



State of Wisconsin  
Governor Tony Evers

## Department of Agriculture, Trade and Consumer Protection

Instructions for the Wisconsin Hemp Pilot Program **Grower** Application and 2020 Annual Registration

**There is inherent risk associated with participation in a research program focusing on a new crop and with participation in this Pilot Research Program. There is no guarantee that your crop will pass the regulatory THC test.**

### General Information

This is the application packet for the 2020 Wisconsin Hemp Grower Pilot Program. This initial application will cover a new, one-time Hemp Grower License and the 2020 Annual Registration of your Hemp Grower License. To grow Hemp in Wisconsin, you need **both** the one-time Grower License and the Annual Registration for each year in which you plan to grow Hemp. If you are renewing your annual registration for the 2020 License Year, the due date for your completed application form and applicable fee(s) is March 1, 2020. Late renewal applications and/or payment for 2020 annual registrations will incur a 20% Late Fee. Changes made to your license after March 1, 2020 will result in additional fees, as detailed below.

### Invoiced Fees for Future Modifications to your Hemp Grower License / 2020 Annual Registration

In addition to your licensing and annual registration fees, there are several Hemp program fees that will be invoiced as appropriate. Any changes to your Hemp Grower License after March 1, 2020 will result in the following fees.

Fee Type	Fee Amount	Fee Purpose
License Amendment	\$50	Any amendment to the application made after the license is issued, including field location changes. All license amendments received on the same date incur a license amendment fee of \$50. Additional license fees may be assessed if changes add growing acreage above the amount stated on the license application. <i>This does not apply to Hemp Growers who later decide not to plant.</i>
Additional Acreage Fee	\$5/acre not to exceed \$850	For each additional acre a licensed grower wants to plant that was not included in the initial license application. A license amendment fee will not be charged if the additional acreage is requested and paid for during the annual registration period. The initial application fee is not refundable for acreage equal to or less than the area registered on your license.
Sampling and Analytical Fee	\$250	For the actual cost of a sample and composite test. One (1) sample and test is required <u>per</u> field or plant variety grown. The sampling and analytical fee will be invoiced after the hemp crop has been sampled.
Sampling and Analytical Retest Fee	\$250	For the actual cost of an optional sample and composite retest to be conducted if the original test result is between 0.3 percent and 1.0 percent THC. This charge only applies to the field(s) or plant varieties that are retested. The sampling and analytical retest fee will be invoiced after the hemp crop in question has been re-sampled.
Change of operations manager	\$15	For the actual cost of a new background test if a licensed grower changes the operation manager named on the license.
Annual Registration Late Fee	\$70	20% late fee for hemp grower annual registration renewal application form and/or payment received after March 1, 2020.

**Consider your current needs and your future plans when completing this application packet.** You must complete the Hemp Grower Application Form. Hemp program staff will contact you with instructions for submitting your 2020 Hemp Pilot Program Research Agreement (Research Agreement) and Background Check Form after your completed Hemp Grower Application Form is received. A Research Agreement is required for each existing licensee or new applicant who will be growing hemp in 2020. A Background Check Form is required for each new applicant and those existing licensees who are a business and who are also changing their Operations Manager for the 2020 License Year, which is from January 1 2020 – February 28 2021. Existing Hemp Grower licensees may apply for a renewal 2020 annual registration on November 1, 2019. Application forms for a renewal 2020 annual registration must be received by March 1, 2020 to avoid a 20% late fee. New Applicants may apply for a new Hemp Grower license beginning on November 1, 2019.

Instructions for submitting your Background Check Form and 2020 Research Agreement will be sent to the Existing Licensee / New Applicant upon receipt of the completed license application form. If you have questions or concerns regarding the Hemp licensure process or forms, please contact the license staff via email at [DATCPIndustrialhemp@wisconsin.gov](mailto:DATCPIndustrialhemp@wisconsin.gov). The direct line for Hemp is (844) 449-4367. Please leave a voicemail for a return call as soon as time allows.

