



LDAF Industrial Hemp Program Site Modification Request Form

This form must be submitted and approved by LDAF prior to the growing, handling, processing, or storage of industrial hemp materials at any location ID (GPS coordinates) NOT listed on your Licensing Application. [Licensees should email the completed form to industrialhemp@ldaf.la.gov or mail to LDAF Industrial Hemp Program 5825 Florida Blvd., Suite 3004, Baton Rouge, LA 70806.](mailto:industrialhemp@ldaf.la.gov)

A new growing, handling, processing or storage location is defined as any GPS location that was not listed on the initial Licensing Application (i.e., any change to or addition of GPS coordinates at an address on the Licensing Application, or for the addition of a new address).

If the modification request is for an existing location, you must REMOVE the original location and ADD the required information for the new location(s) in the tables provided below.

Licensees with multiple licenses must submit this request for the specific License No. in which the modification is being made.

If completing this form electronically, navigate the form with the mouse or select the next field using the down arrow key.

Applicant/Licensee Information
Licensee/Designated Responsible Party Name:
License No:
Email:
Cell Phone:
Alternate Phone Number:

1) Provide a list of all additional or changed locations by completing the appropriate tables below in parts 4) Fields, 5) Greenhouses/Indoor Growing Locations, and 6) Handling/Storage/Processing locations. Attach additional page(s) as necessary. Complete only the tables that apply.

2) Check the appropriate box(es) below regarding this modification request.

- Modifications to Field growing sites
- Modifications to Greenhouse/Indoor Growing Structure sites
- Modifications to Handling, Processing or Storage sites

3) Check here to indicate that you have read the below instructions.

- Locations must be approved in writing by LDAF prior to the planting, handling, processing, or storage of any industrial hemp in this location.
- You are required to provide precise GPS coordinates in DECIMAL DEGREES format for each field, greenhouse, indoor growing structure or storage and handling structure at each address.
- You are required to provide a map depicting each address and the items listed in the *Instructions for Creating Maps and Obtaining GPS Coordinates* at the end of this form.
- The field and building IDs used in these tables MUST be consistent on all future report forms and correspondence used in the program.

Licensee Name: _____

4) Field Locations

a) Enter information for requested **ADDITION** of a field growing locations in the table below.

Farm 1	Farm Name				Own or Rent	
	Physical Address		City	State	Zip	Parish
	Legal Property Description <i>(may be included as attachment if necessary)</i> :					
Location ID*		GPS Latitude <i>EX: 29.832706000</i>	GPS Longitude <i>EX: -90.926661999</i>		Acres	
Field 1						
Field 2						
Field 3						
Farm 2	Farm Name				Own or Rent	
	Physical Address		City	State	Zip	Parish
	Legal Property Description <i>(may be included as attachment if necessary)</i> :					
Location ID*		GPS Latitude <i>EX: 29.832706000</i>	GPS Longitude <i>EX: -90.926661999</i>		Acres	
Field 1						
Field 2						
Field 3						
Farm 3	Farm Name				Own or Rent	
	Address		City	State	Zip	Parish
	Legal Property Description <i>(may be included as attachment if necessary)</i> :					
Location ID*		GPS Latitude <i>EX: 29.832706000</i>	GPS Longitude <i>EX: -90.926661999</i>		Acres	
Field 1						
Field 2						
Field 3						

* Location ID: A unique identifier, or FSA Lot No. (if available) for each field, as designated by the applicant. The Location ID will become part of the license record and should be used to identify the field in all reports to LDAF.

b) Enter information for requested **REMOVAL** of a field growing locations in the table below.

	Location ID	Location ID	Location ID	Location ID
Farm No. 1				
Farm No. 2				
Farm No. 3				

Licensee Name: _____

5) Greenhouse / Indoor Growing Locations

a) Indicate the type of greenhouse/indoor growing structure production. (Check all that apply)

- Transplants only (either seeded or vegetative cuttings), or seasonal stock
- Stock plants, year round
- Year-round production with intent to harvest indoor plants

b) Enter information for requested **ADDITION** of Greenhouse/Indoor Growing Structure Locations in the tables below.

Greenhouse/ Indoor 1	Greenhouse/Indoor Structure Name				Own or Rent	
	Address		City	State	Zip	Parish
	Legal Property Description (<i>may be included as attachment if necessary</i>):					
	Location ID*	GPS Latitude <i>EX: 29.832706000</i>	GPS Longitude <i>EX: -90.926661999</i>	Total Ft ²		
Site 1						
Site 2						
Site 3						
Greenhouse/ Indoor 2	Greenhouse/Indoor Structure Name				Own or Rent	
	Address		City	State	Zip	Parish
	Legal Property Description (<i>may be included as attachment if necessary</i>):					
	Location ID*	GPS Latitude <i>EX: 29.832706000</i>	GPS Longitude <i>EX: -90.926661999</i>	Total Ft ²		
Site 1						
Site 2						
Site 3						
Greenhouse/ Indoor 3	Greenhouse/Indoor Structure Name				Own or Rent	
	Address		City	State	Zip	Parish
	Legal Property Description (<i>may be included as attachment if necessary</i>):					
	Location ID*	GPS Latitude <i>EX: 29.832706000</i>	GPS Longitude <i>EX: -90.926661999</i>	Total Ft ²		
Site 1						
Site 2						
Site 3						

* The Location ID is a unique identifier, or FSA Lot No. (if available) for each structure, as designated by the applicant. Location ID will become part of the license record and should be used to identify the structure in all reports to LDAF.

b) Enter information for requested **REMOVAL** of a greenhouse or indoor growing structure locations in the table below. Be sure to include locations IDs as they appear on your current License Application.

