

**Hemp Planting Report** - Due within ten (10) days after the first day of any planting.

- A planting report must be submitted for every planting under a permit (indoors and outdoors) and must specify each field/room planted at the permit location.
- A photographic plot map **with boundaries of the fields marked or drawn over the photographic image** **MUST BE SUBMITTED WITH THIS REPORT.**
- PLEASE NOTE: Moving potted plants into a greenhouse or grow area is considered planting and a Planting Report should be submitted.
- If planting has not occurred at a permitted location by September 1<sup>st</sup>, an Inactive Permit Report must be submitted to the Department. (Available on Hemp Program webpage: <http://agriculture.pa.gov/hemp>.)
- Email reports to [RA-AGPLHEMP@pa.gov](mailto:RA-AGPLHEMP@pa.gov), fax to 717-783-3275 or mail to: PA Hemp Program, PA Department of Agriculture, 2301 N. Cameron St, Harrisburg, PA 17110.

**1. Complete your permit information.**

Permit Number:		Permit Business:			
Email:			Phone:		
Growing Address:		City:		Zip:	County:
<b><i>I affirm that to the best of my knowledge, the information on this form is true and correct.</i></b>					
Authorized Signature:		Printed Name:			Date:

A. Is this the first-time hemp is planted at this location? Yes  No

B. Do you intend to make additional hemp plantings at this address this year? Yes  No

**2. Complete the following information for each field or room. GPS point to be located just inside the normal entry point of the field or room.**

A. Have any varieties listed on your application changed? Yes  No

If yes, what varieties will not be planted? \_\_\_\_\_

FSA Lot Number	Indoor or Outdoor Planting?	GPS Latitude	GPS Longitude	Variety	Planted: Seeds, Cuttings or Transplants	Source of Seeds or Planting Stock*	Area Planted (Specify acres or sq. feet)	Date Planted
<b>EXAMPLE:</b> RF-16	<input type="checkbox"/> Indoor <input checked="" type="checkbox"/> Outdoor	40.287679	-76.880782	SEP-2	Seeds	Best Seeds Inc.	10.4 acres	5/5/2020
	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor							
	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor							
	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor							

\*For Source of Seeds, Cuttings, Planting Stock, provide the producers name as listed on the seed tag or grower/supplier of cuttings or transplants.

Field Name or Grow Room Name	Indoor or Outdoor Planting?	GPS Latitude	GPS Longitude	Variety	Planted: Seeds, Cuttings or Transplants	Source of Seeds or Planting Stock*	Area Planted (Specify acres or sq. feet)	Date Planted
	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor							
	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor							
	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor							
	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor							
	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor							
	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor							
	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor							
	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor							
	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor							

\*For Source of Seeds, Cuttings, Planting Stock, provide the producers name as listed on the seed tag or grower/supplier of cuttings or transplants.

### **HOW TO FIND GPS COORDINATES & PRINT FARM/FACILITY MAP USING GOOGLE MAPS**

- 1) Open Google Maps at <https://www.google.com/maps>.
- 2) Type address in the "Search Google Maps" box and enter.
- 3) Switch to "Satellite view" by clicking box in lower left corner.
- 4) Use the +/- tabs (lower right corner) to zoom in or out as needed.

#### **Two ways to find GPS coordinates:**

- 1) Move your pointer over the spot you wish to identify and "Left Click." This will drop a point at that spot on the map and a dialog box will appear at the bottom of the screen showing the address and more importantly the GPS location for the point you selected. "Left click" to remove the point and move to a new location.
- 2) Move your pointer over the spot you wish to identify and "Right Click." This will drop a point at that spot on the map and a dialog box will appear. "Left Click" on the 'What's Here?' Line. The address and more importantly the GPS location will appear at the bottom of the screen for the point you selected. You can also use this function by clicking the "Measure distance" line to drop points all around the field/site to outline the field and to measure the total area of the field. Square feet can be converted to acres by dividing the square feet by 44,560 or by using an online conversion tool.

#### **To create a map**

Use the Print function to print a copy to use as a location/site map to submit with the planting report and to retain for your records. Either "Right Click" on the map and select "print" from the drop-down menu, or "Left Click" on the column of 3 dots in the upper right corner of your browser window and select "print" from the drop-down menu.