



## Kentucky Department of Agriculture Industrial Hemp Research Pilot Program

# 2017 PROCESSOR/HANDLER APPLICATION PACKET

### Guidelines and Instructions for Processors/Handlers

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). Individuals and companies who would like to be considered for participation in the program as a processor must submit the KDA Industrial Hemp Research Pilot Program *Processor Application* for 2017 and a \$50 nonrefundable application fee submitted with the application to KDA, Industrial Hemp Research Pilot Program, 111 Corporate Drive, Frankfort, KY 40601. Complete the full application as attached and return by mail to KDA or hand deliver to KDA along with a check or money order for \$50 made payable to Kentucky State Treasurer.

- **Contents of Application Package:**
  - Guidelines and Instructions
  - Instructions for Obtaining a KSP Background Check
  - 2017 Fee Schedule
  - 2017 Transfer Requirements
  - Instructions for Creating a Map(s) for Submission with your Application
  - *Processor/Handler Application*. Please do NOT submit the guidelines and instructions. Submit only the application and required attachments.
- **Application Deadline:** KDA prefers that *Processor Applications* be submitted in conjunction with *Grower Applications*, which are due by 4:30 PM Eastern Time (ET) on November 14, 2016. However, June 1, 2017, is the final application deadline for all 2017 projects which involve processing industrial hemp. *Processor Applications* must be postmarked no later than June 1, 2017, or hand delivered no later than 4:30 PM ET on June 1, 2017. **Email submissions will NOT be accepted** because the payment for the application fee must be attached to the application. KDA recommends that applicants use certified mail, return receipt requested, when submitting an application by mail; KDA is not responsible for applications lost in the mail or not received. **Keep a copy of the full application for your records.**
- **Fee Schedule:** A \$50 nonrefundable application fee (check or money order made payable to Kentucky State Treasurer) must be included with the completed application upon submission. This fee does not apply to any other program costs. See the *2017 Fee Schedule* in this application packet or on the KDA website at [www.kyagr.com/hemp](http://www.kyagr.com/hemp). If you are approved for participation in the program, there are costs associated with participation. **Be sure to carefully review these fees which are required for all participants, and budget accordingly in the event you are selected for participation.**
- **Application File Format:** The KDA Industrial Hemp Research Pilot Program 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. **KDA is not responsible for missing information due to formatting or printing errors on the user end.**
- **Complete Applications:** Applications must be complete, accurate and legible. Follow all instructions in the document. Applications and any attachments may be subject to Kentucky Open Records law (KRS 61.870 through KRS 61.884). **Incomplete applications will not be approved.**
- **Application Review:** The KDA will evaluate each application and select projects for approval based on the review criteria found in the *KDA Industrial Hemp Research Pilot Program 2017 Policy Guide* on our website at [www.kyagr.com/hemp](http://www.kyagr.com/hemp).
- **Research Plan.** 7 U.S.C. § 5940 only authorizes industrial hemp research programs by institutions of higher education and state departments of agriculture; consequently, each program applicant must submit a project



research plan and be approved to become part of the KDA pilot program. Additionally, only the KDA is allowed to import industrial hemp seed or plants into Kentucky under federal law. The KDA Industrial Hemp Research Pilot Program involves research of crop production techniques, processing and marketing. Legitimate processing research may involve the investigation of harvest methods, yields, equipment uses, testing methods, marketing, product development, etc. **Processor Information Section, Question 9 of the application asks for YOUR specific research plan; be sure to answer this question fully.**