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## Detailed Instructions for Completing the Hemp Pilot Program Grower Application Form

### Section 1 – Business and Contact Information

In the section marked Applicant Type, specify which of the two applicant types you are. In the field marked Legal Name of Applicant, provide the applicant's legal name or legally formed business name. Provide your principal Wisconsin business location address in the following fields: Business Headquarters County, Business Headquarters Address, City, State, and Zip. If you do business under any other name, provide that in the field marked Doing Business as Name or Trade Name. If you are applying as an individual, your Operations Manager must be the same person as the individual who is applying for this license. If you are applying as a legally formed business, provide the full name of the individual who is authorized to sign on behalf of your business entity in the field marked Operations Manager. Also provide the Operations Manager's phone number and their email address. If you are applying as a legally formed business entity, the individual named in the field marked Operations Manager must complete the Background Check Form. If you are applying as individual, the person applying for this license will later complete the Background Check form.

### Section 2 – Summary Information

Please indicate if you are planning on growing Hemp in 2020. If you are planning on growing Hemp in 2020, make sure to pay for the license **and** the 2020 annual registration. In order to grow Hemp in Wisconsin in 2020, you need the one-time Hemp Grower License and the 2020 annual registration for the 2020 License Year. The 2020 License Year runs from Jan 1 2020 – February 28 2021.

### Section 3 – Hemp Field / Greenhouse Location(s) *If you have more than two locations, use additional sheets to include the location information as indicated on the application form.*

This Section is required if you are growing hemp in 2020. In the Location Name field, provide the field or greenhouse name that you use for each hemp growing location. Provide the Address, City, State, ZIP, Town or Municipality, and County of your Hemp Growing Locations. The GPS coordinates (Latitude and Longitude, in decimal degrees) of the center of your growing location are required in the field marked Growing Location GPS Points. At the field marked Acreage provide the area, in acres, of your Hemp Field / Greenhouse Location. When calculating the area of a greenhouse, convert greenhouse area measured in Square Feet to Acres using 43,560 square feet = 1 Acre. In the field marked Exact Road Directions to Growing Location, provide the driving directions from a major intersection to your Hemp Growing site. Attach plat maps or other maps on a separate sheet. Specify if this property is a Field or a Greenhouse. Specify if you own or lease the property on which your field or greenhouse is located. If the location's property owner is different from the applicant for this license, specify their name in the field marked Name of the Property Owner. Include the property owner's email address and phone number in the fields marked Property Owner Phone and Property Owner Email.

### Section 4 – Applied Research Information

Indicate if you are affiliated with a college or a university. If you are, please name the institution. Indicate if you have been a participant in another state's pilot hemp program. If so, please specify which states. Under Applied Research Description, check all the boxes which apply to the nature of your proposed research. If you are growing hemp in 2020, you are required to provide a brief, overall summary of the hemp research you are conducting, attach additional pages if needed. If you are growing hemp in 2020, hemp program staff will contact you with instructions for submitting your Research Agreement.

### Section 5 – License Fee / Registration Fee and Calculation

If you intend to grow hemp in 2020, pay for the Hemp Grower Initial Application Fee in Table 1 **and** the Hemp Grower Annual Registration Fee in Table 2. Please note that the Initial Application Fee for Hemp Growers, as indicated in Table 1, is required of ALL applicants regardless of whether or not a license is issued. This Initial Application Fee for acreage of 0-30 is not refundable. In Table 1, determine which Initial Application Fee tier applies to you, and assess your fee accordingly. If your Total Acreage is 0 – 30 acres, your initial application fee will be \$150. If your Total Acreage is 31 – 199 acres, your initial application fee will be \$5 per acre. If your Total Acreage is 200 acres or more, your initial application fee will be \$1,000. If you plan on growing hemp in 2020, your annual registration fee is \$350.

### Make your check payable to WDATCP

Any renewal 2020 annual registration payment or application form received after March 1, 2020 will incur a late fee of 20%. Return all necessary payment; the completed, signed and dated Application Form to:

**WDATCP**

**BOX 93598**

**MILWAUKEE WI 53293-0598**

**Instructions for submitting your Background Check form and 2020 Hemp Pilot Program Research Agreement will be sent to the applicant upon receipt of the completed application form.**

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WI Department of Agriculture, Trade and Consumer Protection  
 Division of Agricultural Resource Management  
 Bureau of Plant Industry  
 Box 93598, Milwaukee WI 53293-0598  
 Phone: (844) 449-4367 Fax: (608) 224-5775

<input type="checkbox"/> New License	
<input type="checkbox"/> Existing License	
Existing license Number:	-HG

## Wisconsin Hemp Pilot Program Grower Application

(Wis. Stat. §94.55, Wis. Admin. Code ch. ATCP 22)

For initial license application and the 2020 annual registration period ending February 28 2021.

