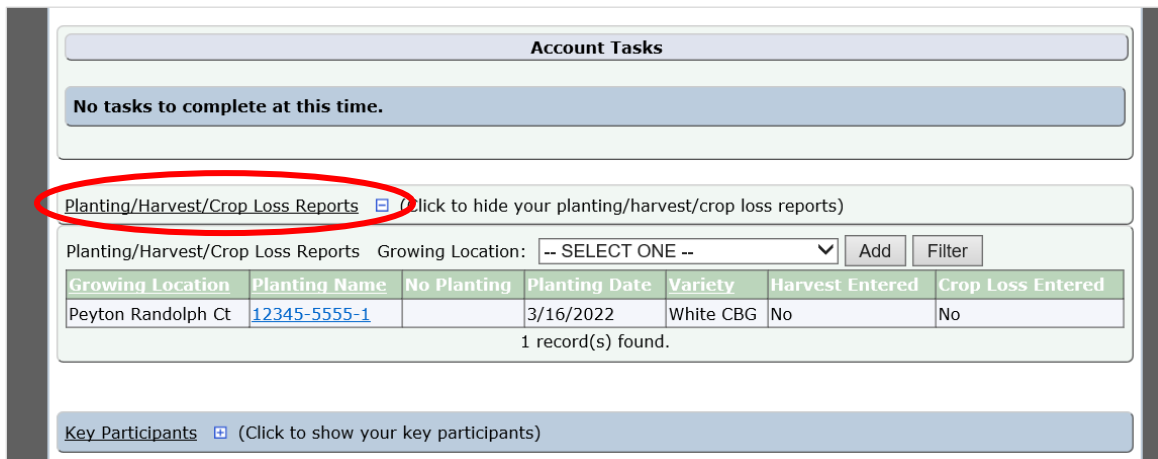


Online Planting/Harvest/Crop Loss & Inactive Reporting Instructions

PA hemp growing permittees may now report their required hemp planting, harvest and crop loss information or Inactive status online via the PA Plants website: <https://www.paplants.pa.gov>.

STEP 1 – Permittees will log on to the PA Plants website using their Username and Password. If permittees have not yet used the PA Plants portal, they will need to select the “Register” button to choose a Username and Password for their existing account. They will need to contact the Hemp Program by email or phone to request their PA Plants account PIN number. (*PA Plants Account IDs are found on your Hemp Permit Certificate.*)

STEP 2 – Once logged into your Hemp Program account, you will go to the “Planting/Harvest/Crop Loss Reports” heading under Account Tasks. (SEE IMAGE BELOW.) Click the [+] on the right, select the growing location from the drop-down menu and click the “Add” button.



Account Tasks

No tasks to complete at this time.

Planting/Harvest/Crop Loss Reports (Click to hide your planting/harvest/crop loss reports)

Planting/Harvest/Crop Loss Reports Growing Location:

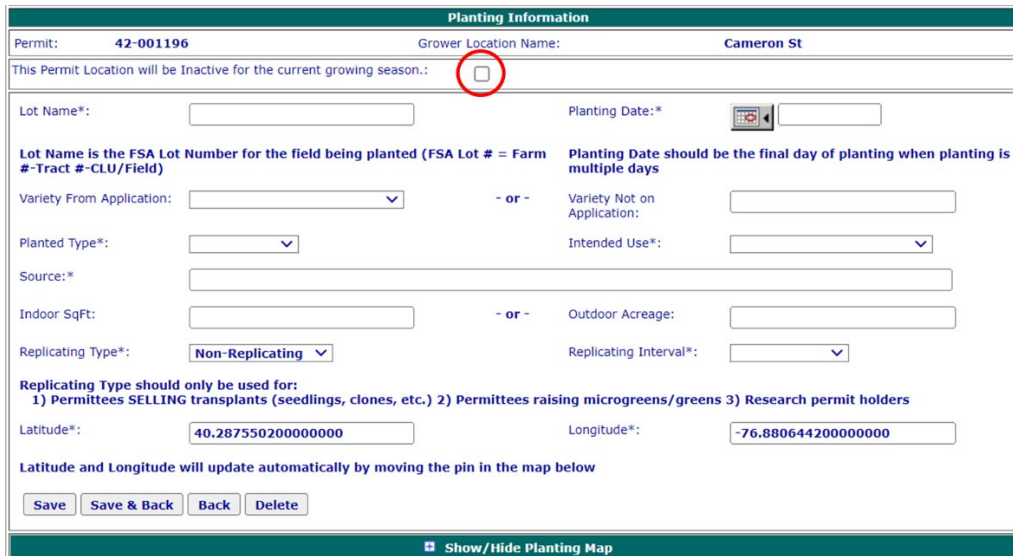
Growing Location	Planting Name	No Planting	Planting Date	Variety	Harvest Entered	Crop Loss Entered
Peyton Randolph Ct	12345-5555-1		3/16/2022	White CBG	No	No

1 record(s) found.

Key Participants (Click to show your key participants)

For Reporting Inactive Status for The Year

The Hemp Planting Report screen will appear after you clicked the “Add” button. If you will not be planting at the location for the season, you can click the check box at the top of the page, next to “This Permit Location will be Inactive for the current growing season.” Once this has been checked, click the “Save” button at the bottom left side of the page, and finally, click the “Submit Planting Report” button that will appear on the bottom right side of the page.



