

## **GREENHOUSE/INDOOR PLANTING REPORT – TUTORIAL**

This document is intended to provide step-by-step instructions for submitting hemp greenhouse/indoor 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 “Greenhouse/Indoor 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 7)



Report Detail
Report
<a href="#">Field Planting Report</a>
<a href="#">Greenhouse/Indoor Planting Report</a>
<a href="#">New Hemp Variety Or Strain Request</a>
<a href="#">Harvest Report</a>
<a href="#">Greenhouse Planting Reports Submitted</a>
<a href="#">Field Planting Reports Submitted</a>
<a href="#">Submitted and Approved Harvest Report</a>

3. **NOTE: The report consists of TWO tables.**
  - The top table (circled in yellow) is the planting table where NEW plantings that occurred during the quarter (previous 3 months) should be entered. A new planting includes – cuttings, seeds, OR bringing in new plants to a location where they have not previously been. Repotting plants is not considered a new planting. Continue to step 4 for help on how to enter new planting information.
  - The bottom table (circled in red) is the inventory table. This should be updated quarterly. If you enter new plantings in the top planting table, they must be included here along with any previously reported inventory that still remains in that greenhouse/indoor location. If plants died, were sold, harvested, or transplanted to the field you would reflect numbers accordingly in this table. Continue to step 9 for help on how to enter inventory information.

**Growing Address**

Planting Address	City	County	FSN	Location Link
420 E New Circle Rd	Lexington	Fayette		<a href="#">Location Link</a>

GREEN HOUSE Location

FSA Tract #	FSA Field #	Location ID	Hemp Variety/Strain	Planted: Seeds, Cuttings, Transplants.	Source of Seeds Plant Stock*	# of Seeds or Plants	Date Planted	No planting this quarter	use for plants	Approve	Action
		Greenhouse 1						<input type="checkbox"/>		<input type="checkbox"/>	 

Inventory Location

[Add Quarterly Report Inventory](#)

Location ID	Variety/Cultivar	Number of Plants.	Area (sq ft)	Action

- Harvest NOTE:** If harvesting from your greenhouse you must report plantings to your local FSA office FIRST. Contact your local office to 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.



**COMPLETING YOUR PLANTING INFORMATION**

- Your greenhouse/indoor planting report will open. Again, the top table is the planting table. Click the pencil icon and follow steps 6 through 8 to enter information into the planting table. To update inventory, see instructions starting at step 9.

**Growing Address**

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420 E New Circle Rd	Lexington	Fayette		<a href="#">Location Link</a>

GREEN HOUSE Location

FSA Tract #	FSA Field #	Location ID	Hemp Variety/Strain	Planted: Seeds, Cuttings, Transplants.	Source of Seeds Plant Stock*	# of Seeds or Plants	Date Planted	No planting this quarter	use for plants	Action
		Greenhouse 1						<input type="checkbox"/>		 

- Please follow the next set of instructions to properly fill out the planting table in your greenhouse/indoor planting report. See the snip-it's below for the example.
  - Click **Greenhouse/Indoor Location ID** and a drop-down list will appear. This will show all your licensed greenhouse/indoor Location IDs for that address. Choose the correct Location ID. – EXAMPLE: Greenhouse 1
  - Next, click and select the **Hemp Variety/Strain** 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: Berry Blossom (**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 **Source of Seeds or Transplants** – EXAMPLE: Sarah’s Greenhouse – I purchased my seeds/transplants from a business called Sarah’s Greenhouse, so they are listed as the source.
- Click in the **Date Planted** box; a calendar will appear. Please choose the date that you planted. If the planting took place over several days, choose an average date. – EXAMPLE: 03/30/2022
- Next, you must enter the **FSA TRACT Number** 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 (You are only required to submit greenhouse/indoor planting information to the FSA office if you are planning to harvest these plants from the greenhouse location OR if you are selling them. If the purpose of these plants is “transplants” for your own field, you do not have to submit this information to FSA and you may enter “XXXX” for the FSA TRACT Number.)

