



# AMS Domestic Hemp Production Program

Hemp eManagement Platform (HeMP) User Guide  
for States and Tribes



Agricultural Marketing Service  
U.S. DEPARTMENT OF AGRICULTURE

# Table of Contents (1 of 2)

<b>Log In to HeMP</b>	<a href="#"><u>4</u></a>
Create a HeMP Account.....	<a href="#"><u>5</u></a>
Log In to HeMP.....	<a href="#"><u>10</u></a>
Log In to HeMP Through an Account Invitation Email .....	<a href="#"><u>11</u></a>
<b>Modify My Profile</b>	<a href="#"><u>16</u></a>
Modify Contact Information.....	<a href="#"><u>17</u></a>
Modify Account Information.....	<a href="#"><u>19</u></a>
Update Account Contacts.....	<a href="#"><u>21</u></a>
Invite a Colleague to the Account.....	<a href="#"><u>27</u></a>
<b>Navigate HeMP</b>	<a href="#"><u>29</u></a>
Find Helpful Links.....	<a href="#"><u>30</u></a>
Contact DHPP for Help.....	<a href="#"><u>31</u></a>
Email Notifications.....	<a href="#"><u>32</u></a>
<b>Submit or Waive a Hemp Regulatory Plan</b>	<a href="#"><u>35</u></a>
Submit a Formal or Informal Draft of a Hemp Regulatory Plan.....	<a href="#"><u>36</u></a>
Submit a Formal Hemp Regulatory Plan After Informal Review.....	<a href="#"><u>38</u></a>
Waive a Hemp Regulatory Plan.....	<a href="#"><u>41</u></a>
Make Requested Revisions to a Reviewed Hemp Regulatory Plan.....	<a href="#"><u>43</u></a>
<b>Manage an Approved Hemp Regulatory Plan</b>	<a href="#"><u>46</u></a>
View Hemp Regulatory Plan Certificate.....	<a href="#"><u>47</u></a>
Amend a Hemp Regulatory Plan.....	<a href="#"><u>49</u></a>
Withdraw a Hemp Regulatory Plan.....	<a href="#"><u>52</u></a>
<b>Submit Reports</b>	<a href="#"><u>55</u></a>
Add Producers to a Producer Report (AMS-23).....	<a href="#"><u>56</u></a>
Submit a Producer Report (AMS-23).....	<a href="#"><u>66</u></a>
Submit a Disposal/Remediation Report (AMS-24).....	<a href="#"><u>67</u></a>
Submit an Annual Report (AMS-25).....	<a href="#"><u>71</u></a>
Access Submitted Report PDF.....	<a href="#"><u>77</u></a>
<b>View and Manage Licensee Information</b>	<a href="#"><u>79</u></a>
Update Licensee Information.....	<a href="#"><u>80</u></a>
Edit Licensee Details in List View.....	<a href="#"><u>82</u></a>
View Licensee Information.....	<a href="#"><u>84</u></a>

## Table of Contents (2 of 2)

<b>View and Export Lot Information</b>	<a href="#"><u>87</u></a>
View and Export Lot Information.....	<a href="#"><u>88</u></a>
<b>Manage Compliance Activities</b>	<a href="#"><u>90</u></a>
View Audit Results.....	<a href="#"><u>91</u></a>
View Violations.....	<a href="#"><u>93</u></a>
Manage Corrective Action Plans.....	<a href="#"><u>95</u></a>

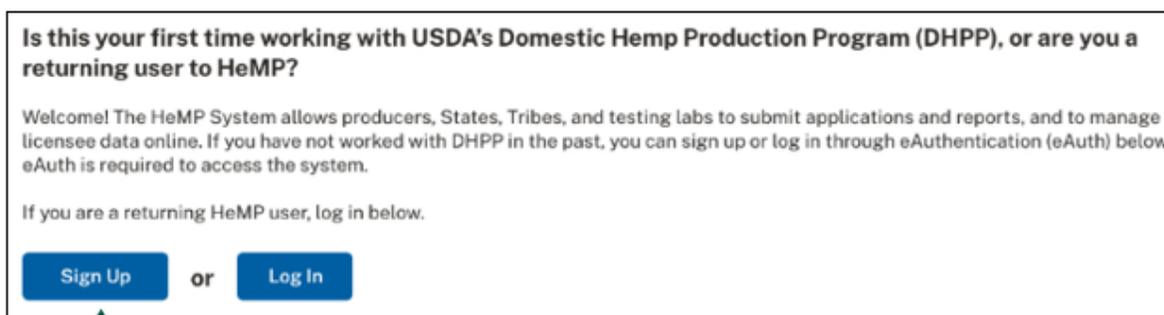
## Log In to HeMP

- Create a HeMP Account**
- Log In to HeMP**
- Log In to HeMP Through an Account Invitation Email**

## Create a HeMP Account (1 of 5)

If your State/Tribe has NOT submitted any hemp regulation forms or hemp regulatory plans (including drafts) to USDA's Domestic Hemp Production Program (DHPP) in the past, you can follow these steps to log in. If you have submitted to DHPP in the past, **go to [Page 11](#)**.

1. Go to <https://hemp.ams.usda.gov/s/>.
2. Under the "Is this your first time working with USDA's Domestic Hemp Production Program (DHPP) or are you a returning user to HeMP?" click "Sign Up".



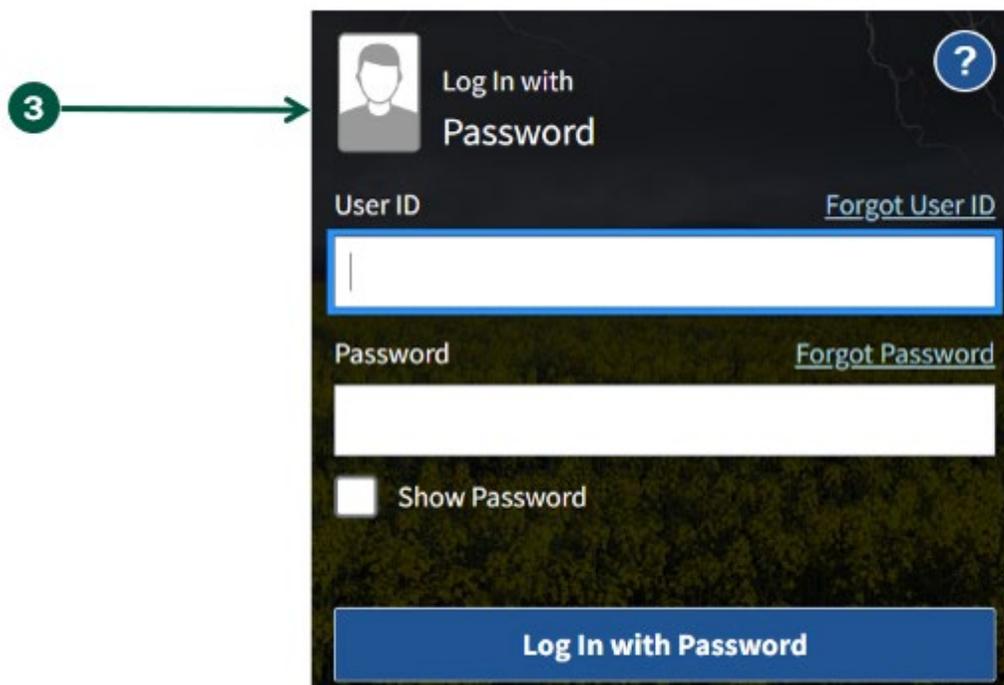
**Is this your first time working with USDA's Domestic Hemp Production Program (DHPP), or are you a returning user to HeMP?**

Welcome! The HeMP System allows producers, States, Tribes, and testing labs to submit applications and reports, and to manage licensee data online. If you have not worked with DHPP in the past, you can sign up or log in through eAuthentication (eAuth) below. eAuth is required to access the system.

If you are a returning HeMP user, log in below.

[Sign Up](#) or [Log In](#)

3. You will be directed to login to HeMP using your USDA eAuthentication (eAuth) credentials. **Enter** your eAuth username and password, then **click** "Log In with Password" to log in.



**Log In with Password**

User ID [Forgot User ID](#)

Password [Forgot Password](#)

Show Password

**Log In with Password**

## Create a HeMP Account (2 of 5)

- You will be directed to begin the Account sign up process, **click** “Get Started”.

**Just a few minutes**  
This process should take 5 to 10 minutes to complete.

**Submission confirmation email**  
You will receive an email confirmation immediately after completing this process, followed by an email within 5 minutes to confirm that your HEMP account has been created.

**Account confirmation email**  
Once you receive the confirmation email indicating that your account has been created, you will be able to get started with HEMP. Thank you for your patience.

**4** → **Get Started**

- Once you are on the “Your Information” page, **review** your contact information and **enter** additional details directly into the information field if needed. Note: HeMP is linked to your eAuth Account. If you need to update your email, username, or password, you will need to do so through your eAuth Account.
- Once you have reviewed and/or updated your contact information, **click** “Next”.

Email  
johnny@doestate.org

\* Name

Salutation  
--None--

First Name  
Johnny

Middle Name  
Middle Name

\* Last Name  
Doe

Suffix  
Suffix

**5** →

**6** → **Next**

## Create a HeMP Account (3 of 5)

- Once you are on the “Account Type” page, **click** “State Government” or “Tribal Government” depending on if you represent a State or Tribal Government.
- Scroll down** and **click** “Next”.

State Government

Tribal Government

Testing Laboratory

- Once you are on the “Account Details” page, **enter** the requested information about your State or Tribe. Note: “Account Name” should be the name of your State or Tribe (e.g., Doe Department of Agriculture, Doe Tribe).
- Once you have provided your State or Tribe information, **click** “Next”.

\* Account Name ⓘ

State/Tribe Name

--None--

Email

Phone

Other Phone

Additional Contact Information

Address Information

Street Address

City

State

Zip

--None--

Next

## Create a HeMP Account (4 of 5)

11. Once you are on the “Add Team Members to Your Account” page, you can invite colleagues from your State/Tribe to the Account. Note: The Account sign up process should only be used once per State/Tribe. Additional users should access the Account through an invitation and should not go through the Account sign up process detailed in steps 1-9.

- A. **Enter** the name and email address of your colleague(s). The email address provided should be the one associated with the individual’s eAuth account.
- B. After you have entered your colleague’s information, **click** “Add Team Member”.

The screenshot shows a form with three input fields: 'First Name', 'Last Name', and 'Email'. To the right of these fields is a green button labeled 'Add Team Member'. A green line with a circle 'A' at the end points to the input fields. Another green line with a circle 'B' at the end points to the 'Add Team Member' button.

- C. **Repeat** step A and B until you have entered information for each colleague. If you need to invite additional colleagues in the future, you will be able to do so later.
- D. **Review the list of invitation recipients.** Note: If the contact information for any of your colleagues is incorrect or you want to delete a recipient, click the trash icon to delete the contact.

Invitations are being sent to:

FIRST NAME	LAST NAME	EMAIL	
Chris	Franklin	chris@doestate.org	
Sherry	Johnson	sherry@doestate.org	
Jane	Smith	jane@doestate.org	

- E. When you are done reviewing the invitation recipients, **click** “I’m Done Adding Emails” at the bottom of the page. Note: You will be able to send additional Account invitations later. You can skip sending Account invitations by clicking “No, I’ll Do This Later”, however it is recommended that you send invitations here first.

The screenshot shows two buttons at the bottom of the page: a light gray button labeled 'No, I'll Do This Later' and a green button labeled 'I'm Done Adding Emails'. A green line with a circle 'E' at the end points to the 'I'm Done Adding Emails' button.

## Create a HeMP Account (5 of 5)

12. Once you are on the “Your account creation request has been received!” page, your Account request has been received by USDA. You will also receive an email confirming your Account request has been received.
13. Within 5 minutes of completing the Account sign up process, you will receive an email with the subject “USDA HeMP Account is Ready” indicating that you can now use your new Account.
14. You can now **log in** to HeMP any time by going to <https://hemp.ams.usda.gov/s/> and logging in using your eAuth username and password.

## Log In to HeMP (1 of 1)

1. Go to <https://hemp.ams.usda.gov/s/>.
2. Under the “Is this your first time working with USDA’s Domestic Hemp Production Program (DHPP) or are you a returning user to HeMP?” click “Log In”.

**Is this your first time working with USDA’s Domestic Hemp Production Program (DHPP), or are you a returning user to HeMP?**

Welcome! The HeMP System allows producers, States, Tribes, and testing labs to submit applications and reports, and to manage licensee data online. If you have not worked with DHPP in the past, you can sign up or log in through eAuthentication (eAuth) below. eAuth is required to access the system.

If you are a returning HeMP user, log in below.

[Sign Up](#) or [Log In](#)



3. You will be directed to login to HeMP using your USDA eAuthentication (eAuth) credentials. **Enter** your eAuth username and password, then click “Log In with Password” to log in.

**3** →

 **Log In with Password** 

User ID [Forgot User ID](#)

Password [Forgot Password](#)

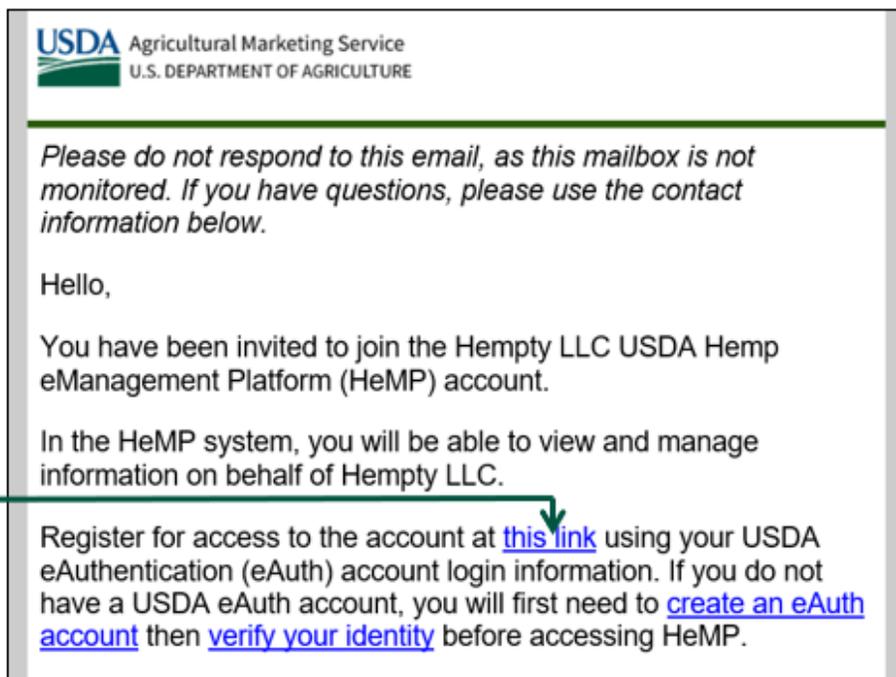
  
 Show Password

[Log In with Password](#)

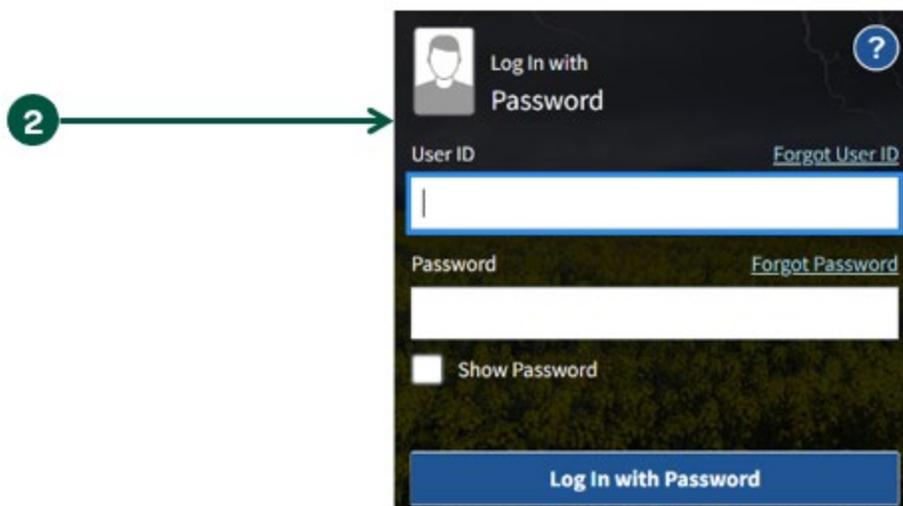
## Log In to HeMP Through an Account Invitation Email (1 of 5)

If your State/Tribe has submitted any hemp regulation forms or hemp regulatory plans (including drafts) to USDA's Domestic Hemp Production Program (DHPP) in the past, you can follow these steps to log in. If you have not submitted to DHPP in the past, **go to [Page 5](#)**.

1. You should have received an email with the subject "USDA HeMP Account Invitation". **Open** that email and **click** the URL provided to access your State or Tribe HeMP Account.
  - If you do not have an email invitation, send an Account invitation request to DHPP via email at [farmbill.hemp@usda.gov](mailto:farmbill.hemp@usda.gov) specifying the State or Tribe you represent. Alternatively, if a colleague from your State/Tribe has already logged in to HeMP, reach out to that individual for an invitation to join.



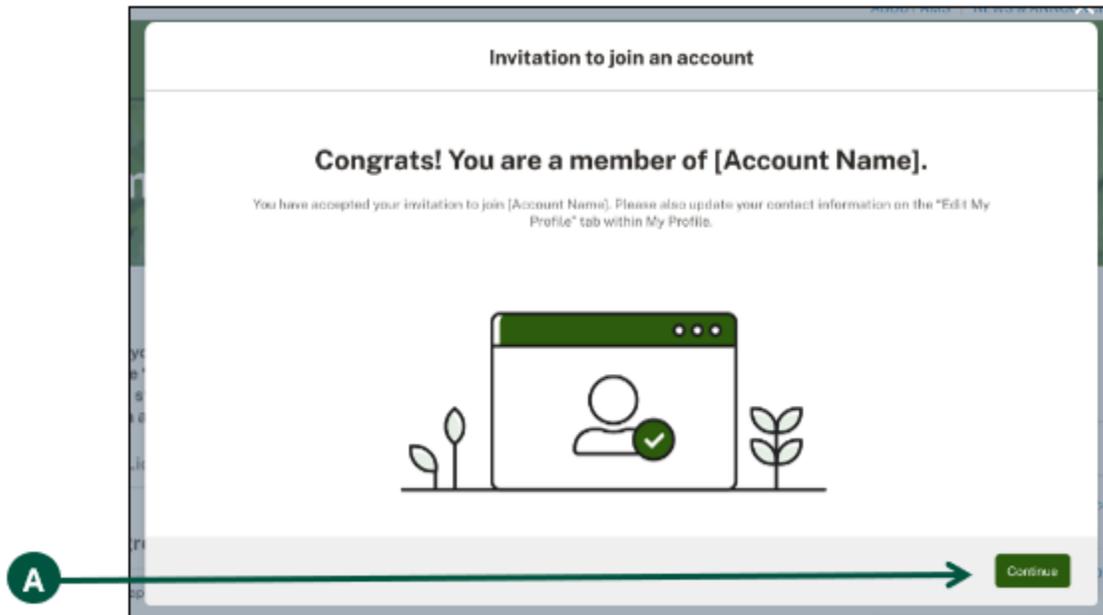
2. You will be directed to log into HeMP using your USDA eAuthentication (eAuth) credentials. **Enter** your eAuth username and password, then **click** "Log In with Password" to log in.



## Log In to HeMP through an Account Invitation Email (2 of 5)

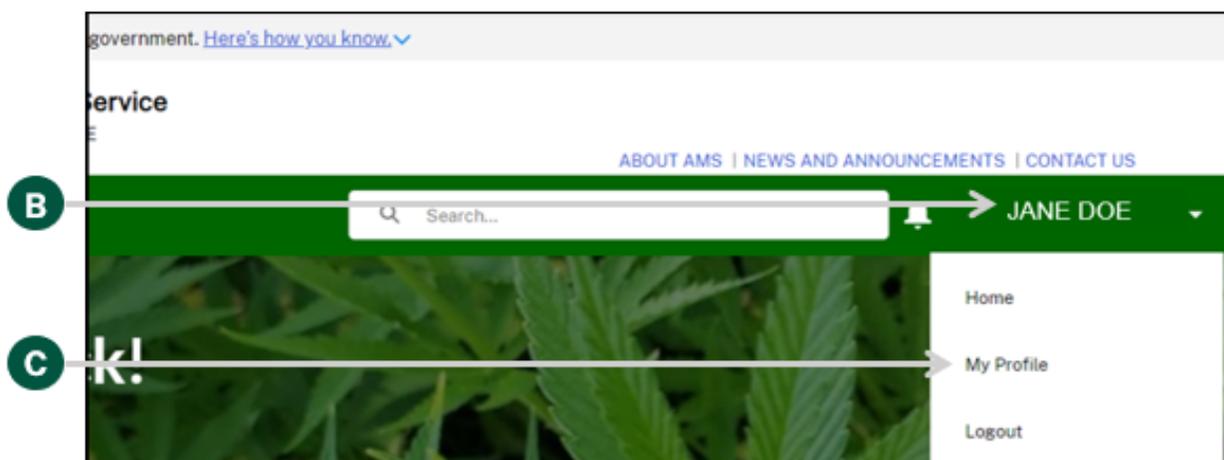
3. After logging in, you will receive one of the four following messages.

- **Message 1:** If you see the “Congrats! You are a member of [Account Name]” message below, you have successfully accepted your Account invitation.
  - A. After seeing this message, **click** “Continue”.



B. **Click** your Account dropdown on the righthand corner of the page.

C. **Click** “My Profile” from the dropdown.

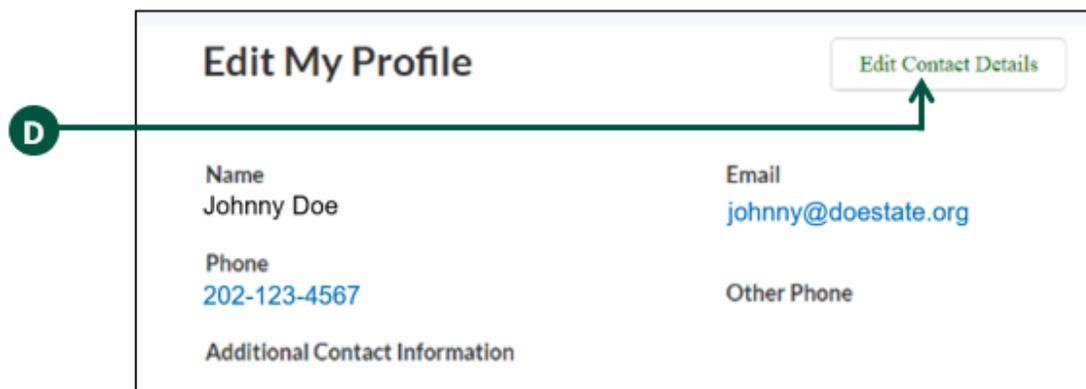


## Log In to HeMP through an Account Invitation Email (3 of 5)

3. Continued: After logging in, you will receive one of the four following messages.

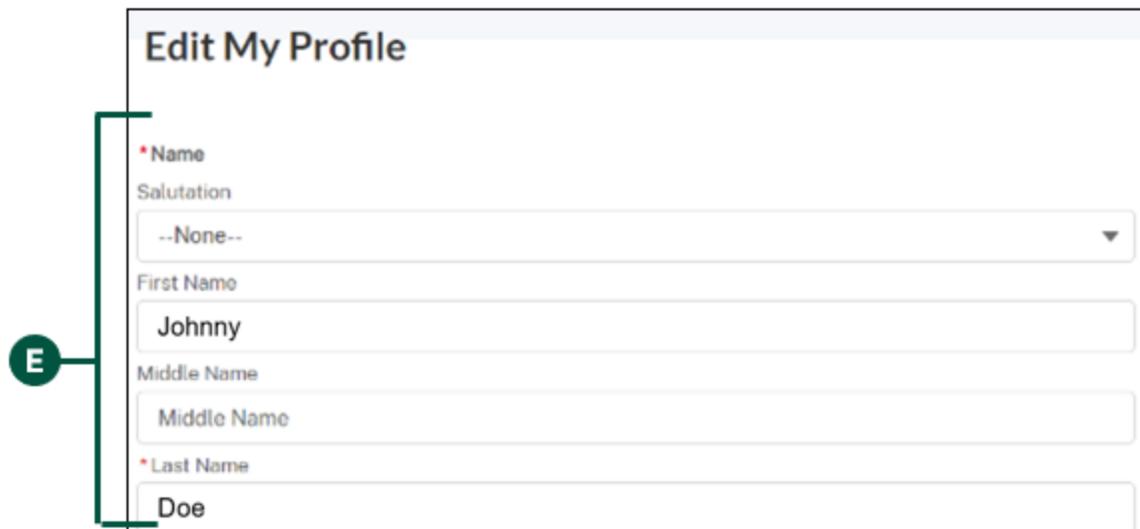
- Continued: **Message 1**

D. You will be directed to your “Edit My Profile” tab, **click** “Edit Contact Details”.



The screenshot shows the "Edit My Profile" page. At the top right, there is a button labeled "Edit Contact Details". A green circle with the letter "D" is positioned to the left of the page, with a line extending from it to the "Edit Contact Details" button. Below the title, the profile information is displayed in two columns: Name (Johnny Doe), Email (johnny@doestate.org), Phone (202-123-4567), and Other Phone. At the bottom, there is a section for "Additional Contact Information".

E. **Review** and **update** your contact details by clicking into any of the fields listed on the page including “Name” and “Contact Information”. Note: You cannot update your email address from the “Edit My Profile” page. Your HeMP Account is linked to your eAuth Account. If you need to update your email address, you will need to do it through your eAuth Account in [Update Account page](#).



The screenshot shows the "Edit My Profile" form. A green circle with the letter "E" is positioned to the left of the form, with a line extending from it to the "Name" section. The form includes a "Salutation" dropdown menu (set to "--None--"), "First Name" (Johnny), "Middle Name" (Middle Name), and "Last Name" (Doe). The "Name" field is marked with a red asterisk.

F. **Click** “Save Changes” at the bottom of “Edit My Profile”. Congratulations, your HeMP Account is now complete. You may now begin using your HeMP Account.

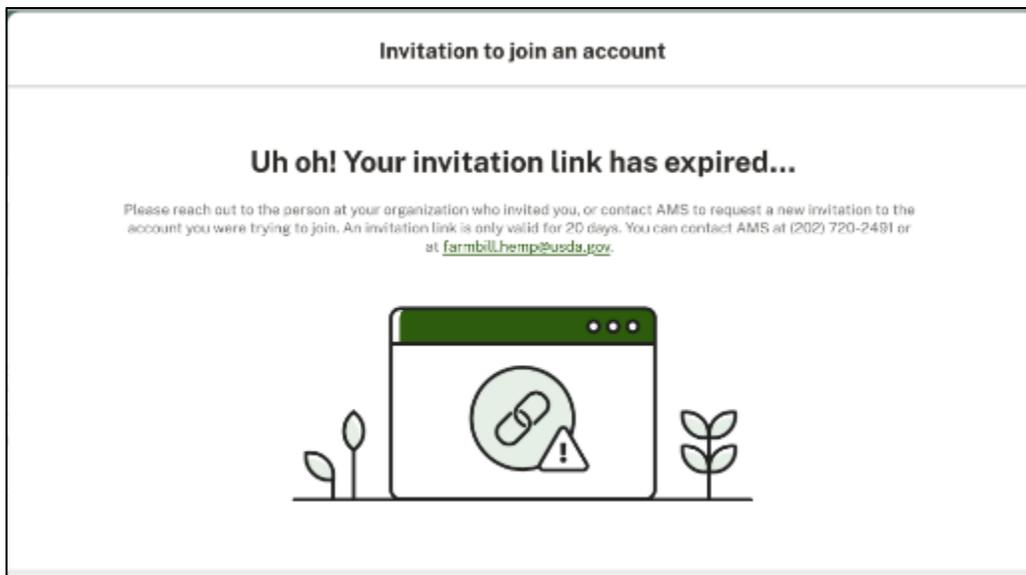


The screenshot shows two buttons: "Cancel" and "Save Changes". A green circle with the letter "F" is positioned to the left of the buttons, with a line extending from it to the "Save Changes" button. The "Save Changes" button is highlighted in green.

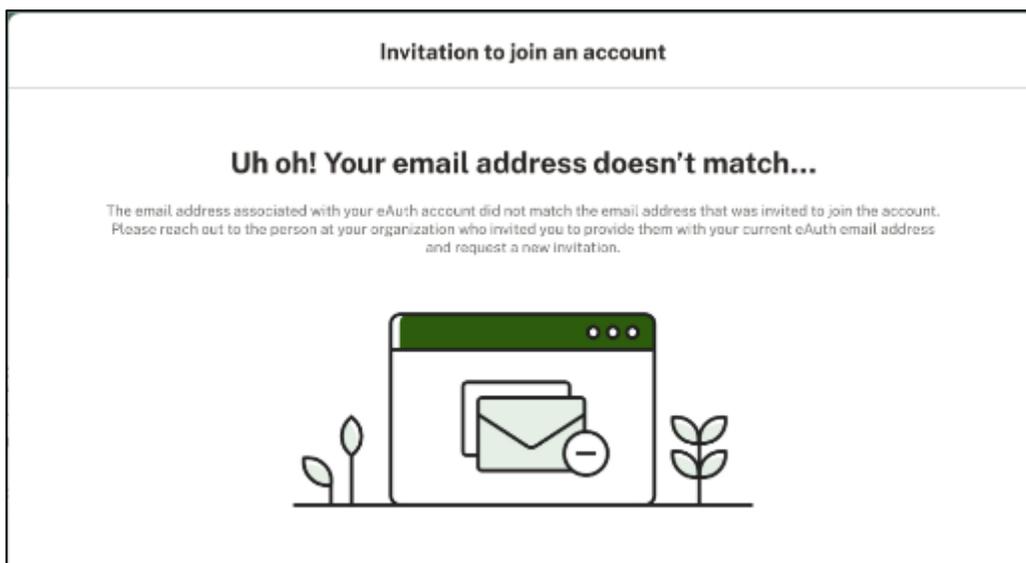
## Log In to HeMP through an Account Invitation Email (4 of 5)

3. Continued: After logging in, you will receive one of the four following messages.

- **Message 2:** If you see the “Uh oh! Your invitation link has expired” message below, your invitation link has expired. If a colleague invited you to your organization’s Account, **have them resend an Account invitation**. You can also **request a new invitation** by emailing DHPP at [farmbill.hemp@usda.gov](mailto:farmbill.hemp@usda.gov).



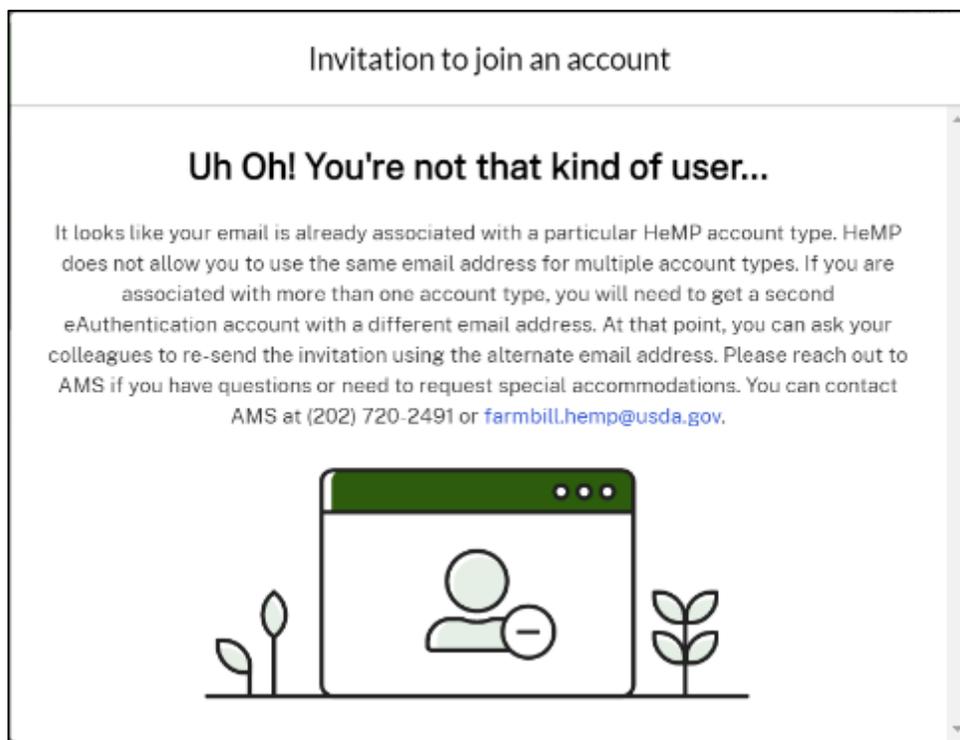
- **Message 3:** If you see the “Uh oh, Your email address doesn’t match” message below, the email address associated with your eAuth Account does not match the email address invited to join the Account. If a colleague invited you to your organization’s Account, **have them resend an Account invitation to the email address associated with your eAuth Account**. You can also **request a new invitation** by emailing DHPP at [farmbill.hemp@usda.gov](mailto:farmbill.hemp@usda.gov).



