

# West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner  
Joseph L. Hatton, Deputy Commissioner



Dear Applicant,

The West Virginia Department of Agriculture (WVDA) will be accepting applications from October 1 through November 30, 2018 for the 2019 Industrial Hemp growing season. As an applicant, you should be aware of several requirements for participation. This is a partial list of items you will be responsible for as an applicant, and possibly a participant in WV's Industrial Hemp program.

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## Application Process:

Only application packets post marked during the application period (October 1 through November 30) will be accepted. Applications received before or after the application period will be returned without consideration.

Only physically signed applications will be considered. Print neatly, or type, and make sure you submit the most recent version of the application. A printable PDF of the application may be requested by email at [marnold@wvda.us](mailto:marnold@wvda.us). Answer all questions completely and accurately. Incomplete, illegible or incorrect information on applications may be grounds for rejection.

GPS information for each growing area is required and may be obtained by locating the growing area on Google Maps. Latitude/Longitude should be in decimal degrees and carried to 6 decimal places. (example: 38.441809 latitude, -81.682562 longitude). ***Plants grown in an area not listed on the application will not be considered part of the WVDA Industrial Hemp Program.***

Verify the amount of payment for application fees. Application packages with incorrect or missing payments will not be considered. Application fees are determined by one of the following options:

1. First time applicants: \$100.00 + \$5.00 per acre applied for on the application.
2. Renewal application or previous year's "Full License" holder: \$50.00 + \$5.00 per acre applied.

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0170

physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312

telephone: 304-558-3550 • fax: 304-558-2203

[www.agriculture.wv.gov](http://www.agriculture.wv.gov)

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## Review Process Review:

Once the application period has ended WVDA personnel will evaluate each application and do one of the following:

1. Accept your application and issue a “**Provisional License**”. (Pending receipt/review of your WV State Police and FBI Background Checks.)
2. Accept your application and issue a “**Full License**”. (If both background checks are on file and already approved.)
3. Refuse your application and return your payment.

In each of the previous situations the WVDA will return a letter describing your status.  
*(Again, applications received outside of the application period will be returned without consideration.)*

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## Background Check Process:

Each approved applicant will be required to have fingerprints recorded. A WV State Police background check **and** an FBI Background Check must be completed and returned to this office for inclusion with each application package. The reports will be evaluated by the WVDA, considering past felony or DUI convictions. (Contact me for further details on what might cause a refusal based on a background check.) “**Full Licenses**” will not be issued to any applicant without both background checks on file and approved by the WVDA. *(The applicant is solely responsible for the entire background check process although the timing may vary. Some applicants may want to submit their reports with their application while others wait for application approval before investing the funds to have the background checks completed.)*

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## Licensing:

Generally, a “**Provisional License**” will be issued when the application has been approved and before the background checks are reviewed by the WVDA. This allows the applicant to contact seed suppliers before being fully approved to grow hemp in WV. This offers a buffer while the background checks are performed by their parent agencies. If the background checks are submitted with the application and they are approved, the WVDA may issue the “**Full License**” initially. It is imperative that all applicants be aware that without a “**Full License**” it is illegal to possess any form of cannabis plant material. Cannabis sativa in the hands of an individual not involved in a state administered Industrial Hemp Program is considered a controlled substance and subject to applicable laws.

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## Obtaining Seed and Import Permits:

The Drug Enforcement Administration has issued a registration to the WVDA to import industrial hemp seed from outside of the US. It is the applicant's responsibility to locate and purchase seed. When international suppliers are located, all information is passed to me using a "International Seed Source Form" and I will apply for an Import Permit on your behalf. Once approved by the DEA, I will forward the document to your supplier to include with the shipment. All international orders will be shipped to the WVDA's Guthrie Office. At that point I will arrange the distribution of seed to the applicant only. Seed will only be distributed to "**Full License**" holders. First time applicants will take possession of seed at the growing location during a site inspection visit. *(The possibility exists that the WVDA will receive industrial hemp seed for a "Provisional License" holder and not be able to distribute the seed to them. This would occur if the applicant failed to provide the required background checks or did not meet the approval of the WVDA.)*

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## Harvest Responsibilities:

Once the crop is established the applicant is responsible for notifying the WVDA 30 days before the projected harvest date. The WVDA will arrange to visit and collect sample/s to verify the THC content is below 0.3%. *(The cost of the visit, sampling and testing is the responsibility of the applicant. Costs can be estimated by the "Industrial Hemp Sampling Invoice". If the crop is tested and found to be more than the amount allowed, destruction may be required.)*

After the crop is harvested the applicant must complete a "Post Harvest Report". The report is due within 30 days of harvest. The objective is to collect information on the project in general. Information will be made available to the WV Legislature as required by the **Industrial Hemp Development Act**.

