Kentucky Department of Agriculture
Industrial Hemp Research Pilot Program

2018 UNIVERSITY/COLLEGE AFFILIATION APPLICATION PACKET

Guidelines and Instructions for University and College Affiliates

The Kentucky Department of Agriculture (KDA) is conducting an Industrial Hemp Research Pilot Program ("Program") as authorized by KRS 260.850-260.869, and 7 U.S.C. § 5940 (also known as Section 7606 of the 2014 Farm Bill). University or College projects affiliate their work with KDA's Program through the *University/College Affiliation Application* form.

Institutions of higher education are authorized by KRS 260.850-260.869, and 7 U.S.C. § 5940 to conduct hemp research, but these laws also require that the growing, handling, processing, and storage sites at universities and colleges be certified and registered with the state department of agriculture. Therefore, Kentucky universities and colleges who plan to research industrial hemp in the Commonwealth are required to affiliate with the KDA's Program by completing this *University/College Affiliation Application* form. Universities and colleges are not required to submit background checks or sign a *Licensing Agreement* with KDA. University and college affiliates do receive some of the benefits of the program as outlined on the next page. Industrial hemp is listed under 21 U.S.C. § 801 *et seq.* as a Schedule 1 Controlled Substance and is illegal to grow or possess in Kentucky outside of KDA's Program.

- **Contents of Affiliation Application Packet.** Please submit only the affiliation application and required attachments. Do not submit the guidelines and instructions.
    - Guidelines and Instructions
    - *Instructions on Creating a Map(s) for Submission with your Application*
    - *University/College Affiliation Application*
- **Affiliation Deadline.** Submissions are preferred by November 15, 2017. Each principal researcher is required to complete the affiliation form and submit this information to the Kentucky Department of Agriculture at least three (3) months prior to the need for imported seed. KDA recommends that authorized representatives submit an affiliation form as soon as their research plan is approved by their college or university. Be sure to keep a copy of the full affiliation form for your records.
- **Form File Format.** The *University/College Affiliation Application* for 2017 is available in two file formats: Microsoft Word fillable form and PDF. If you do not have compatible software for the fillable form, please print out the PDF and complete the form manually and legibly.
- **Complete Affiliation Application.** Affiliation applications must be complete and accurate with regards to the growing locations, as this information will be provided to law enforcement to protect the university or college. Follow all instructions in the document. The affiliation application and any attachments may be subject to Kentucky Open Records law (KRS 61.870 through KRS 61.884).

- **Research Project.**   KDA realizes that university research plans can be multi-faceted and dependant on funding; we simply ask for a brief summary of the plan. However, due to the Kentucky Department of Agriculture's responsibilities under the law, KDA does require very detailed information regarding growing, handling, processing, and storage sites for law enforcement notification purposes. Any research that involves the growing of hemp or handling of raw industrial hemp materials would require the submission of the *Univesrity/College Affiliation Application*.

- **Seed/Propagule Acquisition.** The Kentucky Department of Agriculture is a registered importer with the DEA, and therefore is allowed to import industrial hemp seed into Kentucky under federal law. Any university or college research program requiring the importation of seeds should submit the *International Seed Request* form at least 90 days before seeds are required.

- **No fees; sampling and THC testing available at-cost.** KDA will not assess fees to college or university affiliates, unless the participant requests sample collection or testing.
  - If a representative of an affiliated institution of higher education requests assistance from KDA in collecting samples or testing hemp plants, then KDA shall charge a nonrefundable service charge in an amount sufficient to pay for staff time and other expenses incurred in visiting the site, collecting, and testing the samples.

- **Draft Regulations.** For complete details on the rules governing university/college affilition in the Kentucky Industrial Hemp Research Pilot Program, please refer to the draft regulations published 10/17/2017 titled 302 KAR 50:040 and associated regulations found online at kyagr.com/hemp.

KDA will provide to university and college industrial hemp projects the following benefits.
  - Affiliation with the Kentucky Department of Agriculture Industrial Hemp Research Pilot Program;
  - Hemp seed import permits via the KDA registration with the federal Drug Enforcement Administration (DEA);
  - Certification and registration of industrial hemp growing, handling, processing and storage sites;
  - Location reports of hemp production sites to Kentucky State Police and other law enforcement; and
  - Hemp plant sampling and THC compliance testing, upon request.