## Log In to HeMP through an Account Invitation Email (5 of 5)

3. Continued: After logging in, you will receive one of the four following messages.

- **Message 4:** If you see the “Uh Oh! You are not that kind of user” message below, your email address is being used for another Account type (e.g., you have a Producer Account using the email provided). **You will need to create a second eAuth Account with a different email address to access your State or Tribe Account.** After your new eAuth Account is created, **have your colleague resend an Account invitation to the email address associated with your new eAuth Account.** You can also **request a new invitation** by emailing DHPP at [farmbill.hemp@usda.gov](mailto:farmbill.hemp@usda.gov).

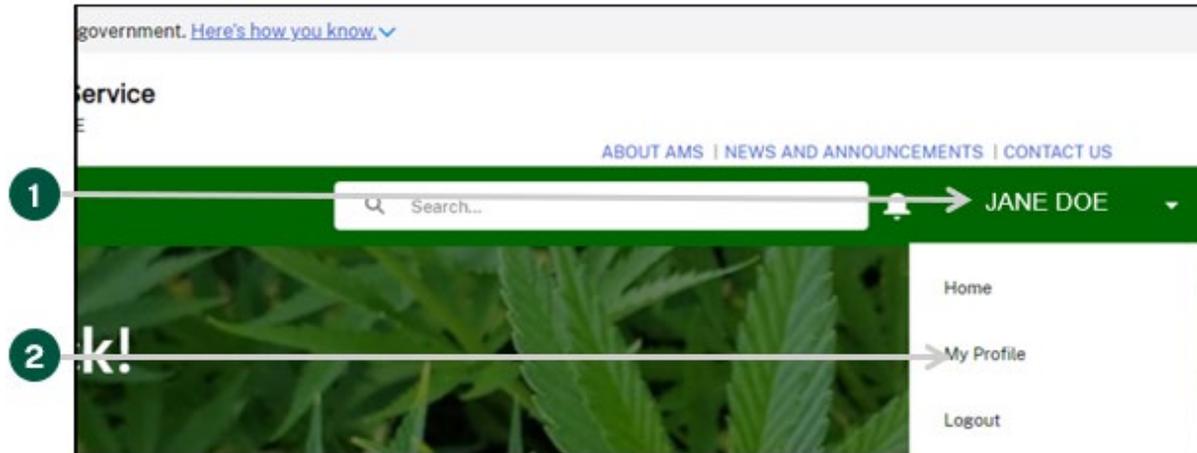


## **Modify My Profile**

- Modify Contact Information**
- Modify Account Information**
- Update Account Contacts**
- Invite a Colleague to Account**

## Modify Contact Information (1 of 2)

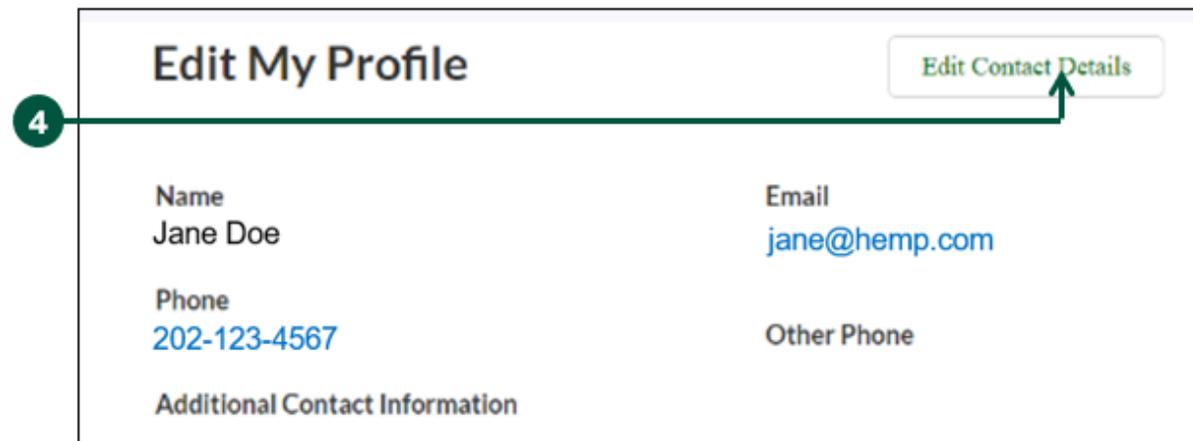
1. Click your account dropdown on the righthand corner of HeMP.
2. Click “My Profile” from the dropdown.



3. Click the “Edit My Profile” tab on the left of the page.

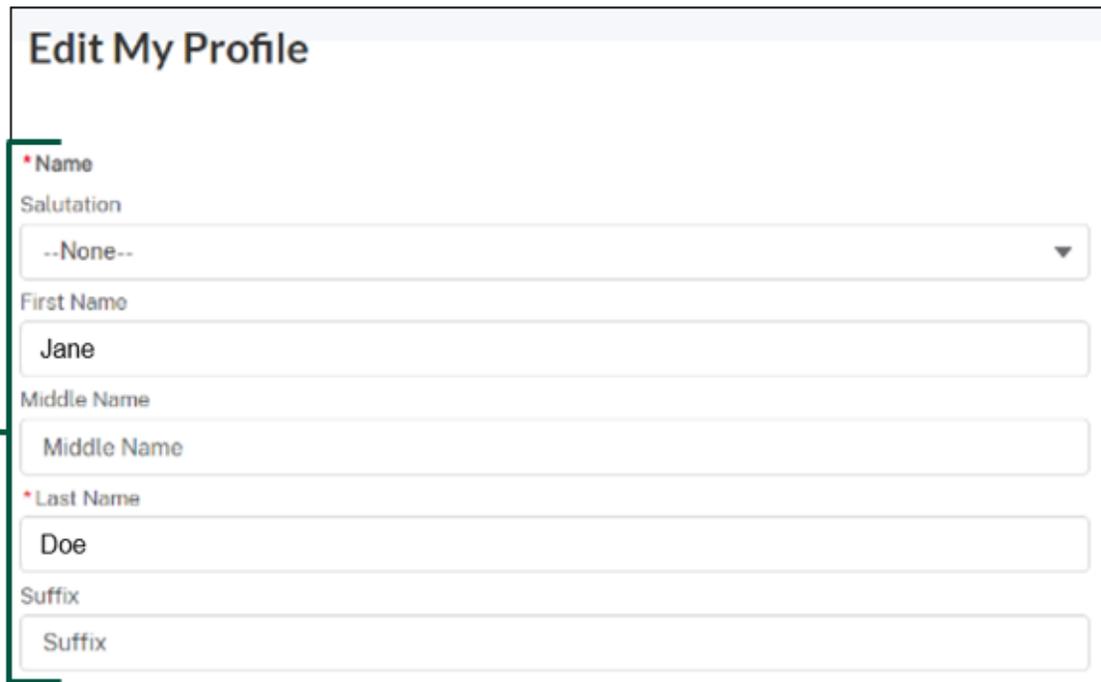


4. Once you are on the “Edit My Profile” page, click “Edit Contact Details”.



## Modify Contact Information (2 of 2)

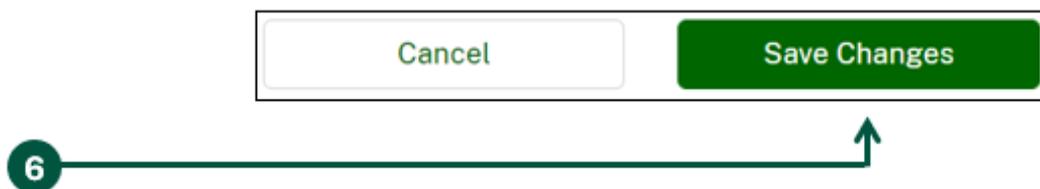
5. **Review** and **update** your contact details by clicking into any of the fields listed on the page including Name and Contact Information. Note: You cannot update your email address from the “Edit My Profile” page. Your HeMP account is linked to your eAuth account. If you need to update your email address, you will need to do it through your eAuth account in [Update Account page](#).



The screenshot shows the 'Edit My Profile' form with the following fields:

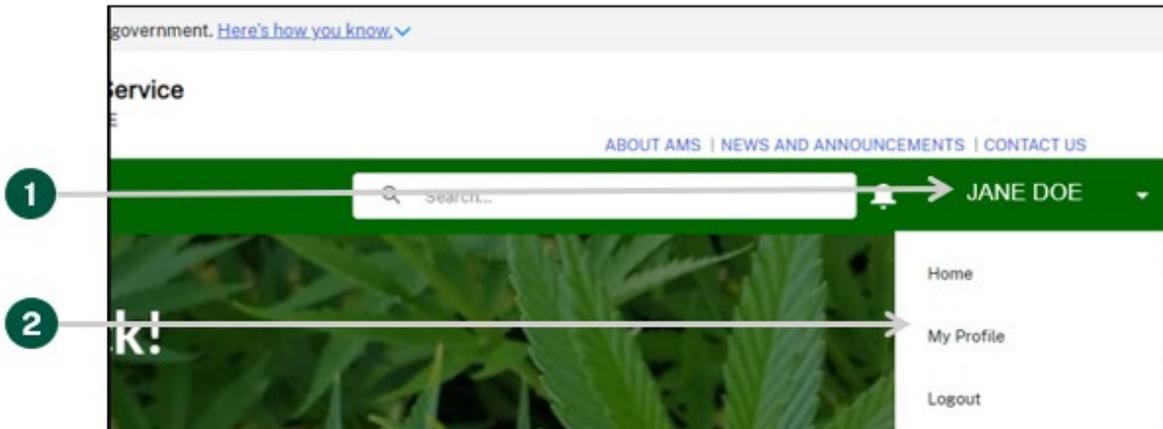
- Name** (required):
  - Salutation: --None-- (dropdown menu)
  - First Name: Jane
  - Middle Name: Middle Name (callout box 5 is around this field)
  - Last Name: Doe (required)
  - Suffix: Suffix

6. Click “Save Changes” at the bottom of “Edit My Profile”.



## Modify Account Information (1 of 2)

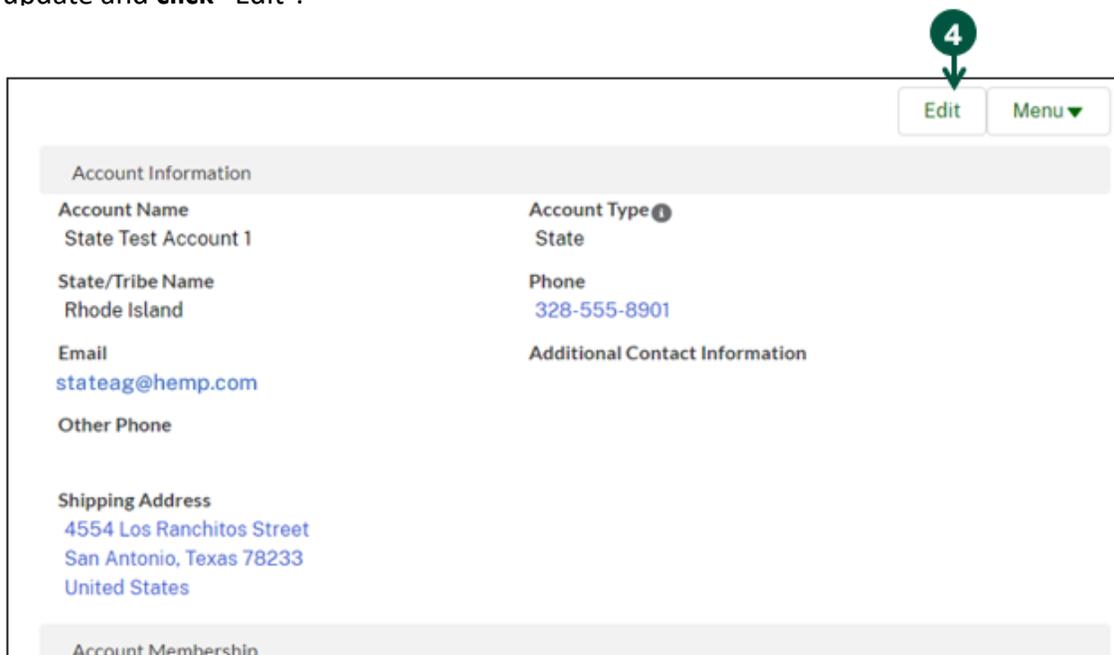
1. Click your account dropdown on the righthand corner of HeMP.
2. Click “My Profile” from the dropdown.



3. Click the “Manage My Account(s)” tab on the left of the page.

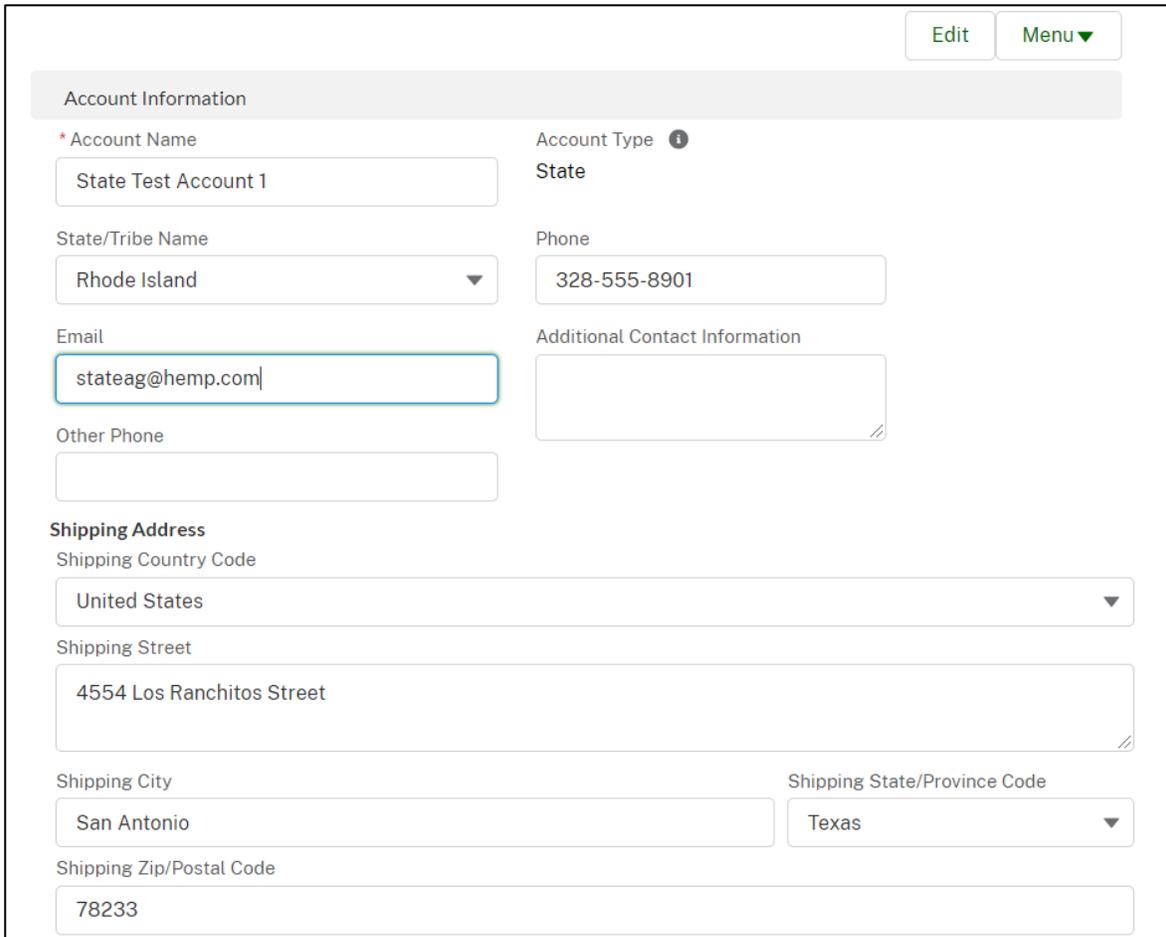


4. Review your account details listed under “Account Information” to identify the information you would like to update and click “Edit”.



## Modify Account Information (2 of 2)

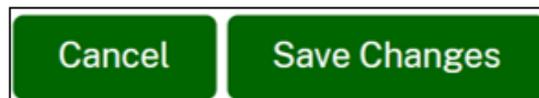
5. **Review** and **update** your account information by clicking into any of the fields listed under “Account Information”.



The screenshot shows a form titled "Account Information" with a header bar containing "Edit" and "Menu" buttons. The form is divided into several sections:

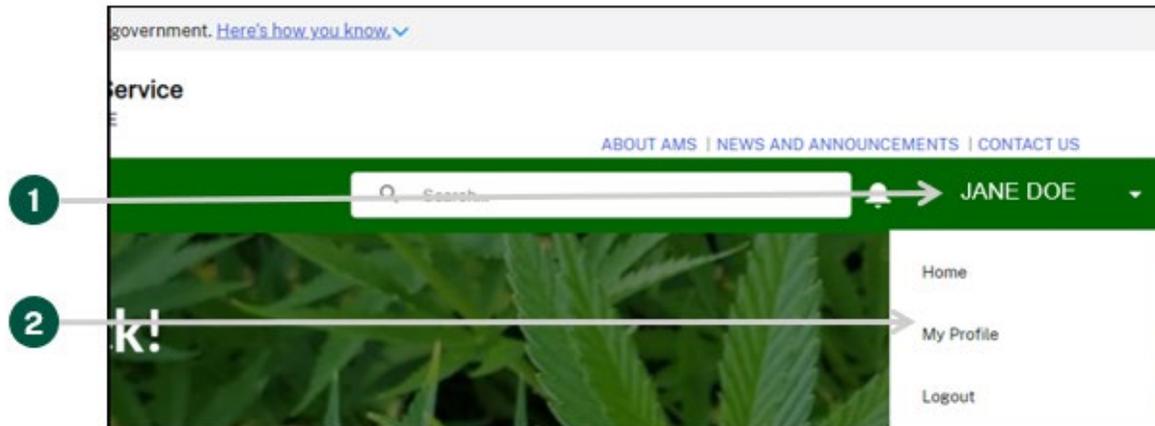
- Account Information:**
  - \* Account Name: Text input field containing "State Test Account 1".
  - Account Type: Information icon.
  - State: Text input field.
  - State/Tribe Name: Dropdown menu showing "Rhode Island".
  - Phone: Text input field containing "328-555-8901".
  - Email: Text input field containing "stateag@hemp.com".
  - Additional Contact Information: Text area.
  - Other Phone: Text input field.
- Shipping Address:**
  - Shipping Country Code: Dropdown menu showing "United States".
  - Shipping Street: Text area containing "4554 Los Ranchitos Street".
  - Shipping City: Text input field containing "San Antonio".
  - Shipping State/Province Code: Dropdown menu showing "Texas".
  - Shipping Zip/Postal Code: Text input field containing "78233".

6. Once you have updated your account information, **click** “Save Changes” at the bottom of the “Account Information” section.

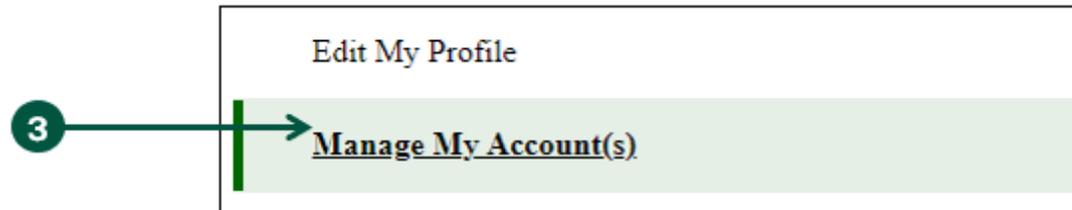


## Update Account Contacts (1 of 6)

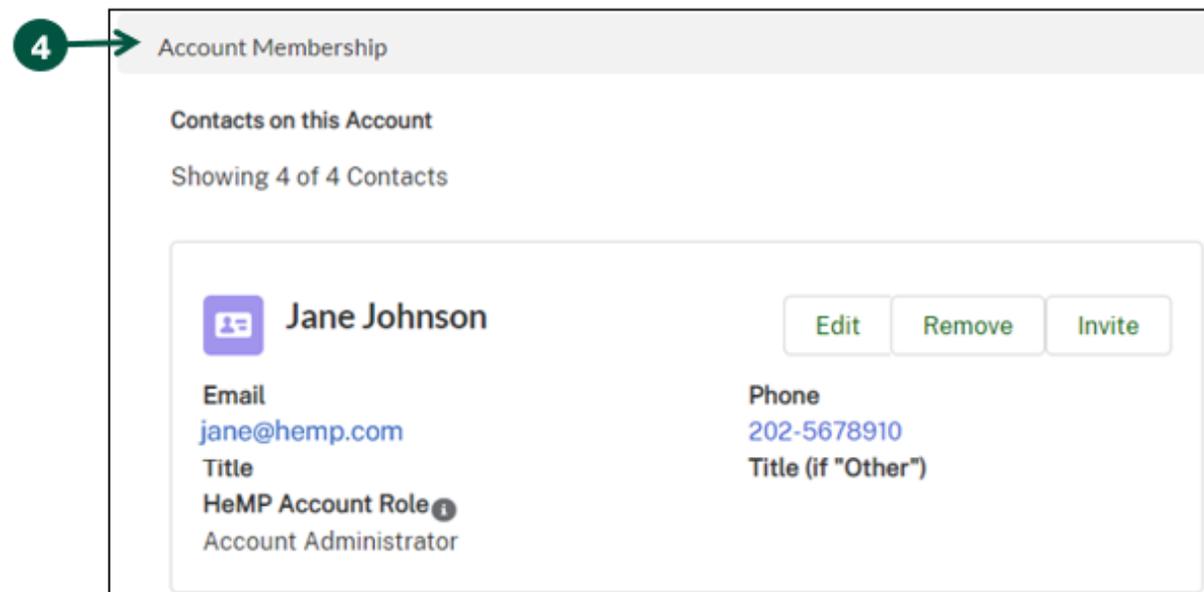
1. Click your Account dropdown on the righthand corner of HeMP.
2. Click "My Profile" from the dropdown.



3. Click the "Manage My Account(s)" tab on the left of the page.



4. View your Account's Contacts under "Account Membership".



## Update Account Contacts (2 of 6)

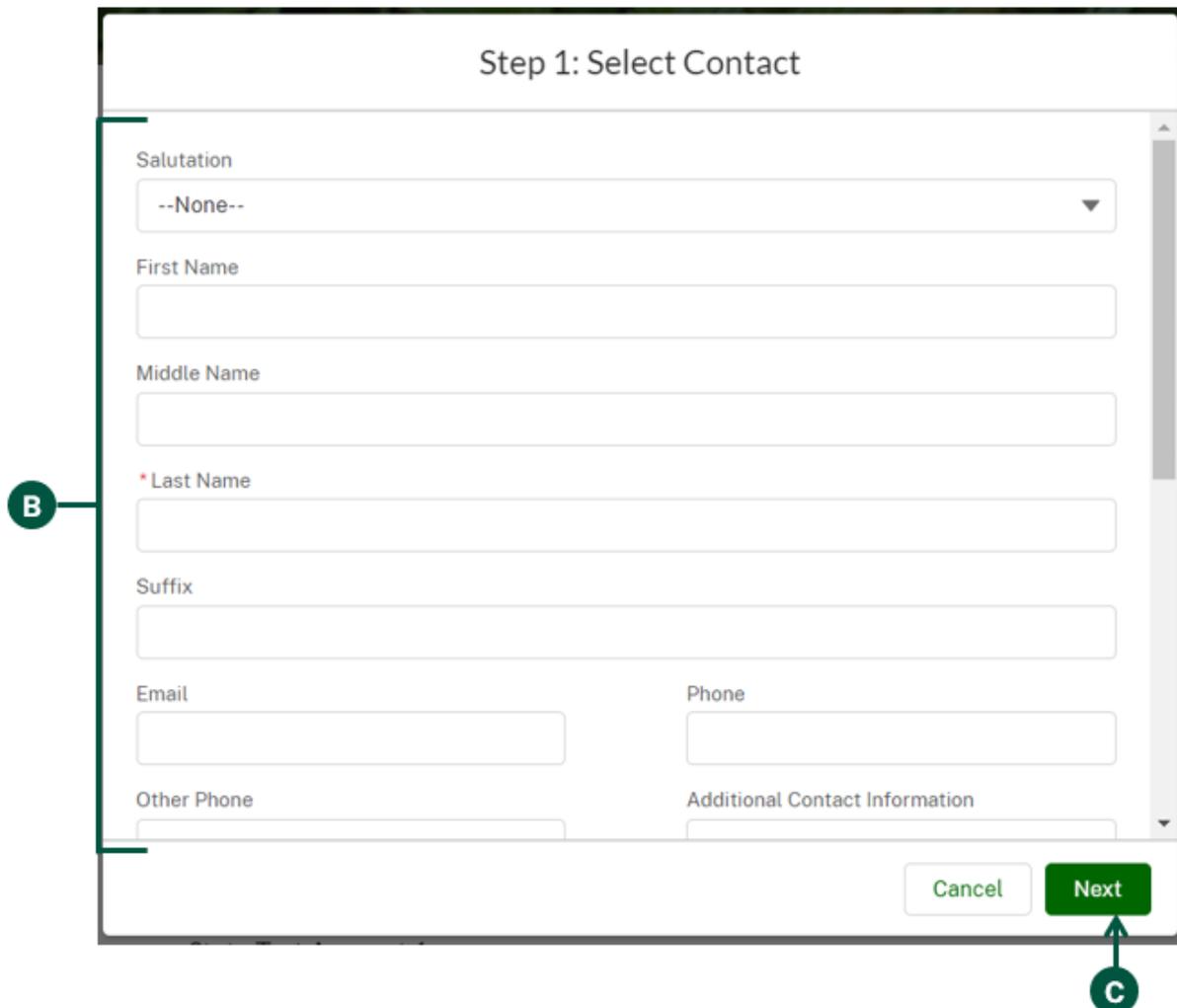
- To add an Account Contact:

A. **Click** the “Menu” dropdown above “Account Information” and then **click** “Add New Contact”.



B. Once you see the “Step 1: Select Contact” pop-up, **enter** your new Contact’s information into the pop-up fields.

C. Once you have entered all of you new Contact’s information, **click** “Next”.

A screenshot of a pop-up window titled 'Step 1: Select Contact'. The form contains several input fields: a dropdown menu for 'Salutation' with '--None--' selected, text boxes for 'First Name', 'Middle Name', and '\* Last Name', a 'Suffix' text box, and two text boxes for 'Email' and 'Phone'. At the bottom, there are 'Other Phone' and 'Additional Contact Information' text boxes. At the bottom right, there are two buttons: 'Cancel' and 'Next'. A green circle with the letter 'B' is on the left side of the form, with a green line extending to the left edge of the form. A green circle with the letter 'C' is at the bottom right, with a green arrow pointing to the 'Next' button.

## Update Account Contacts (3 of 6)

- Continued: To add an Account Contact:

- D. Once you see the “Step 2: Add Contact to this Account” pop-up, you can **select** a title for the contact under “Title”. If none of the titles provided fit for your Contact, you can select “Other” and enter a title under “Title (if “Other”)”.

The screenshot shows a pop-up window titled "Step 2: Add Contact to this Account". It has two columns. The left column is for the "Account" and shows "Hemp Account" selected. The right column is for the "Contact" and shows "Jane Doe" selected. Below the account selection, there is a "Title" dropdown menu currently showing "--None--". A green arrow labeled "D" points to this dropdown menu.

- E. Optional: Under “Hemp Account Role”, you can remove the Account Administrator permissions for the contact. All Contacts are automatically defaulted as Account Administrators, this enables them to edit all HeMP Account information. If you would like to remove these permissions, **click** “Account Administrator” and then **click** the arrow pointing to the left.

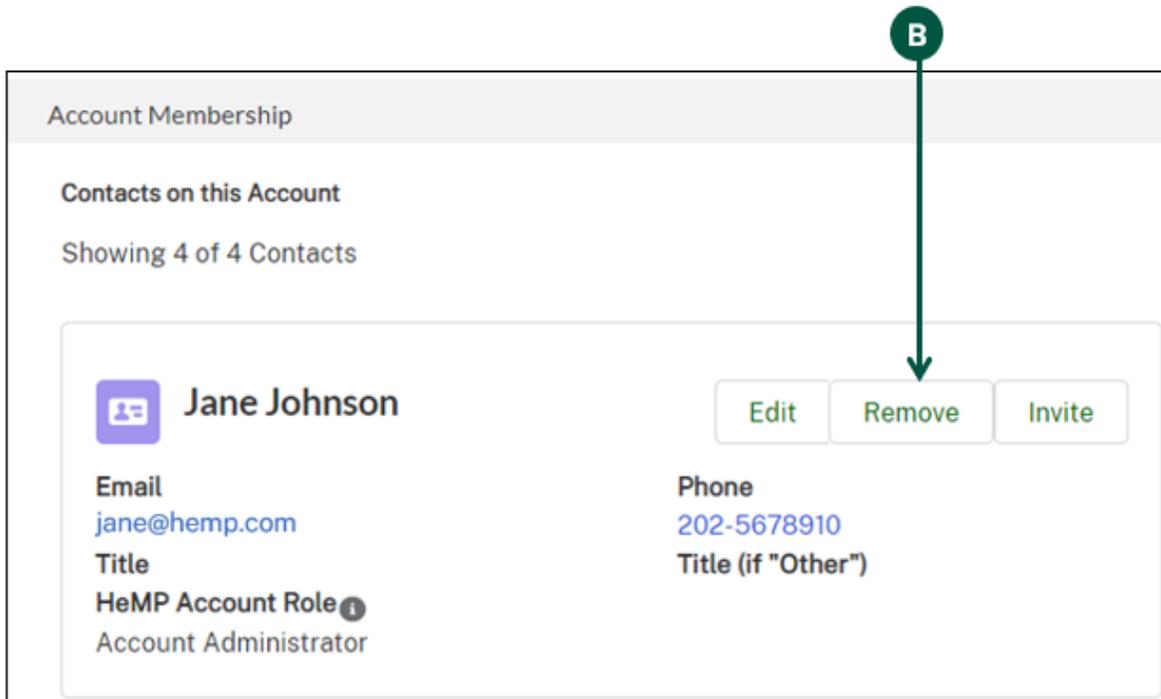
The screenshot shows a "HeMP Account Role" selection interface. It has two columns: "Available" and "Chosen". The "Chosen" column contains a single item, "Account A...". A green arrow labeled "E" points to this item. Another green arrow labeled "E" points to the right-pointing arrow between the "Available" and "Chosen" columns.

- F. **Click** “Save & Close” at the bottom of the pop-up to add the new Contact to your Account.

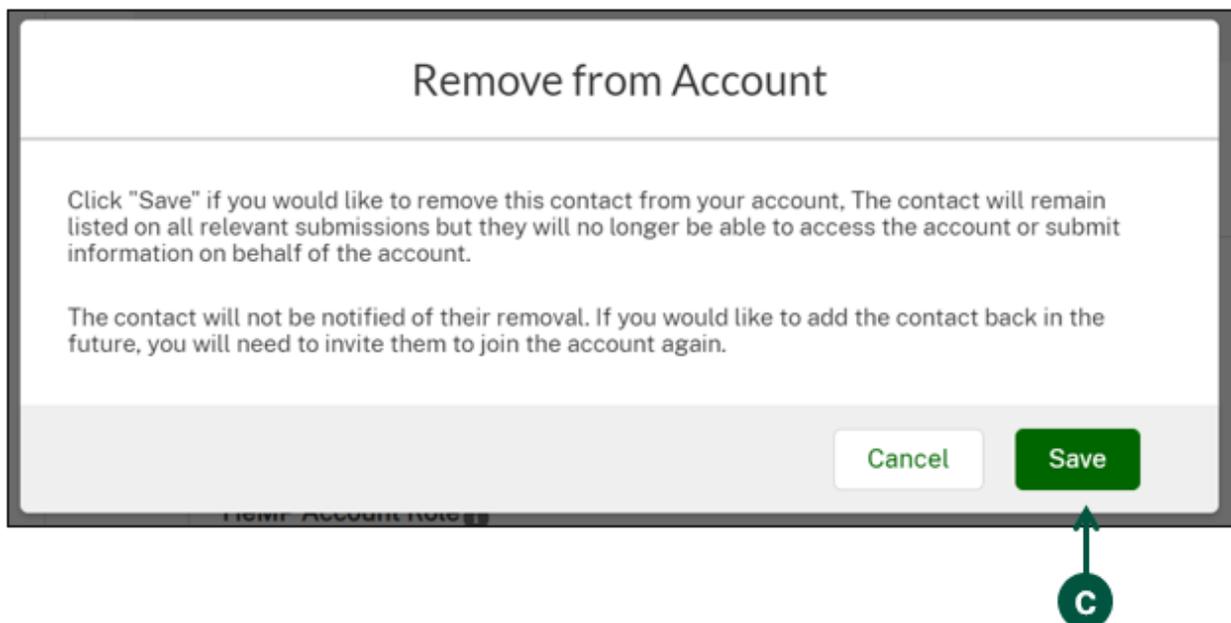
The screenshot shows a green button with the text "Save & Close". A green arrow labeled "F" points to the button.