- **Background Checks:** Before final approval will be granted to a potential project, a Kentucky State Police (KSP) background check must be received and approved by KDA. As this process can take up to two weeks to complete, it is highly recommended that applicants submit a KSP background check request immediately. See the instructions and forms for KSP background checks attached to the application. Note: **These requests must be sent directly to KSP (DO NOT SEND TO KDA) and received by the KDA Marketing Office no later than 15 business days following the submission of the application.**
- **Prohibited Activities.** The activities listed below are prohibited from the KDA pilot program. When described in a research plan, any prohibited activities will disqualify an application from approval. A current participant found to be conducting or participating in any of these activities may be subject to actions including but not limited to termination of their *Memorandum of Understanding* (MOU) and forfeiture or destruction of all in-program industrial hemp materials.
  - Possessing live hemp plants in a residential area (indoors or outdoors).
  - Transporting live hemp plants and in-program hemp materials to unapproved locations such as trade shows, county fairs, educational events, or any other address not listed on an MOU or within another 7 U.S.C. § 5940 program.
  - Violating the restrictions outlined in the *Transfer Requirements* document on the program website.
  - Using pesticides not labeled for use on industrial hemp. (None are currently labeled.)
  - Creating products for sale outside of the program which would cause noncompliance with KDA Policy, or federal or state law, including:
    - Loose leaf or floral materials (such as whole buds, or ground floral or leafy material, including, but not limited to, hemp cigarettes, cigars, dip, or any form of chewing or smokeless hemp leaf or floral material); and
    - Other products that may be deemed prohibited by KDA, in contradiction of KDA policy, or determined to be against federal or state law.
  - Engaging in other activities that may be deemed prohibited by KDA.Upon request, KDA shall review and make a determination on any activity not specifically listed in the *Transfer Requirements* document (located on the program website) or in the Prohibited Activities list.
- **Orientation:** All approved applicants and signing authorities must attend an orientation session where they will receive further instructions, complete a *Memorandum of Understanding* and the *Participant Agreement* form, and submit payment of the Participation Fees. Current MOU holders with a multi-year agreement will still need to attend an Orientation, sign the annual *Participant Agreement*, and submit payment of the Participation Fees.
- **Memorandum of Understanding (MOU):** Approved participants become an extension of and act of behalf of the KDA for the purposes of conducting research by executing a *Memorandum of Understanding* with KDA. View a sample of the MOU and *Participant Agreement* form on KDA's website at: [www.kyagr.com/hemp](http://www.kyagr.com/hemp).
- **Timeline:** The expected timeline for approval of 2017 projects is as follows:
  - **June 1, 2017, 4:30 PM ET** - KDA prefers *Processor Applications* be submitted November 14, 2016. Applications are due in the KDA Marketing Office by the deadline; email submissions are NOT acceptable.
  - **15 days following receipt of application** – Background checks are due.
  - **No more than two months following the application evaluation**– Notification of application status.
  - **20 days following notification** – Appeals deadline for denied applicants.
  - **Within one month of notification** - Orientations and execution of MOUs.
  - **February 2017** – Complete seed acquisition orders and import permit requests.

For more information on the KDA Industrial Hemp Research Pilot Program, please visit [www.kyagr.com/hemp](http://www.kyagr.com/hemp) or contact KDA at [Hemp@ky.gov](mailto:Hemp@ky.gov). Please note that KDA is not able to provide direct assistance in completing the application.

## **Instructions for Obtaining a Kentucky State Police Background Check**

KDA Industrial Hemp Research Pilot Program requires a Kentucky State Police (KSP) background check on each applicant and additional signing authority for a project. Applicants are required to utilize the **Request for Conviction Records-Employment/Professional License** background check option.

**Background checks are required annually for all applicants and all proposed signing authorities associated with the application. The request is processed by the Kentucky State Police (KSP) office listed below.**

KSP Records Branch, Criminal Records Dissemination Section

Address: 1266 Louisville Road, Frankfort, KY 40601

Phone: 502-227-8700

Business hours: M-F 8:00 AM - 4:30 PM Eastern Time (ET).

Website: [http://kentuckystatepolice.org/background\\_check\\_forms.html](http://kentuckystatepolice.org/background_check_forms.html)

**You must complete the form on the next page or use the original form at [http://kentuckystatepolice.org/pdf/employment\\_rev11\\_10.pdf](http://kentuckystatepolice.org/pdf/employment_rev11_10.pdf)**

- You may submit the request and payment in person where it can be processed while you wait (typically 15 minutes).
- If submitting the request via mail, complete steps 1 through 5 below. This process typically requires at least 2 weeks.

