

## Instructions for Creating Maps and Obtaining GPS Coordinates

- A color photographic map is required for each growing, storage, handling or processing locations and must contain ALL information in the **Checklist for Map Requirements** provided below.
- LDAF prefers all maps be created with Google Earth; however other mapping sources may be used. Instructions for Google Earth on desktop and iPhone are provided. Here is the link to Google Earth: <https://www.google.com/earth/>
- Print out the map when you are satisfied with the level of zoom. Map should show at least one nearby road, the entrance to the site, and identification of hemp locations.
- Finish the map by handwriting in the required information provided in the “Checklist for Map Requirements” below. For maps created in Google Earth, you can save the image to a Microsoft Word Document and add a text box(es) for the required information. To add a textbox, click in an area outside of the map and choose *Insert* and then *Text Box*. Enter the information into the textbook and move the text box into the appropriate area of the map. You may resize the map if required. Repeat the steps to add multiple text boxes.

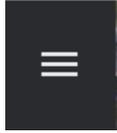
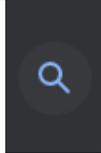
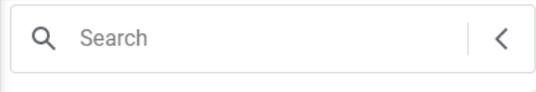
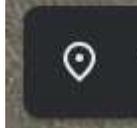
### **Checklist for Map Requirements**

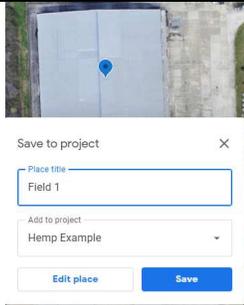
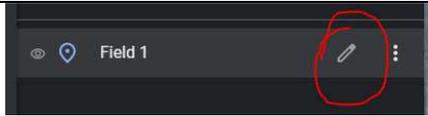
- A color map (map should be large enough to cover most of 8.5”x11” paper)
- Applicant’s name, and if applicable, the business name also printed on the map page
- Physical address of the location with the entrance to the location visible on map
- Expanded view to show the site and at least one public roadway with the road’s name

Directions to show roads in Google Earth: click the icon with the three horizontal bars at the top left, click “Map Style,” and adjust your settings to include roads.

- Outline of each contiguous planting site
- Site ID/name for each field, greenhouse, indoor growing, handling, storage, or processing structure
- GPS coordinates in “decimal degree” format with a pin or “X” marking the center of each field, greenhouse, indoor growing, handling, storage, or processing structure. If there are multiple varieties planted, GPS coordinates should be placed in the center of each variety planted.
- Acreage of each contiguous field planting
- Square footage of each contiguous indoor planting.

**Desktop Computer: Direction for Creating Decimal Degree GPS Coordinates in Google Earth**

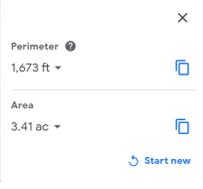
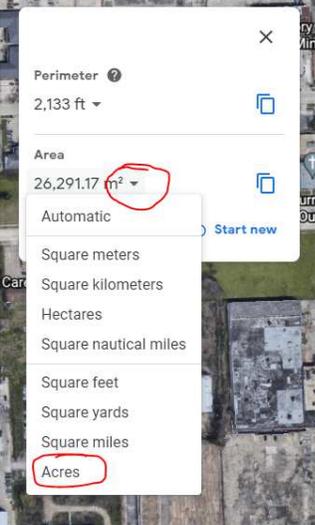
	Directions	Photo Example
1.	On your desktop computer, use the Google Chrome web browser to open the link <a href="https://www.google.com/earth/">https://www.google.com/earth/</a> .	
2.	Make sure your map is in 2D mode by clicking the “2D” button in the bottom right. If your map is in 3D mode, you will see the land from an angle. If you see “3D”, it means your map is already in 2D mode.	
3.	Click the icon with three horizontal bars at the top left.	
4.	Go to “Settings”.	 <b>Settings</b>
5.	Scroll down to “Latitude/Longitude” formatting.	
6.	Choose “Decimal” for Latitude/Longitude formatting.	
7.	Scroll down and click “Save”.	
8.	Click the magnifying glass on the left.	
9.	Type in the location address of where you intend to grow, store, handle, or process.	
10.	Click the “Placemark” icon in the bottom left of the map.	

11.	Click the center of where you'd like to put your "Placemark". Remember that each variety must be separated.	No photo
12.	Name your Placemark. For this example, we will call it "Field 1". Remember, you will use the same site ID name you put on your license application, Site Modification forms, Planting Reports, Harvest Reports, and/or Destruction Reports.	
13.	To obtain the GPS coordinates, go to the bar on the left and scroll over Field 1 until you see a pencil icon.	
14.	Scroll down until you see "Latitude" and "Longitude." Enter this number exactly as it is listed onto your map. You can also handwrite this number. Note: You may have to click to see if the GPS numbers extend past your view to ensure you have included the entire GPS coordinate.	