## Update Account Contacts (4 of 6)

- To remove an Account Contact:
  - A. **Find** the Contact you would like to remove under “Account Membership”.
  - B. **Click** “Remove” on the Contact card of the Contact you would like removed from the Account.

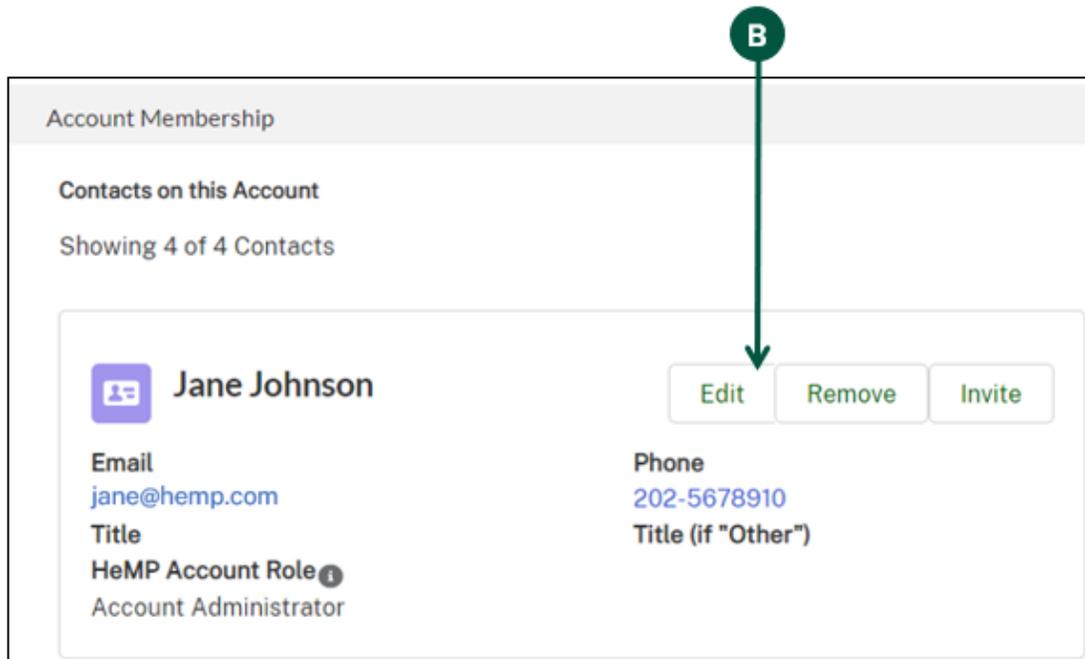


- C. Once you see the “Remove from Account” pop-up, **click** “Save”.



## Update Account Contacts (5 of 6)

- To edit an Account Contact's information:
  - A. **Find** the Contact you would like to edit under "Account Membership".
  - B. **Click** "Edit" on the Contact that you would like to update.



Account Membership

Contacts on this Account

Showing 4 of 4 Contacts

 **Jane Johnson**

**Edit** **Remove** **Invite**

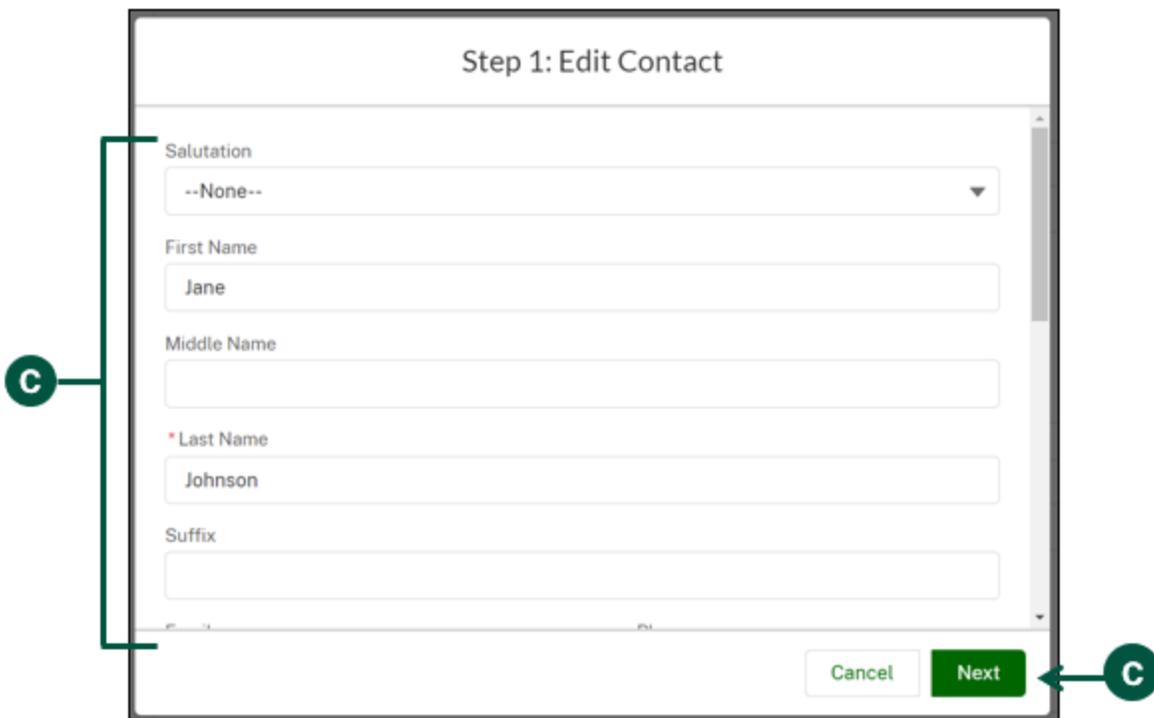
**Email**  
jane@hemp.com

**Phone**  
202-5678910

**Title**  
HeMP Account Role ⓘ  
Account Administrator

**Title (if "Other")**

- C. Once you see the "Step 1: Edit Contact" pop-up, **enter** the updated Contact information into the selected fields and then **click** "Next".



Step 1: Edit Contact

Salutation  
--None--

First Name  
Jane

Middle Name

\* Last Name  
Johnson

Suffix

**Cancel** **Next**

## Update Account Contacts (6 of 6)

- Continued: To edit an Account Contact's information

- D. Once you see the “Step 2: Edit Relationship Between Contact and Account” pop-up, you can **select** a title for the Contact under “Title”. If none of the titles provided fit your Contact, you can select “Other” and enter a title under “Title (if “Other”)”.

Step 2: Add Contact to this Account

\* Account  
Hemp Account

\* Contact  
Jane Doe

Title  
--None--

Title (if "Other")

- E. Optional: Under “Hemp Account Role”, you can remove the Account Administrator permissions for the Contact. All Contacts are automatically defaulted as Account Administrators, this enables them to edit all HeMP Account information. If you would like to remove these permissions, **click** “Account A...” and then **click** the arrow pointing left.

HeMP Account Role

Available

Chosen

Account A...

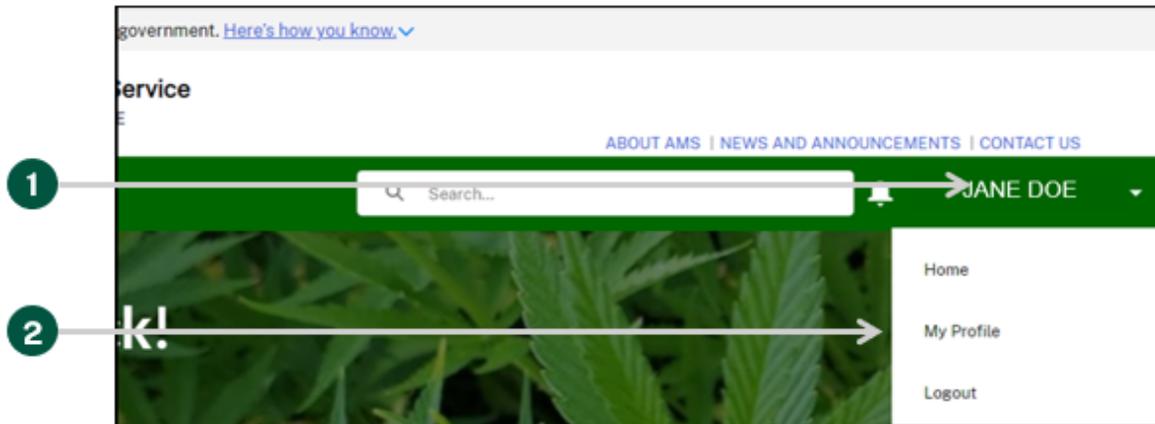
- F. **Click** “Save & Close” to save the updated Contact information.

Save & Close

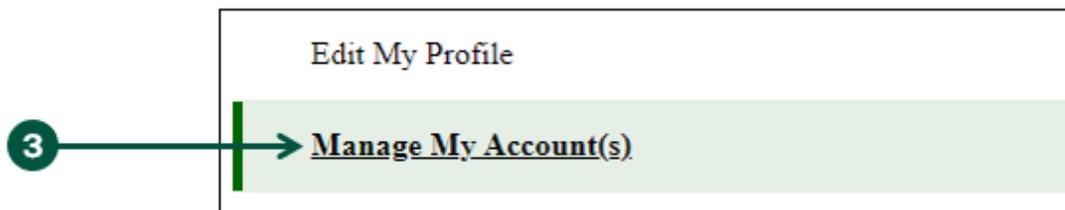
## Invite a Colleague to Account (1 of 2)

To invite a colleague to your State or Tribal HeMP account, you will first need to add their contact information, see [Page 22](#) to view steps on adding their Account information.

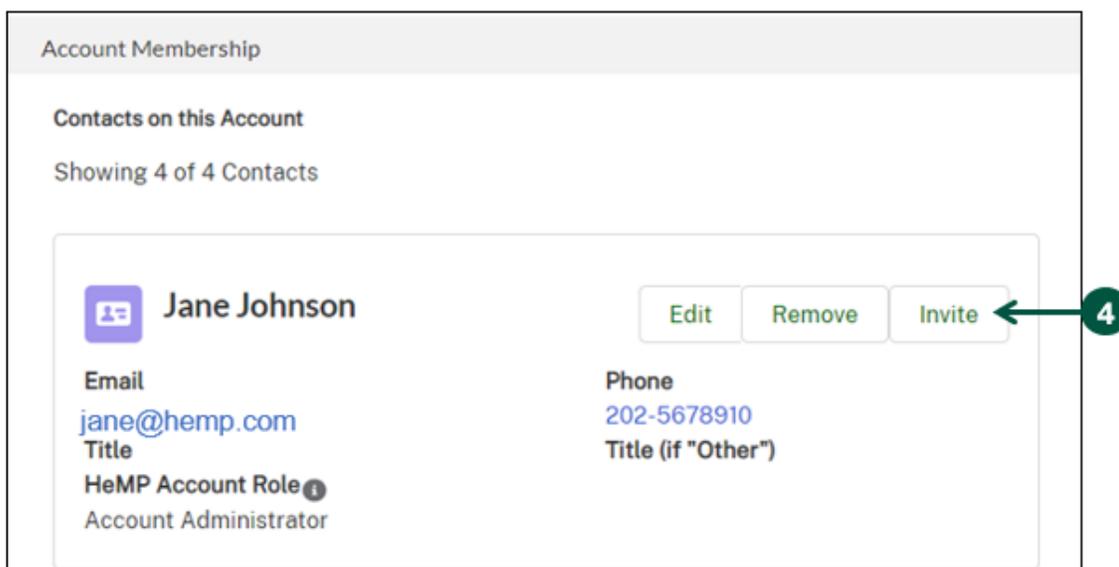
1. Click your Account dropdown on the righthand corner of HeMP.
2. Click “My Profile” from the dropdown.



3. Click the “Manage My Account(s)” tab on the left of the page.



4. Find the contact you would like to invite under “Account Membership”, then click “Invite” to send your colleague an invitation to create a HeMP Account.



## Invite a Colleague to Account (2 of 2)

5. In the following "Invite" pop-up, **click "Save"**. Your colleague will then receive an invitation to the HeMP Account via email. Your colleague should use the instructions provided in the invitation to access the HeMP account. Note: Account invitations will expire 20 days after they are sent.

Invite

Click "Confirm" to send your colleague an email invitation with a link to log in to HeMP and take action on behalf of you organization. Note that this individual will need their own eAuth credentials to log in.

Contact

Jane Johnson

Cancel Save

6. If at any time you would like to cancel the invitation, **click "Cancel Invitation"** next to the Contact information of the person whose invite you would like to cancel.

Jane Johnson

Edit Remove Cancel Invitation

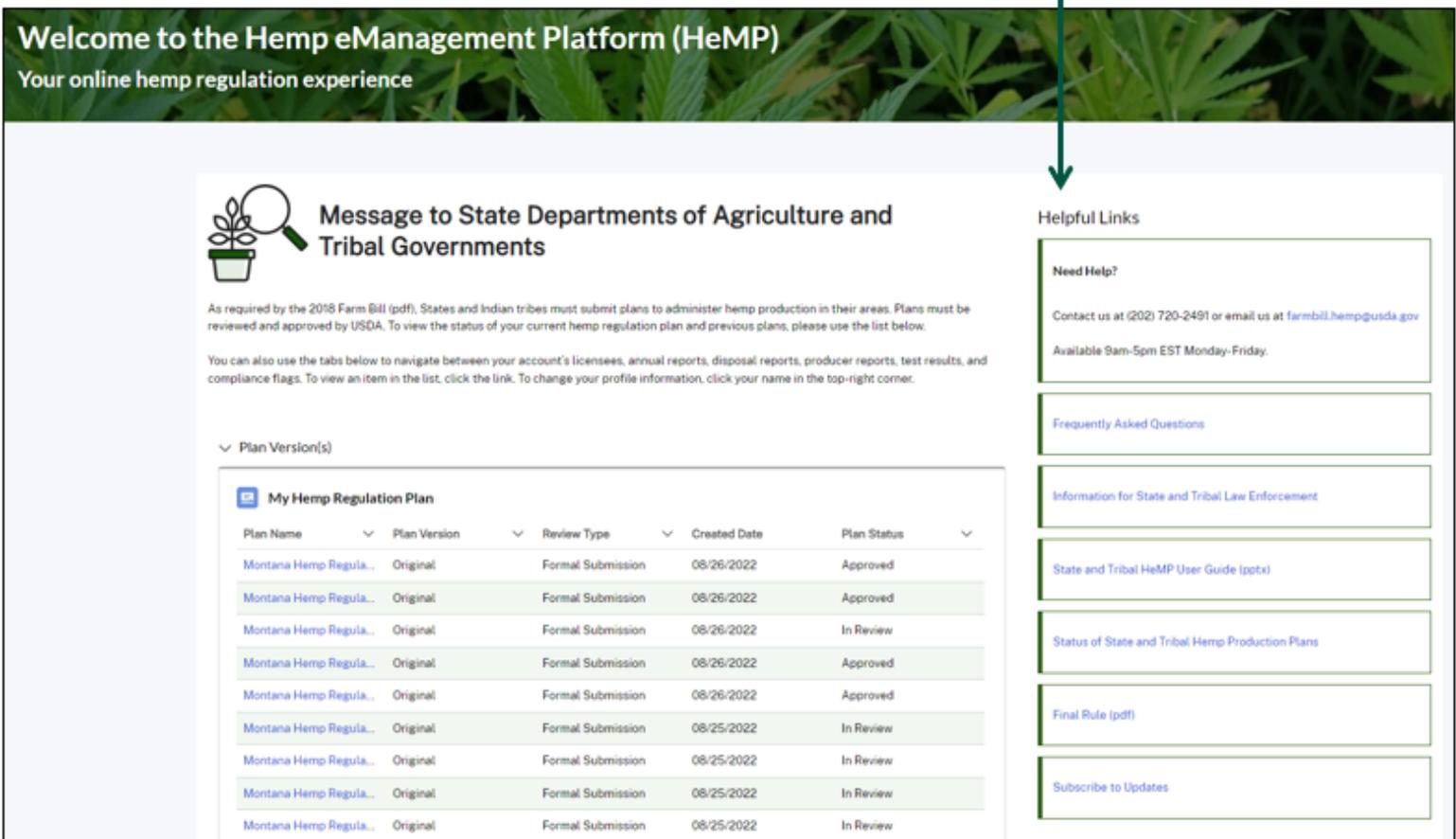
## Navigate HeMP

- Find Helpful Links
- Contact DHPP for Help
- Email Notifications

## Find Helpful Links

Helpful links are available to easily provide resources relating to the Domestic Hemp Production Program and using HeMP. The following instructions describe where to find the Helpful Links section and how to use them.

1. **Navigate** to your homepage and **find** the Helpful Links bar located along the right side of the page to view a list of helpful resources.
2. To access a link, **click** the box of that link you would like to access.



**Welcome to the Hemp eManagement Platform (HeMP)**  
Your online hemp regulation experience

 **Message to State Departments of Agriculture and Tribal Governments**

As required by the 2018 Farm Bill (pdf), States and Indian tribes must submit plans to administer hemp production in their areas. Plans must be reviewed and approved by USDA. To view the status of your current hemp regulation plan and previous plans, please use the list below.

You can also use the tabs below to navigate between your account's licensees, annual reports, disposal reports, producer reports, test results, and compliance flags. To view an item in the list, click the link. To change your profile information, click your name in the top-right corner.

Plan Version(s)

**My Hemp Regulation Plan**

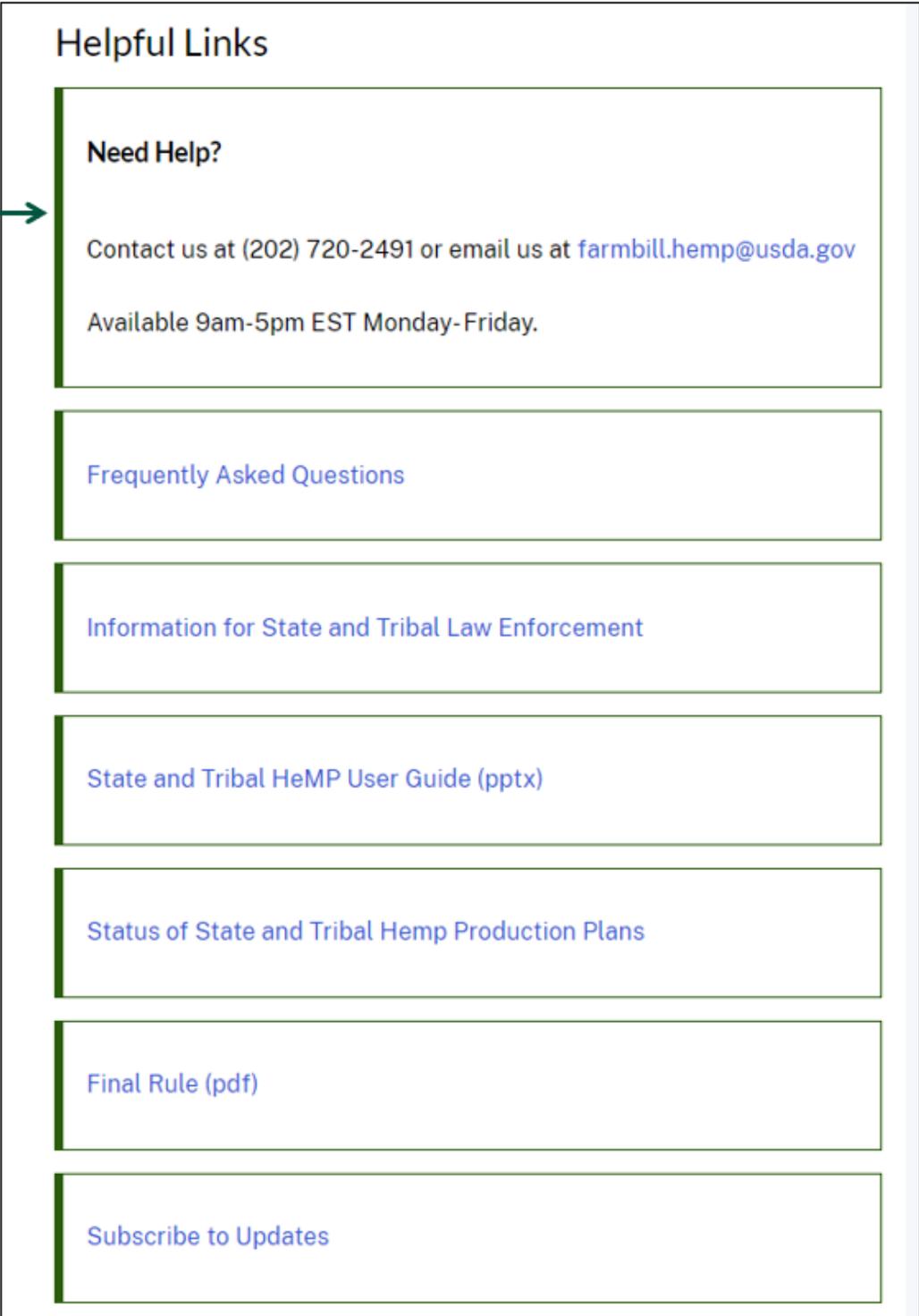
Plan Name	Plan Version	Review Type	Created Date	Plan Status
Montana Hemp Regula...	Original	Formal Submission	08/26/2022	Approved
Montana Hemp Regula...	Original	Formal Submission	08/26/2022	Approved
Montana Hemp Regula...	Original	Formal Submission	08/26/2022	In Review
Montana Hemp Regula...	Original	Formal Submission	08/26/2022	Approved
Montana Hemp Regula...	Original	Formal Submission	08/26/2022	Approved
Montana Hemp Regula...	Original	Formal Submission	08/25/2022	In Review
Montana Hemp Regula...	Original	Formal Submission	08/25/2022	In Review
Montana Hemp Regula...	Original	Formal Submission	08/25/2022	In Review
Montana Hemp Regula...	Original	Formal Submission	08/25/2022	In Review

**Helpful Links**

- Need Help?  
Contact us at (202) 720-2491 or email us at [farmbill.hemp@usda.gov](mailto:farmbill.hemp@usda.gov)  
Available 9am-5pm EST Monday-Friday.
- Frequently Asked Questions
- Information for State and Tribal Law Enforcement
- State and Tribal HeMP User Guide (pptx)
- Status of State and Tribal Hemp Production Plans
- Final Rule (pdf)
- Subscribe to Updates

## Contact DHPP for Help

1. Under the “Need Help” card, you can use the information provided to contact the Domestic Hemp Production Program.



The image shows a screenshot of a website's 'Helpful Links' section. A callout bubble with the number '1' and an arrow points to the first link, 'Need Help?'. The 'Need Help?' card contains contact information: '(202) 720-2491' and the email 'farmbill.hemp@usda.gov', along with the availability 'Available 9am-5pm EST Monday- Friday'. Below it are seven other links: 'Frequently Asked Questions', 'Information for State and Tribal Law Enforcement', 'State and Tribal HeMP User Guide (pptx)', 'Status of State and Tribal Hemp Production Plans', 'Final Rule (pdf)', and 'Subscribe to Updates'.

### Helpful Links

- Need Help?**  
Contact us at (202) 720-2491 or email us at [farmbill.hemp@usda.gov](mailto:farmbill.hemp@usda.gov)  
Available 9am-5pm EST Monday- Friday.
- [Frequently Asked Questions](#)
- [Information for State and Tribal Law Enforcement](#)
- [State and Tribal HeMP User Guide \(pptx\)](#)
- [Status of State and Tribal Hemp Production Plans](#)
- [Final Rule \(pdf\)](#)
- [Subscribe to Updates](#)

## Email Notifications (1 of 3)

HeMP uses notifications (email and in-application notifications) to provide confirmation of completion, notification of a status change, and reminders. For example, an email may be sent when your Annual Report is due, or when a deadline has passed. An email notification will be sent to the Primary Contact your HeMP account. See below for a list of emails you may receive.

### Onboarding Emails

Email Subject	Recipient(s)	Email Trigger
Invite to HeMP Account	Invitee	When a user is invited to an account within the HeMP system.
Account Creation	Account Requestor	When a new HeMP user requests a State or Tribe account.
Account Creation	Account Requestor	When a HeMP user requests a State or Tribe account, and the request is processed by DHPP.
New Contact Added to Account	Inviter/Creator of the Invitation	When a HeMP user has invited a contact within the HeMP system, and they have accepted their email invitation.
Email for New Account Member	Invitee	When an Account Admin invites a new account member and that invitee has successfully logged in to accept the invitation, then has been added to the account.

### State/Tribe Plan and Reporting Emails

Email Subject	Recipient(s)	Email Trigger
New Plan Submitted	Plan Signatory	When a State/Tribe representative submits a State/Tribe Hemp Plan, and the Plan Status is "In Review".
Plan Revisions Requested	Plan Signatory	When a State/Tribe Hemp Plan is returned for revisions by an AMS staff member.
Plan Submission Reminder	Primary contact on Account	When a State/Tribe Account was created 60 days ago and has no S/T Plan records associated with the account.
New Plan Approved	Plan Signatory	When an S/T plan has been approved.

## Email Notifications (2 of 3)

### State/Tribe Plan and Reporting Emails Continued

Email Subject	Recipient(s)	Email Trigger
Plan Amendment Submitted	Plan Signatory	When a S/T has an active State/Tribe Hemp Plan and presses the "Amend" button, proceeding to submit an Amended Hemp Plan.
Plan Amendment Approved	Plan Signatory	When an AMS employee approves a plan amendment.
Plan Waived or Withdrawn	Plan Signatory	When a State/Tribe either withdraws their existing Hemp Plan or waives the ownership of their State or Tribe's Hemp Plan to USDA.
Late ST Producer Report	Account Primary Contact	When a State/Tribe Producer Report is 5 business days past the due date.
Late ST Disposal Remediation Report	Account Primary Contact	When a State/Tribe Disposal/Remediation Report is 5 business days past the due date.
Late ST Annual Report	Account Primary Contact	When a State/Tribe Annual Report is 5 business days past the due date.
ST Annual Report Early Reminder	Account Primary Contact	When a State/Tribe Annual Report is 2 weeks before the due date.
ST Audit Results Available	Contact listed on the Audit in Auditee information	When an AMS employee resolves an audit of a S/T account, and those results are available.

## Email Notifications (3 of 3)

### Corrective Action Plan Emails

Email Subject	Recipient(s)	Email Trigger
USDA Hemp Production Program: Respond to your Corrective Action Plan	Resolution Plan Contact	When a S/T has been put on a Corrective Action Plan that requires a response in HeMP.
USDA Hemp Production Program: Reminder to Respond to your Resolution Plan	Resolution Plan Contact	When a S/T has not responded to their Corrective Action Plan, and it is 10 calendar days before the response deadline.
USDA Hemp Production Program: Draft your Corrective Action Plan	Resolution Plan Contact	When a S/T has accepted their Corrective Action Plan and must submit a draft of their Corrective Action Plan in HeMP.
USDA Hemp Production Program: USDA Has Uploaded a Corrective Action Plan Draft	Resolution Plan Contact	When USDA has uploaded a Corrective Action Plan draft that the S/T needs to review and respond to in HeMP.
USDA Hemp Production Program: Your Resolution Plan is Now Active	Resolution Plan Contact	When the S/T Corrective Action Plan is active.
USDA Hemp Production Program: Resolution Plan Has Been Enhanced	Resolution Plan Contact	When a S/T Corrective Action Plan has been enhanced due to additional Violations/Corrective Actions and the end date of the Plan has been updated.
USDA Hemp Production Program: Resolution Plan Has Been Resolved	Resolution Plan Contact	When a S/T has successfully completed their Corrective Action Plan and no further action needs to be taken.
USDA Hemp Production Program: Failed Resolution Plan	Resolution Plan Contact	When a S/T has failed their Corrective Action Plan

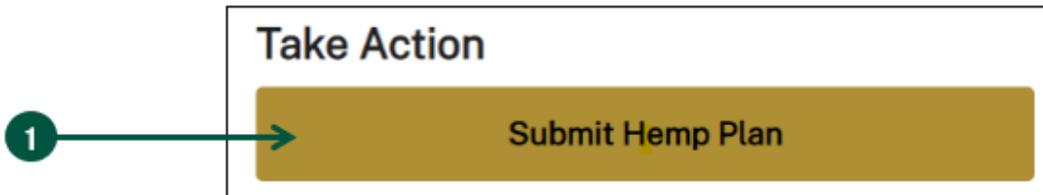
## Submit or Waive a Hemp Regulatory Plan

- Submit a Formal or Informal Draft of a Hemp Regulatory Plan**
- Submit a Formal Hemp Regulatory Plan After Informal Review**
- Waive a Hemp Regulatory Plan**
- Make Requested Revisions to a Reviewed Hemp Regulatory Plan**

## Submit a Formal or Informal Draft of a Hemp Regulatory Plan (1 of 2)

The following instructions detail how to submit a formal or informal hemp regulation plan. Submitting a hemp regulatory plan for informal review is an opportunity for you to receive AMS feedback on all or part of your drafted hemp plan. This is an optional step you may take and will not begin the congressionally mandated 60-day plan review process AMS abides by when formally reviewing plan submissions.

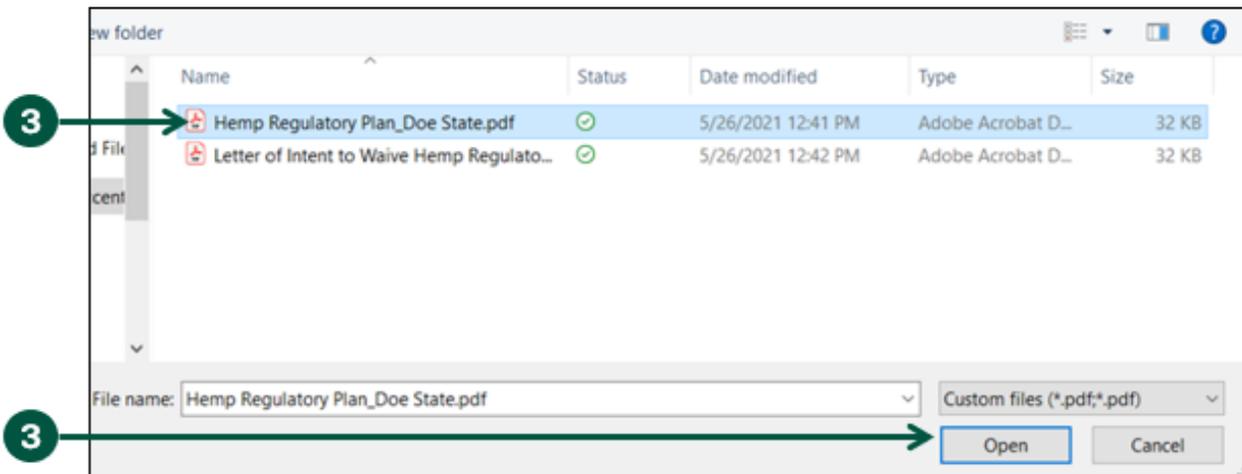
1. Click “Submit Hemp Plan” under “Take Action” on the right side of HeMP.



2. Once you are on the "Submit Hemp Regulation Plan" page, you can upload either a PDF (.pdf) or Microsoft Word (.doc) of your hemp regulatory plan. Click “Upload Files”.



3. From your documents, find the file you would like to upload. Click the file and then click “Open”.

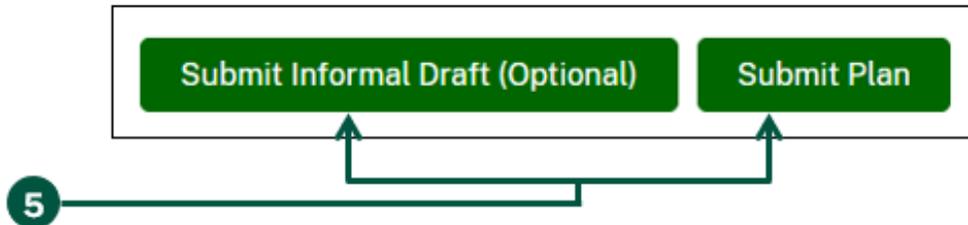


4. Your file name should appear under "Plan Title". If you need to replace the file showing, go through steps 4 and 5 again.



