



Industrial Hemp Program Seed Acquisition Request Instructions

Instructions

Seed Acquisition

Industrial hemp “seed” includes planting seed and other vegetative propagating material (propagules). All seed must be pre-approved by LDAF prior to seed shipment into or within Louisiana. Licensees must submit a completed *Seed Acquisition Request* form, along with all required documentation to LDAF a **minimum of two (2) weeks in advance of any proposed transfer of materials**.

The seed source must be a licensed participant in a recognized program in the state of origin; i.e., an institute of higher education or an individual or company permitted, or licensed by another industrial hemp program being conducted under the authority of 7 U.S.C. § 5940.

It is the licensee’s responsibility to ensure that the transfer or sale of any industrial hemp seed from another program complies with all applicable laws and policies in the originating state. LDAF has no authority to authorize or regulate industrial hemp materials physically located outside of Louisiana.

Compliance with THC Threshold

Licensees must use only seed that analysis has confirmed a THC concentration of 0.3% or less on a dry weight basis. Documentation, in the form of a Certificate of Analysis (COA) of measured THC levels of parent material must be submitted with this request to LDAF. The COA shall also include, at a minimum, the name, address, and telephone number of both the testing laboratory and the seed owner at the time of testing. **Seed which has not been approved by LDAF through this process are prohibited in Louisiana.** Any licensee found to be using seed not approved by LDAF may be subject to regulatory action, including any criminal liabilities that may apply.

Completing the Form

- **Complete the form in its entirety;**
- Email it, along with the COA, and additional documentation (if applicable) to industrialhemp@daf.la.gov, or
- Mail, or hand deliver a hard copy of the completed form, the COA and additional documentation (if applicable) to: Louisiana Department of Agriculture & Forestry, Industrial Hemp Program, 5825 Florida Blvd., Suite 3004, Baton Rouge, LA 70806

This form must be received by LDAF a minimum of two (2) weeks in advance of proposed seed purchases.

Required Documentation

- Completed *Seed Acquisition Request* form
- Independent third-party laboratory COA that represents the mature parent material of each variety. Test results must also identify the seed owner at time of testing and variety/strain name.
- Phytosanitary documentation for international sourced seed.



LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

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INDUSTRIAL HEMP SEED ACQUISITION REQUEST

LA Industrial Hemp Licensee Name:	License Number:
Name of Designated Responsible Party (if applicable):	
Email:	Phone:

1) Complete all seed and variety information in the table below.

					FOR LDAF OFFICE USE ONLY	
Seed Source: (Company Name and State)	Variety/Strain (of Seed and/or Propagules Requested)	Form of Material	Quantity (weight in lbs. or number of plants)	Certificate of Analysis ID No. (THC Test)	LDAF Approved (Yes/No)	LDAF Agent Signature
<i>Ex: ABC Hemp, LA</i>	<i>Hemp 01</i>	<i>Seed</i>	<i>1,500 lbs.</i>			
<i>Ex: USA Hemp, CO</i>	<i>CBD100</i>	<i>Rooted cuttings</i>	<i>100 plants</i>			

2) If the requested seed shipment will be distributed to other LDAF industrial hemp licensees, you must complete the table below for each subsequent shipment and keep for your records. **Distributors of industrial hemp seed must possess a current Louisiana Seed Dealer License.**

	Industrial Hemp Licensee Name	Industrial Hemp License Number	Seed/Propagule Quantity	Variety/Strain
1.				
2.				
3.				
4.				
5.				
6.				

*Copy this sheet and attach additional sheets as necessary.

Number of additional sheets attached: _____

_____/_____/_____ / _____ / _____
 Signature of Applicant or Designated Responsible Party / Name of Licensee or Designated Responsible Party / Date