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This letter is not meant to address every possible question about the process. As always, you should contact me at the email/telephone below for further questions or comments.

Regards,

Michael C. Arnold  
Plant Regulatory Programs Coordinator  
1900 Kanawha Blvd., East  
Charleston, WV 25305  
[marnold@wvda.us](mailto:marnold@wvda.us)  
(304) 558-2212

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**WEST VIRGINIA DEPARTMENT OF AGRICULTURE  
PLANT INDUSTRIES DIVISION  
PLANT PEST REGULATORY PROGRAM  
1900 KANAWHA BOULEVARD, EAST  
CHARLESTON, WV 25305-0191  
(304) 558-2212**

Kent Leonhardt  
Commissioner

**Application for Research and Marketing Cultivation of Industrial Hemp**

The West Virginia Industrial Hemp Development Act (Chapter 19, Article 12 of the Code of West Virginia, as amended) governs the production and distribution of plant material commonly known as Industrial Hemp. Under the provisions of the Industrial Hemp Development Act, plants specifically identified as *Cannabis sativa* L. containing no more than **0.3%** tetrahydrocannabinol, the current limit allowed by federal law, and are used solely for the purposes authorized by the Act, are regulated by the West Virginia Department of Agriculture (WVDA). It is unlawful for anyone to produce or distribute plants or parts of plants commonly known as industrial hemp unless that person has first secured a certificate of registration from the Commissioner of Agriculture.

**SECTION 1:**

**Business Name:** \_\_\_\_\_ **Proprietor:** \_\_\_\_\_

**Proprietor Date of Birth:** \_\_\_\_\_ **Proprietor SSN:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

Are you a member of the West Virginia Farmer's Co-operative?      **Yes**  **No**

Please list other entities you may have agreements with in relation to your project in the space below:

**SECTION 2: DESCRIPTION OF PRODUCTION SITE**

**County of Production:** \_\_\_\_\_ **Total Acreage in Production:** \_\_\_\_\_

**Provide Latitude/Longitude of the production site/s in decimal degree format. Coordinates can be obtained from a GPS unit or Google Maps. Attach additional sheets if needed.**

#	Description	Acreage	Latitude	Longitude
1	<i>Guthrie Center (example entry)</i>	5	38.441809	-81.682562
1				
2				
3				

**Describe the security measures you have taken at the production site, (signage, fencing, etc), in the space provided below:**

**SECTION 3: DESCRIPTION OF RESEARCH PROJECT** (Include your plans for site selection, planting, maintenance, harvesting and post-harvest utilization of industrial hemp. Also include your proposed seed source and if you have confirmed availability of seed. Please attach additional pages if needed.)

**SECTION 4:**

By signing below, the applicant acknowledges that industrial hemp is a Schedule 1, Federally Controlled Substance and agrees to the following terms and conditions:

- A. Any information provided to the Department, except criminal history records provided to the Department under this section, may be publicly disclosed and be provided to law enforcement agencies without further notice to the applicant;
- B. The applicant agrees to allow any inspection and sampling that the Department considers necessary;
- C. The applicant agrees to pay for any sampling and analysis costs that the Department considers necessary; and
- D. The applicant agrees to submit all required reports by the applicable due-dates specified by the Commissioner.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Title: \_\_\_\_\_

<b>Registration Fees:</b>		
Not Currently Licensed to grow Industrial Hemp	(\$100 + \$5 per acre of production:)	_____
<b>OR</b>		
(Renewal) Currently Licensed-----	(\$50 + \$5 per acre of production:)	_____
<i>Include check or money order, payable to the WV Department of Agriculture, with this application upon submission.</i>		

<p>Mail to:</p> <p style="text-align: center;">WV Department of Agriculture Plant Industries Division c/o Mike Arnold 1900 Kanawha Blvd., East Charleston, WV 25305</p>	<p>If you have questions or comments please contact Mike Arnold or Andy Stotts at:</p> <p style="text-align: right;"> <a href="mailto:marnold@wvda.us">marnold@wvda.us</a>  <a href="mailto:astotts@wvda.us">astotts@wvda.us</a>            (304) 558-2212         </p>
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## Industrial Hemp Sampling Invoice

<b>Applicant:</b>	
<b>Industrial Hemp License Number:</b>	

Number of miles, round trip, starting at Guthrie to each sampled location and then returning to Guthrie. <i>(Describe route taken on back of form.)</i>	
Miles divided by 50 to estimate driving time in hours:	
Driving time multiplied by 2(samplers) multiplied by \$35 (Samplers salary including benefits)	
<b>Total Driving Cost =</b>	
Number of individual samples to collect:	
Estimated sampling time = 0.5 hours per inspector * 2 inspectors = <b>1 hour per sample</b> (\$35.00 per hour)	35.00
<b>Total Sampling Cost =</b>	
Lab Testing Fee <b>per sample:</b>	150
Number of Samples submitted to the Lab for Testing:	
<b>Total Lab Testing Cost:</b>	
<b>GrandTotal for Sampling/Testing:</b>	