## Submit a Formal or Informal Draft of a Hemp Regulatory Plan (2 of 2)

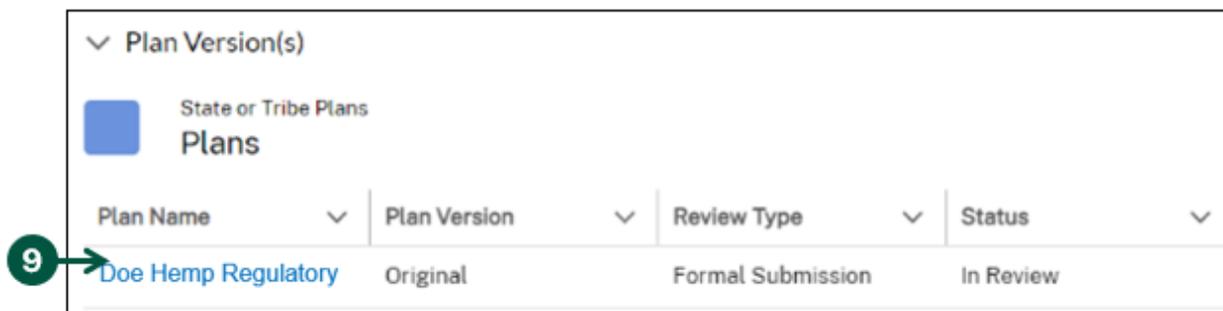
5. **Click** “Submit Plan” to submit your formal hemp regulatory plan or “Submit Informal Draft (Optional)” to submit your informal hemp regulatory plan. Note: Submitting an informal hemp regulatory plan is optional and will not result in an approved hemp regulatory plan.



6. Once you see the Sign & Submit pop-up, **click** the box to the left of “I certify the above statement” then **click** “Submit” to submit your plan.



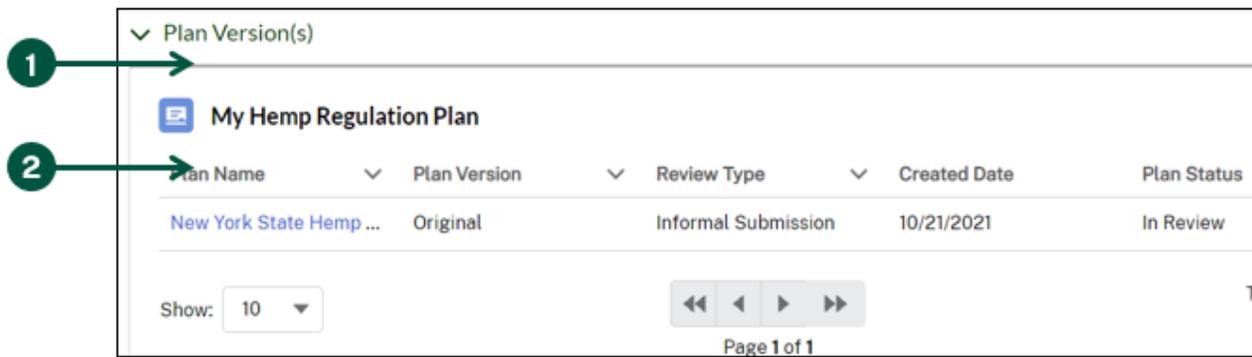
7. **Click** “Home” in the top left of your page.
8. Once you are on your Home page, you can **view** the details of your submission under “Plans”.
9. **Click** your plan under “Plan Name” to view additional details about your hemp regulatory plan submission.



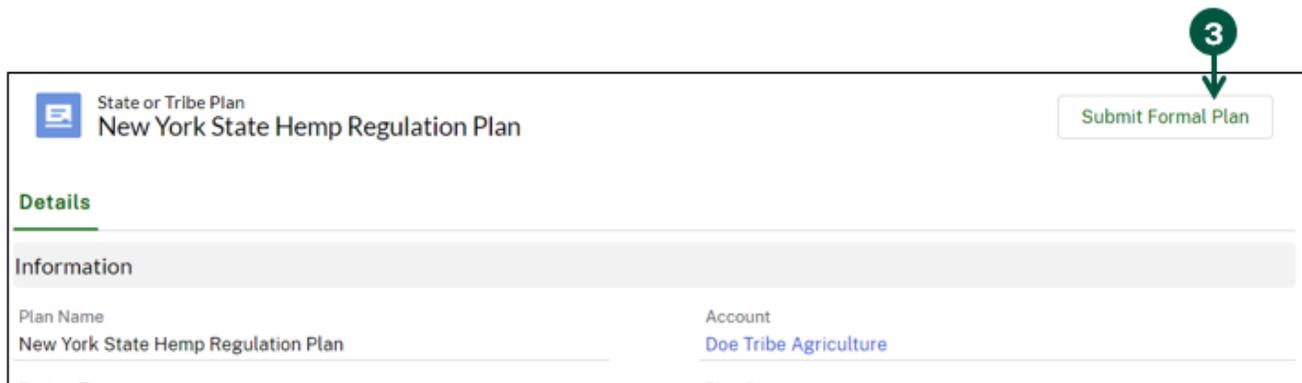
## Submit a Formal Hemp Regulatory Plan After Informal Review (1 of 3)

Submitting a hemp regulatory plan for informal review is an opportunity for you to receive AMS feedback on all or part of your drafted hemp plan. For instructions on submitting an informal draft, see [Page 36](#). Once your informal draft has been submitted and USDA has reviewed the draft, you can submit a formal plan by using the following steps.

1. From your homepage, **navigate** to “My Hemp Regulatory Plan”.
2. **Find** and **click** the blue “Plan Name” link of the informal draft you previously submitted to USDA.



3. Once you are on the “State or Tribe Plan” page, **click** “Submit Formal Plan” to submit your formal hemp regulatory plan.

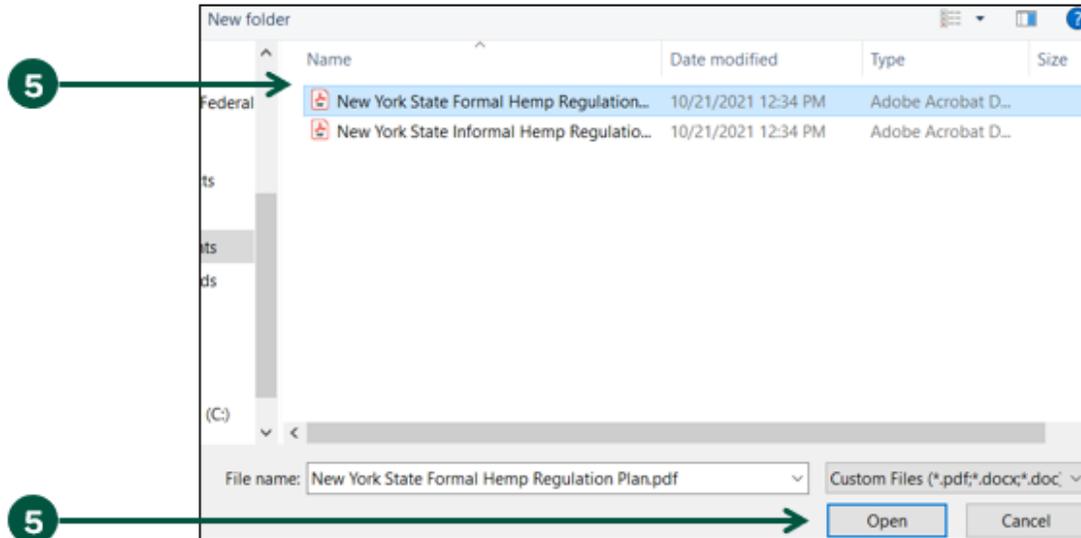


4. Once you are on the “Submit Formal Plan” page, you can upload either a PDF (.pdf) or Microsoft Word (.doc) of your formal plan. **Click** “Upload Files”.

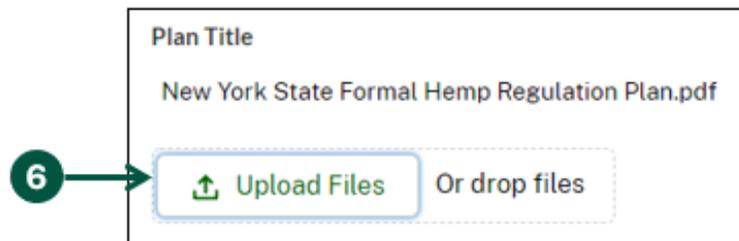


## Submit a Formal Hemp Regulatory Plan After Informal Review (2 of 3)

5. From your documents, **find** the file you would like to upload. **Click** the file and then **click** “Open”.



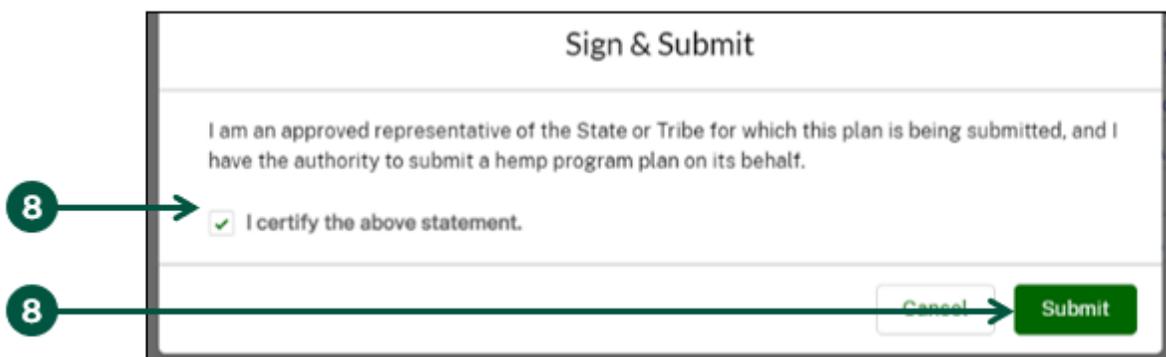
6. Your file name should appear under “Plan Title”. If you need to replace the file shown, go through steps 4 and 5 again.



7. **Click** “Submit Plan” to submit your formal hemp regulatory plan.



8. Once you see the Sign & Submit pop up, click the box to the left of “I certify the above statement” then **click** “Submit” to submit your plan.



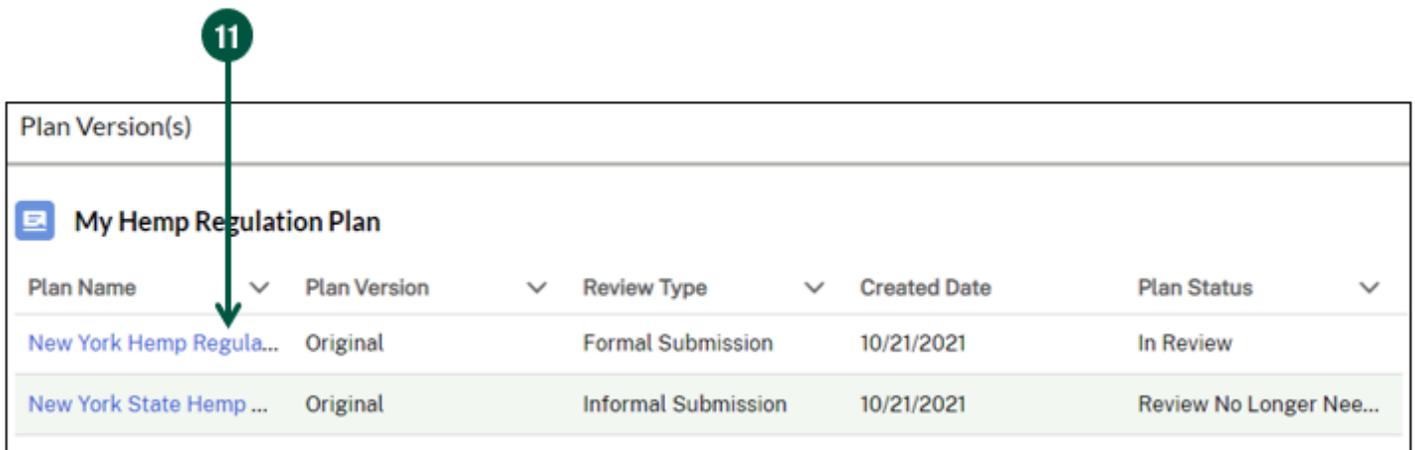
## Submit a Formal Hemp Regulatory Plan After Informal Review (3 of 3)

9. You will then see a notification at the top of your screen indicating that your plan was successfully uploaded.



10. You will be directed back to the homepage. **Navigate to** the “My Hemp Regulation Plan” section where you can **view** the details of your submission.
11. **Click** your plan under “Plan Name” to view additional details about your hemp regulatory plan submission. Note: You should now see both your informal and formal hemp regulation plan in this section.

11

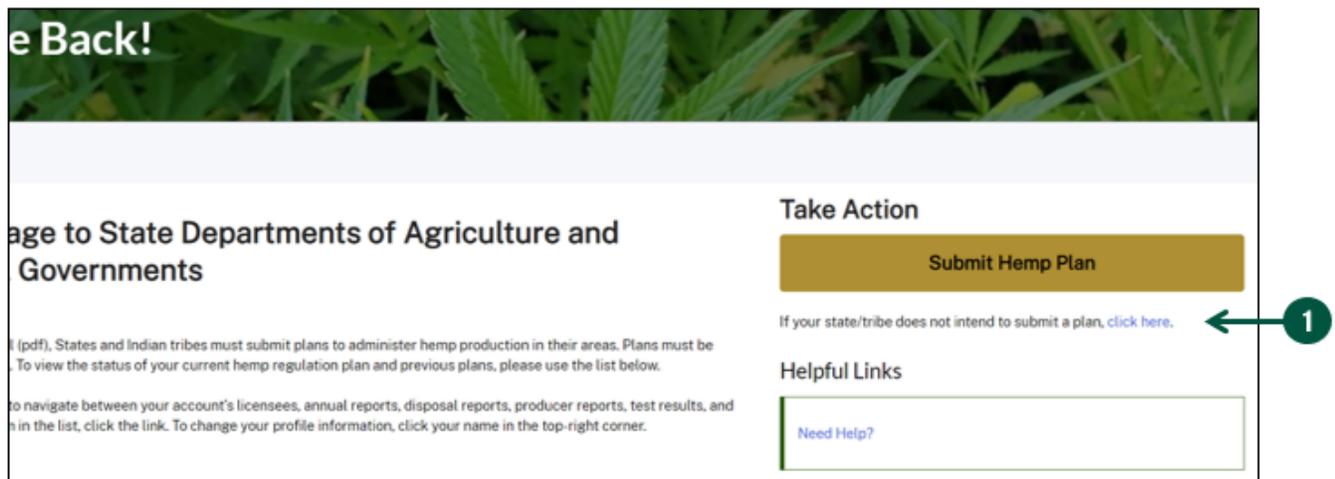


Plan Version(s)						
My Hemp Regulation Plan						
Plan Name	Plan Version	Review Type	Created Date	Plan Status		
New York Hemp Regula...	Original	Formal Submission	10/21/2021	In Review		
New York State Hemp ...	Original	Informal Submission	10/21/2021	Review No Longer Nee...		

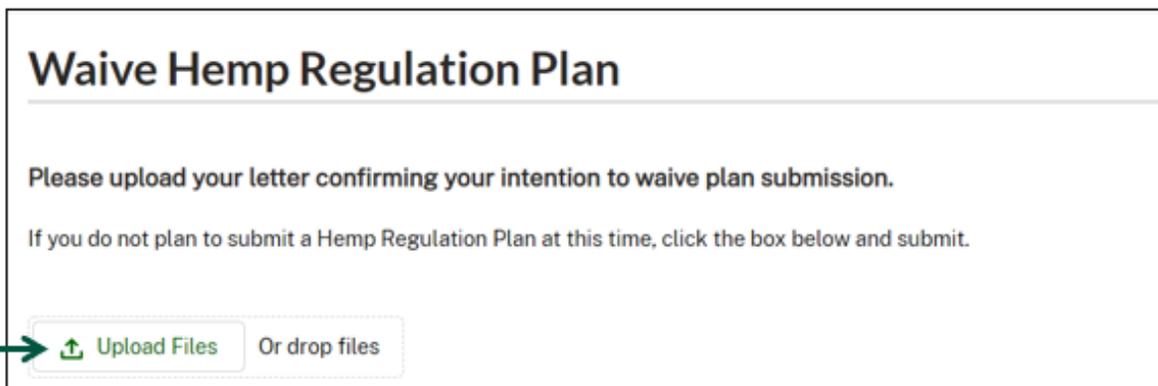
## Waive a Hemp Regulatory Plan (1 of 2)

If you do not intend to submit a hemp regulatory plan for review and approval by the USDA, use the following steps to waive your plan. Before beginning these instructions, you must finalize a document that describes your intent to waive your plan and have it saved to your computer.

1. From your homepage, **find** the “Take Action” section of the homepage and **click** the blue “here” link found in the statement “If your state/tribe does not intend to submit a plan, click here”.

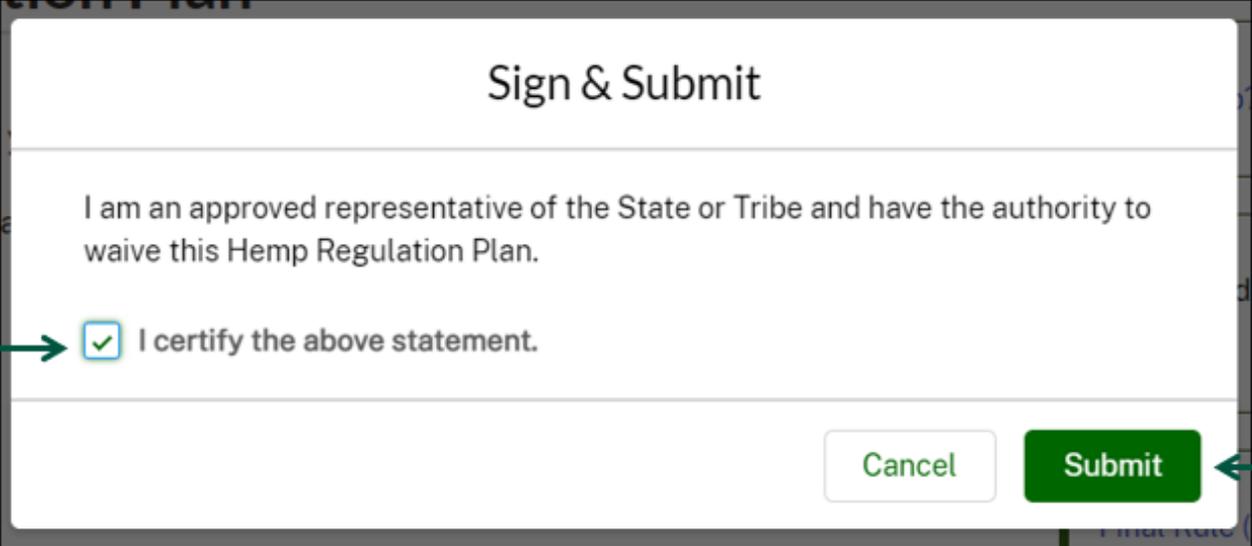


2. **Click** “Upload Files” and **upload** your letter confirming your intention to waive plan submission.



## Waive a Hemp Regulatory Plan (2 of 2)

4. Once you see the “Sign & Submit” pop-up, **click** the checkbox next to “I certify the above statement.”
5. **Click** “Submit”.



The image shows a screenshot of a web form titled "Sign & Submit". The form contains the following text: "I am an approved representative of the State or Tribe and have the authority to waive this Hemp Regulation Plan." Below this text is a checkbox with a checkmark, followed by the text "I certify the above statement." At the bottom right of the form are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted in green. There are two green circular callouts with arrows: callout "4" points to the checkbox, and callout "5" points to the "Submit" button.

**4** →  I certify the above statement.

Cancel Submit **5**

## Make Requested Revisions to a Reviewed Hemp Regulatory Plan (1 of 3)

After USDA reviews your submitted hemp regulatory plan or informal draft and determines that corrections must be made, you will receive an email notifying you that the requested revisions are available. You can either access the corrections by clicking the link in the email or logging into HeMP directly.

1. From your homepage, **navigate** to the “My Hemp Regulatory Plan” section to view your hemp regulatory plans.
2. **Find** and **click** the Plan Name link associated with the hemp regulatory plan that is in review.

Plan Name	Plan Version	Review Type	Created Date	Plan Status
<a href="#">District of Columbia He...</a>	Original	Formal Submission	05/25/2021	Waiting on State/Tribe ...

Page 1 of 1

3. **Scroll down** the State or Tribe Plan page to find where USDA has made comments. Review those comments and **click** any of the files included with the requested revisions. Note: If you would like to write a response back to USDA, use the “Write a comment...” section.

Signatory  
Johnny Smith

Replacement Version of Plan (If Amended)

Formal Plan Submission Date

Final Plan Approval Date  
6/23/2021

Post

Share an update... [Share](#)

Sort by:  
Most Recent Activi

MRP Org 5  
August 8, 2021 at 9:26 AM

Please see the attached document to review the corrections made to your State/Tribe plan to proceed in the review process. When your updates are made, please upload the revised file.

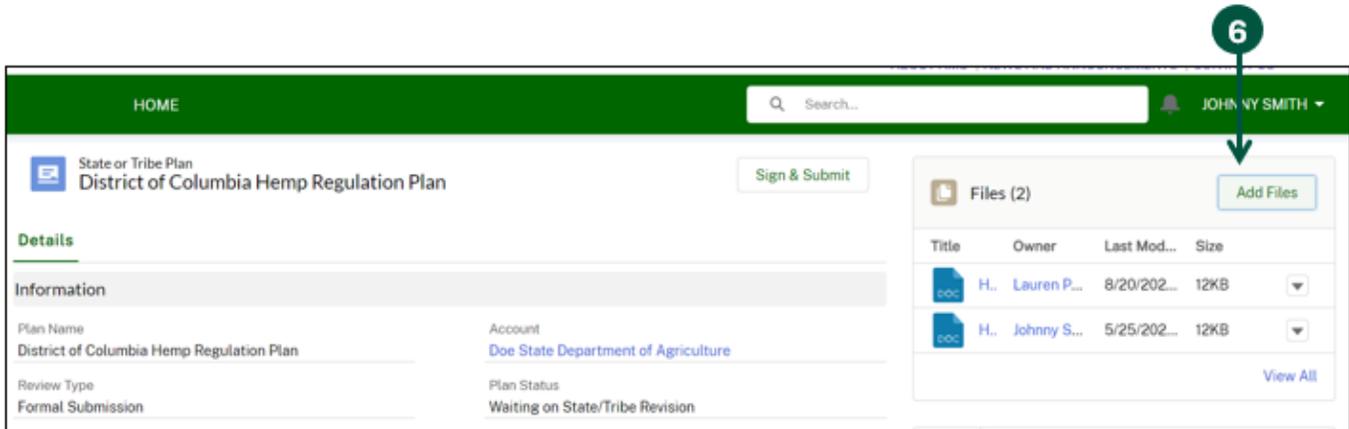
Hemp Re...

Like Comment 6 views

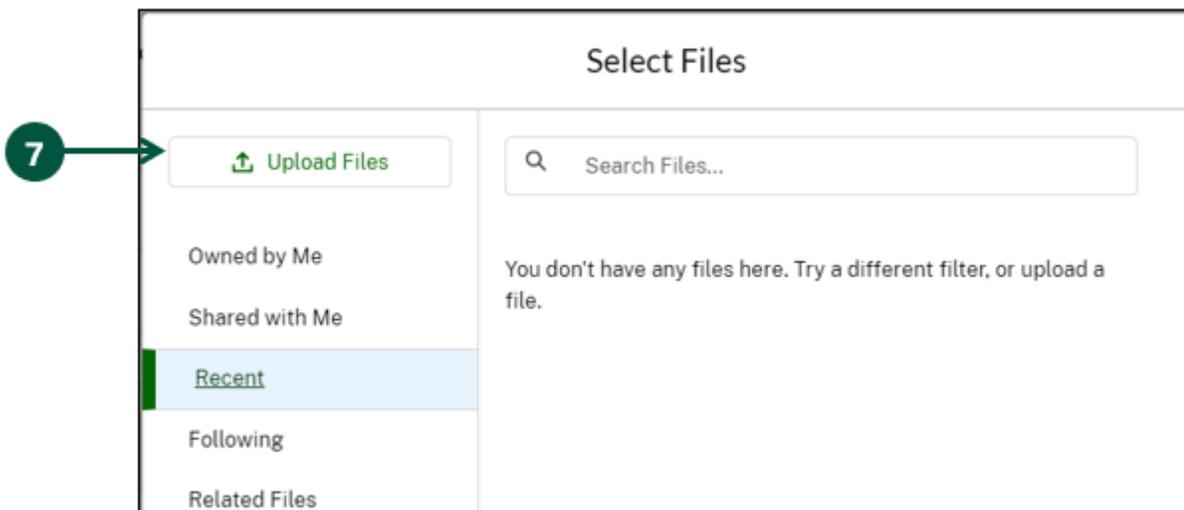
Write a comment...

## Make Requested Revisions to a Reviewed Hemp Regulatory Plan (2 of 3)

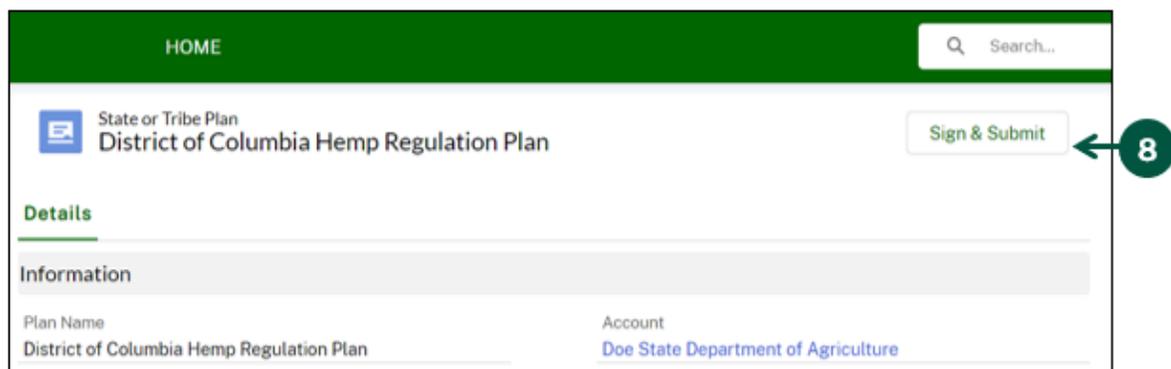
- Based on the required revisions, make the updates to your plan and **save** that document to your computer.
- Once the updates are made, **go to** the plan page using steps 1-2 and find the Files section to the right of the page.
- Click** “Add Files”.



- Once you see the “Select Files” pop-up, **click** “Upload Files” and **upload** your revised plan.



- Once your new plan is uploaded for review, **click** “Sign & Submit”.



## Make Requested Revisions to a Reviewed Hemp Regulatory Plan (3 of 3)

9. Once you see the “Sign & Submit” pop-up, **check** the box to certify the statement.
10. **Click** “Submit” at the bottom right to submit your revised plan.

**Sign & Submit**

I am an approved representative of the State or Tribe for which this plan is being submitted, and I have the authority to submit a hemp program plan on its behalf.

\* I certify the above statement.

## **Manage Approved Hemp Regulatory Plan**

- View Hemp Regulatory Plan Certificate**
- Amend a Hemp Regulatory Plan**
- Withdraw a Hemp Regulatory Plan**

## View Hemp Regulatory Plan Certificate (1 of 2)

Once a hemp plan has been approved, you can access your hemp regulatory plan certificate by taking the following steps.

1. From your homepage, **navigate** to the “My Hemp Regulatory Plan” section to view your hemp regulatory plans.
2. **Find** and **click** the Plan Name link associated with your approved plan.

The screenshot shows a table titled "Plan Version(s)" with a sub-header "My Hemp Regulation Plan". A callout '1' points to the sub-header. The table has columns: Plan Name, Plan Version, Review Type, Created Date, and Plan Status. A callout '2' points to the first row: "District of Columbia ...", "Original", "Formal Submission", "05/25/2021", "Approved". Below the table is a "Show: 10" dropdown and "Page 1 of 1" navigation.

Plan Name	Plan Version	Review Type	Created Date	Plan Status
District of Columbia ...	Original	Formal Submission	05/25/2021	Approved

3. **Click** “Generate PDF” on the right side of the page.

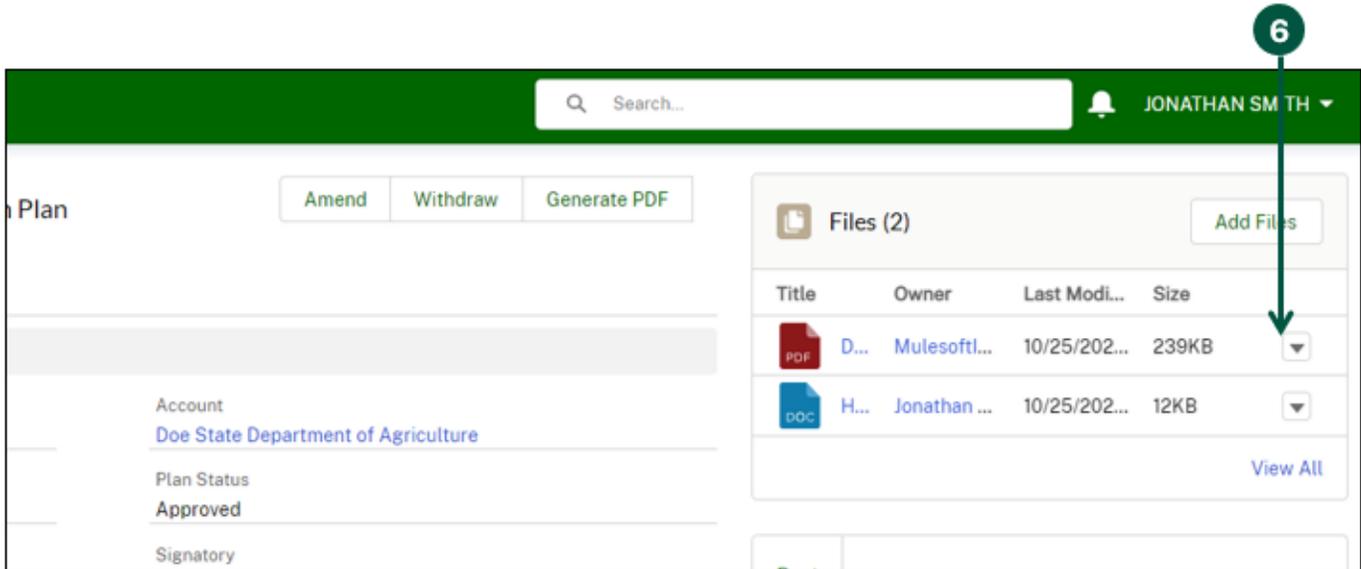
The screenshot shows the details page for the "District of Columbia Hemp Regulation Plan". At the top right, there are buttons for "Amend", "Withdraw", and "Generate PDF". A callout '3' points to the "Generate PDF" button. Below the buttons is a "Details" section with an "Information" sub-section. The information is displayed in two columns.

Information	
Plan Name	Account
District of Columbia Hemp Regulation Plan	Doe State Department of Agriculture
Review Type	Plan Status
Formal Submission	Approved
Plan Version	Signatory
Original	Jonathan Smith

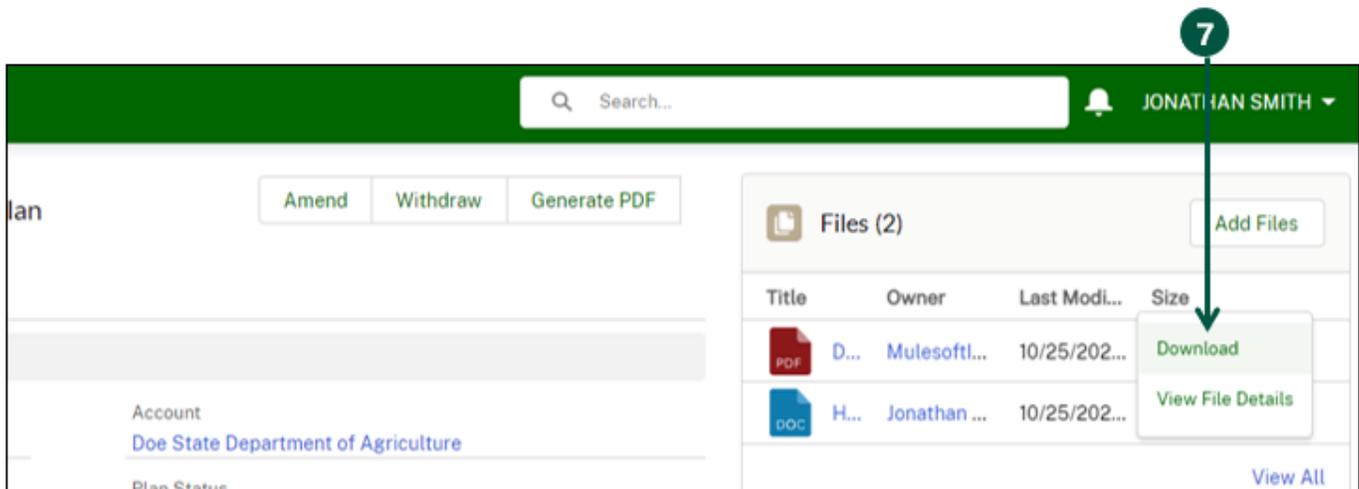
4. A notification at the top of the screen will appear stating “Your PDF is being generated. Please allow a few moments for it to appear. You may need to refresh this page.”. Once you see this notification, allow a couple of minutes for the PDF of your certificate to be generated. You may need to also refresh your page.