### **Required for a mailed submission of the background check:**

1. Completed **Request for Conviction Records-Employment/Professional License** form found on the following page
2. \$20 check made payable to Kentucky State Treasurer
3. Self-Addressed Stamped Envelope (SASE) for a copy to be returned to you
4. Pre-Addressed Stamped Envelope with the following recipient address:  
Kentucky Department of Agriculture  
Attn: Industrial Hemp  
111 Corporate Dr.  
Frankfort, KY 40601
5. Mail items 1-4 listed above to:  
Kentucky State Police  
Criminal Identifications and Records Branch  
1266 Louisville Road  
Frankfort, KY 40601

**The Request for Conviction Records/Employment/Professional License form (also known as the background check request) must be mailed or hand delivered to Kentucky State Police; DO NOT SEND THIS REQUEST TO KDA**



**REQUEST FOR CONVICTION RECORDS - EMPLOYMENT/PROFESSIONAL LICENSE**

Request is made for any record of conviction found in the files of the Kentucky centralized criminal history record information system regarding the person identified herein. This information shall be released to:

**Kentucky Dept of Agriculture, ATTN: Industrial Hemp Program, 111 Corporate Dr, Frankfort, KY 40601**

Agency/Organization Name and Address

**ACKNOWLEDGMENT BY APPLICANT**

I am requesting that the Kentucky State Police provide the above named agency/organization with any record of conviction found in the files of the Kentucky centralized criminal history record information system. I know that I have the right to inspect my criminal history record and to request correction of any inaccurate information. If I do not exercise that right, I agree to hold harmless the Kentucky State police and any Kentucky State Police employee(s) from any claim for damages arising from the dissemination of inaccurate information.

**APPLICANT INFORMATION (PLEASE PRINT)**

NAME: [ ] [ ] [ ] [ ]  
First Middle Last Maiden

ADDRESS: [ ] [ ] [ ] [ ]  
Street City State Zip

SEX: [ ] RACE: [ ] DATE OF BIRTH: [ ] SOC SEC NO: [ ]

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTIONS:**

**Requesting agencies/organizations should ensure that all application information is completed.**

Requesting agencies/organizations should forward a check or money order made payable to the **Kentucky State Treasurer** in the amount of **\$20.00** for each submitted form. Requests should be accompanied by **two, self-addressed stamped envelopes** – one bearing the name and address of the requesting agency/organization and the other bearing the name and address of the applicant.

**The Kentucky State Police will charge a \$25.00 fee on each returned check.**

**RETURN THIS FORM TO:** Kentucky State Police  
Criminal Identifications and Records Branch  
Criminal Records Dissemination Section  
1266 Louisville Road  
Frankfort, KY 40601

Visit us online @ <http://kentuckystatepolice.org>

Revised 10/08



## KDA Industrial Hemp Research Pilot Program 2017 Fee Schedule

| Fee Type   | Program Fees*  | Fee Due Date  |
|--|--|---|
| Application Fee  | <b>\$50</b> (nonrefundable; does NOT apply to Participant Fee)   | @ time of application                                 |
| Participant Fee – PROCESSOR / HANDLER (Due annually)                           | <p><b>Tiered Fees</b></p> <ul style="list-style-type: none"> <li>• <b>Small Processors and Handlers - \$400 Flat Fee</b> <ul style="list-style-type: none"> <li>○ A “small processor” is defined as any processor who sources materials from up to two (2) farmers.</li> <li>○ A “handler” is defined as any private lab or service provider. (See <i>2017 Policy Guide</i>, page 9).</li> </ul> </li> <li>• <b>Large Processor - \$1,000 Flat Fee</b><br/>A “large processor” is defined as any processor who sources materials from three (3) or more farmers.</li> </ul> <p>NOTE: GPS coordinates for all processing sites and storage locations are submitted with the application submission. Changes to processing sites will incur a Site Modification Surcharge (see below).</p> | @ signing of <i>Participant Agreement</i> , annually  |
| Participant Fee – GROWER   | <p><b>\$350 per growing address</b></p> <p>NOTE: GPS coordinates for all growing locations (fields and greenhouses) and storage locations are submitted with the application submission. Changes to growing locations will incur a Site Modification Surcharge (see below).</p>  | @ signing of <i>Participant Agreement</i>             |
| Site Modification Surcharge (SMS)  | <p><b>\$500 / each change or addition to the MOU</b></p> <p>Defined as any change to or addition of GPS coordinates for processing or growing locations at an address on the MOU, or for the addition of a new address (i.e., address not already on MOU). Storage location changes or additions will not incur the SMS.</p>   | @ submission of <i>Site Modification Request</i> form |
| Post-Harvest Retest, Product THC Test, or Pesticide Residue Quantification Fee | <p><b>\$150 per instance</b></p> <p>These tests are only required if warranted by initial test results.</p>  | Within 30-days of invoice by KDA                      |