<p><b>Please return payment within 30 days of this invoice. Failure to do so may result in the revocation of your license to produce industrial hemp.</b></p> <p><b>Attn: Mike Arnold Plant Industries Division/WVDA 1900 Kanawha Blvd., East Charleston, WV 25305</b></p>	<b>List all sample numbers collected:</b>

Applicant's Signature:	
WVDA's Signature:	
Date of Sample:	

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### INTERNATIONAL SEED SOURCE FORM

Record the source of certified seed you intend to purchase. If using multiple sources, provide information for each. This information is used to complete US DEA Import Permits so complete the application accurately. The WVDA is the registered entity with the DEA and will complete/submit the application for an Import Permit on your behalf.

**All seed requiring a US DEA Import permit will be delivered to: WVDA, 275 Gus R Douglass Lane, Charleston WV 25312**

#### Seed Source #1:

Seed Company Name:	
Company Street Address:	
City, Country and Postal Code:	
Contact Name:	
Contact Phone:	
Foreign Port of Export:	
US Port of Entry:	
Carrier (UPS, etc.):	

Seed Variety	# bags	size of bags (KG)
1)		
2)		
3)		
4)		

#### Seed Source #2:

Seed Company Name:	
Company Street Address:	
City, Country and Postal Code:	
Contact Name:	
Contact Phone:	
Foreign Port of Export:	
US Port of Entry:	
Carrier (UPS, etc.):	

Seed Variety	# bags	size of bags (KG)
1)		
2)		
3)		
4)		

#### Seed Source #3:

Seed Company Name:	
Company Street Address:	
City, Country and Postal Code:	
Contact Name:	
Contact Phone:	
Foreign Port of Export:	
US Port of Entry:	
Carrier (UPS, etc.):	

Seed Variety	# bags	size of bags (KG)
1)		
2)		
3)		
4)		

WVDA Post Harvest Report 2018

Post Harvest Report information is a requirement to participate in the Industrial Hemp Pilot Program. Information will only be used to summarize production within our state. Individual information will be considered private and remain confidential to the extent possible. Failure to provide this information may result in removal from the current year's program and will prevent current licensees from obtaining renewals.

Licensee's Name: \_\_\_\_\_ License #: \_\_\_\_\_

**Site Preparation:**

- If you conducted a soil test, please indicate the levels of N, P, K and S: \_\_\_\_\_
- What spacing did you use while planting? Within the Row: \_\_\_\_\_ Between Rows: \_\_\_\_\_
- What density did you use while planting? \_\_\_\_\_
- What depth did you plant? \_\_\_\_\_
- Seed bed preparation (till, plow, disc, etc.)? \_\_\_\_\_
- Method of planting (hand, drill, etc.)? \_\_\_\_\_
- Previous crop in the field? \_\_\_\_\_
- Did you use an herbicide to clear field before planting? If so please list: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Pest Issues:**

List any wildlife related issues you have experienced? \_\_\_\_\_  
List any weed related problems you have had? List weed species: \_\_\_\_\_  
List any notable insect or disease issues you have encountered: \_\_\_\_\_  
\_\_\_\_\_

**Pesticide or Fertilizer Application:**

- Did you apply any pesticides to your crop? If yes, list product name/date and amount used:  

Name	Date	Amount
- Did you apply fertilizer to your crop? If yes, list product name/date and amount used:  

Name	Date	Amount
- Did you have any other inputs to your field that may have affected growth or production? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Harvest Information:					
Date of Harvest:			Estimated plant height at maturity:		
Harvesting techniques used? (equipment, etc.):					
Variety of hemp grown?					
Comments regarding harvest? (Problems, discoveries, etc.):					
	Total yield by weight	Average yield per acre by weight	% of yield sent to market	Average market price	% of yield processed on site
Flower(Chaf)					
Grain					
Seed for planting					
Fiber					
Other: (Specify)					
Verify that all or your harvested material is included above. If not, describe below:					
<ul style="list-style-type: none"> <li>• If you sold any harvested material, list the buyer/s: _____</li> <li>• Estimate your total expenses to grow this years crop: (Include seed prices, membership fees, licensing fees, labor, fuel, etc.)_____</li> <li>• Will you participate in WV's Industrial Hemp Program for the next growing season? Yes / No</li> <li>• Final Comments:</li> </ul>					
If you sold any harvested material, list the buyer/s:					
Estimate your total expenses to grow this year. (Include seed prices, membership fees, licensing fees, labor, fuel, etc.):					
Will you participate in WV's Industrial Hemp Program next growing season?				Yes / No	
Final Comments:					
Add additional pages as needed					