## View Hemp Regulatory Plan Certificate (2 of 2)

- Once the PDF is generated, it will be available as a PDF in the “Files” section.
- Click the down arrow to the right of the PDF file.



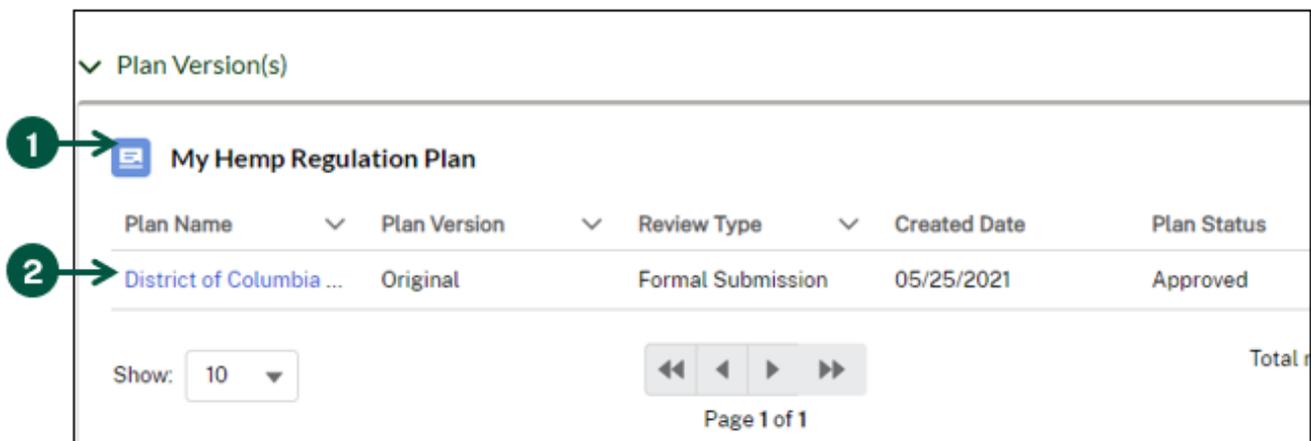
- Click “Download” to download a copy of the plan certificate.



## Amend a Hemp Regulatory Plan (1 of 3)

A hemp plan should be amended if a State or Indian Tribe makes substantive revisions to its plan or its laws which alter the way the plan meets the requirements of the Final Rule, a State or Tribal government must re-submit the revised plan for USDA approval. Such re-submissions should be provided to USDA within 60 days from the date that the State or Tribal laws and regulations are effective. Amending your current hemp plan, includes submitting a PDF or Microsoft Word document of your amended plan. Before starting these steps, have the amended plan saved to your computer files. The following instructions detail how to amend your currently approved plan.

1. From your homepage, **navigate** to the “My Hemp Regulatory Plan” section to view your hemp regulatory plans.
2. **Find** and **click** the Plan Name link associated with the current hemp regulatory plan that you would like to amend.



Plan Version(s)

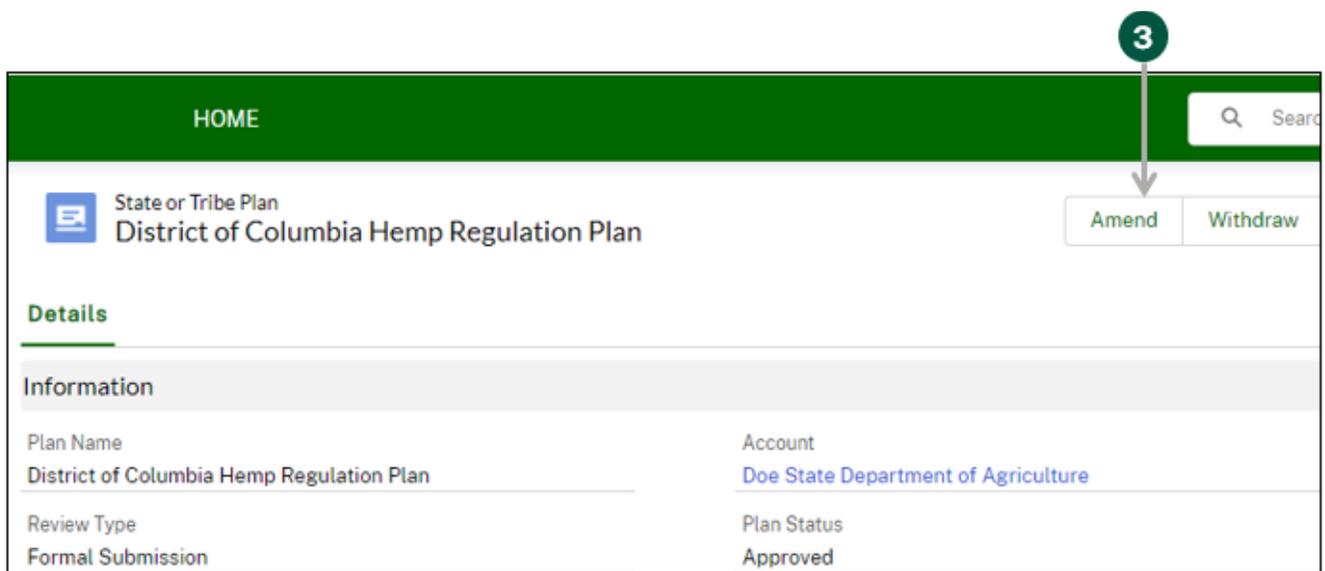
1 → My Hemp Regulation Plan

Plan Name	Plan Version	Review Type	Created Date	Plan Status
2 → District of Columbia ...	Original	Formal Submission	05/25/2021	Approved

Show: 10

Page 1 of 1

3. **Click** “Amend” on the right side of the page.



HOME

State or Tribe Plan  
District of Columbia Hemp Regulation Plan

Amend Withdraw

3 →

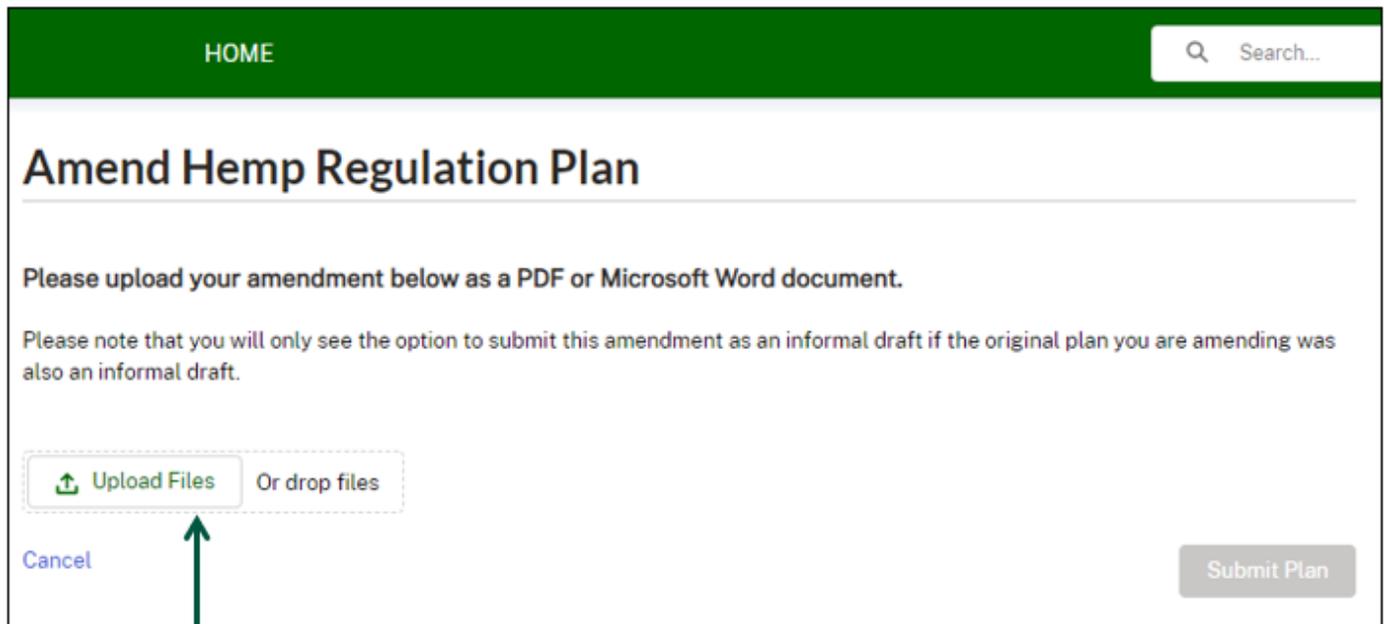
**Details**

**Information**

Plan Name	Account
District of Columbia Hemp Regulation Plan	Doe State Department of Agriculture
Review Type	Plan Status
Formal Submission	Approved

## Amend a Hemp Regulatory Plan (2 of 3)

4. Click “Upload Files” to upload your amendment as a PDF or Microsoft Word document.



HOME Search...

### Amend Hemp Regulation Plan

Please upload your amendment below as a PDF or Microsoft Word document.

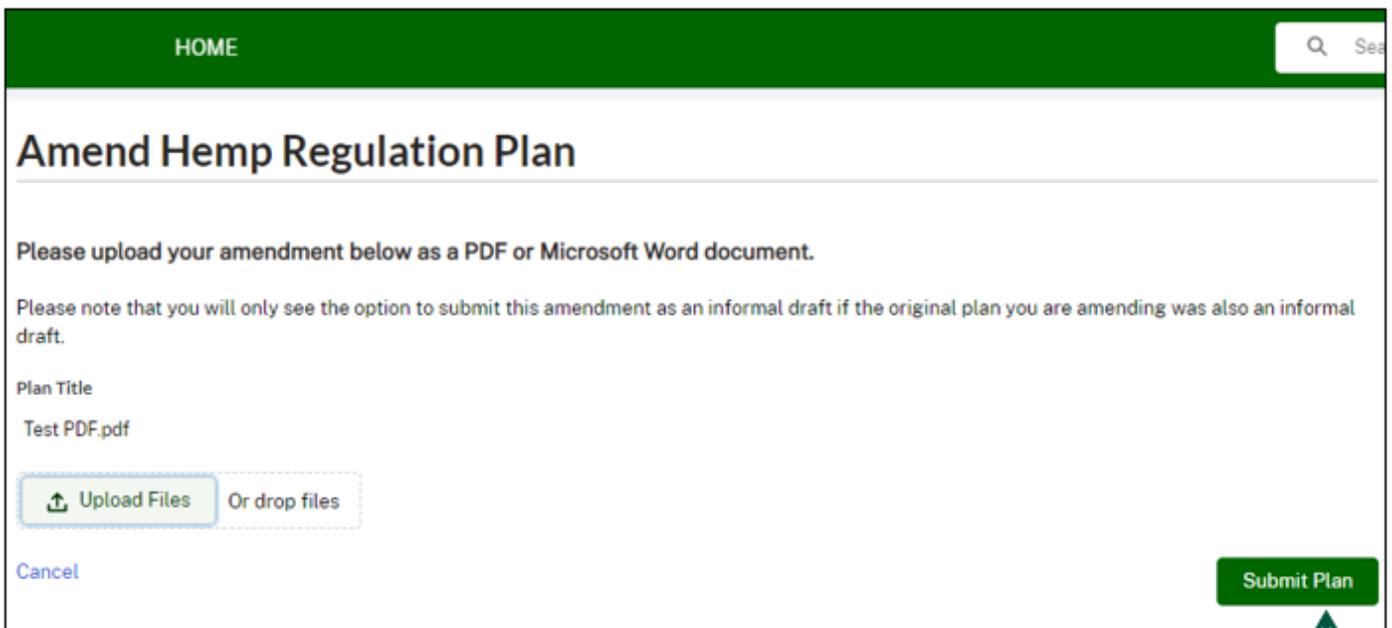
Please note that you will only see the option to submit this amendment as an informal draft if the original plan you are amending was also an informal draft.

[Upload Files](#) Or drop files

[Cancel](#) [Submit Plan](#)

4

5. After you have successfully uploaded your amended plan, you will see the file name under “Plan Title”. Click “Submit Plan” to the right to submit your amended plan.



HOME Sea

### Amend Hemp Regulation Plan

Please upload your amendment below as a PDF or Microsoft Word document.

Please note that you will only see the option to submit this amendment as an informal draft if the original plan you are amending was also an informal draft.

Plan Title  
Test PDF.pdf

[Upload Files](#) Or drop files

[Cancel](#) [Submit Plan](#)

5

## Amend a Hemp Regulatory Plan (3 of 3)

6. Once you see the “Sign & Submit” pop-up, **check** the box to certify the statement.
7. **Click** “Submit” at the bottom right to submit your amended hemp regulatory plan.

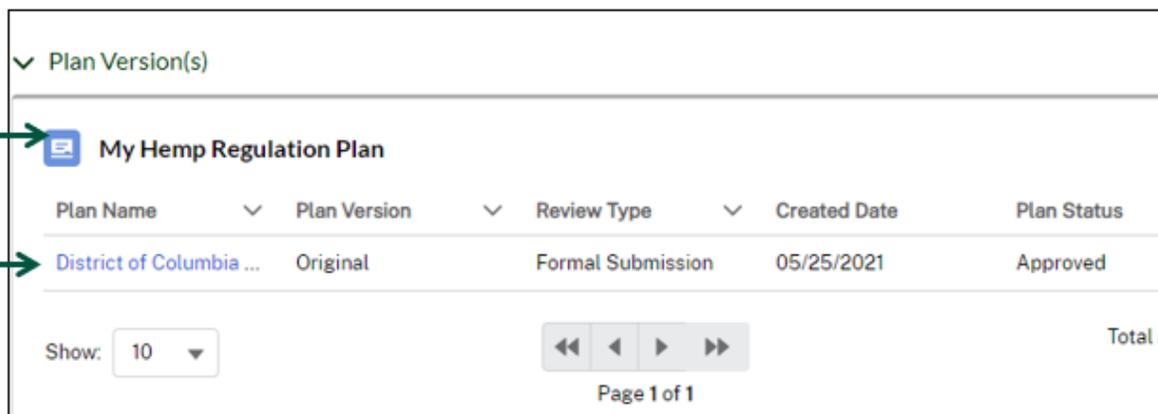
The image shows a 'Sign & Submit' pop-up form. At the top, the title 'Sign & Submit' is centered. Below the title is a statement: 'I am an approved representative of the State or Tribe for which this plan is being submitted, and I have the authority to submit a hemp program plan on its behalf.' Underneath this statement is a checkbox with a checkmark, followed by the text 'I certify the above statement.' A green circle with the number '6' and an arrow points to this checkbox. At the bottom right of the form are two buttons: a white 'Cancel' button and a green 'Submit' button. A green circle with the number '7' and an arrow points to the 'Submit' button.

## Withdraw a Hemp Regulatory Plan (1 of 3)

A hemp regulatory plan should be withdrawn when your State/Tribe no longer wants to regulate hemp production under its jurisdiction. Before withdrawing your plan, please contact USDA at [farmbill.hemp@usda.gov](mailto:farmbill.hemp@usda.gov).

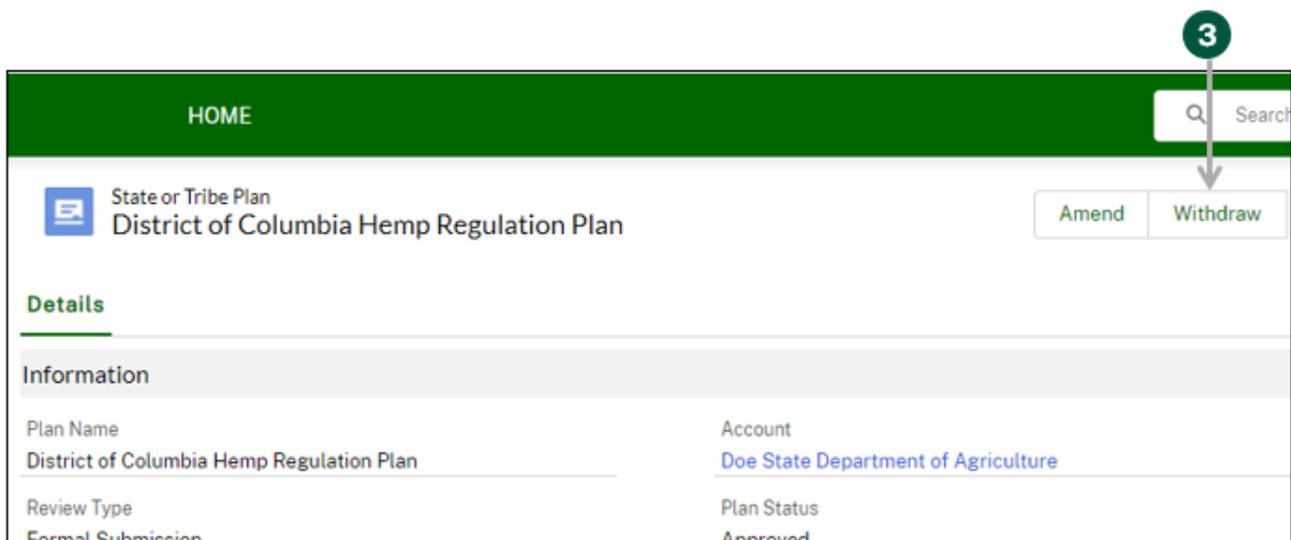
Before proceeding with these steps, please ensure the producers in your State or Tribal territory have applied for a license with USDA through the HeMP system. Upon completing the withdrawal process, your hemp plan will be waived immediately and all licenses under your plan will be inactivated.

1. From your homepage, **navigate** to the “My Hemp Regulatory Plan” section to view your hemp regulatory plans.
2. **Find** and **click** the Plan Name link associated with the current hemp regulatory plan that you would like to withdraw.



Plan Name	Plan Version	Review Type	Created Date	Plan Status
<a href="#">District of Columbia ...</a>	Original	Formal Submission	05/25/2021	Approved

3. **Click** “Withdraw” on the right side of the page.



HOME Search

State or Tribe Plan  
**District of Columbia Hemp Regulation Plan** Amend Withdraw

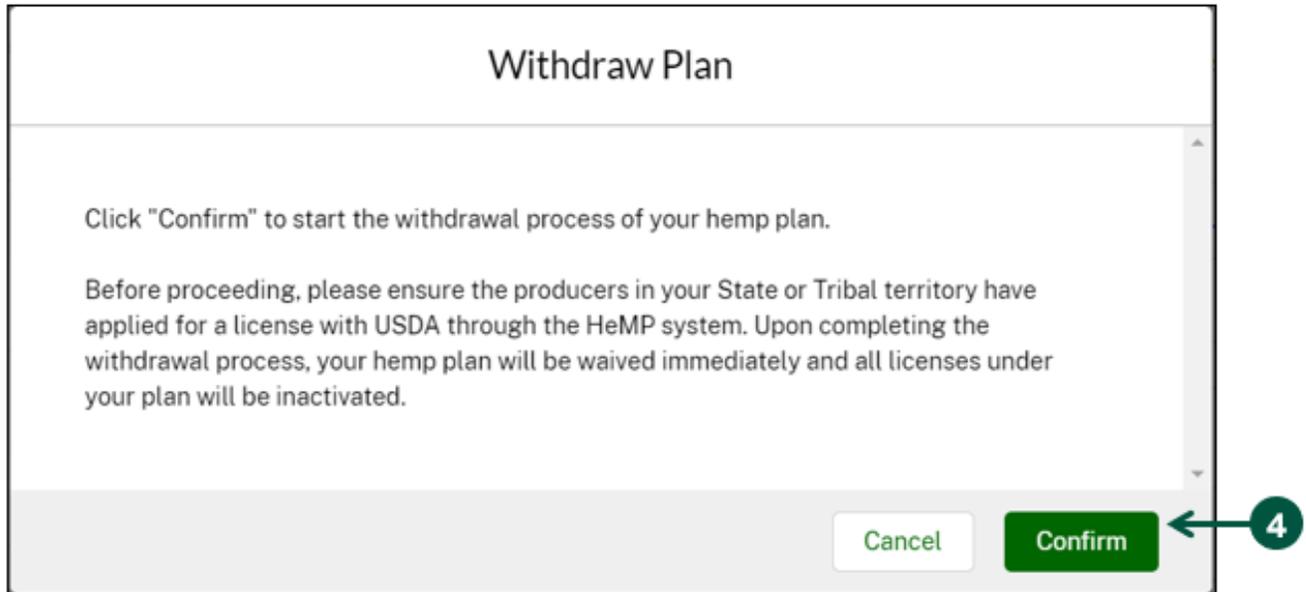
**Details**

Information

Plan Name	Account
District of Columbia Hemp Regulation Plan	<a href="#">Doe State Department of Agriculture</a>
Review Type	Plan Status
Formal Submission	Approved

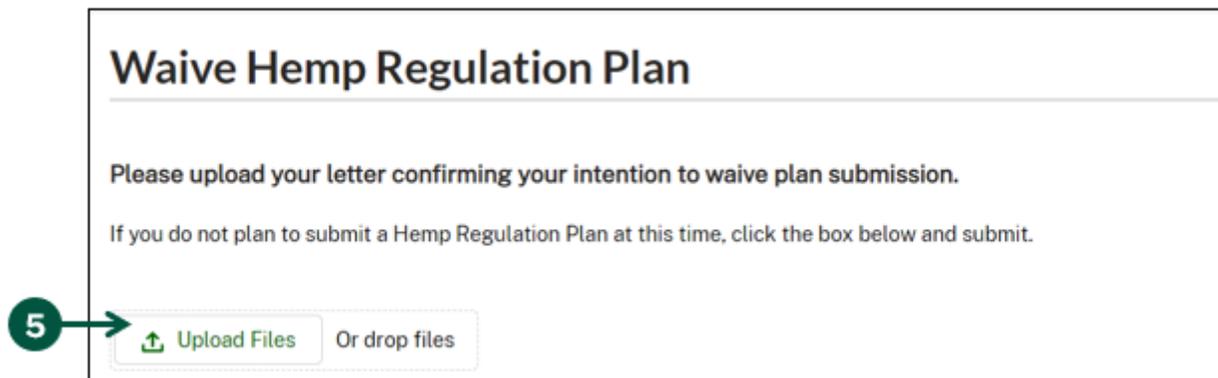
## Withdraw a Hemp Regulatory Plan (2 of 3)

- Once you see the “Withdraw” pop-up, **click** “Confirm”.



The image shows a 'Withdraw Plan' dialog box. At the top, it says 'Withdraw Plan'. Below that, there is a scrollable text area containing the following instructions: 'Click "Confirm" to start the withdrawal process of your hemp plan.' and 'Before proceeding, please ensure the producers in your State or Tribal territory have applied for a license with USDA through the HeMP system. Upon completing the withdrawal process, your hemp plan will be waived immediately and all licenses under your plan will be inactivated.' At the bottom right of the dialog, there are two buttons: a white 'Cancel' button and a green 'Confirm' button. A green circle with the number '4' and an arrow points to the 'Confirm' button.

- Click** “Upload Files” and **upload** your letter confirming your intention to withdraw your plan.



The image shows a 'Waive Hemp Regulation Plan' dialog box. At the top, it says 'Waive Hemp Regulation Plan'. Below that, there is a scrollable text area containing the following instructions: 'Please upload your letter confirming your intention to waive plan submission.' and 'If you do not plan to submit a Hemp Regulation Plan at this time, click the box below and submit.' At the bottom left of the dialog, there is a button with an upload icon and the text 'Upload Files', followed by the text 'Or drop files'. A green circle with the number '5' and an arrow points to the 'Upload Files' button.

- Once your file is uploaded, **click** “Sign & Submit” .



The image shows a 'Letter Title' dialog box. At the top, it says 'Letter Title'. Below that, it shows 'File.docx'. At the bottom left, there is a button with an upload icon and the text 'Upload Files', followed by the text 'Or drop files'. At the bottom right, there is a green 'Sign & Submit' button. A green circle with the number '6' and an arrow points to the 'Sign & Submit' button.

## Withdraw a Hemp Regulatory Plan (3 of 3)

7. Once you see the “Sign & Submit” pop-up, **click** the checkbox next to “I certify the above statement.”
8. **Click** “Submit”.

**Sign & Submit**

I am an approved representative of the State or Tribe and have the authority to waive this Hemp Regulation Plan.

I certify the above statement.

Cancel Submit

## Submit Reports

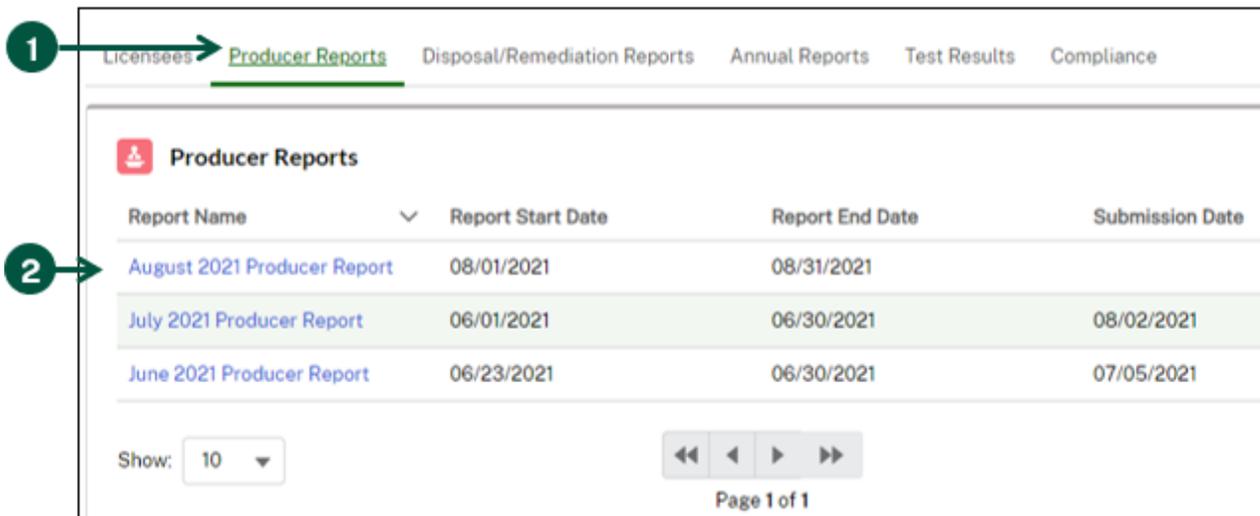
- Add Producers to a Producer Report (AMS-23)**
- Submit a Producer Report (AMS-23)**
- Submit a Disposal/Remediation Report (AMS-24)**
- Submit an Annual Report (AMS-25)**
- Access Submitted Report PDF**

## Add Producers to a Producer Report (AMS-23): Add Individually (1 of 3)

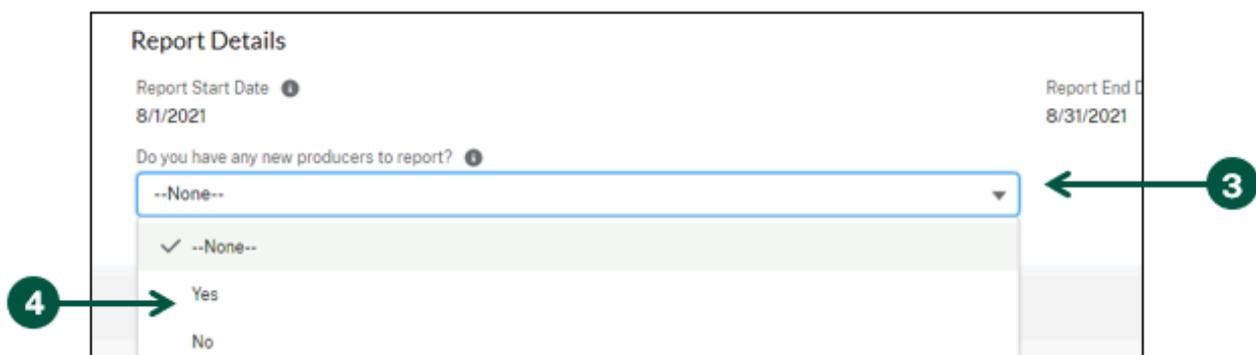
Every month, States and Tribes with approved hemp plans must report the license and contact information for each new producer licensed during the reporting period. The due date for this report is the 1st day of each month. If this date falls on a holiday or weekend, the report is due on the next business day. If no updates occurred during the reporting cycle, a report must still be submitted in HeMP to indicate that there were no new licensed producers during the reporting period.

To add new producers, you will have the option to add them individually or upload producers in bulk. If you would like to add producers individually, use the following instructions. If you would like to bulk upload producers, **go** to [Page 59](#).

1. From the homepage, **scroll down** to find and **click** the “Producer Reports” tab.
2. **Click** on the Report Name of the report you would like to submit.



3. **Click** on the **Report Name** of the report you would like to submit. This will open a **drop-down menu**.
4. **Select** “Yes” or “No”. Note: If you would like to bulk upload multiple producers, **skip** to Step 5 on [Page 59](#). Note: If you do not have any new producers to report, choose “No” and click “Submit” on the right side of the page. You are done completing the report and do not have to complete the remaining instructions.



## Add Producers to a Producer Report (AMS-23): Add Individually (2 of 3)

5. Select “Add Producer Individually”.

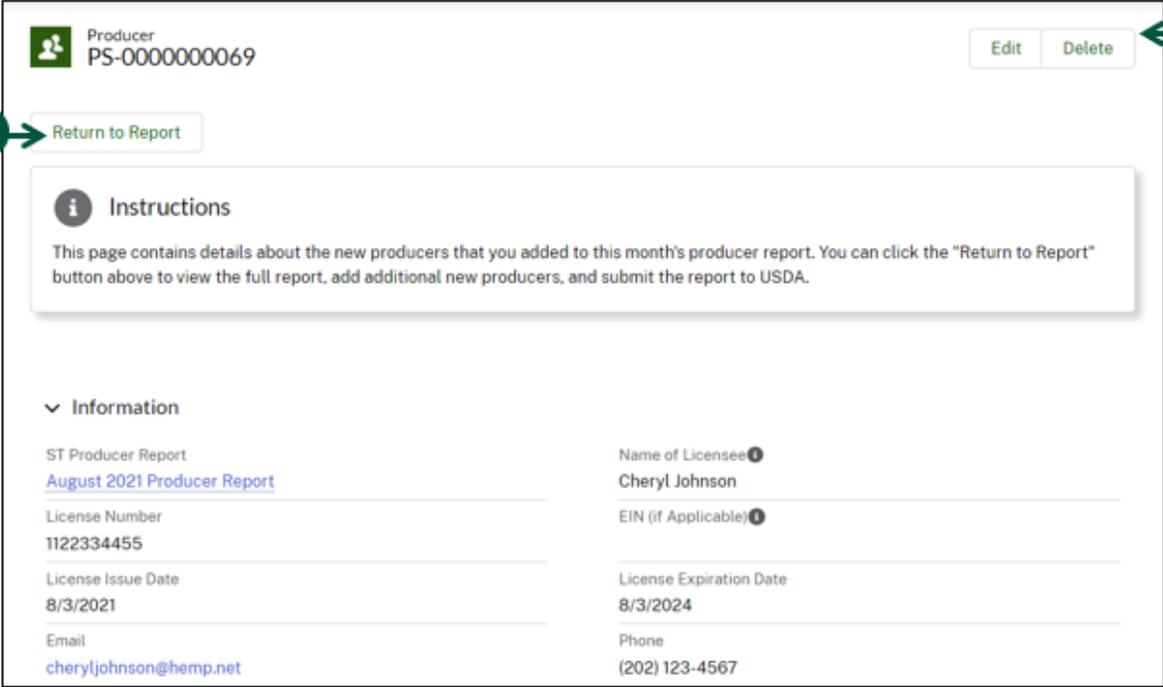
The screenshot shows the 'Report Details' section of a web application. At the top, there are fields for 'Report Start Date' (7/19/2022) and 'Report End Date' (7/31/2022). Below these is a dropdown menu for 'Do you have any new producers to report?' with 'Yes' selected. The main area is titled 'Producers' and contains a table with 'No Producers to Display'. To the right of the table are two buttons: 'Bulk Upload Producers' and 'Add Producer Individually'. A green circle with the number '5' and an arrow points to the 'Add Producer Individually' button.