\* Fees may be submitted in the form of a check or money order made payable to Kentucky State Treasurer





## 2017 Transfer Requirements Summary

The tables contained in this summary sheet explain which industrial hemp materials that are restricted to transfer or sale within a hemp research pilot program, as opposed to materials that are eligible for transfer or sale outside of the KDA pilot program. **This is not a complete list of requirements; be sure to reference the full *Transfer Requirements* document on the program website at [www.kyagr.com/hemp](http://www.kyagr.com/hemp).**

- **In-Program Materials.** Must remain in the Industrial Hemp Research Pilot Program (i.e., recipients must have a Memorandum of Understanding [MOU] with KDA, or be legally operating within another 7 U.S.C. § 5940 program).
- **Out-of-Program Materials.** Allowed for transfer or sale to anyone, with or without an MOU (i.e., not a participant in a research pilot program, or the general public).

| Table 1: In-Program Materials    |   |
|----------------------------------|---|
| Harvestable Component            | Form of Material                                |
| <b>Fiber</b>                     | whole stalks, including leaf and seed materials |
|                                  | bales of stalks                                 |
| <b>Roots</b>                     | Raw   |
| <b>Leaves or Floral Material</b> | fresh, unprocessed                              |
|                                  | dried   |
|                                  | ground  |
| <b>Grain (food product)</b>      | Raw, unprocessed                                |
| <b>Seed (for replication)</b>    | whole seed, cleaned or uncleaned                |
| <b>Transplants</b>               | rooted plants                                   |
|                                  | cuttings  |

| Table 2: Out-of-Program Materials  |  |
|--|--|
| Harvestable Component  | Form of Material                                 |
| <b>Fiber</b>   | whole stalk, stripped of leaf and seed materials |
|  | decorticated fiber (bast and/or hurd)            |
| <b>Roots</b>   | dried  |
|  | ground   |
| <b>Leaves or Floral Material</b>   | cannabinoid extract                              |
|  | All products derived from extracts               |
| <b>Grain (food product)</b>  | crushed, ground, etc.                            |
|  | dehulled   |
|  | seed cake / meal                                 |
|  | roasted or toasted AND proven nonviable          |
|  | Oil  |
| <b>Out-of-program transfers of these materials are compliant with KDA policy; some federal agency opinions may differ. Transfers are at your own RISK.</b> |  |

It is the responsibility of the participant to understand and comply with all regulations pertaining to their products and to seek approval(s) from any applicable regulating authorities. KDA is not responsible for ensuring product quality or product compliance with other regulating authorities, such as the federal Food and Drug Administration (FDA), the Drug Enforcement Administration (DEA), or the Kentucky Food Safety Branch. **The MOU you have with KDA does NOT offer any legal protections from these governing bodies and does not provide waivers from their regulations.**

## **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](mailto:Hemp@ky.gov).

You are required to provide to KDA a photographic aerial map of all 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 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:
  - Storage buildings or handling facilities and the building ID/name of each.
  - 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](http://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 Pilot Program Application

**Processor/Handler Applications Preferred by November 14, 2016**  
**Final Application Deadline: June 1, 2017, 4:30 PM ET**

Anyone processing or handling raw industrial hemp materials in the Commonwealth of Kentucky must successfully complete the full application process with the Kentucky Department of Agriculture (KDA) and sign a *Memorandum of Understanding (MOU)* and *Participant Agreement* form before taking possession of any viable hemp seeds or in-program harvested hemp materials. Processors, handlers or service providers must complete this *Processor Application*; growers must submit the *Grower Application*.