- 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 plants this quarter”. ONLY click this box if this greenhouse is a “**NO PLANT**” for this quarter, meaning there have been no new plantings of any kind this quarter (but you may still be maintaining inventory). If you are entering new 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 for this quarter skip to page 7 of this tutorial.
- Next, in the **Planted** box choose Seeds, Transplants, Seedlings or Cuttings. – EXAMPLE: Cuttings
- In the **Number of Seeds or Plants Planted** type in the approximate number of seeds/plants that you planted. If you placed 400 seeds in the soil a week ago and only 200 germinated, please enter 200. – EXAMPLE: 200
- Next, in the **Intended Use for Plants** a drop-down menu will appear. Intended uses can either be Transplants (will be planted in another location before they are harvested, usually transplanted to a field), Harvest (to be harvested from this greenhouse including seed and floral material harvests), Research (universities only unless written permission from KDA), Breeding (plants used to create new genetics or varieties), or Stock Plants (these are generated only for cloning of other plants). – EXAMPLE: Harvest
- 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. (You are only required to submit greenhouse/indoor planting information to the FSA office if you are planning to harvest these plants from the greenhouse location OR if you are selling them. If the purpose of these plants is “transplants” for your own field, you do not have to submit this information to FSA and you may enter “XXXX” for the FSA Field Number.)
- Once completed and you have entered ALL required information, then click the green SAVE button.

**\*\*Underlined in red, only check this box if there were no new plantings for this quarter in this greenhouse/indoor location. Skip to page 7 for those instructions.\*\***

**\*\*DO NOT leave anything blank that has a red asterisk\*\***

7. 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 varieties/strains to this greenhouse, then Click “YES” and it will reset the form for you to fill out again. 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 greenhouse/indoor location, click “No”/Cancel to close this entry section before you submit the report.

GREEN HOUSE Location

FSA Tract #	FSA Field #	Location ID	Hemp Variety/Strain	Planted: Seeds, Cuttings, Transplants.	Source of Seeds Plant Stock*	# of Seeds or Plants	Date Planted	No planting this quarter	use for plants	Action
5555	XXXX	Greenhouse 1	Berry Blossom	Cuttings	Sarah's Greenhouse	200	03/30/2022	<input type="checkbox"/>	Harvest	

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

**UPDATING YOUR INVENTORY TABLE:**

9. After completing the planting table, report changes in inventory by following the steps below. See the snip-it below for example.
  - Click the green button “Add Quarterly Report Inventory” to add new inventory if your inventory table is currently empty or if you are entering a new variety. If inventory has previously been reported select the pencil icon to the right of each variety to edit. A variety/strain should only be listed once for each greenhouse/indoor location and the total number of plants should be updated quarterly.
  - Select the **Greenhouse/Indoor Location ID** from the drop-down box.

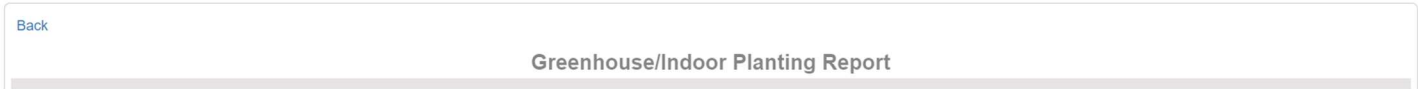
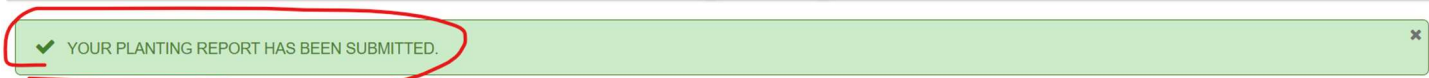
- Select the correct **Variety/Cultivar** by either typing in the variety name or using the drop-down menu. **(NOTE:** These are not always in alphabetical order. If your variety/strain is not found in the list, then it has not been approved for use in Kentucky and you should have submitted a “New Variety/Strain Request” before purchasing the planting materials.)
- Enter the **number of plants**. – EXAMPLE: 500
- Enter the **Area (sq ft)**. – EXAMPLE: 750
- Click Save.
- IF you need to report more inventory repeat these steps until all inventory is entered for each address and Location ID(s).