6. Once you see the “New Producer” pop-up, **enter** all requested information about the new producer you are reporting then **select** “Save”.

The screenshot shows a 'New Producer' pop-up form. It is divided into two sections: 'Information' and 'Address Information'. The 'Information' section includes fields for: '\* ST Producer Report' (with a dropdown showing 'August 2021 Producer Report'), '\* Name of Licensee', '\* License Number', 'EIN (if Applicable)', '\* License Issue Date' (with a calendar icon), '\* License Expiration Date' (with a calendar icon), 'Email', '\* Phone', '\* License Status' (with a dropdown showing '--None--'), and '\* On Corrective Action Plan?' (with a dropdown showing 'No'). The 'Address Information' section includes fields for: '\* Street', '\* City', '\* State' (with a dropdown showing '--None--'), and '\* Zip Code'. At the bottom right of the form are two buttons: 'Cancel' and 'Save'. A green circle with the number '6' and an arrow points to the 'Save' button.

## Add Producers to a Producer Report (AMS-23): Add Individually (3 of 3)

- You will be directed to the “Producer” page of the license you just entered, **review** the information you entered. If you would like to edit the producer information, **click** “Edit”. If you would like to delete this producer, **click** “Delete”.
- Once you are done reviewing the producer information, **click** “Return to Report”.



Producer  
PS-0000000069

Edit Delete

8 Return to Report

**i** Instructions

This page contains details about the new producers that you added to this month's producer report. You can click the "Return to Report" button above to view the full report, add additional new producers, and submit the report to USDA.

Information

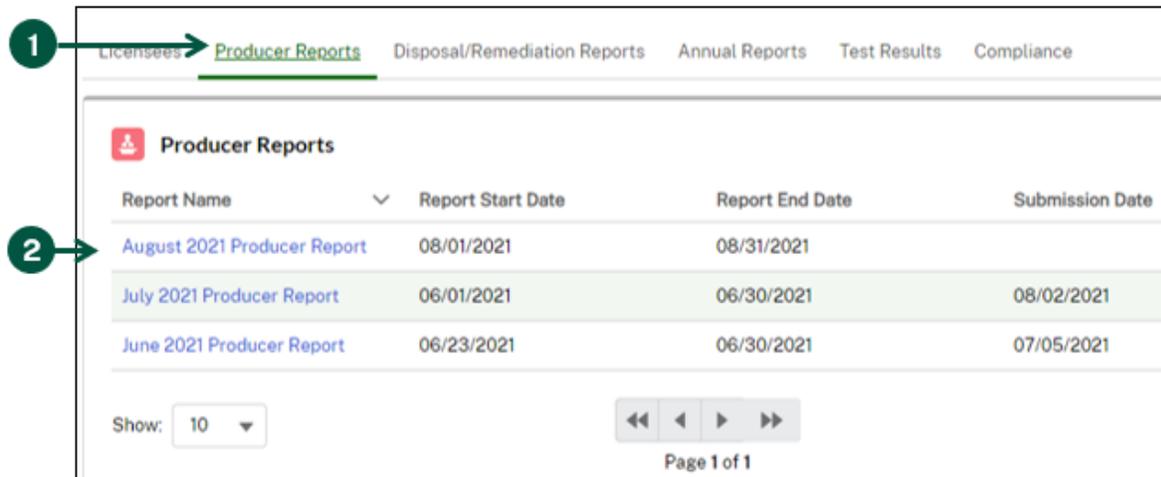
ST Producer Report <a href="#">August 2021 Producer Report</a>	Name of Licensee Cheryl Johnson
License Number 1122334455	EIN (if Applicable)
License Issue Date 8/3/2021	License Expiration Date 8/3/2024
Email <a href="mailto:cheryljohnson@hemp.net">cheryljohnson@hemp.net</a>	Phone (202) 123-4567

- You will be directed back to the “Producer Report” page, **repeat** Steps 5-8 for each new producer you would like to report individually. Note: You can click “Save” on the right side of your screen at any time to save and come back to your Producer Report at a later time.

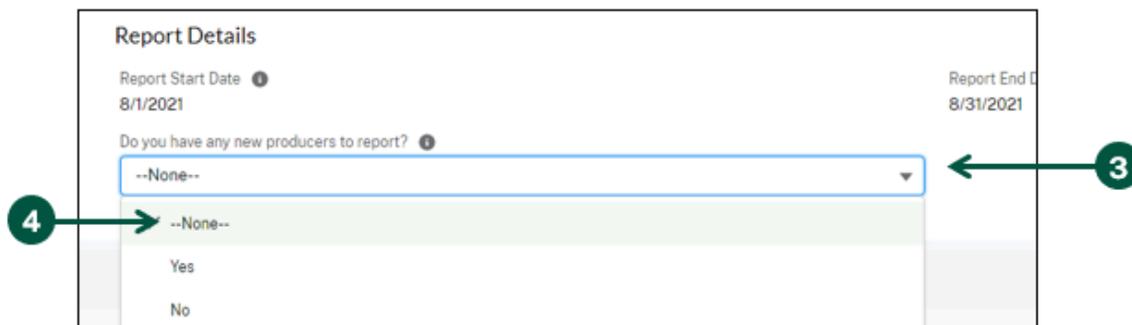
Note: If you would like to bulk upload producers **see** Step 5 on [Page 59](#). If you have finished adding all your new producers, **skip** to Step 1 on [Page 66](#).

## Add Producers to a Producer Report (AMS-23): Bulk Upload (1 of 7)

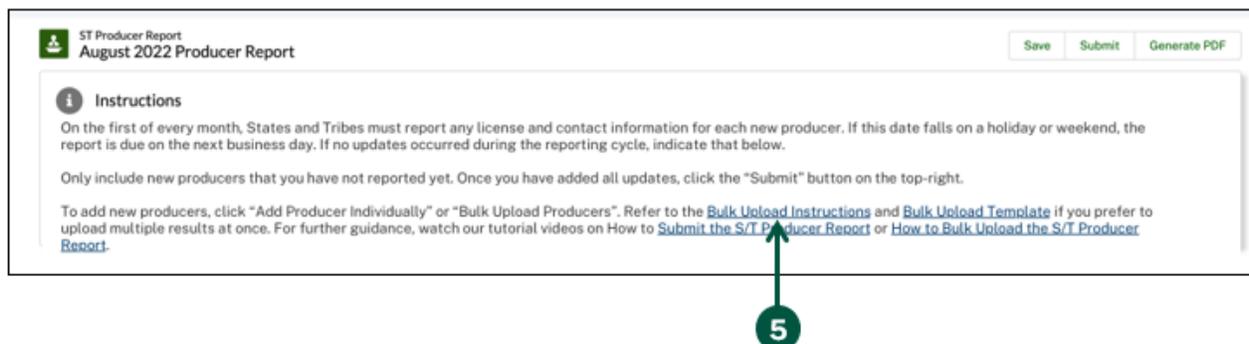
1. From the homepage, **scroll down** to find and **click** the “Producer Reports” tab.
2. **Click** on the Report Name of the report you would like to submit.



3. Once you are on the “ST Producer Report” page, **click** the “Do you have any new producers to report?” drop-down menu.
4. **Select** “Yes” or “No”. Note: If you do not have any new producers to report, choose “No” and click “Submit” on the right side of the page. You are done completing the report and do not have to complete the remaining instructions.



5. **Click** the “Bulk Upload Instructions” link which explains how to populate the “Bulk Upload Template”.



## Add Producers to a Producer Report (AMS-23): Bulk Upload (2 of 7)

6. **Review** the template field definitions for each column to ensure that you are entering the information in the correct format.

Template field definitions:

Field Label	Field Descriptions	Instructions
Name of Licensee	The producer's full name or the name of the business entity that is licensed.	Include the full name of the producer or business entity as listed on their license.
License Number	The producer's license or authorization number as assigned by the State or Indian Tribe.	<p>Use the producer's license or authorization number as assigned by the State or Tribe.</p> <ul style="list-style-type: none"> <li>• A license number must be between 1-20 characters; dashes and underscores are accepted.</li> <li>• E.g., 24_0001</li> </ul>
EIN (If Applicable)	Employer Identification Number (Tax ID).	<p>Fill in the producer's Employer Identification Number as issued by the Internal Revenue Service. This is for business entities only. <b>Do not</b> provide Social Security numbers. Leave this column blank if not applicable.</p> <ul style="list-style-type: none"> <li>• EIN must be in the format XX-XXXXXXX <ul style="list-style-type: none"> <li>• E.g., 12-3456789</li> </ul> </li> </ul>
License Issue Date	Indicates the date when the license was provided.	<p>Ensure that the format of the date is one of the following:</p> <ul style="list-style-type: none"> <li>• MM/DD/YYYY</li> <li>• YYYY-MM-DD</li> </ul>

## Add Producers to a Producer Report (AMS-23): Bulk Upload (3 of 7)

Template field definitions continued:

Field Label	Field Descriptions	Instructions
License Expiration Date	Indicates the date when the license is no longer valid.	<p>Ensure that the format of the date is one of the following:</p> <ul style="list-style-type: none"> <li>• MM/DD/YYYY</li> <li>• YYYY-MM-DD</li> </ul>
Email	The producer's email.	<p>Fill in the producer's email and ensure that it is in the following format:</p> <ul style="list-style-type: none"> <li>• Email must be between 1-80 characters</li> <li>• Email must include @ character</li> <li>• E.g., example@example.com</li> </ul>
Phone	The producer's primary contact number.	<p>Fill in the producer's primary phone number and ensure it is in the following format:</p> <ul style="list-style-type: none"> <li>• Must be between 1-40 characters</li> <li>• Numbers, dashes, and parentheses, and spaces are accepted</li> <li>• "Ext.:", "ext.:", "Ext.", "ext.", "Ext", "ext", and "x" are accepted to denote extensions</li> </ul>
License Status	Indicates the current status or standing of the license.	<p>Fill in the current status or standing of the license. Must be an exact match to one of the following values:</p> <ul style="list-style-type: none"> <li>• Active</li> <li>• Suspended</li> <li>• Revoked</li> <li>• Inactive</li> </ul>
On a Corrective Action Plan?	Indicates whether the producer is operating under a Corrective Action Plan as defined under 7 CFR Part 990.	<p>Indicate whether the producer is operating under a Corrective Action Plan. Must be an exact match to one of the following values:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>

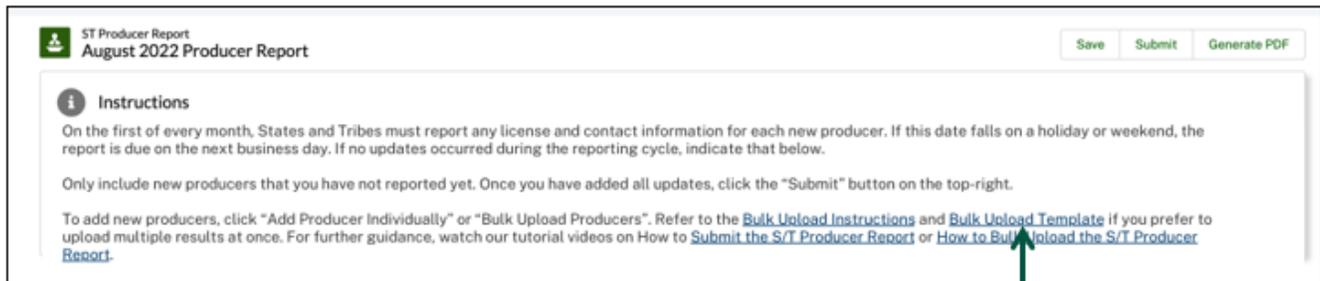
## Add Producers to a Producer Report (AMS-23): Bulk Upload (4 of 7)

Template field definitions continued:

Field Label	Field Descriptions	Instructions
Street	The producer's primary shipping street.	<p>Fill in the producer's primary street address and ensure it is in the following format:</p> <ul style="list-style-type: none"> <li>• Address must be between 1-100 characters; numbers and letters are accepted.</li> <li>• <b>No commas will be accepted</b></li> </ul>
City	The producer's primary shipping city.	<p>Fill in the producer's primary city and ensure it is in the following format:</p> <ul style="list-style-type: none"> <li>• City must be between 1-50 characters; numbers and letters are accepted.</li> </ul>
State	The producer's primary State or Territory.	<p>Fill in the producer's primary State or Territory and ensure it is in the following format:</p> <ul style="list-style-type: none"> <li>• Must be exact State or Territory name.</li> <li>• No abbreviations</li> </ul>
Zip Code	The producer's primary zip code.	<p>Fill in the producer's primary zip code and ensure it is in the following format:</p> <ul style="list-style-type: none"> <li>• Zip code must be between 1-20 characters; numbers and dashes are accepted.</li> </ul>

## Add Producers to a Producer Report (AMS-23): Bulk Upload (5 of 7)

- When you have completed reviewing the “Bulk Upload Instructions”, **click** the “Bulk Upload Template” link to download a copy. **Save** as a .csv copy to your computer. Note: only a .csv file will be accepted for uploading. There is a maximum file size allotment of 2 MB or 2,000 rows.



- Note: Each single producer should be entered on its own row (e.g., if you have 11 producers to report, there should be 11 rows of information on the template). As you enter in your data, it is recommended you save the file to your computer to avoid losing any important information.

1	Name of Licensee	License Number	EIN (if Applicable)	License Issue Date	License Expiration Date	Email	Phone	License Status	On Corrective Action Plan?	Street	City	State	Zip Code
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													

- When you have completed your data entry, **click** “Save”.
- Navigate** back to the HeMP “Producer Report” page and **select** “Bulk Upload Producers”.

Report Details

Report Start Date 7/19/2022 Report End Date 7/31/2022

Do you have any new producers to report? Yes

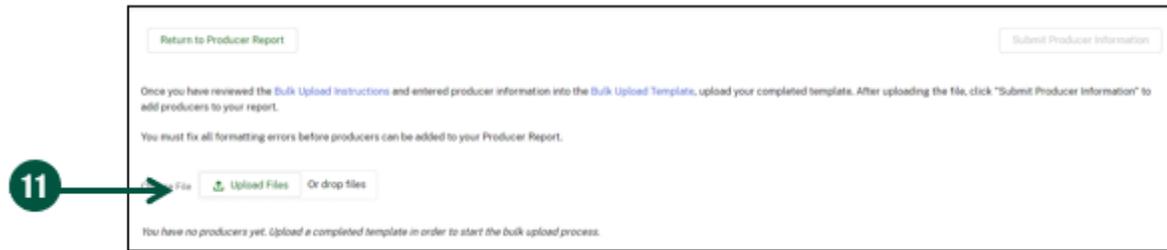
Producers

Bulk Upload Producers

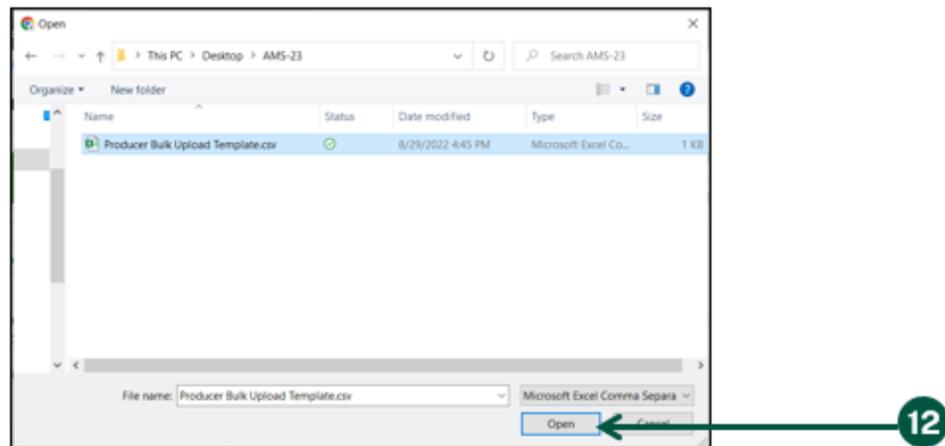
No Producers to Display

## Add Producers to a Producer Report (AMS-23): Bulk Upload (6 of 7)

### 11. Select “Upload Files”



### 12. Choose your completed producer bulk upload template and click “Open”.



### 13. Next, the producer information will be separate into either one or two tables:

- A. Information That Needs Correction: Indicates producer information has formatting errors that will need to be addressed before they can be submitted. Brief error explanations will be provided in the first column of the table, and you can refer to the field instructions on [Page 60-62](#) for more specifics on formatting requirements.
- B. Submittable Producer Information: Indicates the producer information was error-free and that it is ready to be submitted.

Note: If all your producer information populates in the “Submittable Producer Information”, **skip** to Step 18.

The screenshot shows two tables of producer information. The first table, 'Information that Need Correction (3)', lists three rows with formatting errors. The second table, 'Submittable Producer Information (5)', lists five rows of error-free producer information.

Formatting Error	Row #	Name of Licensee	License Number	EN	License Iss.	License Expiration Da.	Email
-Invalid format for Email.	2	Joe Name	12345	12-1234567	4/1/1995	4/1/2023	test2@test.com
-Invalid format for License Status.	3	Brad Name	12346	12-1234568	4/1/1995	4/1/2023	test3@test.com
-Invalid format for On Corrective Action Plan.	7	Max Name	12350	12-1234572	4/1/1995	4/1/2023	test7@test.com

Name of Licensee	License Number	EN	License Iss.	License Expiration Da.	Email	Phone	License Status	On Corrective A.
Steve Name	12347	12-1234569	4/1/1995	4/1/2023	test4@test.com	(440)867-8882	Active	Yes
Sarah Name	12348	12-1234570	4/1/1995	4/1/2023	test5@test.com	(440)867-8883	Active	Yes
Susan Name	12349	12-1234571	4/1/1995	4/1/2023	test6@test.com	(440)867-8884	Active	Yes
Tina Name	12351	12-1234573	4/1/1995	4/1/2023	test8@test.com	(440)867-8886	Active	Yes
Bob Name	12352	12-1234574	4/1/1995	4/1/2023	test9@test.com	(440)867-8887	Active	Yes

## Add Producers to a Producer Report (AMS-23): Bulk Upload (7 of 7)

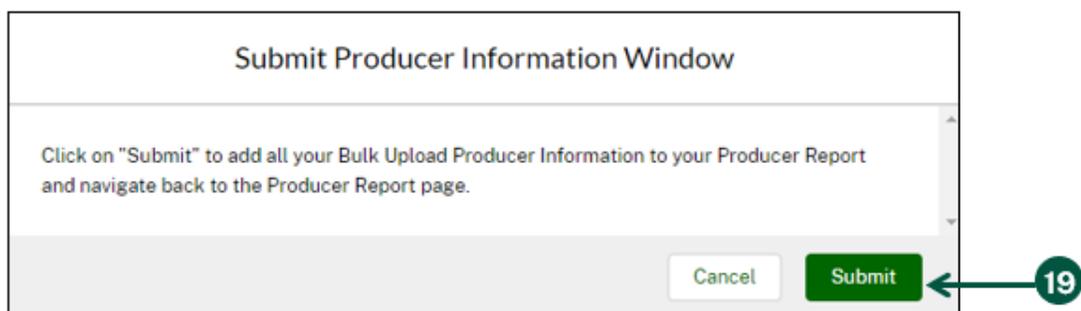
14. If your producer bulk upload template contains errors, **open** your original file, **make** the necessary formatting error corrections, and **save** your corrected file.
15. **Re-upload** your corrected producer bulk upload template using the instructions outlined in Steps 11-12 on [Page 64](#).
16. **See** updated “Information That Needs Correction” and “Submittable Producer Information” sections and **make** additional corrections as needed.
17. Once all producer information is valid and acceptable, all the producer information will populate in the “Submittable Producer Information” section and the “Information That Needs Correction” section will no longer show results.

Submittable Producer Information (8)								
Name of Licens...	License Number	EIN	License Iss...	License Expiration Da...	Email	Phone	License Status	On Corrective A...
Joe Name	12345	12-1234567	4/11/1995	4/11/2023	test2@test.com	(440)867-8880	Active	Yes
Brad Name	12346	12-1234568	4/11/1995	4/11/2023	test3@test.com	(440)867-8881	Active	Yes
Steve Name	12347	12-1234569	4/11/1995	4/11/2023	test4@test.com	(440)867-8882	Active	Yes
Sarah Name	12348	12-1234570	4/11/1995	4/11/2023	test5@test.com	(440)867-8883	Active	Yes
Susan Name	12349	12-1234571	4/11/1995	4/11/2023	test6@test.com	(440)867-8884	Active	Yes
Max Name	12350	12-1234572	4/11/1995	4/11/2023	test7@test.com	(440)867-8885	Active	Yes
Tina Name	12351	12-1234573	4/11/1995	4/11/2023	test8@test.com	(440)867-8886	Active	Yes
Bob Name	12352	12-1234574	4/11/1995	4/11/2023	test9@test.com	(440)867-8887	Active	Yes

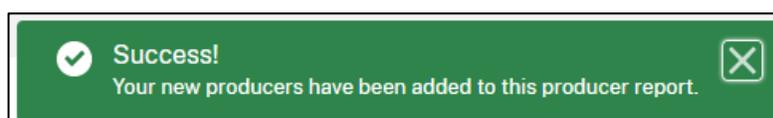
18. Once all your producer information is listed as submittable, **click** “Submit Producer Information”



19. **Click** “Submit” on the pop-up window.



20. You will see a toast message on your “Producer Report” page confirming that you have successfully added the producer information to your Producer Report and the producer information will populate under the “Producers” list on your Producer Report.



## Submit a Producer Report (AMS-23)

1. If you need to edit, duplicate, or delete a producer from the “Producers” list, **select** the drop-down under “Actions” and **click** the applicable task you wish to complete.

Record ID	Name of Licensee	License Number	License Status	Actions
PS-000009941	Bob Name	12352	Active	▼
PS-000009940	Tina Name	12351	Active	
PS-000009939	Max Name	12350	Active	
PS-000009938	Susan Name	12349	Active	

2. Once you have confirmed that all the new producers you wish to add are populated under the “Producers” list on the “Producer Report” page, the producer information is correct, and there are no additional producers you wish to add, **click** “Submit”.

ST Producer Report  
July 2022 Producer Report

Save Submit

**Instructions**

Every month, States and Tribes must report any license and contact information for each new producer. The due date for this report is the 1st day of each month. If this date falls on a holiday or weekend, the report is due on the next business day. If no updates occurred during the reporting cycle, indicate that below.

To add new producers, click “Add Producer Individually” or “Bulk Upload Producers”. Refer to the [Bulk Upload Instructions](#) and [Bulk Upload Template](#) if you prefer that option.

Note: Only include new producers that you have not reported yet. Once you have added all updates, click the “Submit” button on the top-right.

**Report Details**

Report Start Date: 7/9/2022 Report End Date: 7/31/2022

Do you have any new producers to report?: Yes

**Producers**

Record ID	Name of Licensee	License Number	License Status	Actions
PS-000009941	Bob Name	12352	Active	▼
PS-000009940	Tina Name	12351	Active	▼
PS-000009939	Max Name	12350	Active	▼
PS-000009938	Susan Name	12349	Active	▼
PS-000009937	Sarah Name	12348	Active	▼
PS-000009936	Steve Name	12347	Active	▼
PS-000009935	Brad Name	12346	Active	▼
PS-000009934	Joe Name	12345	Active	▼

3. Once you see the “Sign & Submit” pop-up, **click** the checkbox next to “I certify the above statement.”.

4. **Click** “Save”.

**Sign & Submit**

By certifying below, you are attesting to the new producers as described on this report and in the list of producers provided herein.

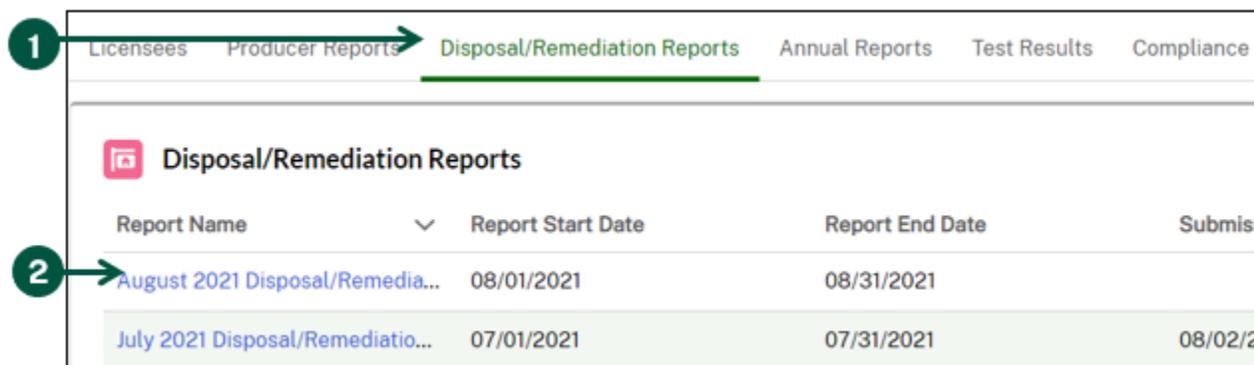
I certify the above statement.

Cancel Save

## Submit a Disposal/Remediation Report (AMS-24) (1 of 4)

Every month, States and Tribes must report any on-farm disposals or remediations by producers in their jurisdiction resulting from non-compliant test results exceeding the acceptable hemp THC level for that reporting period. The due date for this report is the 1st day of each month. If this date falls on a holiday or weekend, the report is due on the next business day. If no disposals or remediations occurred during the reporting cycle, a report must still be submitted in HeMP to indicate that there were no new disposals or remediations during the reporting period. You must attach a Certificate of Analysis (COA) for each disposal/remediation that you report. Before starting these instructions, have the COAs saved to your computer. The following instructions detail how to submit a Disposal/Remediation Report.

1. From the homepage, **scroll down** to find and **click** the “Disposal/Remediation Reports” tab.
2. **Click** on the Report Name of the report you would like to submit. Note: Disposal/Remediation Report Names can be searched on your homepage search bar.



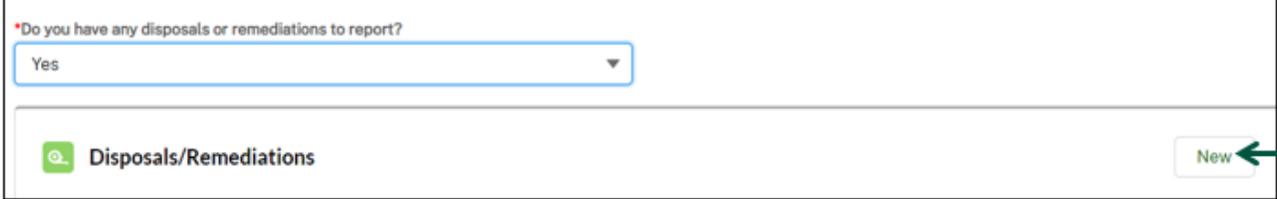
3. Once you are on the “SI Disposal/Remediation Report” page, **click** the “Do you have any disposals or remediations to report?” drop-down menu and **select** your response from the menu.
4. **Select** “Yes” or “No”. Note: If you do not have disposals or remediations to report, choose “No” and click “Submit” on the right side of the page. You are then done completing the report and do not have to complete the remaining instructions.



The screenshot shows the "Report Details" form. It includes fields for "Report Start Date" (8/1/2021) and "Report End Date" (8/31/2021). A dropdown menu is open for the question "Do you have any disposals or remediations to report?". The dropdown shows options: "--None--", "Yes", and "No". A green arrow labeled "3" points to the dropdown menu, and another green arrow labeled "4" points to the "Yes" option.

## Submit a Disposal/Remediation Report (AMS-24) (2 of 4)

5. Click the “New” button to the top right corner of the “Disposals/Remediation” section. This is where you will enter each of the disposals and remediations that occurred this month. You will need to create a line item for each disposal or remediation that occurred this month.

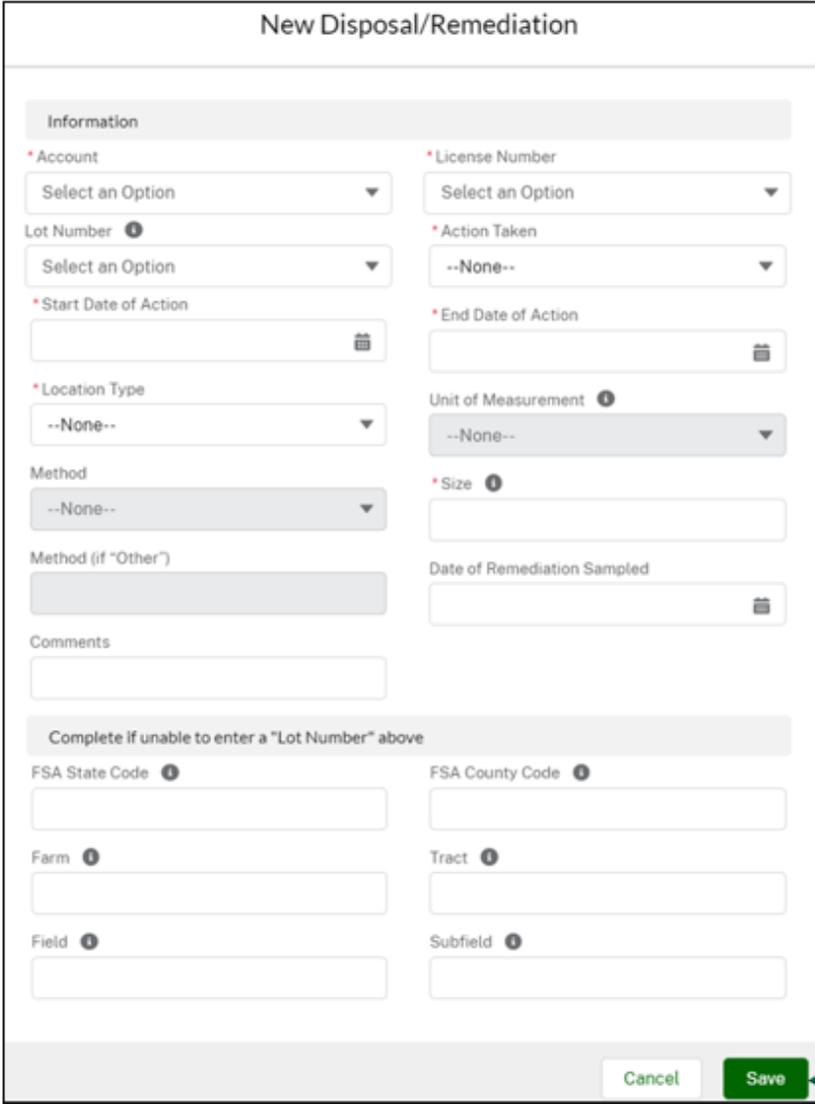


\*Do you have any disposals or remediations to report?  
Yes

Disposals/Remediations

New

6. Once you see the “New Disposal/Remediation” pop-up, **enter** all requested information about the new disposal or remediation you are reporting. Note: If you are unable to fill out the “Lot Number” field, use the “Complete if unable to enter a “Lot Number” above section.
7. Click “Save”.



