with the CDA to cultivate Industrial Hemp, local jurisdictions may have their own ordinances on land use. You are responsible for verifying local ordinances with anyone who may have jurisdiction over your land area (including, but not limited to, your HOA/Landowner/City/Town/County, etc.) prior to applying to register the land area or planting. You are responsible for ensuring your permissions to cultivate Industrial Hemp on the land that you register with this program. Applications are not transferrable to another entity, person, or location and application fees are non-refundable should you find out later that you cannot use the land you have registered.

TESTING PROCEDURES AND REQUIREMENTS:

The CDA takes the top two inches of female plants and decarboxylates the lab sample for total %THC concentration (All of the THCa number X 87.7= "x". Then, "x" plus the % Delta 9 is the total THC concentration.) as defined in statute.

While it is not required, it is highly recommended as good practice that you perform voluntary testing to monitor your own crops. Registrants that participate in voluntary private testing are not exempt from being selected for regulatory inspections and sampling by the CDA. The CDA can test up to 100% of industrial hemp registrations. Review the information on CDA website, on the Voluntary Testing tab, to understand the differences between voluntary testing and CDA regulatory testing.

FREQUENTLY ASKED QUESTIONS

SAMPLING AND INSPECTION: At this time, we use a risk and random selection procedure to select a percentage of registrants to be inspected and sampled. Not ALL registrants are sampled. Around June/July/August, you will receive notification if you are selected for routine fall harvest sampling and or inspection. Around Dec/January/Feb you will receive notification if you are selected for a routine indoor grow/Winter inspection. Keep in mind: We can inspect and sample at any time, even without notice. All "ACTIVE" registrations are subject to inspection and sampling. Even if you notify us that you "Did Not Plant" but your registration is active, we will at random inspect those registered land areas to verify there are no plants present. If you do not want to be subject to inspection and fees, you will need to close your registration if you do not plan to use it.

You can find more information on the CDA website where you can review the information regarding sampling and inspection. Go to the CDA website and click on the Inspection and Sampling Button. Note: Within 10 days after notice of selection for sampling registrant must contact the CDA to arrange and schedule inspection. When selected for sampling, within 30 days of the date of the date on the invoice, all registrants must reimburse the CDA for inspection costs, as well as, laboratory analysis costs for each sample taken during inspections during which a sample is taken.

RENEWING YOUR REGISTRATION: DOES MY INDUSTRIAL HEMP REGISTRATION AUTOMATICALLY RENEW?

Industrial hemp registrations expire 365 days after issuance. Registrations do not renew.

You will need to reapply for an industrial hemp registration annually by submitting a new application and applicable fees. It is highly recommended that you submit your application at least 30 days prior to the expiration date of your current registration or you may have a lapse. Due to volume, and all applicants being equally anxious to receive their registration, we are unable to expedite the processing. It will likely take about 30 days to process any application. We cannot transfer previous year's information over into your new application for you. We cannot use the same map from your previous file. Even if none of your information or registered land area has changed a new application is required annually. Please be sure to print the most recent version of the application forms from our website when applying. We update our forms each year to keep current with changing rules and legislation. Old forms may be returned

CERTIFIED SEED: HOW AND WHERE CAN I BUY CERTIFIED SEED? WHAT ABOUT SEED PROCUREMENT/ SEED QUALITY?

CDA Approved CERTIFIED SEED: HOW AND WHERE CAN I BUY CERTIFIED SEED? WHAT ABOUT SEED PROCUREMENT/ SEED QUALITY? The CDA does not sell or supply seed. Note: Seed that exists in Colorado may be variable and have unknown THC levels. Random sampling of hemp fields will be conducted. CDA Approved Certified seed means that the seed has gone through the four part seed certification program. Only seed packages with CDA Approved Certified seed tags and the AOSCA or OECD Seed Scheme tags are recognized as CDA Approved Certified seed. You can view the press release on our website that will give you more information on how to acquire CDA Approved Certified seed. Check with the Seed Dealers (the person selling the seed) for seed availability, varietal use and performance.

To acquire CDA Approved Certified seed you will need to contact the seed producers listed in the press release. (Contact information included in press release). Go to the CDA Industrial Hemp Website, and find the CDA Approved Certified Seed page to view the most recent press release. For a list of licensed hemp seed labelers for "open sourced" seed email industrialhemp@state.co.us stating in your email that "under CORA (The Colorado Open Records Act) you request the hemp seed labeler list". (Again, a seed labeler means they are registered to sell seed, of any kind. It does NOT mean that their seed is CDA Approved Certified Seed. Only those seed labelers, that also have all the tags mentioned above, have CDA Approved Certified Seed)

WATER USE: The CDA does not have information of water use rights. It is up to the registrant to ensure they have the legal right to use a particular irrigation source for their agricultural crop(s).

SHIPPING: WHAT CAN THE CDA TELL ME ABOUT SHIPPING INDUSTRIAL HEMP? The 2018 Farm Bill reads: Section 10114 (p.435) Nothing in the act prohibits the interstate commerce of hemp, nor can State or Tribes prohibit the transportation of hemp or hemp products through their territory. So, while the 2018 Farm Bill lifted restrictions on shipping, making it so that States, Tribes, or The DEA have no lawful right to interfere with the transport, the CDA staff cannot give guidance regarding shipping industrial hemp. We recommend that you consult with your Attorney to make certain that you have all applicable documentations and licenses for transporting all hemp products as we cannot foresee what law enforcement in each different jurisdiction may accept.

FREQUENTLY ASKED QUESTIONS

CLONES: REPORTING IMMATURE CUTTINGS/CLONES: DO I NEED TO DOCUMENT IMMATURE PLANTS/CLONES ON YOUR PLANTING AND HARVEST REPORTS?