**Directions:** Complete all parts of the following application and submit this application, the \$50 nonrefundable application fee, and all required attachments to: Kentucky Department of Agriculture, Industrial Hemp Research Pilot Program, 111 Corporate Drive, Frankfort, KY 40601. Email submissions will not be accepted. Be sure to keep a copy of the full application for your records. KDA is not responsible for missing information due to formatting or printing errors on the user end. All information submitted must be accurate, legible, and complete. If any information herein is later determined by KDA to be inaccurate, the application and MOU may be withheld or terminated.

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

|                                  |  |
|----------------------------------|--|
| <b><u>OFFICIAL USE ONLY.</u></b> |  |
| <b>Post Mark or Received On:</b> |  |
|                                  |  |
| Check Number:                    |  |
| Background Check?                |  |

| Processor/Handler Information   |        |                  |       |
|---|--------|------------------|-------|
| Name of primary signing authority: ...  |        |                  |       |
| Title of primary signing authority: ...   |        |                  |       |
| Company (if applicable):  |        |                  |       |
| Is this company registered with the Kentucky Secretary of State?<br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable  |        |                  |       |
| Business type (example: LLC, C-Corp., etc.): ...  |        |                  |       |
| Indicate name of person or entity as it should appear on the MOU: ...   |        |                  |       |
| 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 up to one additional person who may have signing authority for the business entity in matters related to industrial hemp and will be co-signing the MOU at the mandatory Program Orientation; co-signing is not allowable for MOUs in the name of an individual. A background check is required for each signing authority. |        |                  |       |
| Name  | Title  | Cell Phone       | Email |
|   |        |                  |       |



**1) Are you applying for a single year or multi-year MOU?**

- Single Year (expires March 31, 2018; participants must reapply to the program during the 2018 application period)
- Multi-Year (expires March 31, 2021)

**2) Indicate the scope of your 2017 application:**

- Large Processor.** I.e., sourcing from three (3) or more growers. (\$1,000 annual Participant Fee)
- Small Processor.** I.e., sourcing from up to two (2) growers. (\$400 annual Participant Fee)
- Handler.** Indicate type below. (\$400 annual Participant Fee)
  - Analytical Lab
  - Seed Cleaner
  - Other Service Provider (indicate type): \_\_\_\_\_

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

- Grain
- Fiber
- Floral Material (CBD, other phytocannabinoids, terpenoids, or any other extracts)
- Other (describe): \_\_\_\_\_

**4) Were you previously a participant in the KDA Industrial Hemp Research Pilot Program?** Yes No  
**If "No", skip to Question 6.**

**5) If you answered "Yes" to Question 4, complete parts a) and b), below.**

**a) Check all years for which you were a program participant:**

- 2014
- 2015
- 2016

**b) Briefly (2-3 sentences) summarize your previous project(s).**

**6) Are you or other listed signing authorities a current KDA employee(s) or do any of the signing authorities listed above have any related family working as a current KDA employee?** Yes No  
*"Family" means spouse and children, as well as a person who is related to a public servant as any of the following, whether by blood or adoption: parent, brother, sister, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister. KRS 11A.010(4)*

7) If you answered “Yes” to question 6, complete the following table. If “No”, skip to Question 8.

| Applicant (Signing Authority) | Name of current KDA Employee who is a family member | Relationship | KDA Office, if known |
|-------------------------------|---|--------------|----------------------|
|                               |   |              |                      |
|                               |   |              |                      |
|                               |   |              |                      |

8) Provide a list of all individuals, including contractors, who will be primarily responsible for the handling of or producing hemp or hemp products from hemp. List each person’s name, address, driver’s license number, and responsibilities associated with this project. Attach additional sheet(s) if necessary.

| Name | City | State | Driver’s License Number | Specific Responsibilities related to this industrial hemp project |
|------|------|-------|-------------------------|---|
|      |      |       |                         |   |
|      |      |       |                         |   |
|      |      |       |                         |   |
|      |      |       |                         |   |

9) **RESEARCH PLAN.** Explain in detail the industrial hemp research you are interested in conducting on behalf of the Kentucky Department of Agriculture. Before answering this question, be sure you have reviewed the KDA 2017 Policy Guide and the Transfer Requirements documents. **Incomplete answers to this question may result in the application’s removal from consideration;** KDA is not required to request additional information for clarity of the application. Provide the details of your overall plan, including, what you intend to accomplish in 2017 and how you will achieve it. Attach additional sheet(s) if necessary.