New Disposal/Remediation

Information

\* Account  
Select an Option

\* License Number  
Select an Option

Lot Number  
Select an Option

\* Action Taken  
--None--

\* Start Date of Action

\* End Date of Action

\* Location Type  
--None--

Unit of Measurement  
--None--

Method  
--None--

\* Size

Method (if "Other")

Date of Remediation Sampled

Comments

Complete if unable to enter a "Lot Number" above

FSA State Code  
FSA County Code

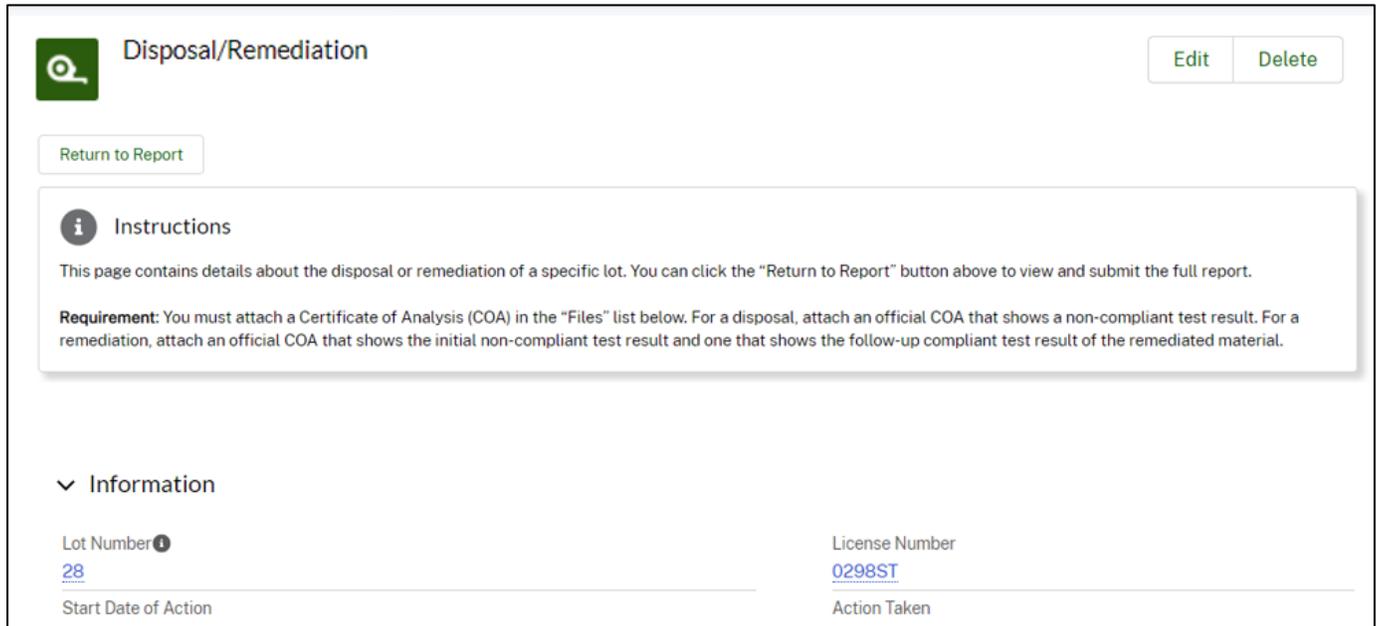
Farm  
Tract

Field  
Subfield

Cancel Save

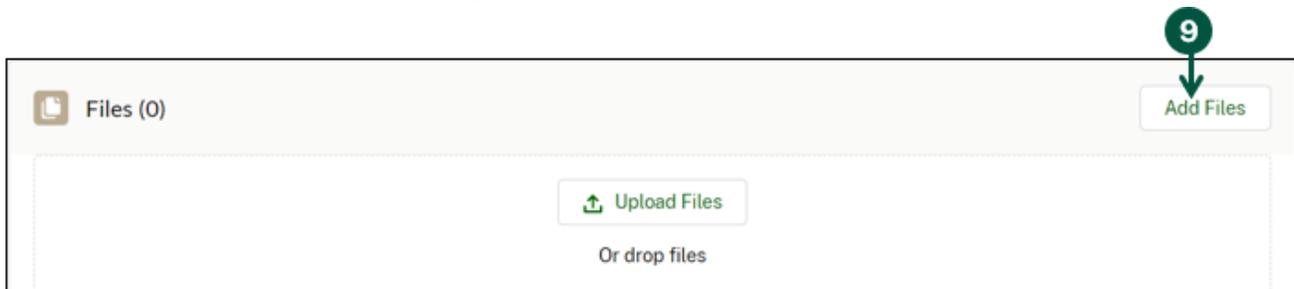
## Submit a Disposal/Remediation Report (AMS-24) (3 of 4)

8. You will be directed to the disposal/remediation you just entered, **review** the information you entered. If you would like to edit the information, **click** “Edit”. If you would like to delete this disposal/remediation, **click** “Delete”.



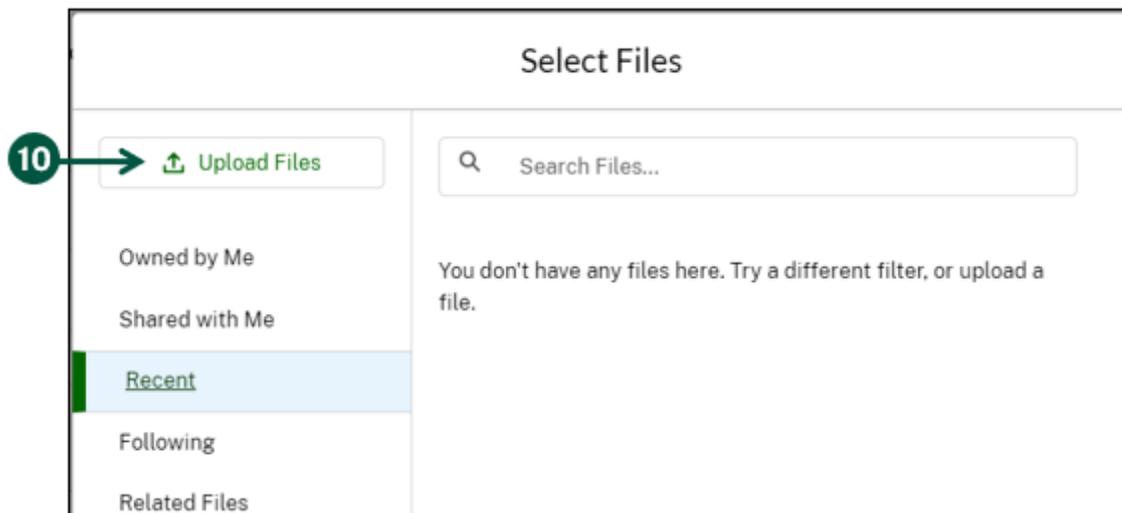
The screenshot shows a web interface for a Disposal/Remediation report. At the top left is a magnifying glass icon and the text "Disposal/Remediation". At the top right are "Edit" and "Delete" buttons. Below this is a "Return to Report" button. A section titled "Instructions" with an information icon contains text: "This page contains details about the disposal or remediation of a specific lot. You can click the 'Return to Report' button above to view and submit the full report." Below the instructions is a "Requirement" section: "You must attach a Certificate of Analysis (COA) in the 'Files' list below. For a disposal, attach an official COA that shows a non-compliant test result. For a remediation, attach an official COA that shows the initial non-compliant test result and one that shows the follow-up compliant test result of the remediated material." A section titled "Information" with a dropdown arrow contains fields for "Lot Number" (value: 28), "License Number" (value: 0298ST), "Start Date of Action", and "Action Taken".

9. Scroll down to the bottom of the page to find the “Files” section. **Click** “Add Files”.



The screenshot shows the "Files (0)" section. At the top left is a folder icon and the text "Files (0)". At the top right is an "Add Files" button with a green circle containing the number 9 and a downward arrow pointing to it. Below this is a dashed-line box containing an "Upload Files" button with an upload icon and the text "Or drop files" below it.

10. Once you see the “Select Files” pop-up, **click** “Upload Files” and **upload** the COA associated with the disposal or remediation.



The screenshot shows a "Select Files" pop-up window. At the top is the title "Select Files". On the left is a sidebar with a list of filters: "Owned by Me", "Shared with Me", "Recent" (highlighted with a blue bar), "Following", and "Related Files". A green circle containing the number 10 and a rightward arrow points to the "Upload Files" button in the sidebar. On the right is a search bar with a magnifying glass icon and the text "Search Files...". Below the search bar is the text: "You don't have any files here. Try a different filter, or upload a file."

## Submit a Disposal/Remediation Report (AMS-24) (4 of 4)

- Once the COA is uploaded, **click** “Return to Report” to return to the Disposal/Remediation Report and report additional disposals or remediations, **repeating** Steps 4-10.

11 → Return to Report

**Instructions**

This page contains details about the disposal or remediation of a specific lot. You can click the “Return to Report” button above to view and submit the full report.

**Requirement:** You must attach a Certificate of Analysis (COA) in the “Files” list below. For a disposal, attach an official COA that shows a non-compliant test result. For a remediation, attach an official COA that shows the initial non-compliant test result and one that shows the follow-up compliant test result of the remediated material.

▼ **Information**

Lot Number	License Number
28	0298ST
Start Date of Action	Action Taken

- Once you are done entering the disposals and remediations, **click** “Submit” on the Disposal/Remediation.

12 → Submit

Disposal/Remediation Report

Search... AMANDA GREEN

tribes must report any on-farm disposals or remediations resulting from non-compliant test results exceeding the acceptable hemp THC

- Once you see the “Sign & Submit” pop-up, **click** the checkbox next to “I certify the above statement.”.
- Click “Save”.

**Sign & Submit**

By certifying below, you are attesting to the disposal or remediation of marijuana as described on this report and in the list of disposals/remediations provided herein.

13 →  I certify the above statement.

Cancel Save 14

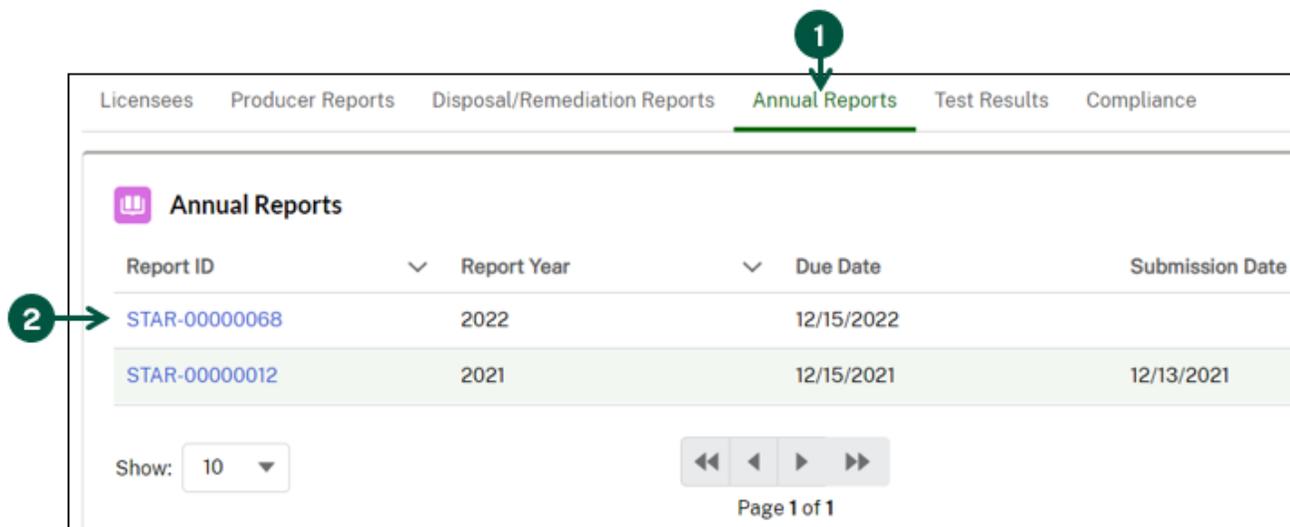
## Submit an Annual Report (AMS-25)

States and Tribes with approved hemp plans must submit an annual report to the USDA by December 15th of each year. In this report, States and Tribes will include the total acreage planted, harvested and disposed under their jurisdiction.

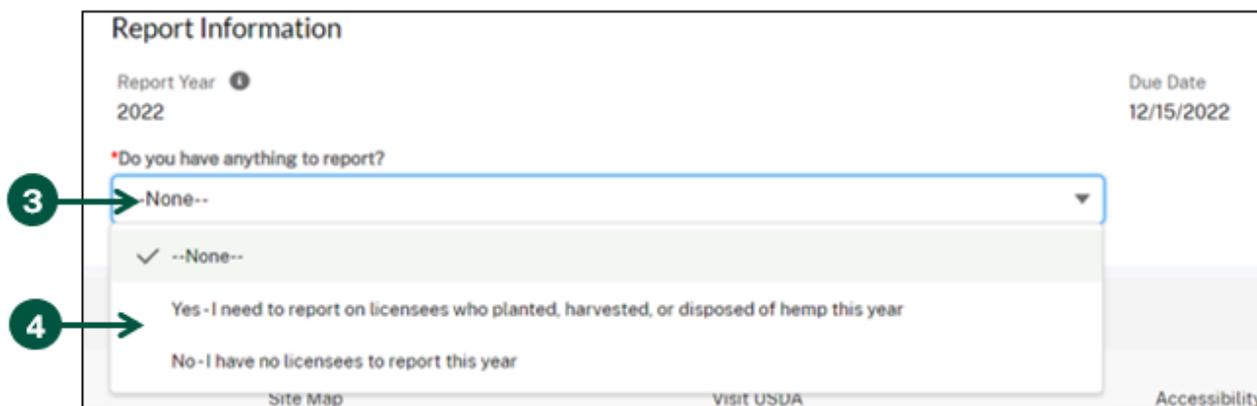
To report information on each of your licensees, you will have the option to report one at a time or use a spreadsheet template to enter the report information and upload to HeMP. The spreadsheet option should only be used if you have more than 10 producers to report this year.

If you have less than 10 producers, use the following instructions. If you have more than 10 producer to report, follow Steps 1-5 then go to [Page 75](#).

1. From the HeMP homepage, **scroll down** to find and **click** the “Annual Reports” tab.
2. **Click** on the Report ID of the report you would like to submit. Note: Annual Report IDs can be searched in your homepage search bar.



3. Once you are on the “ST Annual Report” page, **click** the “Do you have anything to report?” dropdown to view your submission options.
4. **Select** if you have licensees to report. If you do not have licensees to report, you are done with the report and can click “Submit” at the top right of the page.

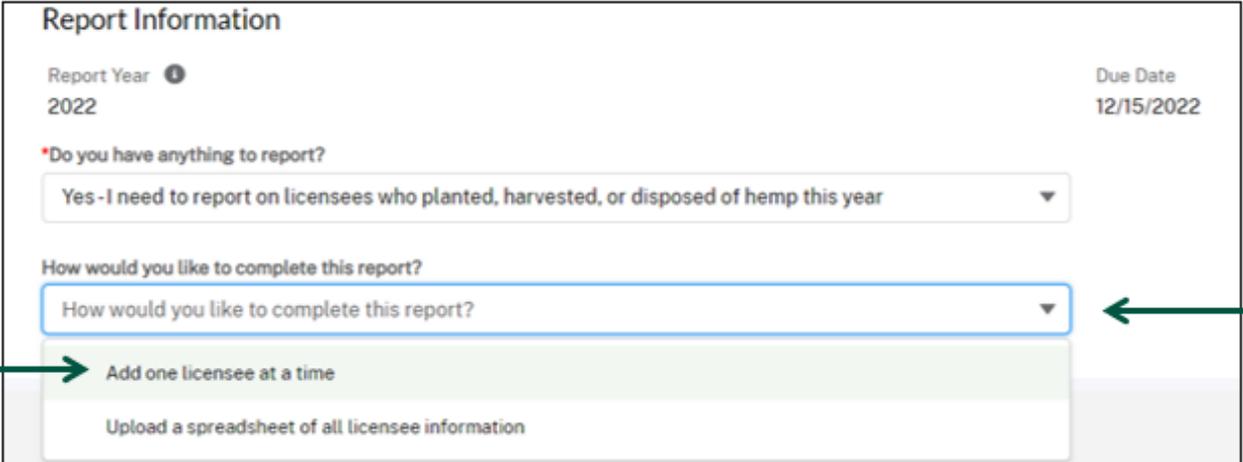


## Submit an Annual Report (AMS-25): Less Than 10 Licensees (1 of 3)

5. Click the “How would you like to complete this report?” drop-down menu.

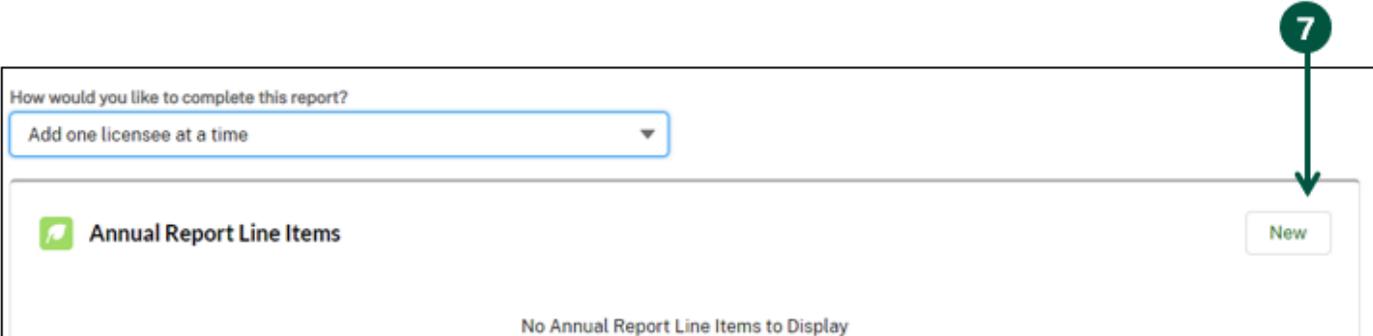
If you have more than 10 licensees to report, go to [Page 75](#). If you have less than 10 licensees to report, continue following these instructions.

6. Select “Add one licensee at a time” from the dropdown.



The screenshot shows the 'Report Information' section of a web form. At the top, it displays 'Report Year 2022' and 'Due Date 12/15/2022'. Below this is a question: 'Do you have anything to report?' with a dropdown menu showing 'Yes - I need to report on licensees who planted, harvested, or disposed of hemp this year'. The main focus is on the question 'How would you like to complete this report?' which has a dropdown menu. A green arrow labeled '5' points to the dropdown menu, and another green arrow labeled '6' points to the 'Add one licensee at a time' option, which is highlighted in green. Below this option is 'Upload a spreadsheet of all licensee information'.

7. Click the “New” button to the top right corner of the “Annual Report Line Items” section.



The screenshot shows the 'Annual Report Line Items' section. At the top, there is a dropdown menu for 'How would you like to complete this report?' with 'Add one licensee at a time' selected. Below this is a section titled 'Annual Report Line Items' with a green plus icon. The text 'No Annual Report Line Items to Display' is centered below the title. In the top right corner of this section, there is a 'New' button. A green arrow labeled '7' points to the 'New' button.

## Submit an Annual Report (AMS-25): Less Than 10 Licensees (2 of 3)

8. Once you see the “New Annual Report Line Item” pop-up, **fill out** the pop-up fields. Note the following fields:
  - A. Account: **Select** the name of your State/Tribe Account.
9. Once you are done filling out the pop-up, **click** “Save”.

**New Annual Report Line Item**

Information

\* Account  \* License Number

\* Location Type  Unit of Measurement

Complete this field.

\* Total Planted  \* Total Disposed for Non-Compliance

\* Total Harvested

Intended Use

Available: CBD, Fiber, Grain, Seed

Chosen:

Explanation of Discrepancies

Cancel Save

10. be directed to the Annual Report Line-Item page of the licensee you just entered, **review** the information you entered. If you would like to edit the information, **click** “Edit”. If you would like to delete this line item, **click** “Delete”.

Annual Report Line Item  
ARLI-00001013

Edit Delete

Return to Report

**Instructions**

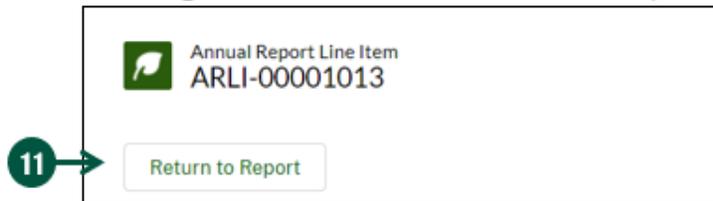
This page contains details about the annual report licensee. You can click the “Return to Report” button above to add additional lots and submit the completed report. You may also upload documentation of this lot’s planting, disposal, or harvest by clicking the “Upload Files” button below. This is not required.

Information

Location Type License Number

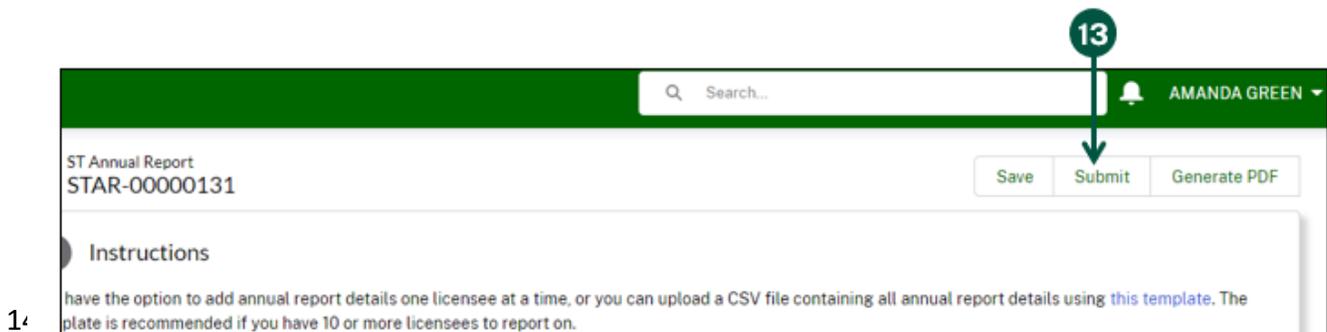
## Submit an Annual Report (AMS-25): Less Than 10 Licensees (3 of 3)

11. Once you are done reviewing the line item, **click** “Return to Report”.

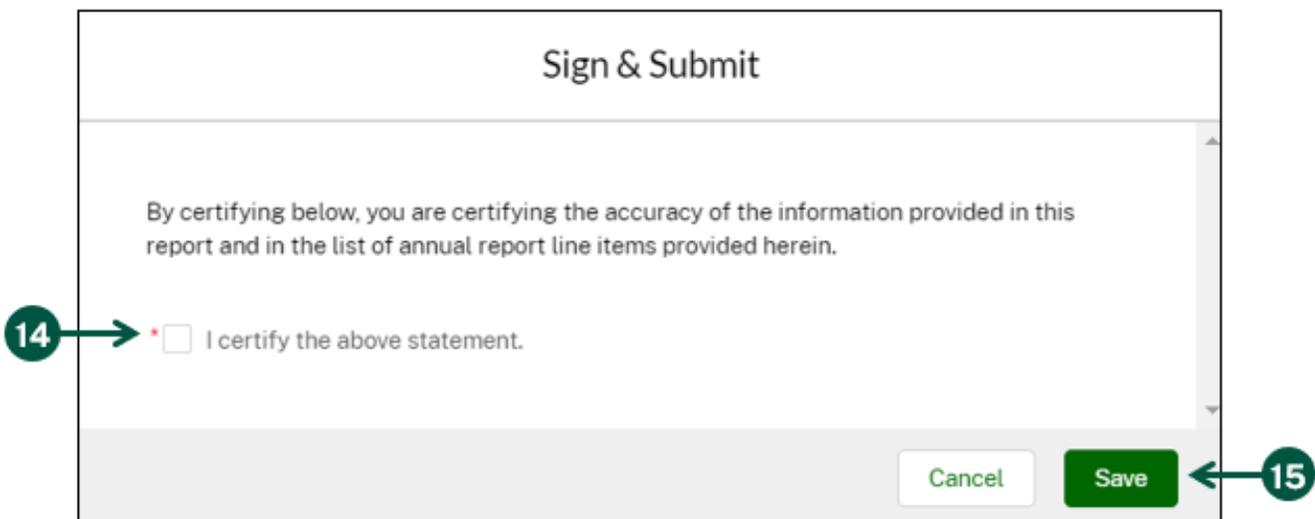


12. You will be directed back to Annual Report, repeat steps 7-11 for each licensee. Note: You can click “Save” on the right side of your screen at any time to save and come back to your Annual Report.

13. Once you are done entering the line items, **click** “Submit” on the right side of the Annual Report page.



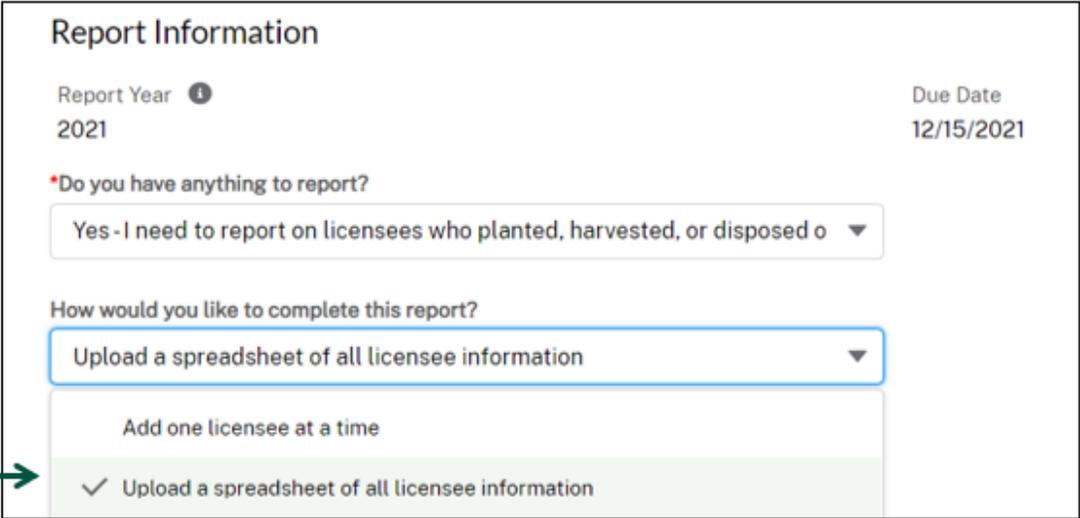
15. **Click** “Save”.



## Submit an Annual Report (AMS-25): More Than 10 Licensees (1 of 2)

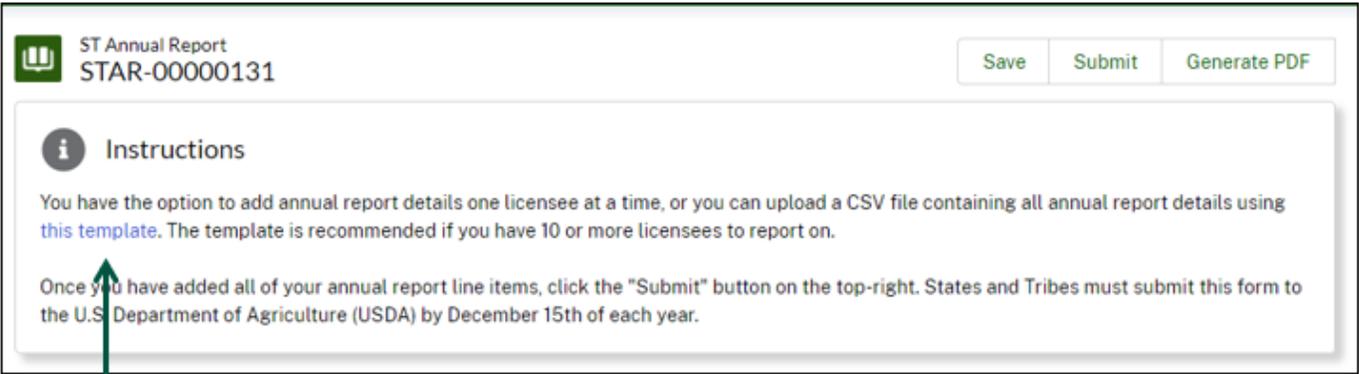
If you have more than 10 licensees to report, you can use the spreadsheet option to complete your Annual Report. The following instructions start with Steps 1-5 on [Page 71](#) and continue below.

6. Select “Upload a spreadsheet of all licensee information” from the dropdown.



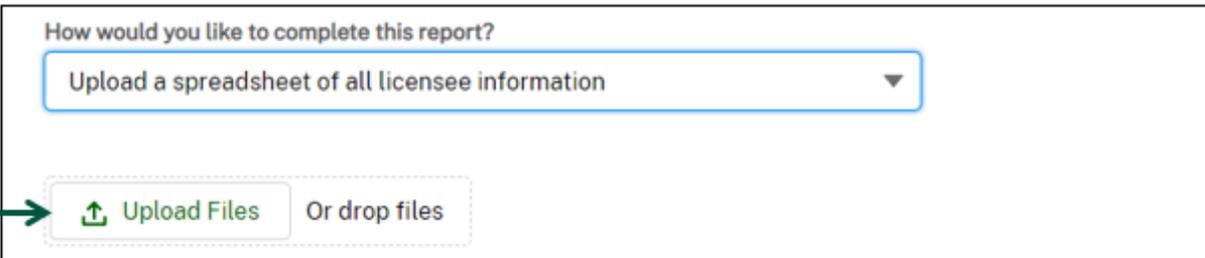
The screenshot shows the 'Report Information' section of a web form. It includes a 'Report Year' field set to 2021 and a 'Due Date' of 12/15/2021. A question asks 'Do you have anything to report?' with a dropdown menu set to 'Yes - I need to report on licensees who planted, harvested, or disposed of'. Below this, another question asks 'How would you like to complete this report?' with a dropdown menu. The dropdown menu is open, showing three options: 'Add one licensee at a time', 'Upload a spreadsheet of all licensee information' (which is highlighted in green and has a checkmark), and 'Upload a spreadsheet of all licensee information' (which is also highlighted in green). A green circle with the number 6 and an arrow points to the selected option.

7. Under the “Instructions” section of the ST Annual Report page, find the first paragraph and **click** the blue “this template” link. Note: If you would like to come back to this report later, you can click “Save” to save your progress .



The screenshot shows the 'Instructions' section of the ST Annual Report page. It includes a header 'ST Annual Report STAR-00000131' and buttons for 'Save', 'Submit', and 'Generate PDF'. The main content is a paragraph starting with 'You have the option to add annual report details one licensee at a time, or you can upload a CSV file containing all annual report details using [this template](#). The template is recommended if you have 10 or more licensees to report on.' A blue arrow points from a green circle with the number 7 to the 'this template' link.

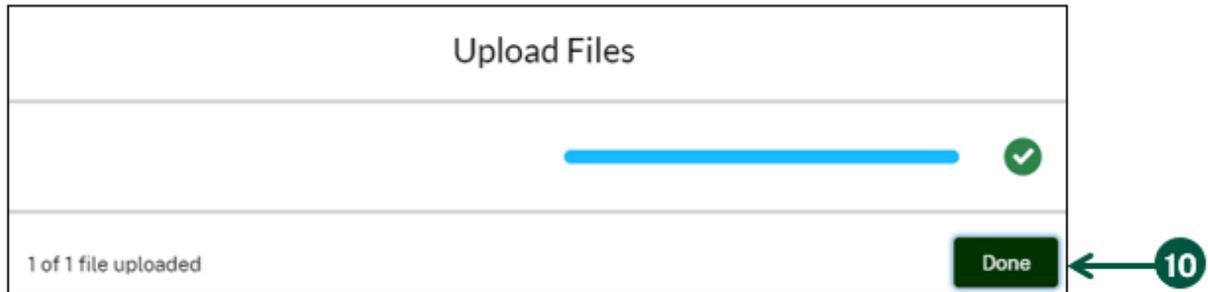
8. Fill out the template and **save** it to your computer as an excel file.
9. Click “Upload Files” to **upload** your completed template.



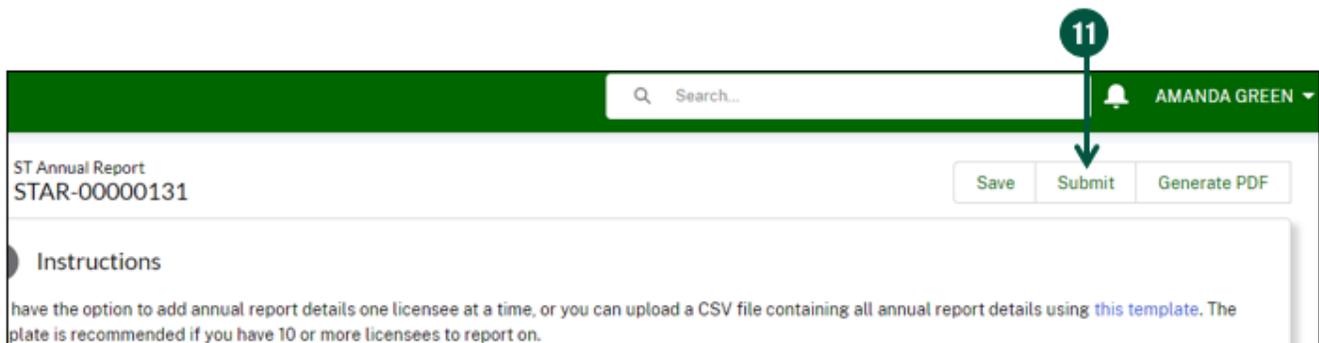
The screenshot shows the 'Upload Files' button and the 'Or drop files' option. A green circle with the number 9 and an arrow points to the 'Upload Files' button.

## Submit an Annual Report (AMS-25): More Than 10 Licensees (2 of 2)

10. Once you see the green check mark on the “Upload Files” pop-up, your file has been successfully uploaded. **Click** “Done”.

