FIELD PLANTING REPORT – TUTORIAL

This document is intended to provide step-by-step instructions for submitting hemp field planting reports.

1. Log in to your Hemp Licensing Program user portal at https://online.kyagr.org/#/
2. On the right-hand side of your user dashboard scroll down until you find "Field Planting Report" (see highlight on picture below). Click on that report. (If you are submitting a "no plant" report, after this step skip to page 5)

Report Detail
Report
Field Planting Report
Greenhouse/Indoor Planting Report
New Hemp Variety Or Strain Request
Harvest Report
Greenhouse Planting Reports Submitted
Field Planting Reports Submitted
Submitted and Approved Harvest Report

3. **NOTE: You must submit your field plantings to your local FSA office FIRST. Contact your local office and work with them to complete a Crop Acreage Report/FSA-578 Form. You must do this to receive your FSA TRACT and FSA Field Number to submit your planting reports to KDA. Once the FSA-578 is completed with your local FSA office email a copy to Hemp@ky.gov.**

COMPLETING YOUR PLANTING INFORMATION

4. When this report opens, you will see your planting address(es) and your field location ID(s) are entered into the planting table automatically. Click the pencil icon on each row and follow steps 5 through 9 to enter information into the planting table.

Planting Address	City	County	FSN	Location Link
107 Corporate Dr	Frankfort	Franklin		Location Link

Field Location

FSA Tract #	FSA Field #	Field Location ID	Hemp Variety/Strain	Planted Seeds, or Transplants	Source, Seeds/Transplant	Planted Acres	Purpose of Crop (Grain, Fiber, Floral)	Date Planted	No Planting in this Field	Action
		Triangle							☐	✏️ 🗑️
		Field A							☐	✏️ 🗑️

5. Please follow the next set of instructions to properly fill out your field planting report. See the snip-it's below for the example.
   - After clicking on the pencil icon, click Field Location ID and a drop-down list will appear. This will show all your licensed field Location IDs for that address. Choose the correct field. – EXAMPLE: Triangle

- Next, click and select the <mark>Hemp Variety/Strain</mark> name from the drop-down box. You can use the drop-down box and scroll through OR type the name and it will find the variety. Unfortunately, they are not always listed in alphabetical order, and we have not been able to get that fixed by the software developers. – EXAMPLE: BaOx (**NOTE**: If your variety/strain is not found in the list then it has not been approved for use in Kentucky and you should have submitted a "New Variety/Strain Request" before purchasing the planting materials. Contact KDA hemp program staff for further instructions.)
- Then type in the box for the <mark>Source of Seeds or Transplants</mark> – EXAMPLE: Sarah's Greenhouse – I purchased my seeds/transplants from a business called Sarah's Greenhouse, so they are listed as the source.
- Next, it is asking the <mark>primary intended purpose of crop</mark> and you must select one of only 3 options: Grain, Fiber or Floral - EXAMPLE: Floral
- Click in the <mark>Date Planted</mark> box; a calendar will appear. Please choose the date that you planted. If it took you 3 days to plant that field, enter the middle date. – EXAMPLE: 07/01/2022
- Next, you must enter the <mark>FSA TRACT Number</mark> provided by your local FSA office. It can be found on your completed FSA-578 form. This is usually a four-digit number and sometimes is three or five digits, it varies from area to area. EXAMPLE: 5555

Field Location

Field Location ID : *	Triangle
Hemp Variety/Strain : *	BaOx
Source of Seeds or Transplants : *	Sarah's Greenhouse
Primary Intended Purpose of Crop (Grain, Fiber, Floral) : *	Floral
Date Planted : *	07/01/2022
FSA TRACT Number : *	5555

- Over to the right is the next set of planting information to be completed (see the next snip-it for example). First you will see a check box labeled "Check if No Planting will Occur in this field". ONLY click this box if this field is a "<mark>NO PLANT</mark>" for the growing season. If you are entering planting information do not check this box. You will see for this example the box is not checked. If you need to submit a NO Plant skip to page 5 of this tutorial.
- Next, in the <mark>Planted</mark> box choose Seeds, Transplants, or Seedlings. – EXAMPLE: Transplants
- In the <mark>Area Planted (acres)</mark> type in the approximate number of acres you planted. Do not enter any words or fractions, only numbers and decimals to a maximum of 2 decimal places. – EXAMPLE: 5.5
- Next, in the <mark>Secondary Intended Purpose of Crop</mark>, if this is intended to be a dual-purpose crop, please let us know if the secondary purpose is Grain, Fiber, or Floral. Sometimes farmers will plant a dual-purpose variety – EXAMPLE: This was left blank for this planting report. This is not a dual-purpose variety.
- Click in the <mark>Expected Harvest Date</mark> box; a calendar will appear. We realize that things change and that your expected harvest date might be sooner or later. This date will not be used to schedule sampling. Please enter your best estimated intended date to harvest. – EXAMPLE: 09/15/2022
- IF this is a <mark>replant</mark> (a second planting for this Location ID) check the box next to "Check if this is a replant" – EXAMPLE: This was left blank. This was the first planting in this field with Location ID: Triangle; I did not replant.

- Next, you must enter an FSA Field Number which is provided by your local FSA office. This can be found on your completed FSA-578 form. EXAMPLE: <u>123</u>
- Once completed and you have entered ALL the required information, then click the green SAVE button.