SECTION 1 - BUSINESS AND CONTACT INFORMATION				
LEGAL NAME OF APPLICANT(S)	PHONE (Primary): ( ) -	PHONE (Alternate): ( ) -		
<b>APPLICANT TYPE - CHECK ONE</b>				
<input type="checkbox"/> Individual / Sole Proprietor	<input type="checkbox"/> Legally Formed Business Entity - State of Formation (please specify):			
DOING BUSINESS AS NAME OR TRADE NAME	APPLICANT E-MAIL	FAX: ( ) -		
NAME OF OPERATIONS MANAGER ( <b>NOTE:</b> Background Check Required)	OPERATIONS MANAGER E-MAIL	PHONE (Operations Manager): ( ) -		
OPERATIONS MANAGER ADDRESS	CITY	STATE	ZIP	
BUSINESS HEADQUARTERS COUNTY				
BUSINESS HEADQUARTERS ADDRESS	CITY	STATE	ZIP	
MAILING ADDRESS (if different than business headquarters address)	CITY	STATE	ZIP	
SECTION 2 – SUMMARY INFORMATION				
<b>ARE YOU PLANNING TO GROW HEMP IN 2020?</b>				
<input type="checkbox"/> Yes (please complete information below and submit an initial application fee plus an annual registration fee)				
<input type="checkbox"/> No (submit initial application fee only, no annual registration fee is required)				
SECTION 3 – HEMP FIELD / GREENHOUSE LOCATION(S)				
(If you have more than two locations, please use additional sheets for the location information and attached maps.)				
FIRST FIELD / GREENHOUSE LOCATION				
LOCATION NAME	COUNTY	TOWN OR MUNICIPALITY		
STREET ADDRESS OR NEAREST ROAD IF NO ADDRESS:	CITY	STATE	ZIP	
FIELD OR GREENHOUSE CENTER GPS POINT (Latitude and Longitude, in decimal degrees):		ACREAGE (convert greenhouse sq. ft. to acres using 43,560 sq. ft. = 1 acre)		
EXACT ROAD DIRECTIONS TO FIELD OR GREENHOUSE (i.e., from a major intersection)				
PLEASE SPECIFY TYPE OF PROPERTY: FIELD <input type="checkbox"/> / GREENHOUSE <input type="checkbox"/>				
PLEASE SPECIFY WHETHER YOU OWN <input type="checkbox"/> OR LEASE <input type="checkbox"/> THIS PROPERTY (please fill in owner information below if leased)				
NAME OF PROPERTY OWNER (if different from Applicant):	PROPERTY OWNER PHONE:	PROPERTY OWNER EMAIL:		
SECOND FIELD / GREENHOUSE LOCATION				
LOCATION NAME	COUNTY	TOWN OR MUNICIPALITY		
STREET ADDRESS OR NEAREST ROAD IF NO ADDRESS:	CITY	STATE	ZIP	
FIELD OR GREENHOUSE CENTER GPS POINT (Latitude and Longitude, in decimal degrees):		ACREAGE (convert greenhouse sq. ft. to acres using 43,560 sq. ft. = 1 acre)		
EXACT ROAD DIRECTIONS TO FIELD OR GREENHOUSE (i.e., from a major intersection)				
PLEASE SPECIFY TYPE OF PROPERTY: FIELD <input type="checkbox"/> / GREENHOUSE <input type="checkbox"/>				
PLEASE SPECIFY WHETHER YOU OWN <input type="checkbox"/> OR LEASE <input type="checkbox"/> THIS PROPERTY (please fill in owner information below if leased)				
NAME OF PROPERTY OWNER (if different from Applicant):	PROPERTY OWNER PHONE:	PROPERTY OWNER EMAIL:		

**SECTION 4 –APPLIED RESEARCH**

Are you affiliated with a college or university?  Yes (please name the institution):  No

Have you grown or processed hemp in another state's pilot program?  Yes (please specify which state(s)):  No