Types of GPS Format	LDAF Acceptable?	Example:
Degrees, Minutes, Seconds	<b>NO</b>	Latitude: 30° 27' 12.8556" Longitude: -91° 7' 52.089"
Degrees, Decimal Minutes	<b>NO</b>	Latitude: 30° 27.21423 Longitude: -91° 7.868184
<b>Decimal Degrees</b>	<b>YES</b>	<b>Latitude: 30.4535705</b> <b>Longitude: -91.1311364</b>
*Be sure to include the negative sign (-) for Longitude.		

## Directions for Finding Acreage/Square Footage on Desktop with Google Earth

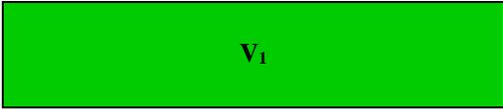
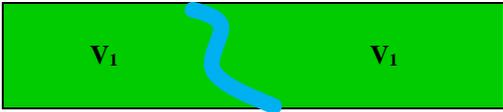
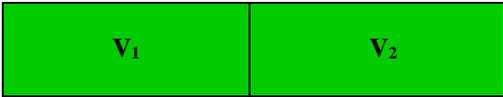
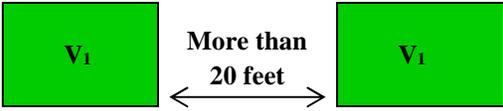
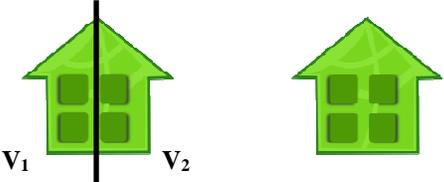
After you've dropped your Placemarks in the center of each field, greenhouse, indoor growing, handling, storage, or processing structure; you're ready find the acreage (for outdoor grows) or square footage (for indoor structures).

1.	Click the ruler icon on the left to "Measure Distance and Area".	
2.	Select a starting point by clicking the corner of the area to be measured. A small circle will form	
3.	Click the next corner of the area to be measured.	
4.	Continue clicking the perimeter of the area to be measured until you "Close the shape".	
5.	A box with measurements should pop up on the top right of your screen.	
6.	You may have to adjust the unit of measurement to acres for outdoor grows by clicking the drop-down arrow circled in the photo and then choosing "acreage".	
7.	For indoor grows, processing, storage, and handling buildings, adjust area to be measured in "square feet".	

## What is a Contiguous Location?

A contiguous field will NOT have multiple strains or varieties, any breaks, fence lines, tree or brush lines, canals or bodies of water or roads dividing the field. Any field with these types of divisions shall be considered to be two or more separate fields and require individual map outlines and GPS coordinates.

Individual greenhouses/indoor growing structures are considered separate and require GPS coordinates. Different varieties or strains within a greenhouse or indoor growing structure are considered separate plots.

Contiguous Location?	Example (V = strain/variety)
<b>Yes, 1 Field</b>	
<b>No, 2 Fields</b> <b>Reason:</b> Field divided by trees or brush row.	
<b>No, 2 Fields</b> <b>Reason:</b> Divided by a canal or body of water.	
<b>No, 2 Fields</b> <b>Reason:</b> Field divided by fence	
<b>No, 2 Fields</b> <b>Reason:</b> Two different strains/varieties	
<b>No, 2 Fields</b> <b>Reason:</b> Field divided by more than 20 feet.	
<b>Yes, 1 Building</b>	
<b>No, 2 buildings/plots</b> <b>Reason:</b> Two separate buildings or two different strains/varieties within a building.	

# EXAMPLE OF MAP REQUIRED FOR INDUSTRIAL HEMP GROWER, SEED PRODUCER AND PROCESSOR LICENSES

**John Hemp**

1234 Growers Row  
5756 Corporate Office  
Baton Rouge, LA 70805

**Location ID: Field 1A**  
GPS = 31.34923 -90.87033  
Type - Outdoor field; 3.2 acres

**Location ID: Field 2A**  
GPS = 31.80355, -90.92408  
Type = Outdoor field; 1.50 acres

**Location ID: West Storage Bldg.**  
GPS = 30.09484, -90.81054  
Type - Storage warehouse

**Location ID: North Storage Bldg.**  
GPS = 30.86884, -90.12095  
Type - Storage warehouse

**Location ID: Processing Bldg.**  
GPS = 30.98475, -90.09127  
Type - Processing warehouse



**NOTE: This map is an example only. There is no industrial hemp grown, stored or processed at these locations.**

## Example of a Handwritten Map



Note: Draw an outline of the location. Remember varieties must be separated.

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DISCLAIMER: These directions are meant to provide licensees information on basic mapping requirements of the LDAF Industrial Hemp Program, and not to be used as a legal guide. Licensees should refer to the LA Industrial Hemp Law and rules & regulations for complete program requirement information.