Only Check the boxes (underlined in red) IF they pertain to you

DO NOT leave anything blank that has a red asterisk

6. Once you click on SAVE, you will notice a question show up asking "Do you want to add more strains for this location?" – see snip-it below.
   - If you do want to add more strains to this field, then Click "YES" and it will reset the form for you to fill out again for the same field/location ID. Be sure to click SAVE again at the end of entering a new set of planting information.
   - If you are finished entering the different varieties/strains planted in this field, click "No" to close this entry section before you submit the report.

FSA Tract #	FSA Field #	Field Location ID	Hemp Variety/Strain	Planted Seeds, or Transplants	Source, Seeds/Transplant	Planted Acres	Purpose of Crop (Grain, Fiber, Floral)	Date Planted	No Planting in this Field	Action
5555	123	Triangle	BaOx	Transplants	Sarah's Greenhouse	5.5	Floral	07/01/2022	☐	✏️ 🗑️

7. If you have more addresses to complete planting information for, continue steps 1 through 6 on each address and Location ID until all planting information is entered.

FINISHING UP YOUR REPORT:

8. If you are finished filling out your form, answer the last question, type in a signature, and click submit.
   - Answer yes or no to "Do you intend to plant additional hemp at this address this year?" This is only referring to field planting, not greenhouse/indoor. – Example: No
   - Type your first and last name in the Signature box. – Example: Sarah Gravitt
   - The date will pre-fill for you.
   - Click Submit Report
   - DO NOT close your internet browser until you see the display in number 9 below.

Acknowledgements	
Do you intend to plant additional hemp at this address this year? *	○ Yes ● No

By writing my name below, I attest that I am the license holder or the secondary contact authorized by the license holder to submit this form, and that this information is accurate and complete.

Signature :* Sarah Gravitt   Date :* 08/04/2022

Submit Report

9. The system will NOT send you a confirmation. However, at the top there will be a display stating, "YOUR PLANTING REPORT HAS BEEN SUBMITTED."

Licensing Program

✔ YOUR PLANTING REPORT HAS BEEN SUBMITTED.   ✕

Back

Field Planting Report

Application Instructions

Field Planting Report Instructions This report form is used to submit your hemp planting details for each field. Remember, planting reports are due within 15 days following each planting. If you have greenhouse planting

10. You can also check for a submitted report on your user dashboard. Go back to your dashboard, on the right, under "Report Detail" you will see "Field Planting Reports Submitted and Approved". If you click here, it will list information from all planting reports you have ever submitted.

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11. If we have any questions during the processing and approval of your reports, we will contact you by phone and/or email.
12. See below for tutorial on submitting a "NO plant" report.

"NO PLANT" REPORT – TUTORIAL

This next part will cover how to complete the report for a field or fields that you are NOT PLANTING in. This is often called a NO PLANT report.

1. After logging into your user portal and selecting "Field Planting Report" follow the steps below to submit your No Plant report.
2. Find the address you want to report a No Plant for and select the pencil icon for the Location ID.

Planting Address	City	County	FSN	Location Link
107 Corporate Dr	Frankfort	Franklin		Location Link

Field Location

FSA Tract #	FSA Field #	Field Location ID	Hemp Variety/Strain	Planted Seeds, or Transplants	Source, Seeds/Transplant	Planted Acres	Purpose of Crop (Grain, Fiber, Floral)	Date Planted	No Planting in this Field	Action
		Triangle							☐	✏ 🗑
		Field A							☐	✏ 🗑

3. After clicking the pencil icon, the screen will open up to enter information. Make sure the correct location ID is displayed and proceed with the next steps.
4. FSA TRACT Number: This is provided by the FSA office, and if you have this enter it here. If you do not have your FSA TRACT number enter "XXXX".
5. Next, Check mark the box "Check if No Planting will Occur in this field"
6. FSA Field Number: This is provided by the FSA office, and if you have this enter it here. If you do not have your FSA Field number enter "XXXX".
7. Click SAVE

Planting Address	City	County	FSN	Location Link
107 Corporate Dr	Frankfort	Franklin		Location Link

Field Location

Field Location ID : * Field A

Hemp Variety/Strain :

Source of Seeds or Transplants :

Primary Intended Purpose of Crop (Grain, Fiber, Floral) :

Date Planted : MM/DD/YYYY

FSA TRACT Number : * XXXX

Check if No Planting will Occur in this field ☑

Planted :

Area Planted (acres) :

Secondary Intended Purpose of Crop :

Expected Harvest Date : MM/DD/YYYY

Check if this is a replant ☐

FSA Field Number: * XXXX

[Save] Cancel

8. Once you click on SAVE, you will notice that it saved your information in the table AND a question will show up asking "Do you want to add more strains for this location?" Click NO and then click Save. The box will close so you can edit the next location ID.

9. If you are finished filling out your form, answer the last question, type in a signature and click submit.
   - Answer yes or no to "Do you intend to plant additional hemp at this address this year? This is only referring to field planting, not greenhouse/indoor. – Example: No
   - Type your first and last name in the Signature box. – Example: Sarah Gravitt
   - The date will pre-fill for you.
   - Click Submit Report

It is critical that we receive all your reports in a timely manner, including the field NO PLANTING reports, which are due by July 31.

If you need further assistance with planting reports, please contact hemp@ky.gov