Steps required of the universities or colleges.
  - Completion of the Industrial Hemp Research Pilot Program *University/College Affiliation Application* for 2018 by each principal researcher, including an abbreviated research plan;
  - *Field Planting Report* or *Greenhouse Planting Report* forms are required of any project growing hemp;
  - If sampling and THC compliance testing is requested of KDA, *Harvest/Destruction Notification* form is required 15-days prior to harvest or destruction of hemp plants; and
  - Research results summary submitted to KDA.
  - The university or college accepts full responsibility for the Industrial Hemp Research Pilot Program and project(s) therein being conducted by their faculty, staff or students.

For more information on the KDA Industrial Hemp Research Pilot Program, please visit www.kyagr.com/hemp or contact KDA at Hemp@ky.gov.

Instructions for Creating Maps for Submission with the Application

The following instructions outline required site map contents and basic instructions for obtaining a map. If you need more information after reading these complete instructions, contact Hemp@ky.gov.

You are required to provide to KDA a photographic aerial map of all growing, handling, processing and storage location(s). This requirement applies to all participants and affiliates and will assist with KDA's required reporting to law enforcement.

Each map should be **in color** and contain the following:

- Contain only one address per map.
- The applicant's full name printed on the page.
- The map location's street address, city, state and zip code printed on the page.
- "E" marking the primary site entrance on the map.
- "E2" marking any secondary farm/site entrances.
- A nearby roadway showing the road name.
- Be zoomed out to show the site location and a connection to a public roadway.
- Processing buildings, storage buildings, or handling facilities and the location ID/name of each structure.

NOTE: The handling, processing, and storage location IDs used MUST be consistent on all report forms used in the 2018 program.

- GPS coordinates for each building. GPS coordinates should be provided in DEGREES DECIMAL MINUTES (dd° mm.mmm' ; example: *lat: 38° 9.919'N, long: 84° 49.267'W*) with a pinpoint showing exactly where the GPS coordinate was taken.
    - Use Google Earth or another web based mapping program, or obtain GPS coordinates off your smartphone. If you are unable to get the required coordinates in this way, please visit www.geoplaner.com.

KDA prefers maps created with Google Earth. You can download Google Earth Pro for free by visiting https://www.google.com/earth/download/gep/agree.html. If asked for a registration key, enter "GEPFREE".

Google Maps, MapQuest maps or another similar program; Property Value Administration (PVA) maps; or Soil Conservation maps with legible handwritten information will suffice. Farm Service Agency (FSA) maps are generally not sufficient as they typically are not in color and do not identify the roadway. To obtain a map online:

- You can go to Google Maps online at http://maps.google.com/. When you have the address on your screen, you can click the button in the lower left corner that says "Earth" or "satellite" for an aerial view of the location.
- On Map Quest at http://www.mapquest.com/, locate the address your screen, then click in the upper right corner on "Satellite" for an aerial view of the location.

On both websites, you can zoom in or out to obtain the necessary view of the property. Print out the map when you are satisfied with the level of zoom (I.e, should show at least one nearby road, the entrance to the site, and the location of the hemp).

Jane Smith
Kentucky Department of Agriculture
111 Corporate Dr
Frankfort, KY 40601

Location ID: "KDA North"
GPS = 38° 9.945'N, 84° 49.128'W
 Type - outdoor field, 0.75 acres

Location ID: "KDA South"
 GPS = 38° 9.882'N, 84° 49.159'W
Type - outdoor field, 3.5 acres

Location ID: "KDA105"
GPS = 38° 9.890'N, 84° 49.238'W
Type - Indoor Growing, 10,000 sf

Location ID: "Storage1"
 GPS = 38° 9.922'N, 84° 49.254'W
 Type - Storage warehouse

Location ID: "Processing"
GPS = 38° 9.898'N, 84° 49.228'W
 Type - Processing warehouse

Location ID: "KDA North"

Location ID: "Processing"

Location ID: "Storage1"

Location ID: "KDA105"

Location ID: "KDA South"

NOTE: This map is an example ONLY. There is no industrial hemp grown at these locations.

500 ft

iv

Kentucky Department of Agriculture
2018 Industrial Hemp Research Pilot Program

University/College Affiliation Application
Submissions preferred by November 15, 2017

OFFICIAL USE ONLY.