**APPLIED RESEARCH DESCRIPTION (check all that apply):**

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Nutrient Inputs                             | <input type="checkbox"/> General Agronomy (precipitation, GDD, etc.) | <input type="checkbox"/> Storage                               | <input type="checkbox"/> Soils          |
| <input type="checkbox"/> Harvesting Techniques, Equipment and Timing | <input type="checkbox"/> Ornamentals                                 | <input type="checkbox"/> Animal Feed                           | <input type="checkbox"/> CBD            |
| <input type="checkbox"/> Planting Techniques, Equipment and Timing   | <input type="checkbox"/> Grain Markets                               | <input type="checkbox"/> Fiber Markets                         | <input type="checkbox"/> Floral Markets |
| <input type="checkbox"/> Variety Trials                              | <input type="checkbox"/> Markets for the replication of seeds        | <input type="checkbox"/> Markets for vegetative planting stock |   |
| <input type="checkbox"/> Insects, Diseases, and Weeds                | <input type="checkbox"/> Other (please explain):                     |  |   |

Crop Rotations \*Applicant is solely responsible for determining the legal status of the hemp use (e.g. hemp is not permitted in commercial animal feed)

**RESEARCH SUMMARY (please provide an overall summary of the hemp research you are conducting below, attach additional pages if needed):**

**2020 HEMP PILOT PROGRAM RESEARCH AGREEMENT**

Additional terms and conditions for the Grower License are specified in the 2020 Hemp Pilot Program Research Agreement. Instructions for submitting the research agreement will be sent to the applicant upon receipt of this application form.

**PROCESSING INFORMATION (check all that apply):**

- Will process own hemp on site (processor license not required)  Will accept other growers' hemp to process (processor license required)  
 Unknown at this time  Will send to offsite licensed processor (please name if known):

**SECTION 5 – LICENSE FEE / REGISTRATION FEE AND CALCULATION**

Based on the definitions below, please complete the license fee table. Mark the correct fee for your initial application fee/license, as well as an annual registration IF you intend to grow hemp in 2020. See Wis. Admin. Code ch. ATCP 22.

**DEFINITIONS:**

**Hemp Grower** – Plants, grows, or cultivates hemp in Wisconsin.

**Total Acreage** – Total hemp acreage for ALL fields and greenhouse acres (as converted from square footage).

**Research Agreement** – This document must be completed and signed by the department and applicant and submitted at the time of application. The Research Agreement is required for an Annual Registration. Instructions for submitting your Research Agreement will be sent to the Applicant upon receipt of this application form.

**Background Check Form** – For NEW applicants, this form must be completed by the Applicant if the Applicant is an Individual or by the Operations Manager if the Applicant is a Business. Current licensees who are businesses who need to change their Operations Manager must complete this form. Instructions for submitting the Background Check Form will be sent to the Applicant upon receipt of this application form.

TABLE 1) Hemp Grower Initial Application Fee		TABLE 2) Hemp Grower Annual Registration Fee	
TOTAL ACREAGE	FEE	ANNUAL REGISTRATION	FEE
0 - 30 acres	\$150	Only Remit if Growing in 2020	\$350
31 -199 acres	\$5/acre	Annual Registration Late Fee: for annual registration renewal applications postmarked after March 1, 2020.	\$70
200 acres or more	\$1,000		

**NOTE:** The Initial Application Fee for Hemp Growers is non-refundable and required of ALL applicants, regardless of whether or not a license is issued. For more information about the hemp program, visit our website: [https://datcp.wi.gov/Pages/Programs\\_Services/IndustrialHemp.aspx](https://datcp.wi.gov/Pages/Programs_Services/IndustrialHemp.aspx)

Pursuant to Wis. Stat. § 93.21(5), a person who files an application for renewal or reissuance of a license after the license has expired shall pay, in addition to the fee for the license, an additional fee equal to 20% of the license fee or \$5, whichever is greater.

Make check payable to: <b>WDATCP</b> Mail application and check to: <b>WDATCP</b> <b>BOX 93598</b> <b>MILWAUKEE, WI 53293-0598</b> Instructions for submitting your background check form and/or 2020 research agreement will be sent to applicant upon receipt of this application form.	FEE AMOUNT FROM TABLE 1 ABOVE  FEE AMOUNT FROM TABLE 2 ABOVE  <b>LICENSE &amp; REGISTRATION FEE TOTAL</b>
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**I CERTIFY ALL THE INFORMATION THAT I PROVIDE ON THIS FORM TO BE TRUE AND ACCURATE.**

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TYPE/PRINT NAME OF APPLICANT AND TITLE APPLICANT SIGNATURE DATE

*All applicants must comply with all applicable federal, state and local laws. It is the responsibility of the applicant to understand and comply with all federal and state regulations. Personal information that you provide may be used for purposes other than that for which it was originally collected (§15.04 (1)(m) Wis. Stats.).*