**10) If processing, do you intend to produce food grade products?**  Yes  No **If yes, attach the appropriate food safety certificate/permit or describe below your plans to obtain the proper certification.**

**11) Do you intend to use existing infrastructure to handle or process industrial hemp?**

Yes **If yes, describe your existing infrastructure.**

No **If no, explain your plans to develop the infrastructure necessary to handle industrial hemp for your proposed research. Be sure to indicate if you will be working with one or more consulting groups and the names of those companies or individuals.**

**12) Provide a timeline for critical steps supporting your 2017 research activity. Explain when your infrastructure will be in place, or when you will acquire it; when you will receive materials; and when you expect to generate and sell product**





**13) Explain your material acquisition plan.** Explain your plans to source industrial hemp materials for your handling or processing research. If known, list the names of the farmers growing the hemp. Please note that your intended growers are required to provide a letter of intent on company letterhead as a part of their *Grower Application*; failure to provide this letter to your intended growers will negatively impact both your application and theirs.

**14) Do you plan to provide seed or planting stock for any farmers?**  Yes  No **If “Yes”, explain your seed/propagule acquisition plan by indicating the source of seed or planting stock you intend to provide by completing the table below. Attach additional pages as necessary.**

Check here if the answer to this question contains proprietary information.  Yes  No If “Yes”, include an explanation for why the information is proprietary below.

|    | Seed/Planting Stock Source (Name) | City, State | Country | Type of Material (seeds or transplants) |
|----|-----------------------------------|-------------|---------|---|
| 1) |                                   |             |         |   |
| 2) |                                   |             |         |   |
| 3) |                                   |             |         |   |

**15) List the raw hemp materials you are handling or that are entering your production. If processing, include the intended products resulting from your processing research of industrial hemp. What types of hemp materials are you handling or processing? What types of products and byproducts are you producing and what are their intended use?**

Check here if the answer to this question contains proprietary information.  Yes  No If “Yes”, include an explanation for why the information is proprietary below.

**16) Describe the intended marketing plan.** *How are you going to market it, and to whom?*

Check here if the answer to this question contains proprietary information.  Yes  No If “Yes”, include an explanation for why the information is proprietary below.



**17) Provide a list of all addresses you wish to register by completing the tables in parts a) facility locations, and b) storage locations.**

- Location addresses must be approved and included in your MOU with KDA prior to the handling, storage or processing of any industrial hemp in order to demonstrate legitimacy of your growing operation to law enforcement agencies.
- You are required to provide precise GPS coordinates in DEGREES DECIMAL MINUTES for each building entrance at the address. *Example: lat: 38° 9.919'N, long: 84° 49.267'W*
- Any additions or changes to the GPS coordinates list for processing sites after MOU signing will require the participant to pay a \$500 Site Modification Surcharge (SMS) fee per addition or change to GPS or address locations.
- You are required to provide a map of each address including all items listed in the *Instructions for Creating Maps for Submission with the Application* in the application packet front matter, page vi-vii.
- The handling, processing and storage building IDs used in these tables MUST be consistent on all future report forms used by approved handlers and processors in the 2017 program.
- Attach additional page(s) as necessary.