Inventory Location

**FINISHING UP YOUR REPORT:**

10. Upon completing all planting and inventory information in the top section scroll down to the bottom under “Reporting” and be sure to complete the section indicating if this is the First Planting, and/or which Quarter this report is for (Reports are due Quarterly: March 31, June 30, Sept 30, and Dec 31)
  - In the snip-it below, underlined in red is where you can indicate if you will not plant/propagate or maintain live plants at this address for remaining quarters. IF you plant in quarter 1 and 2 but know you will not have plants in the greenhouse for quarter 3 and 4, you can check the boxes next to Sept 30 and Dec 31. At this point you would not need to report this address for the last two quarters of the year.
11. If you are finished filling out your form type in a signature and click submit.
  - Type your first and last name in the Signature box. – Example: Sarah Gravitt
  - The date will pre-fill for you.
  - Click Submit Report.

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



13. 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 all planting reports you have ever submitted.

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

## “NO PLANT” REPORT – TUTORIAL

This part will cover how to complete the report for a greenhouse where you are NOT PLANTING this quarter. This is often called a **NO PLANT** report.

1. After logging into your user portal and selecting “Greenhouse/Indoor 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
420 E New Circle Rd	Lexington	Fayette		<a href="#">Location Link</a>

**GREEN HOUSE Location**

FSA Tract #	FSA Field #	Location ID	Hemp Variety/Strain	Planted: Seeds, Cuttings, Transplants.	Source of Seeds Plant Stock*	# of Seeds or Plants	Date Planted	No planting this quarter	use for plants	Action
		Greenhouse 1						<input type="checkbox"/>		

3. After clicking the pencil icon, the screen will open 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. Since you did not plant you would not have received this from them. Enter “XXXX”.
5. Next, Check mark the box “**Check if No plants this quarter**”
6. **FSA Field Number**: This is provided by the FSA office. Since you did not plant you would not have received this from them. Enter “XXXX”.
7. Click SAVE

**Growing Address**

Planting Address	City	County	FSN	Location Link
420 E New Circle Rd	Lexington	Fayette		<a href="#">Location Link</a>

**GREEN HOUSE Location**

Greenhouse/Indoor Location ID : <span style="background-color: yellow;">Greenhouse 1</span> <input type="text"/>	Check if No plants this quarter <input checked="" type="checkbox"/>
Hemp Variety/Strain : <input type="text"/>	Planted : <input type="text" value="-Select Planted-"/>
Source of Seeds or Planting Stock : <input type="text"/>	Number of Seeds or Plants Planted : <input type="text"/>
Date Planted or Seeded : <input type="text" value="MM/DD/YYYY"/>	Intended use for plants <input type="text"/>
FSA TRACT Number : * <span style="background-color: yellow;">XXXX</span> <input type="text"/>	FSA Field Number : * <span style="background-color: yellow;">XXXX</span> <input type="text"/>

8. Upon completing all NO PLANT information in the top section scroll down to the bottom under “Reporting” and be sure to complete the section indicating which Quarter this report is for (Reports are due Quarterly: March 31, June 30, Sept 30, Dec 31).
  - In the snip-it below underlined in red is where you can indicate if you will not plant/propagate or maintain live plants at this address for remaining quarters. IF you plant in quarter 1 and 2 but know you will not have plants in the greenhouse for quarter 3 and 4, this is where you can check the boxes next to

Sept 30 and Dec 31. At this point you would not need to report this address for the last two quarters of the year.

9. If you are finished filling out your form, type in a signature and click submit. – see snip-it below.
- Type your first and last name in the Signature box. – Example: Sarah Gravitt
  - The date will pre-fill for you.
  - Click Submit Report.

The screenshot shows a web form with two main sections: "Reporting" and "Acknowledgements".

**Reporting Section:**

- Header: Reporting
- Text: Indicate Quarter(s) for this Report:  First Planting  March 31  June 30  Sept 30  Dec 31
- Text: If you have not and will not plant/propagate or maintain live plants at this address for remaining quarters, indicate those here :
- Text:  March 31  June 30  Sept 30  Dec 31

**Acknowledgements Section:**

- Text: 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.
- Text: Signature : \* Sarah Gravitt
- Text: Date : \* 08/04/2022
- Button: Submit Report

If you need further assistance with planting reports, please contact [hemp@ky.gov](mailto:hemp@ky.gov)