Licensee Name: _____

	Location ID	Location ID	Location ID	Location ID
Greenhouse/Indoor 1				
Greenhouse/Indoor 2				
Greenhouse/Indoor 3				

6) Handling/Storage/Processing Locations

b) Enter information for requested **ADDITION** of Handling, Storage and Processor locations in the tables below.

Handling/ Storage 1	Handling/Storage Name				Own or Rent	
	Address		City	State	Zip	Parish
	Legal Property Description (<i>may be included as attachment if necessary</i>):					
	Location ID*	GPS Latitude <i>EX: 29.832706000</i>	GPS Longitude <i>EX: -90.926661999</i>		Purpose <i>(handling or storage)</i>	
Site 1						
Site 2						
Site 3						
Handling/ Storage 2	Handling/Storage Name				Own or Rent	
	Address		City	State	Zip	Parish
	Legal Property Description (<i>may be included as attachment if necessary</i>):					
	Location ID*	GPS Latitude <i>EX: 29.832706000</i>	GPS Longitude <i>EX: -90.926661999</i>		Purpose <i>(handling or storage)</i>	
Site 1						
Site 2						
Site 3						
Handling/ Storage 3	Handling/Storage Name				Own or Rent	
	Address		City	State	Zip	Parish
	Legal Property Description (<i>may be included as attachment if necessary</i>):					
	Location ID*	GPS Latitude <i>EX: 29.832706000</i>	GPS Longitude <i>EX: -90.926661999</i>		Purpose <i>(handling or storage)</i>	
Site 1						
Site 2						
Site 3						

* Location ID: A unique identifier or FSA Lot No. (if available) for each structure, as designated by the applicant. Location ID will become part of the license record and should be used to identify the structure in all reports to LDAF.

Licensee Name: _____

b) Enter information for requested **REMOVAL** of Processing locations in the table below. Be sure to include locations IDs as they appear on your current License Application.

	Location ID	Location ID	Location ID	Location ID
Handling/Storage 1				
Handling/Storage 2				
Handling/Storage 3				

I hereby verify and affirm that all of the information contained in this *Site Modification Request Form* is true and accurate. I understand that LDAF must approve each requested modification. I also understand that if LDAF later determines any of this information to be false or inaccurate, the request may be denied and my license may be withheld or revoked.

Signature of Licensee/Designated Responsible Party

Printed Name

Date

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 the following:
 - ♣ Applicant's name, and if applicable, the business name printed on the map page;
 - ♣ Physical address of the location;
 - ♣ Expanded view to show the site, a public roadway and the road name;
 - ♣ Outline of the location of each contiguous planting;
 - ♣ Location ID/name for each field, greenhouse, indoor growing, handling, storage or processing structure;
 - ♣ GPS Coordinates of center of field, greenhouse, indoor growing, handling, storage or processing structure, and
 - ♣ Acreage of each contiguous planting.

Refer to example map on next page

- LDAF prefers all maps be created with Google Earth; however other mapping sources may be used. You can download Google Earth Pro for free by visiting <https://www.google.com/earth/download/gep/agree.html/>. If asked for a registration key, enter "GEPFREE".
- You can access Google Maps online at <https://www.google.com/maps/>. When you have the address on your screen, you can click the button in the lower left corner that says "Earth" or "satellite" for an aerial view of the location.
- On Map Quest at <https://www.mapquest.com/> locate the address on your screen, and then click in the upper right corner on "Satellite" for an aerial view of the location.
- 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 the identification of the hemp locations.
- Finish the map by handwriting in the required information. For maps created in Google Earth you can save the image to a Microsoft Word Document and add a text box(s) for the required information. To add a text box, click in an area outside of the map and choose *Insert* and then *Text Box*. Enter the information into the text box and move the text box into the appropriate area of the map. You may resize the map if required. Repeat the above steps for multiple text boxes.

SEE ATTACHED EXAMPLE OF MAP AND DESCRIPTION OF A CONTIGUOUS FIELD, GREENHOUSE AND INDOOR GROWING STRUCTURE.

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



John Hemp
1234 Growers Row
5756 Corporate Office
Baton Rouge, LA 12345

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

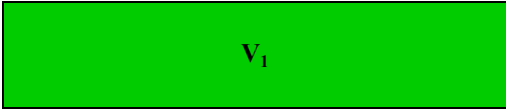

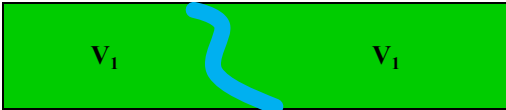
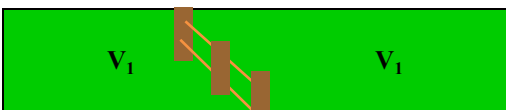

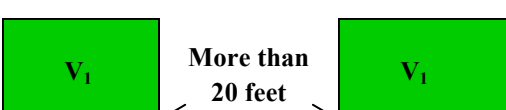

Location ID: Processing Bldg.
GPS = 30.98475, -90.09127
Type - Processing warehouse

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

What is a Contiguous Location?

A contiguous field will NOT have multiple strains or varieties, any breaks, fence lines, tree/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)
Yes, 1 Field	
No, 2 Fields Reason: Field divided by trees or brush row.	
No, 2 Fields Reason: Divided by a canal or body of water.	
No, 2 Fields Reason: Field divided by fence	
No, 2 Fields Reason: Two different strains/varieties	
No, 2 Fields Reason: Field divided by more than 20 feet.	
Yes, 1 Building	
No, 2 buildings/plots Reason: Two separate buildings or two different strains/varieties within a building.	