**a) Enter information for requested facility addresses in the tables below:**

|  |                           |  |  |            |                    |                    |
|--|---------------------------|--|--|------------|--------------------|--------------------|
| <b>Facility 1</b>  | <b>Facility Address 1</b> | <b>City</b>                                    | <b>State</b>                                     | <b>Zip</b> | <b>County</b>      | <b>Own or Rent</b> |
|  |                           |  | KY   |            |                    |                    |
|  | <b>Building ID</b>        | <b>GPS: Latitude</b><br><i>Ex: 38° 9.919'N</i> | <b>GPS: Longitude</b><br><i>Ex: 84° 49.267'W</i> |            | <b>Square Feet</b> |                    |
| <b>Building</b>  |                           |  |  |            |                    |                    |
| <b>Building</b>  |                           |  |  |            |                    |                    |
| <b>Building</b>  |                           |  |  |            |                    |                    |
| <input type="checkbox"/> Attach map of this address, including all required map information outlined above in Question 17. |                           |  |  |            |                    |                    |
| <b>Facility 2</b>  | <b>Facility Address 2</b> | <b>City</b>                                    | <b>State</b>                                     | <b>Zip</b> | <b>County</b>      | <b>Own or Rent</b> |
|  |                           |  | KY   |            |                    |                    |
|  | <b>Building ID</b>        | <b>GPS: Latitude</b><br><i>Ex: 38° 9.919'N</i> | <b>GPS: Longitude</b><br><i>Ex: 84° 49.267'W</i> |            | <b>Square Feet</b> |                    |
| <b>Building</b>  |                           |  |  |            |                    |                    |
| <b>Building</b>  |                           |  |  |            |                    |                    |
| <b>Building</b>  |                           |  |  |            |                    |                    |
| <input type="checkbox"/> Attach map of this address, including all required map information outlined above in Question 17. |                           |  |  |            |                    |                    |



**b) Enter information for requested storage addresses in the tables below:**

NOTE: Storage addresses must be listed in the below table even if listed in tables for part (a) above, in order to provide GPS coordinates for the buildings.

| Storage Location 1 | Storage Address 1   | City                                    | State                                     | Zip | County  | Own or Rent |
|--------------------|---------------------|---|---|-----|---------|-------------|
|                    |                     |   |   | KY  |         |             |
|                    | Storage Building ID | GPS: Latitude<br><i>Ex: 38° 9.919'N</i> | GPS: Longitude<br><i>Ex: 84° 49.267'W</i> |     | Purpose |             |
| Building           |                     |   |   |     |         |             |
| Building           |                     |   |   |     |         |             |
| Building           |                     |   |   |     |         |             |
| Building           |                     |   |   |     |         |             |

Attach map of this address, including all required map information outlined above in Question 17.

| Storage Location 2 | Storage Address 2   | City                                    | State                                     | Zip | County  | Own or Rent |
|--------------------|---------------------|---|---|-----|---------|-------------|
|                    |                     |   |   | KY  |         |             |
|                    | Storage Building ID | GPS: Latitude<br><i>Ex: 38° 9.919'N</i> | GPS: Longitude<br><i>Ex: 84° 49.267'W</i> |     | Purpose |             |
| Building           |                     |   |   |     |         |             |
| Building           |                     |   |   |     |         |             |
| Building           |                     |   |   |     |         |             |
| Building           |                     |   |   |     |         |             |

Attach map of this address, including all required map information outlined above in Question 17.

**18) If any of your processing, handling or storage locations are leased, please indicate whether you have authorization from the owner allowing industrial hemp research to be conducted on the property. KDA reserves the right to request a notarized letter of support from the property owner.**

Yes  No  Not Applicable







**24) I acknowledge that the following fees will apply will apply, in addition to the \$50 nonrefundable application fee, if my application is approved:**

- Participation Fee = \$400 flat fee for Small Processor (see definition in 2017 Fee Schedule); and \$1,000 flat fee for Large Processors, due at signing of annual *Participant Agreement*
- Product THC Test Fee = \$150 per instance, due within 30 days of invoice by KDA
- Site Modification Surcharge = \$500 for each new processing site, due within 30 days of invoice by KDA. A new processing site is defined as any GPS location not listed on the MOU (i.e., any change to or addition of GPS coordinates at an address on the MOU, or for the addition of a new address). The Site Modification Surcharge does not apply to storage-only sites, but notification and approval is required.
- Failure pay the required fees, submit required notifications to KDA Hemp staff, or obtain any necessary written approval in advance may result in appropriate action, including expulsion from the program and the destruction of hemp materials.