Universities and colleges conducting industrial hemp research that involves the investigation, growing, processing or handling of industrial hemp in the Commonwealth of Kentucky should complete this application. Submissions are preferred by November 15, 2017, to be recognized as a full 2018 affiliate of the program. The KDA will accept *University/College Affiliation Application* at any time.

<u>Directions:</u> Complete all parts of the following application and all required attachments and submit to: Kentucky Department of Agriculture, Industrial Hemp Research Pilot Program, 111 Corporate Drive, Frankfort, KY 40601. Email submissions are allowed by university and college affiliates because no application fee is required.

If completing this form electronically, navigate the form with the mouse or select the next field using the down arrow key.

I.   University Information

1) **Name of College or University:**
2) **Name of Department:**
3) **Mailing address:**
4) **Physical address, if mailing address is different:**
5) **Name of Principal Researcher:**
6) **Principal Researcher's Email:**

7) **Business Phone:**	8) **Cell Phone:**

9) **Name of Co-Principal Researcher:**
10) **Co-Principal Researcher's Email:**

11) **Business Phone:**	12) **Cell Phone:**

13) Indicate the name and contact information below for all employees and students who have permission to communicate with KDA in matters related to this industrial hemp project:			
Name	**Employee or Student?**	**Cell Phone**	**Email**

14) Do you have the permission and support of your college or university for this research project?

☐ Yes   ☐ No   **KDA reserves the right to request a letter of support from the University/College Department chair or appropriate authority at the college or university.**

15) Indicate the focus of your 2018 project (check all that apply).

☐ Grain

☐ Fiber

☐ Phytocannabinoids

☐ Terpenoids

☐ Replication

☐ Laboratory

☐ Other (Describe):_____

16) Will your research involve growing industrial hemp?   ☐Yes   ☐No   **If yes, in what capacity?**

☐ Field trials

☐ Greenhouse

☐ Other (*Indicate type*): _____

17) Is your application affiliated with any other applicants, universities, colleges, or processors?

☐Yes   ☐No   **If yes, list the affiliated entities below.**

Name	City	State	Specific affiliations related to this industrial hemp project

18) Provide a list of individuals who will be primarily responsible for the growing, processing, or handling of the applicant's industrial hemp if different than the individuals listed in the table on page 1. For additional individuals, list each person's name, address, and responsibilities associated with this project. Attach additional sheet(s) if necessary.

Name	City	State	Specific Responsibilities related to this industrial hemp project

19) **ACADEMIC RESEARCH PLAN.** **Briefly summarize the industrial hemp research you plan to conduct. The research plan may be attached on additional sheet(s) if necessary.**

20) **Identifying and purchasing seed and/or planting stock is the responsibility of the researcher. The Kentucky Department of Agriculture will assist with seed imports. Do you plan to obtain seed or planting stock for your project?**
☐ Yes ☐ No

21) **Identifying and acquiring harvested hemp materials is the responsibility of the researcher, not KDA. Do you plan to obtain harvested hemp materials for your project?** ☐ Yes ☐ No

22) **Provide a list of all addresses you wish to register by completing the tables below in parts a) fields, b) greenhouses/indoor growing locations, and c) storage, lab or other facility locations.**

- You are required to provide precise GPS coordinates in DEGREES DECIMAL MINUTES for each field/plot, building, and storage at the address. *Example: lat: 38° 9.919'N, long: 84° 49.267'W*
- You are required to provide a map of each address, which includes the information in the Mapping Instructions in the application packet, page iii-iv.
- The location IDs used in these tables MUST be consistent on all report forms used in the program.
- If requesting THC testing from KDA, affiliates should budget for approximately $150 per sample/THC test.
- Copy the tables page and attach additional sheets as necessary.

Growing Address - Field

Farm # ____	Farm Address # _ _____	City	State	Zip	County	University owned?
			KY			

Indicate if this farm has multiple entrances: ☐Yes ☐No **If yes, number of entrances:**

	Location ID*	GPS: Latitude *Ex: 38° 9.919'N*	GPS: Longitude *Ex: 84° 49.267'W*	Acres
Field 1				
Field 2				
Field 3				
Field 4				

Growing Address - Greenhouse/Indoor Location

Greenhouse # ___	Greenhouse Address # _ ____	City	State	Zip	County	University owned?
			KY			

	Location ID*	Type of Structure+	GPS: Latitude *Ex: 38° 9.919'N*	GPS: Longitude *Ex: 84° 49.267'W*	Square feet
Structure 1					
Structure 2					
Structure 3					

Storage or Lab Facility Address

Storage or Lab # ____	Storage or Lab Address # _____	City	State	Zip	County	University owned?
			KY			

	Location ID*	Type of Structure+	GPS: Latitude *Ex: 38° 9.919'N*	GPS: Longitude *Ex: 84° 49.267'W*	Purpose
Building 1					
Building 2					
Building 3					

+ Type of Structure may be a greenhouse, high tunnel, barn, warehouse, etc.
* Location ID: A unique identifier or common name for each building, as designated by the applicant. The Location ID will be used to identify the building.