Planting Information

Permit: **42-001196** Grower Location Name: **Cameron St**

This Permit Location will be Inactive for the current growing season.:

Lot Name*: Planting Date*:

Lot Name is the FSA Lot Number for the field being planted (FSA Lot # = Farm # - Tract # - CLU/Field) Planting Date should be the final day of planting when planting is multiple days

Variety From Application: - or - Variety Not on Application:

Planted Type*: Intended Use*:

Source*:

Indoor SqFt: - or - Outdoor Acreage:

Replicating Type*: Replicating Interval*:

Replicating Type should only be used for:
1) Permittees SELLING transplants (seedlings, clones, etc.) 2) Permittees raising microgreens/greens 3) Research permit holders

Latitude*: Longitude*:

Latitude and Longitude will update automatically by moving the pin in the map below

Show/Hide Planting Map

For Planting Reporting

Once on the Hemp Planting Report screen, which appears after clicking the “Add” button, complete all the fields on the portal for each lot’s information. Add only one variety at a time, with a separate entry for each lot. Two lots of the same variety will still require two entries.

Before clicking “Save,” click the [+] beside “Show/Hide Planting Map” at the bottom of the screen. Select the “Allow point to be moved” check box and then move the red point to the edge of the field or greenhouse/building being planted. This will update the GPS coordinates.

Latitude*: 40.2229300000000 Longitude*: -76.8804390000000

Latitude and Longitude will update automatically by moving the pin in the map below

Save Save & Back Back Delete Submit Planting Report

When you have completed entering Planting information click on the Submit Planting Report button above. Please note that submitted reports will no longer allowed to be updated.

Show/Hide Planting Map

The Planting Location Pin will default to your Grower Location if found. To Move the pin first click on the "Allow point to be moved" checkbox. Moving the pin will automatically update the Latitude and Longitude values. If no Grower Location coordinates were found, Zoom the map to your Planting Location and click on the map to place a pin. Once the pin is placed it can be moved to the correct position.

Allow point to be moved

Reset

Map Satellite

Expand

After adjusting the map, click the “Save” button directly below the “Latitude” field. Once the screen has been saved, a “Submit Planting Report” button will appear in the bottom right corner of the screen. When the planting report information for each Lot is complete, click this button to submit the report. Click the “Back” button to return to the Account page and add additional lots.

Planting Information

Permit: 42-001056 Grower Location Name: Peyton Randolph Ct

Lot Name*: 12345-55-03 Planting Date*: 04/04/2022

Lot Name is the FSA Lot Number for the field being planted (FSA Lot # = Farm # - Tract # - CLU/Field) Planting Date should be the final day of planting when planting is multiple days

Variety From Application: White CBG - or - Variety Not on Application:

Planted Type*: Seeds Intended Use*: CBD/Extracts

Source*: Midstate Hemp

Indoor SqFt: 250.00 - or - Outdoor Acreage:

Replicating Type*: Non-Replicating Replicating Interval*:

Replicating Type should only be used for:
1) Permittees SELLING transplants (seedlings, clones, etc.) 2) Permittees raising microgreens/greens 3) Research permit holders

Latitude*: 40.2229300000000 Longitude*: -76.8804390000000

Latitude and Longitude will update automatically by moving the pin in the map below

Save Save & Back Back Delete Submit Planting Report

When you have completed entering Planting information click on the Submit Planting Report button above. Please note that submitted reports will no longer allowed to be updated.

Show/Hide Planting Map

For Harvest or Crop Loss Reporting

To report harvest after sampling or a crop loss at any time during the season, permittees will again log in to their PA Plants account, go to the same heading and view the list of reported lots. Select each lot by clicking on the "Planting Name". On the Planting Information page, below the Planting Information, there is an "Add New Harvest/Crop Loss Report" button. Select this and enter the requested information. Both harvest & crop loss information can be added for a single lot. If a reported lot was planted as transplants in an indoor location to be planted in another location, check the transplant checkbox at the top of the screen.

[Home](#) [Programs](#) [Profile](#) [Shopping Cart](#) [FAQ](#) [Logout](#)

Hemp Planting Report

Account Summary
00AYW4 | Pickel Hemp | 1717 Peyton Randolph Ct, New Cumberland, PA 17070 | P1: 717-772-5227

Planting Information

Permit:	42-001056	Grower Location Name:	Peyton Randolph Ct
Lot Name*:	12345-5555-1	Planting Date*:	03/16/2022
Variety From Application:	White CBG	- or -	Variety Not on Application:
Planted Type*:	Seeds	Intended Use*:	CBD/Extracts
Source*:	King's AgriSeeds		
Indoor SqFt:	50.00	- or -	Outdoor Acreage:
Replicating Type*:	Non-Replicating	Replicating Interval*:	
Latitude*:	40.222293000000000	Longitude*:	-76.880439000000000

Show/Hide Planting Map

Use the Add New Harvest/Crop Loss Report button below to add Harvest and/or Crop Loss Reports that are related to this Planting. Multiple Harvest and/or Crop Loss reports can be added to this Planting as needed.

Harvest Reports

Sampling Date	Complete Date	Area Harvested	Is Submitted
0 record(s) found.			

Crop Loss Reports

Destruction Date	Destruction Method	Area Failed	Is Submitted
0 record(s) found.			