Yes  No

**25) I affirm that, if approved for participation, I am prepared to conduct a research project 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 for processors and handlers include those listed below.**

- *Seed/Propagule Acquisition* form – due only if importing seed or propagules into Kentucky
- *Production Report* form – due by December 1, 2017
- Other forms as deemed necessary by KDA for program administration.

Yes  No

**26) I acknowledge that, upon request from KDA Hemp Staff, Kentucky State Police, or other state or law enforcement officers, participants must immediately produce a copy of their *Memorandum of Understanding or Participant Agreement* form for inspection.**

Yes  No

**27) I agree that, if approved for participation, 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

**28) I acknowledge that all physical addresses and GPS coordinates of each building to be used to handle, store or process 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

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

Yes  No

**30) I acknowledge that I or an authorized representative of the operation who is knowledgeable about the hemp research project shall be available on location by appointment for on-site visits by KDA for the purpose of inspection or sampling.**

Yes  No

**31) I accept the inherent risk associated with participation in a research program focusing on a new crop. I acknowledge that both personal and financial loss may be possible, and agree that KDA is not responsible for reimbursing or compensating any participant for any loss resulting from involvement with the Industrial Hemp Research Pilot Program.**

Yes  No

**32) I acknowledge that grower participants are required to reapply on an annual basis, and all participants – both growers and processors – must annually complete the *Participant Agreement* form and pay all required annual program fees. Past participation does not guarantee or imply automatic approval for future participation.**

Yes  No

**33) I recognize that outside of the KDA Industrial Hemp Research Pilot Program or another 7 U.S.C. § 5940 program, industrial hemp is listed under 21 U.S.C. § 801 *et seq.* as a Schedule 1 Controlled Substance. As such, it is illegal to possess raw industrial hemp materials in Kentucky outside the auspices of KDA’s pilot program. If selected for an MOU and my MOU is terminated or expires, I will not be allowed to possess industrial hemp in any form listed in the “in-program” *Transfer Requirements* table. Unless current federal law changes, I will be required to divest possession of all such industrial hemp materials to an approved program participant, or destroy all in-program industrial hemp materials by the expiration or termination of my MOU.**

Yes  No

### **Attachments**

Check all attachments below that you are attaching to this application. In addition to those listed, attachments may include extended answers to any question in the application, a letter of intent from a processor/buyer, a business plan, 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: Application Fee: Check or Money Order for \$50 made payable to Kentucky State Treasurer.

REQUIRED: Copy of Driver’s License for each signing authority.

REQUIRED: Background Check from KSP for each signing authority.



If not attached, your background check must be received by KDA before 4:30 PM ET, 15 business days following the receipt of your application.

Indicate date requested: \_\_\_\_\_

- REQUIRED: Facility and storage maps (including name, address, building ID, building GPS coordinates).
- Optional*: Food Safety Permit (if applicable).
- Optional*: FDA Registration (if applicable).
- Other Attachment (describe): \_\_\_\_\_
- Other Attachment (describe): \_\_\_\_\_
- Other Attachment (describe): \_\_\_\_\_
- Other Attachment (describe): \_\_\_\_\_

**I hereby verify and affirm that all of the information contained in this application is true and accurate. I understand that if KDA later determines any of this information to be inaccurate, the application and MOU may be withheld or terminated.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

**Deadline: Applications are preferred by November 14, 2016.  
Applications must be postmarked no later than June 1, 2017,  
or hand delivered no later than 4:30 PM ET on June 1, 2017.**

**Email submissions will not be accepted  
because payment for the application fee must be attached to the application.**

**KDA is not responsible for missing information due to formatting or printing errors on the user end.  
KDA is not responsible for applications lost in the mail or not received.**

**Mail completed application, application fee and all attachments to:**

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

For more information on the KDA Industrial Hemp Research Pilot Program, please visit  
[www.kyagr.com/hemp](http://www.kyagr.com/hemp)