II.   Acknowledgments

Read each of the acknowledgment statements below and check "Yes" or "No" to indicate your understanding and acceptance of each statement.

23) **I acknowledge that my college or university is responsible for compliance with KRS 260.850-260.869, and 7 U.S.C. § 5940, and state and federal law, including providing legal protection, administrative oversight, and support for this research project.**
☐Yes   ☐ No

24) **I acknowledge that the deadline to submit an appeal to the Kentucky Department of Agriculture in the event of an application refusal is 20 days following notification of refusal. Furthermore, the decisions made by the KDA three-person Administrative Panel are final.**
☐Yes   ☐ No

25) **I affirm that I am prepared to conduct a research project and will abide by all other requirements of the Kentucky Department of Agriculture Industrial Hemp Research Pilot Program, including timely submission of reporting forms and required attachments. Forms include those listed below.**

   - *Seed/Propagule Request* form – due only if directly obtaining seed or propagules.
   - *Field Planting* form – due 10 days after planting.
   - *Greenhouse/Indoor Planting* form – due 10 days after establishment of new plants in an empty location ID, and quarterly.
   - If THC sampling or testing is requested, *Harvest/Destruction Report* form – due at least two weeks prior to harvest; triggers an inspector for THC sampling.
   - Research results summary.

☐Yes   ☐ No

26) **I acknowledge that all physical addresses and GPS coordinates of the location(s) to be used to grow, process, store, or handle industrial hemp must be submitted with this application. This application constitutes written consent by the researcher to allow KDA personnel access to any research pilot location as deemed necessary by KDA for evaluation, verification of compliance, and progress of industrial hemp research.**
☐Yes   ☐ No

27) **I consent that, if approved for participation, KDA Staff, Kentucky State Police, and other representatives of federal, state and local law enforcement agencies and drug suppression units may enter onto all premises where industrial hemp or other cannabis plants or materials are located, or licensed to be located, with or without cause, with or without advance notice.**
☐ Yes   ☐ No

28) **I acknowledge that all physical addresses and GPS coordinates of the location(s) to be used to grow, store, or handle industrial hemp must be updated annually with KDA during the annual application period.**
☐Yes   ☐ No

29) I acknowledge that my name and all growing and storage locations will be conveyed to the Kentucky State Police (KSP), the federal Drug Enforcement Administration (DEA), and other law enforcement agencies.

☐ Yes ☐ No

30) I acknowledge that I or someone completely familiar with my research project shall be available on location by appointment for on-site visits by KDA for the purpose of inspection or sampling.

☐ Yes ☐ No

<u>Attachments</u>

Check all attachments below that you are submitting with this affiliation application. In addition to those listed, attachments may include extended answers to any question in the affiliation form, or other supporting documents. If the attachment is supplementary information to a question in this form, be sure to 1) include the question number on the document; and 2) start each new question attachment on a new page.

☐ REQUIRED: Maps of fields, greenhouse, storage, and labs (including name, address, ID, location GPS).

☐ *Optional*: Letter of Support from the Department Chairman or other appropriate authority of the college or university.

☐ Other Attachment (describe): _____

☐ Other Attachment (describe): _____

☐ Other Attachment (describe): _____

I hereby verify and affirm that all of the information contained in this affiliation application is true and accurate.

_____   _____

Signature of Principal Researcher   **Date**

_____

Printed name

<u>Mail completed application and all attachments to:</u>
Kentucky Department of Agriculture
Industrial Hemp Research Pilot Program
111 Corporate Drive, Frankfort, KY 40601

Email submissions may be submitted to <u>Hemp@ky.gov</u>.

For more information on the KDA Industrial Hemp Research Pilot Program,
please visit <u>www.kyagr.com/hemp</u>.