Short answer: Yes.

By Rule: When the cutting is started, you are required by rule to file a planting report within 10 days.

Harvest reports are due at least 30 days prior to harvest.

Rule 1.6 *“Harvest” means the termination of the cultivation process, including taking cuttings, or the movement of Industrial Hemp from a Registered Land Area to another location or movement within a Registered Land Area between indoor and outdoor planting areas.* Per this definition: clipped, cut, transplanted to the field, sold and removed from the Registered Land Area, etc are all examples of “Harvest”.

Large cloning operations are scheduling the entire season, cloning within 5 days plus or minus the documented harvest dates and filing planting reports that reflect within 10 days of the dates:

If you file harvest reports monthly (or schedule the entire cloning season) for the 5th, 15th, and 25th and planting reports for the 5th, 15th and 25th you will always have +/- 5 days of harvest date as required by rule for harvests and always be within 10 days for planting reports as required by rule, nothing states that you cannot project out anticipated planting dates prior to planting. We are asking for areas not plant counts, best guesstimates. (the 31st is a rest day)File 1 report for the entire season, using extra form pages for extensive cloning seasons, dates and varieties.

Be sure that all material reported on a planting report has a correlating harvest report to indicate when the plant material is harvested. The idea is that planting and harvest reports are your way to keep the CDA apprised of what plant material is presently growing (planting report), and then where that plant material went (harvest report). A planting report gives notice of the presence of plant material that is in the growth cycle, and a harvest report gives notice of the removal of plant material.

METRC: Metrc is asking for a "code" or Registration number that is different than my Registration number issued. The only number issued by the CDA Industrial Hemp Program is a registration number issued to an industrial hemp grower.

If you are not a grower, then you would have no reason to register with us. Our program is for growers, not a distributor or manufacturers, or product sales. It's only for the farmer. The IH Program's ONLY role, in relation to METRC, is that our program was to give METRC a system to verify that a GROWER, who wanted to have their industrial hemp crop tested at a state licensed private facility, was indeed registered with the CDA Industrial Hemp Program. We do not issue any other “codes” or have any alternate registration numbers to give. METRC has directed you to the wrong program if you are not a grower wanting to test their own crop.

SEED VS. GRAIN: What is the difference between seed and grain?

Seed represents a product that will germinate, grow or reproduce. Grain is seed that will be used for processing or consumption.

PESTICIDES: WHAT PESTICIDES CAN I USE ON MY INDUSTRIAL HEMP GROW?

Pesticides and Pesticide use are regulated by the CDA Pesticide Program. Information regarding pesticides can be found on their web page. This information is not found on the Industrial Hemp Program webpage as it not within the scope of our program. There are a limited number of pesticides (herbicides, insecticides, fungicides, etc.) currently registered for use on *Cannabis spp.* (Industrial Hemp and marijuana) due to the predominant federal nature of pesticide regulation. The CDA has a list of pesticides that could be used on *Cannabis* and not constitute a violation of pesticide labeling or other federal and state pesticide laws and regulations. <https://www.colorado.gov/pacific/agplants/pesticides>

FEDERAL FARM PROGRAMS: WHAT INFORMATION CAN THE CDA PROVIDE ABOUT FEDERAL FARM PROGRAMS?

CDA staff does not have information about federal farm programs and will not be able to provide you with this information. Federal farm programs such as crop insurance and farm loans programs are managed by USDA, which is a Federal Agency. The CDA is a State Agency. You will need to contact the agency responsible for further information.

BANKING: WHAT INFORMATION CAN THE CDA PROVIDE ABOUT BANKING AND INDUSTRIAL HEMP?

CDA does not have information about banking and industrial hemp and will not be able to provide you with referrals for this information.

MAPPING EXAMPLES

An Acceptable Map, like the examples shown below, has all these requirements as outlined on Step 5, Page 4:
It will have all 3 required items listed on Step 5 on the map. If any items are missing, the application will be returned.

1. GPS coordinates written on the map, and they are identical to what is written on Page 3.
2. ONE Single boundary line only, and the area within the boundary line measures to be the acreage &/or square feet requested to register. It does not include an extra boundary drawn to show property lines, unless you are registering the entire property, please only outline the area you'd like to register!
3. The acreage of the outdoor area, and the square footage of the indoor area, are both written on the map, and match Page 3 exactly.

Also, per the requirements stated in the application, Step 5, Page 4:

- There are NO extra lines, sections, and the area is contiguous. One connected area, all within a single boundary line.
- The indoor area is identified and labeled.
- They show enough landmarks for us to be able to verify to location and easily differentiate it from another land area. (tree lines, buildings, roads, etc....)
- This area should measure the acres and/or sq ft you are registering.

If you are registering 4 acres, then the area within the boundary line you draw should measure 4 acres.

EXAMPLE ONE (below)



EXAMPLE 2 (below)



MAPPING EXAMPLES CONTINUED

As shown Below in Example 3: You can get creative with pathways in order to connect all areas and create a single boundary line. Not Multiple sections or separated areas. Think of it as creating a single fence line around the area you would like to register, and only the area you would like to register.

EXAMPLE 3 (below):



Shown in Example 4: A portion of Outdoor Yard and includes a portion of home (a garage or shop. Etc).

EXAMPLE 4 (below):



Example 5 shows an “Indoor Only” mapping example. Outline just the building (house in a neighborhood, greenhouse or hoophouse in a field, etc..) Then Write the GPS Coordinates, and state the Square Feet.

EXAMPLE 5 (below):

