



Kentucky Department of Agriculture Industrial Hemp Research Pilot Program

2017 UNIVERSITY/COLLEGE AFFILIATION PACKET

Guidelines and Instructions for Universities and Colleges

The Kentucky Department of Agriculture (KDA) is conducting an Industrial Hemp Research Pilot Program as authorized by 7 U.S.C. § 5940 (also known as Section 7606 of the 2014 Farm Bill). University or College projects affiliate their work with the KDA Pilot Program through the *University/College Affiliation* form. Additional details regarding the policies under which this program operates are found in the 2017 Policy Guide , available at www.kyagr.com/hemp.

Institutions of higher education are authorized by 7 U.S.C. § 5940 to conduct hemp research, but this law also requires that the growing 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 Pilot Program by completing this *University/College Affiliation* form. Universities and colleges are not required to submit background checks or sign a Memorandum of Understanding 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 the pilot program.

- **Contents of Affiliation Package** Please do NOT submit the guidelines and instructions. Submit only the affiliation form and required attachments.
 - Guidelines and Instructions
 - Instructions on Creating a Map(s) for Submission with your Application
 - *University/College Affiliation* form
- **Affiliation Deadline:** Submissions are preferred by November 14, 2016. Each principal investigator (PI) is required to complete the following 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 PIs 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 KDA Industrial Hemp Research Pilot Program affiliation form 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 Form:** Affiliation forms 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 form and any attachments may be subject to Kentucky Open Records law (KRS 61.870 through KRS 61.884).



- **Research Project:** 7 U.S.C. § 5940 only authorizes research programs; consequently, each *University/College Affiliation* form requires a brief description of the intended research plan. 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 Department's responsibilities under the law, KDA does require very detailed information regarding growing sites for law enforcement notification purposes. Any research that involves the growing or handling of raw industrial hemp materials would require the affiliation form
- **Seed/Propagule Acquisition.** The Kentucky Department of Agriculture is a registered importer with 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 Acquisition Request* form at least 90 days before seeds are required.
- **Fee Schedule:** There are no fees for colleges and universities affiliated with the program. KDA will not assess fees to college or university affiliates, unless the participant requests sample collection or testing. Fees shall be used for the sustainability of the program, including staff, program administration, site visits, sample collection, and THC testing costs.
 - **Inspection Fees.** Samples are only collected if the principle investigator requests sampling from KDA. An Inspection Fee of \$100 shall be assessed for each plot and variety sampled. The Inspection Fee(s) must be paid within 30 days of invoice from KDA in the form of a check or money order payable to the Kentucky State Treasurer.

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 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* form for 2017 by each principal investigator, 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 two weeks 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:

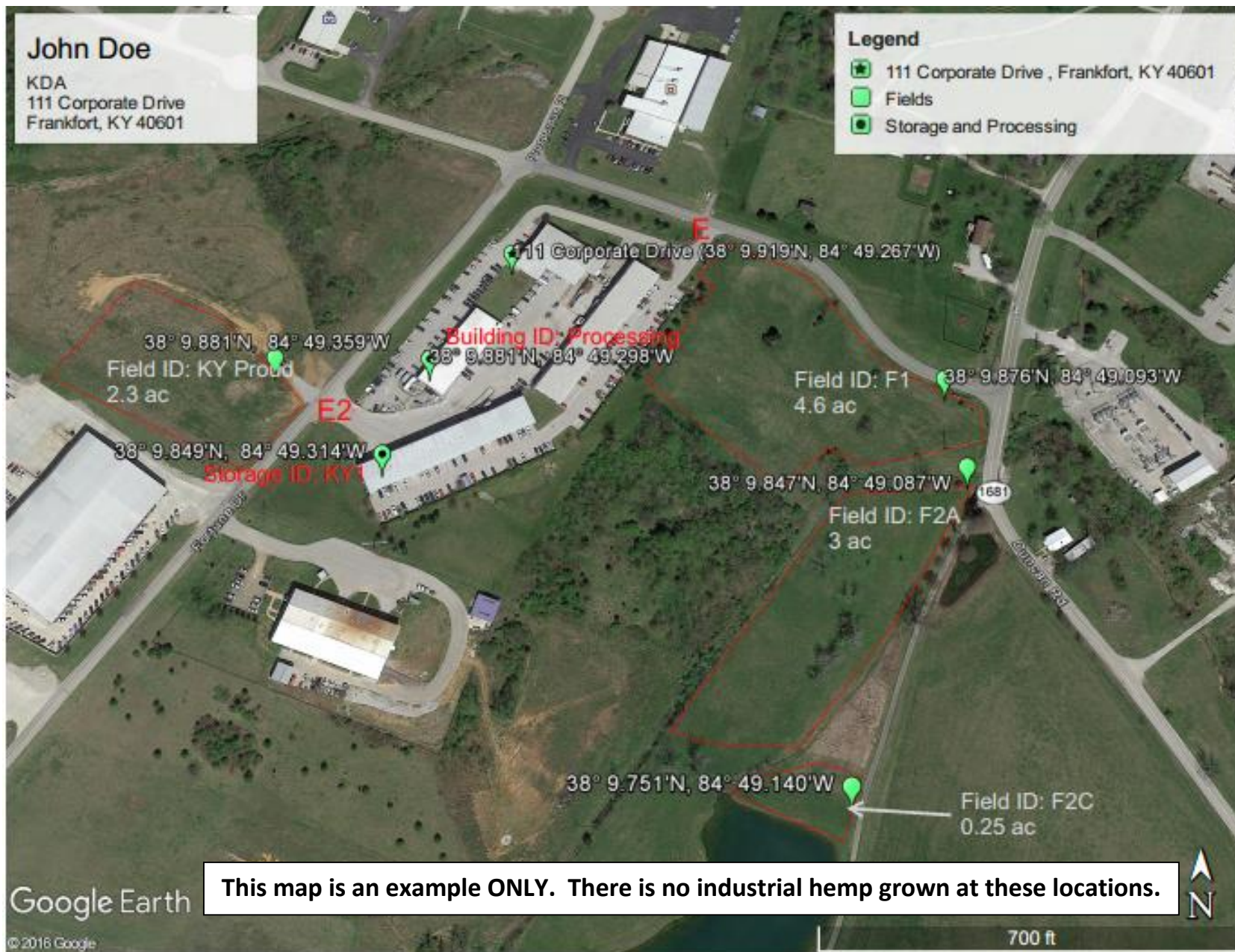
- Contain only one address per map.
- Your full name and the street address, city, state and zip printed on the page.
- "E" marking the primary farm/site entrance on the map.
- "E2" marking any secondary farm/site entrances.
- A nearby roadway showing the road name.
- Be zoomed out to show the entire farm and road entrance.
- Be sure to CLEARLY indicate on the map the following:
 - Field location.
 - Outline of each field(s) to be used for planting;
 - Field ID/name; and
 - Indicate the acreage for that field.
 - Greenhouses, storage buildings or handling facilities and the building ID/name of each.
 - GPS coordinates for each field or 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.
 - **The field, greenhouse, and building IDs used in these tables MUST be consistent on all report forms used in the 2017 program.**

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; PVA maps; or Soil Conservation maps with legible handwritten information will suffice. 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).





Kentucky Department of Agriculture 2017 Industrial Hemp Research Pilot Program

University/College Affiliation
Submissions preferred by November 14, 2016

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 affiliation form. Submissions are preferred by November 14, 2016, to be recognized as a full 2017 affiliate of the program. KDA will accept *University/College Affiliation* forms at any time.

OFFICIAL USE ONLY.
Post Mark or Received On:

Directions: Complete all parts of the following affiliation form and submit this and all required attachments 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.

University Information			
Name of Principle Investigator (PI): ...			
Name of College or University: ...			
Name of Department:			
Mailing address:			
Physical address, if mailing address is different:			
City:		State:	Zip:
Primary Email:		Secondary Email:	
Business Phone:		Cell Phone:	
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



1) **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 Department chair or appropriate authority at the college or university.**

2) **Indicate the focus of your 2017 project** (check all that apply).

