

CHECKLIST

For LDAF Licensee Compliance



This checklist is being provided by the Louisiana Department of Agriculture & Forestry as a guide to assist Industrial Hemp Program licensees comply with the application, licensing and reporting requirements.

<input type="checkbox"/>	<p>Complete State and Federal Background Checks. Background reports are due with license application and are valid for a maximum of 60 days prior to license application submittal.</p>
<input type="checkbox"/>	<p>Submit License Application(s) and all required supporting documentation. May be submitted anytime during the year, but prior to possessing any industrial hemp plants or seed.</p>
<input type="checkbox"/>	<p>Pay license fee and receive license from LDAF Monitor your email for license and field sign template from LDAF.</p>
<input type="checkbox"/>	<p>Contact your local Farm Service Agency (FSA) to establish a Farm and Tract number. This may be a lengthy process so get started now. https://www.farmers.gov/working-with-us/service-center-locator</p>
<input type="checkbox"/>	<p>Submit Seed Acquisition Form(s) to LDAF. Must be approved by LDAF in writing prior to receiving hemp plants or seed from outside of Louisiana. May be submitted anytime during the growing season.</p>
<input type="checkbox"/>	<p>Return to your local FSA office to obtain an FSA-578 form for each planting. This form contains the required field and subfield numbers. Submit form FSA-578 to LDAF.</p>
<input type="checkbox"/>	<p>Submit First Report of Planting. Due a maximum of 15 days after planting for all outdoor seed production and both indoor and outdoor commercial production.</p>
<input type="checkbox"/>	<p>Submit 1st Quarter Planting Report. Due for <u>indoor</u> seed production (including vegetative propagative stock) only, on or before March 31st of each year.</p>
<input type="checkbox"/>	<p>Submit 2nd Quarter Planting Report. Due for <u>indoor</u> seed production (including vegetative propagative stock) only, on or before June 30th of each year.</p>
<input type="checkbox"/>	<p>Submit Harvest Report. Submit prior to anticipated 'true' seed or commercial crop harvest.</p>
<input type="checkbox"/>	<p>Submit Destruction Report Submit prior to anticipated crop destruction for any reason.</p>
<input type="checkbox"/>	<p>Submit 3rd Quarter Planting Report. Due for <u>indoor</u> seed production (including vegetative propagative stock) only, on or before September 30th of each year.</p>
<input type="checkbox"/>	<p>Submit Annual Production Report. Due on or before November 15th of each year for all grower, seed producer and processor licensees.</p>
<input type="checkbox"/>	<p>Renew License for next crop year. Due on or before November 30th of each year.</p>
<input type="checkbox"/>	<p>Submit 4th Quarter Planting Report. Due for <u>indoor</u> seed production (including vegetative propagative stock) only, on or before December 31st of each year.</p>
<input type="checkbox"/>	<p>Submit any Supplemental Forms. Contact LDAF for information and due dates.</p>