- Grain
- Fiber
- Phytocannabinoids
- Terpenoids
- Replication
- Laboratory
- Other (Describe): _____

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

- Field trials
- Greenhouse
- Other (*Indicate type*): _____

4) **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

5) **Provide a list of individuals who will be primarily responsible for the growing, processing or handling the applicant’s industrial hemp if different than the employees or students 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



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

7) Identifying and purchasing seed and/or planting stock is the responsibility of the participant. KDA will assist with seed imports. Do you plan to obtain seed or planting stock for your project?

Yes No

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

9) Provide a list of all addresses you wish to register by completing the tables below in parts a) fields, b) greenhouses, 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 following information. Please refer to the Mapping Instructions in the affiliation packet, page iii-iv.
- The field, greenhouse, and building IDs used in these tables MUST be consistent on all report forms used in the 2017 program.
- If requesting THC testing from KDA, affiliates should budget for \$100 per sample/THC test.
- Copy the tables page and attach additional sheets as necessary.



Growing Address

Farm # # ____	Farm Address # _____	City	State	Zip	County	University owned?
			KY			
	Indicate if this farm has multiple entrances: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number of entrances:					
	Farm Field ID	GPS: Latitude <i>Ex: 38° 9.919'N</i>	GPS: Longitude <i>Ex: 84° 49.267'W</i>	Acres		
Field						
Field						
Field						
Field						

Attach map of this address, including all required map information outlined above in Question 9.

Greenhouse Address

Greenhouse # # ____	Greenhouse Address # _____	City	State	Zip	County	University owned?
			KY			
	Indicate if this farm has multiple entrances: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number of entrances:					
	Greenhouse Building ID	GPS: Latitude <i>Ex: 38° 9.919'N</i>	GPS: Longitude <i>Ex: 84° 49.267'W</i>	Square feet		
Greenhouse						
Greenhouse						
Greenhouse						
Greenhouse						

Attach map of this address, including all required map information outlined above in Question 9.

Storage or Lab Facility Address

Storage or Lab # # ____	Storage or Lab Address # _____	City	State	Zip	County	University owned?
			KY			
	Indicate if this farm has multiple entrances: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number of entrances:					
	Building ID	GPS: Latitude <i>Ex: 38° 9.919'N</i>	GPS: Longitude <i>Ex: 84° 49.267'W</i>	Purpose		
Building						
Building						
Building						

Attach map of this address, including all required map information outlined above in Question 9.



Acknowledgments

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

- 10) I acknowledge that my college or university is responsible for compliance with 7 U.S.C. § 5940, and state and federal law, including providing legal protection, administrative oversight, and support for this research project.
- Yes No
- 11) I acknowledge that the deadline to submit an appeal to KDA in the event of an affiliation refusal is 20 days following notification of refusal. Furthermore, the decisions made by the KDA three-person appeals panel are final. The panel will not accept or consider information or documents that were not timely submitted to KDA Hemp Staff (i.e., that were not submitted on or before the applicable deadline).
- Yes No
- 12) 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 Acquisition* form – due only if directly obtaining seed or propagules.
 - *Field Planting* form – due 10 days after planting.
 - *Greenhouse Planting* form – due 10 days after planting, and quarterly thereafter.
 - If THC sampling or testing is requested, *Harvest/Destruction Notification* form – due at least two weeks prior to harvest; triggers an inspector for THC sampling.
 - Research results summary.
- Yes No
- 13) 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 submitted with this application. This application constitutes written consent by the applicant 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
- 14) I agree that KDA Hemp Staff, Kentucky State Police, and other federal, state and local law enforcement agencies and drug suppression units may enter into any premises where industrial hemp or hemp products are located, with or without advance notice, with or without cause.
- Yes No
- 15) 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

16) 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

17) 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

Attachments

Check all attachments below that you are submitting with this 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. **If the attachment is proprietary or confidential, please mark each page of the document as such, and include on the attachment cover page why you consider this material to be proprietary or confidential.**

- REQUIRED:** Maps of farm, 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 form is true and accurate.

Signature of Principal Investigator

Date

Printed name

Mail completed application and all attachments to:

Kentucky Department of Agriculture
Industrial Hemp Research Pilot Program
111 Corporate Drive, Frankfort, KY 40601

Email submissions may be submitted to Hemp@ky.gov.

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