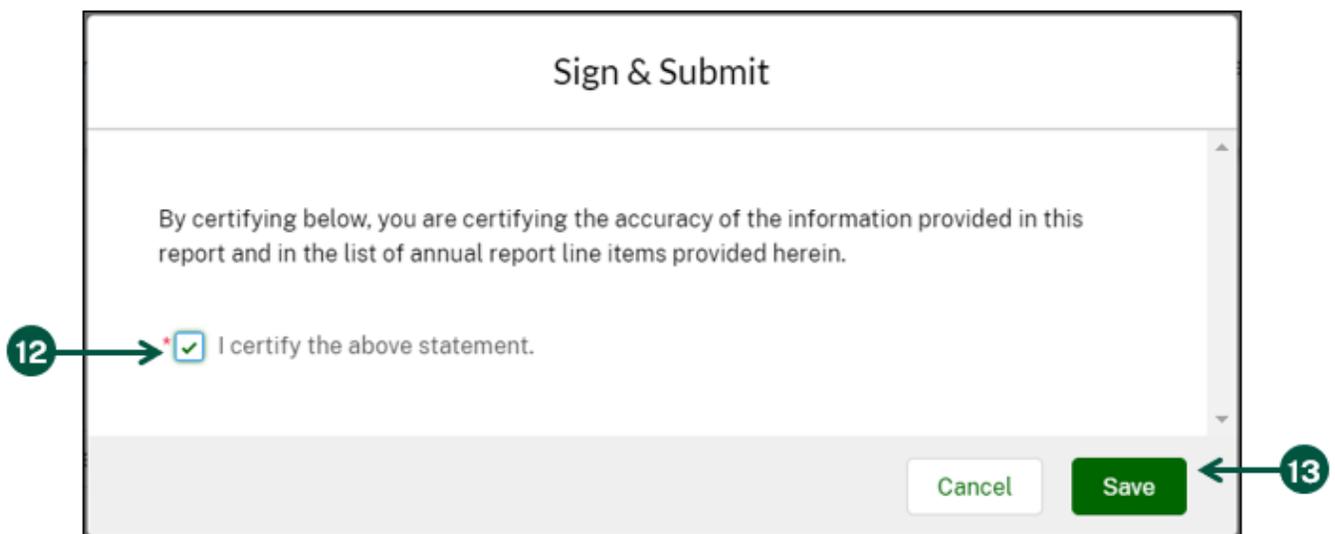


11. Once your file is uploaded, **click** “Submit” on the right side of the page.



12. Once you see the “Sign & Submit” pop-up, **click** the checkbox next to “I certify the above statement.”.

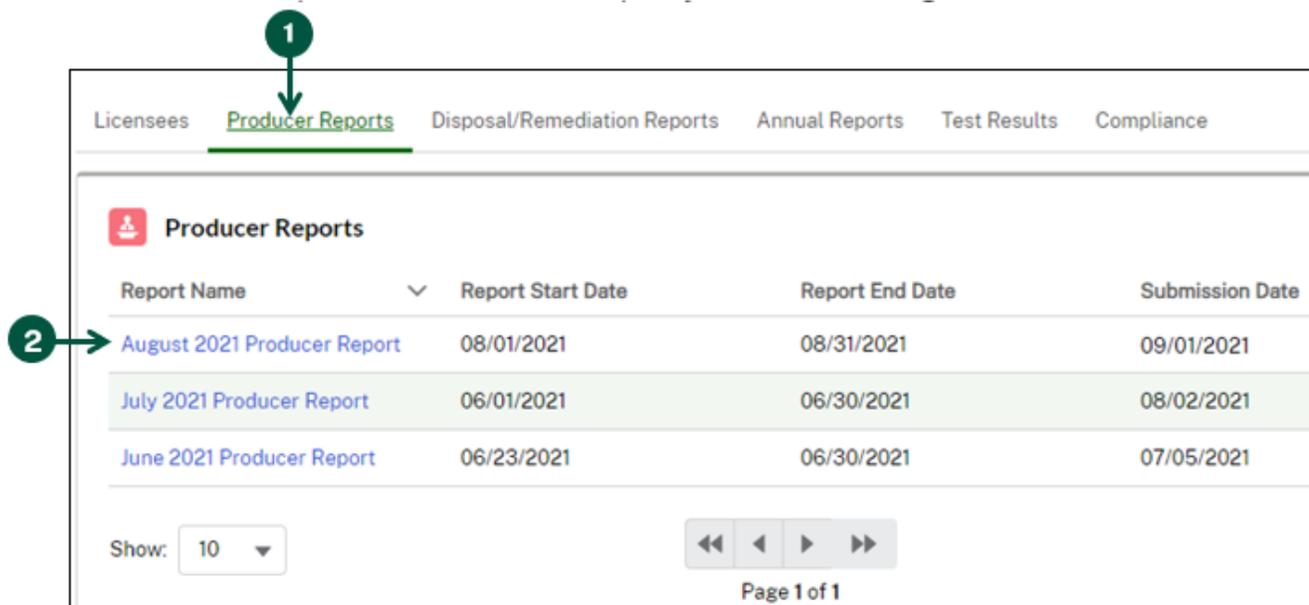
13. **Click** “Save”.



## Access Submitted Report PDF (1 of 2)

Once you have successfully submitted a report using HeMP, you can generate a PDF version of that report for your records. The following instructions detail how to access the PDF copy.

1. From the HeMP homepage, **scroll down** to find and **click** any of the tabs related to the report you would like to generate a PDF of. For this example, we will be showing how to generate a PDF from a Producer Report. The process is the similar for both Disposal/Remediation Reports and Annual Reports.
2. **Click** on the Report Name link of the report you would like to generate a PDF of.

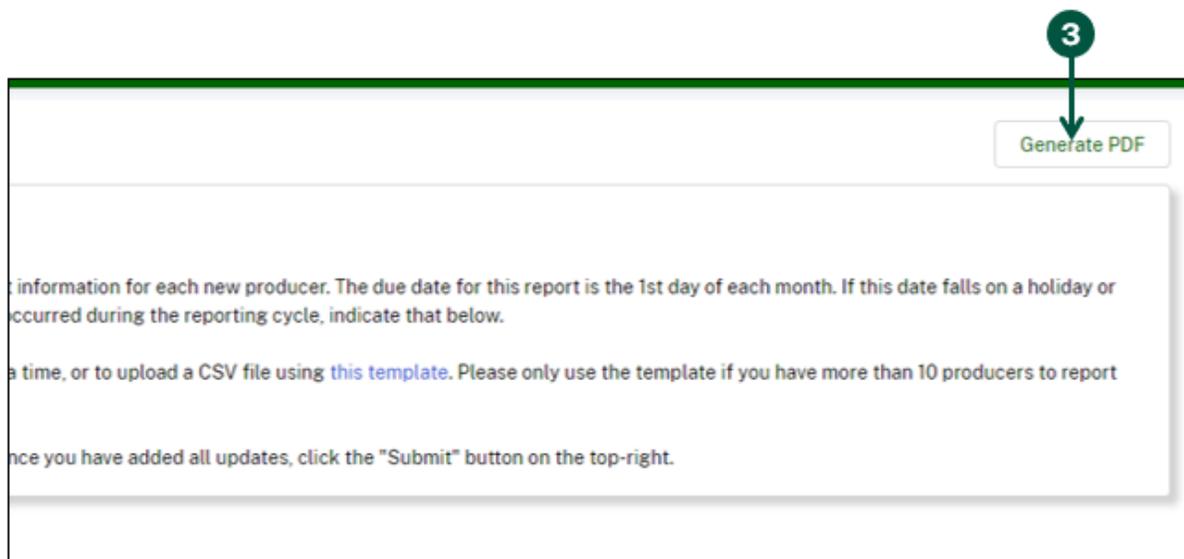


Report Name	Report Start Date	Report End Date	Submission Date
<a href="#">August 2021 Producer Report</a>	08/01/2021	08/31/2021	09/01/2021
<a href="#">July 2021 Producer Report</a>	06/01/2021	06/30/2021	08/02/2021
<a href="#">June 2021 Producer Report</a>	06/23/2021	06/30/2021	07/05/2021

Show: 10

Page 1 of 1

3. **Click** "Generate PDF" at the top of the report page.



Generate PDF

information for each new producer. The due date for this report is the 1st day of each month. If this date falls on a holiday or occurred during the reporting cycle, indicate that below.

a time, or to upload a CSV file using [this template](#). Please only use the template if you have more than 10 producers to report

nce you have added all updates, click the "Submit" button on the top-right.

## Access Submitted Report PDF (2 of 2)

- A notification at the top of the screen will appear stating “Your PDF is being generated. Please allow a few moments for it to appear. You may need to refresh this page.”. Once you see this notification, allow a couple of minutes for the PDF of your certificate to be generated. You may need to also refresh your page.
- The generated PDF will appear under the “Files” section of the report page.
- Click** the down arrow next to the generated PDF.

How would you like to complete this report?  
Add one producer at a time

**Producers**

Record ID	Name of Licensee	License Number	License Status
PS-0000000095	Jason Johnson	1122334455	Active

Show: 10 Page 1 of 1 Total records: 1

**5** → **Files (1)** Add Files

Title	Owner	Last Modified	Size	
ST Producer Report (AM...	MulesoftIntergationUser	10/25/2021, 10:33 AM	218KB	<b>6</b> ↓

View All

- Click** download from the dropdown to download the report PDF.

**Files (1)** Add Files

Title	Owner	Last Modified	Size	
ST Producer Report (AM...	MulesoftIntergationUser	10/25/2021, 10:33 AM	218KB	<b>7</b> ↓ Download View File Details

View All

## **View and Manage Licensee Information**

- Update Licensee Information**
- Edit Licensee Details in List View**
- View Licensee Information**

## Update Licensee Information (1 of 2)

HeMP pulls the new licenses reported monthly through the Producer Report (AMS-23) and makes them available for viewing and updating under the "Licensees" tab on your homepage. You will use this section regularly to keep your licensee's information up to date. For example, if license 123 has reported a new business address, you must use the "Licensees" section to update license 123. The following instructions detail how to update your licensees' data.

1. From the HeMP homepage, **scroll down to find** and **click** the "Licensees" tab.
2. **Click** on any license number to view more information. Note: You can use the search bar to the right of the "Licenses" section to search for a specific license. You can also search for a License Number on your homepage search bar.

The screenshot shows the HeMP homepage with the 'Licensees' tab selected. A search bar is located to the right of the 'Licensees' header. Below the header is a table with the following data:

License Number	Account	License Status	Issue Date
22-096811	Freeflower Farm	Active	07/21/2022
22-000389	Wolff, Christina Z	Inactive	03/30/2020

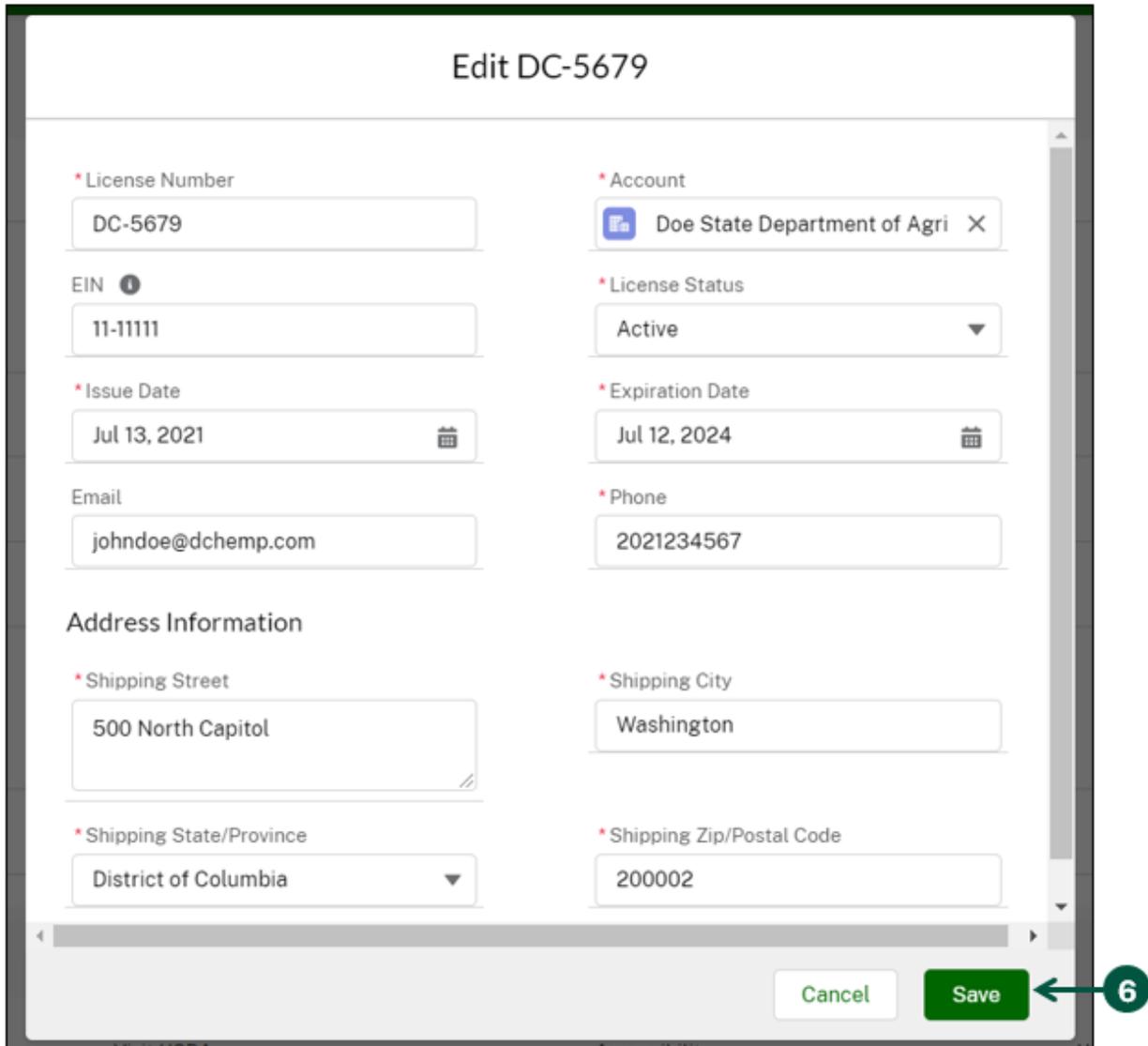
3. Once you are on the license information page, review the information under the "Details" section.
4. **Click** "Edit" to edit the license information.

The screenshot shows the license information page for license DC-5679. The 'Details' tab is selected. The page displays the following information:

License Information	
License Number DC-5679	Account <a href="#">Doe State Department of Agriculture</a>
EIN ⓘ 11-11111	License Status Active
Issue Date 7/13/2021	Expiration Date 7/12/2024
Email <a href="mailto:johndoe@dchemp.com">johndoe@dchemp.com</a>	Phone (202) 123-4567

## Update Licensee Information (2 of 2)

5. Once you see the “Edit”, **update** any of the fields in the pop-up .
6. Once you are done updating the licensee information, **click** “Save”.

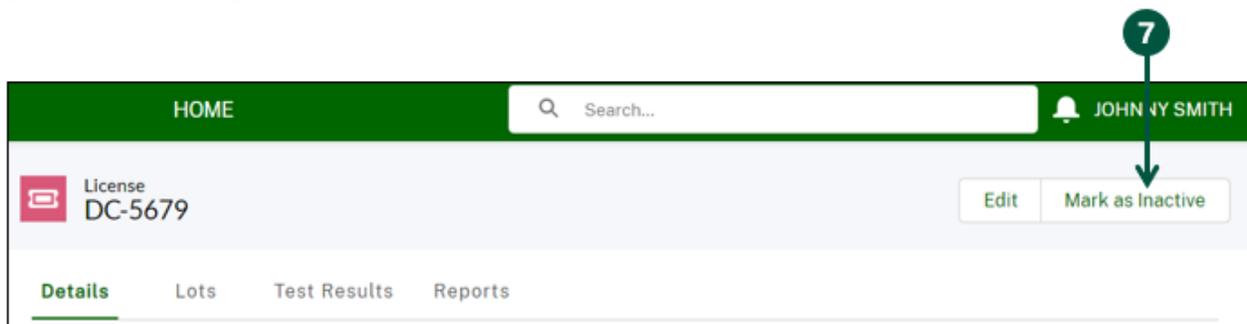


The screenshot shows a form titled "Edit DC-5679" with the following fields:

- \* License Number: DC-5679
- \* Account: Doe State Department of Agri
- EIN: 11-11111
- \* License Status: Active
- \* Issue Date: Jul 13, 2021
- \* Expiration Date: Jul 12, 2024
- Email: johndoe@dchemp.com
- \* Phone: 2021234567
- Address Information:
  - \* Shipping Street: 500 North Capitol
  - \* Shipping City: Washington
  - \* Shipping State/Province: District of Columbia
  - \* Shipping Zip/Postal Code: 200002

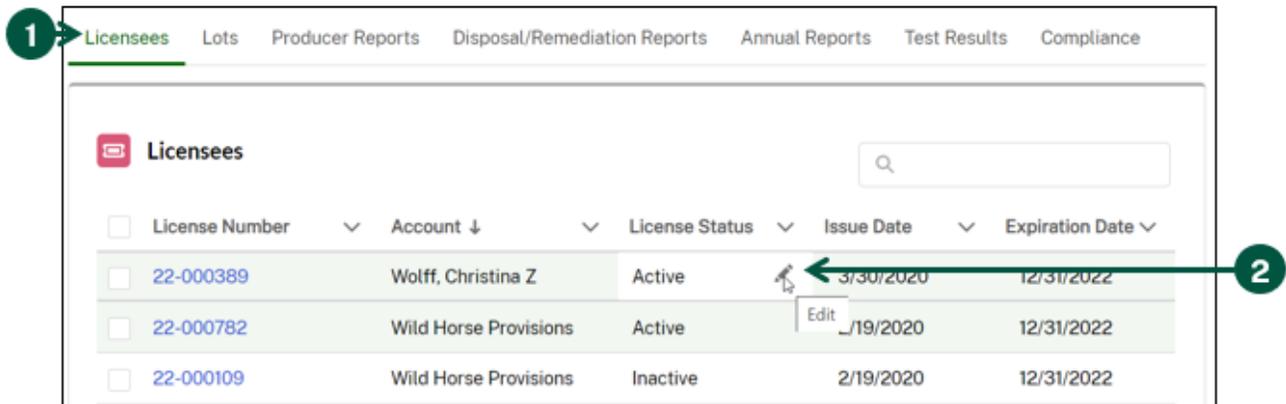
At the bottom right, there are "Cancel" and "Save" buttons. A green circle with the number "6" and an arrow points to the "Save" button.

7. From the license page, you can also mark the license as inactive by clicking “Mark as Inactive” on the right side of the page.



## Edit Licensee Details in List View: Single Cell Changes

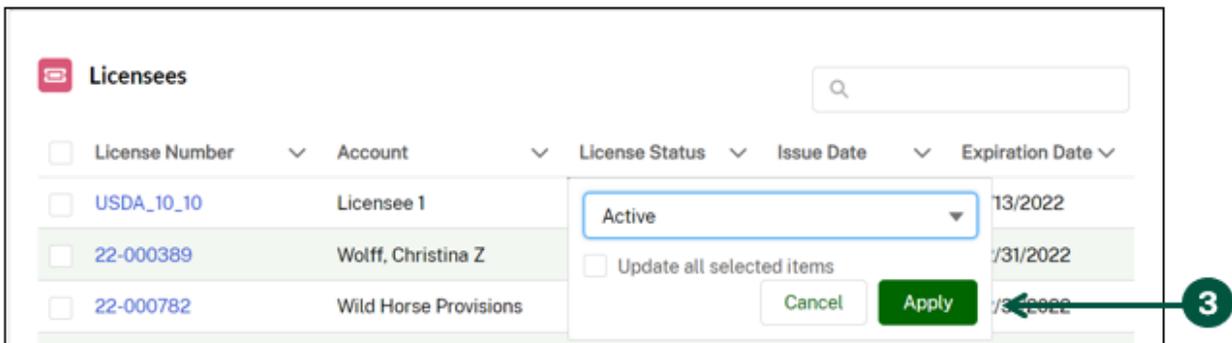
1. From the HeMP homepage, **scroll down** and **click** the “Licensees” tab.
2. **Hover** your mouse over and **click** on the pencil icon on the “License Status”, “Issue Date”, or “Expiration Date” field.



The screenshot shows the 'Licensees' tab selected in the navigation menu. Below the navigation menu is a search bar and a table of licensees. The table has columns for License Number, Account, License Status, Issue Date, and Expiration Date. The first row is highlighted in green, and a pencil icon is hovering over the 'Active' status in the License Status column. A green arrow labeled '2' points to the pencil icon.

License Number	Account	License Status	Issue Date	Expiration Date
22-000389	Wolff, Christina Z	Active	3/30/2020	12/31/2022
22-000782	Wild Horse Provisions	Active	2/19/2020	12/31/2022
22-000109	Wild Horse Provisions	Inactive	2/19/2020	12/31/2022

3. **Make** the desired change and **click** “Apply”. **Repeat** these steps for each cell you would like to edit.



The screenshot shows the 'Licensees' tab selected. The 'License Status' dropdown menu is open for the first row, showing 'Active' as the selected option. Below the dropdown menu is a checkbox labeled 'Update all selected items' and two buttons: 'Cancel' and 'Apply'. A green arrow labeled '3' points to the 'Apply' button.

License Number	Account	License Status	Issue Date	Expiration Date
USDA_10_10	Licensee 1	Active		12/31/2022
22-000389	Wolff, Christina Z	Active		12/31/2022
22-000782	Wild Horse Provisions	Active		12/31/2022

4. Pending changes will be highlighted in yellow. Once you have made all your desired changes to the applicable field(s), **click** “Save” to confirm the pending changes or **click** “Cancel” to revert the cell(s) back to its previous value.

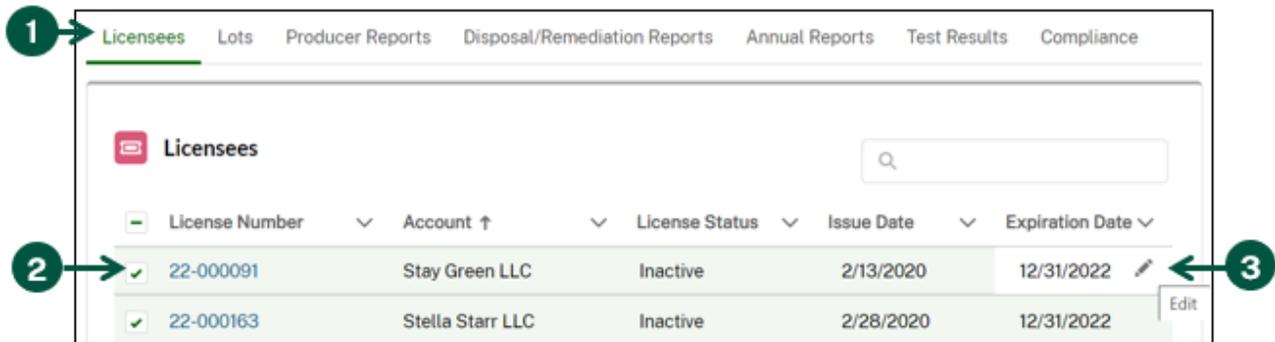


The screenshot shows the 'Licensees' tab selected. The 'License Status' dropdown menu is open for the first row, showing 'Inactive' as the selected option. Below the dropdown menu is a checkbox labeled 'Update all selected items' and two buttons: 'Cancel' and 'Save'. A green arrow labeled '4' points to the 'Save' button.

22-000782	Wild Horse Provisions	Active	2/19/2020	12/31/2022
22-000389	Wolff, Christina Z	Inactive	3/30/2020	12/31/2022

## Edit Licensee Details in List View: Bulk Apply Same Change

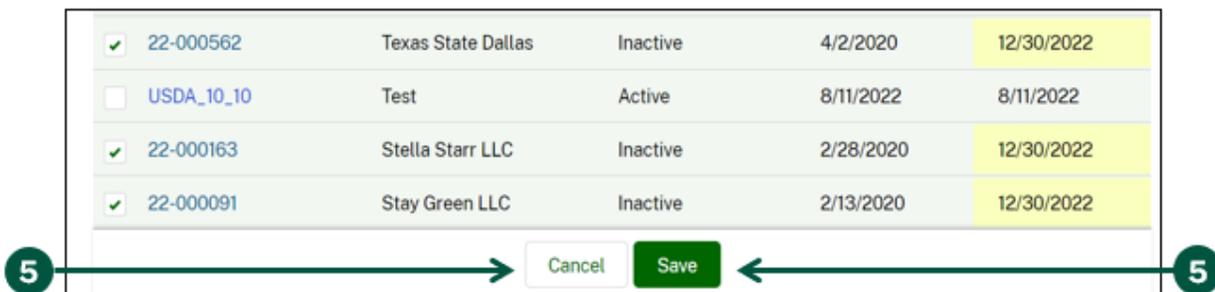
1. From the HeMP homepage, **scroll down** and **click** the “Licensees” tab.
2. **Check** the boxes to the left of the License Numbers you wish to bulk apply the same change to.
3. **Hover** your mouse over and **click** on the pencil icon on the “License Status”, “Issue Date”, or “Expiration Date” field you wish to edit.



4. **Make** the desired change to the informational field, **select** the “Update all selected items” checkbox and **click** “Apply”. Note: This will apply the same change to all selected records (e.g., In the case shown here, all the expiration dates for the selected records will be changed to Dec 31, 2022).



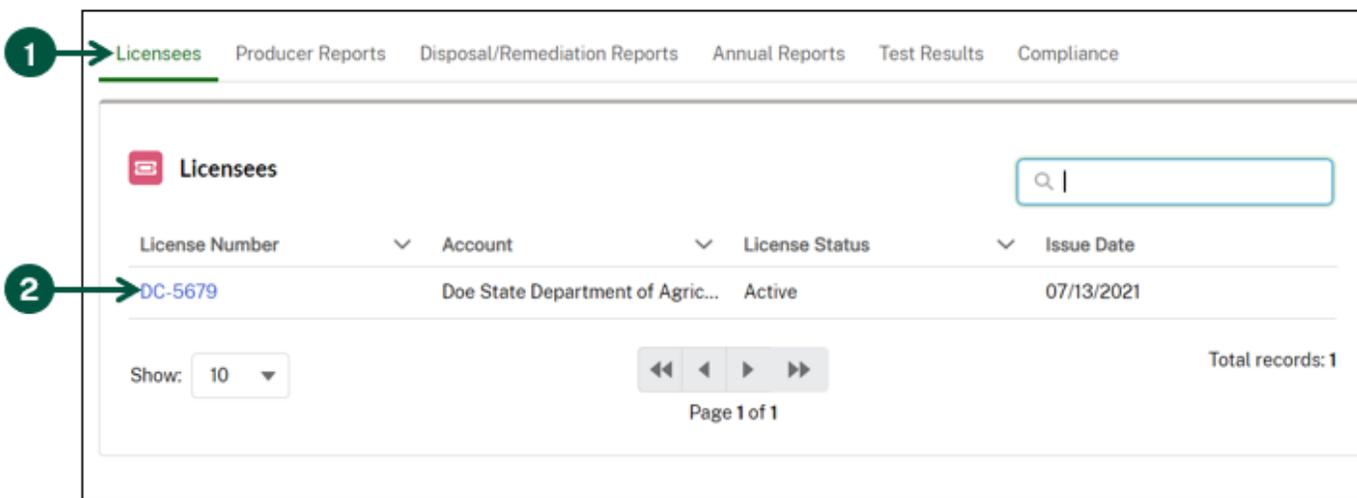
5. **Click** the “Save” button to confirm the pending changes or click “Cancel” to revert the cells back to their previous values.



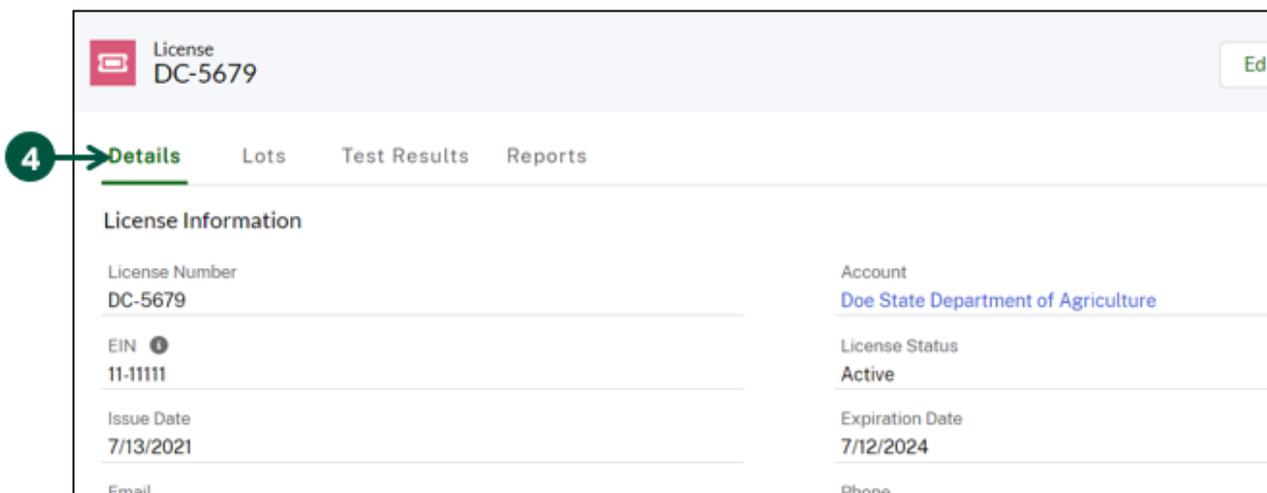
## View Licensee Information (1 of 3)

HeMP pulls the licenses reported from your AMS-23 report and makes them available for viewing and updating under the "Licensees" section. From this section, you can see Farm Service Agency (FSA) lot data and hemp test results. You can also see a list of previously submitted Disposal/Remediation Reports (AMS-24) and Annual Reports (AMS-25) that include line items about your licensees.

1. From the HeMP homepage, **scroll down to find** and **click** the "Licensees" tab.
2. **Click** on any license number to view more information. Note: You can use the search bar to the right of the "Licenses" section to search for a specific license.



3. Once you are on the license information page, you can view information under the "Details", "Lots", "Test Results", or "Reports" tabs by **clicking** each tab.
4. Details: This tab contains information on the licensee that is pulled from the AMS-23 report. Note: The information in this tab must be kept update. You can edit this information by clicking "Edit" on the right side of the page. This is the only data that can be manually updated.



## View Licensee Information (2 of 3)

5. Lots: The “Lots” tab displays lot information that comes from FSA. This information includes the FSA reported lot number, geospatial location, CLU acreage, and more.

A. To see more information on the Lot, **click** the blue Lot Number link.

License DC-5679

Details **Lots** Test Results Reports

**Lots**

Lot Number	Geospatial Location	CLU Acreage	Program Year
<a href="#">0003606-3497-8A1</a>	[-86.716676951268383,36.2354772...	0.7	2020
<a href="#">0003606-3497-8A</a>	[-86.716676951268383,36.2354772...	0.7	2020

Show: 10

6. Test Results: The “Test Results” tab displays the hemp test results associated with the license. These come directly from results submitted by hemp testing labs.

A. To see more information about the test result, **click** the Record ID. Note: You can search for a specific Test Result Record ID on your homepage search bar.

License DC-5679

Details Lots **Test Results** Reports

**Test Results**

Record ID	Lot Number	Test Type	Pass or Fail	Testing Date
<a href="#">TST-0000069</a>		Original Sample	Pass	06/23/2021
<a href="#">TST-00000101</a>		Test of Re-Sampled Material	Fail	06/17/2021

Show: 10

## View Licensee Information (3 of 3)

7. Reports: The “Reports” tab displays submitted Disposal/Remediation (AMS-24) and Annual Report (AMS-25) line items related to the licensee.

A. To see more information about the line item, **click** the Record ID.

The screenshot shows the 'Reports' tab for License DC-5679. The 'Reports' tab is selected, indicated by a green arrow and the number '7'. Below the tabs, there is a section titled 'Disposals/Remediations' with a search icon. A table lists four records. A green arrow and the letter 'A' point to the first record's Record ID, 'DISP-0000000116', indicating that clicking it provides more information.

Record ID	Action Taken	Size	Unit of Measurement	Start Date
<a href="#">DISP-0000000116</a>	Remediation	12,000	Square Feet	06/01/2021
<a href="#">DISP-0000000115</a>	Remediation	12,000	Square Feet	06/01/2021
<a href="#">DISP-0000000095</a>	Remediation	1,200	Acres	06/01/2021
<a href="#">DISP-0000000094</a>	Disposal	1,200	Square Feet	06/01/2021

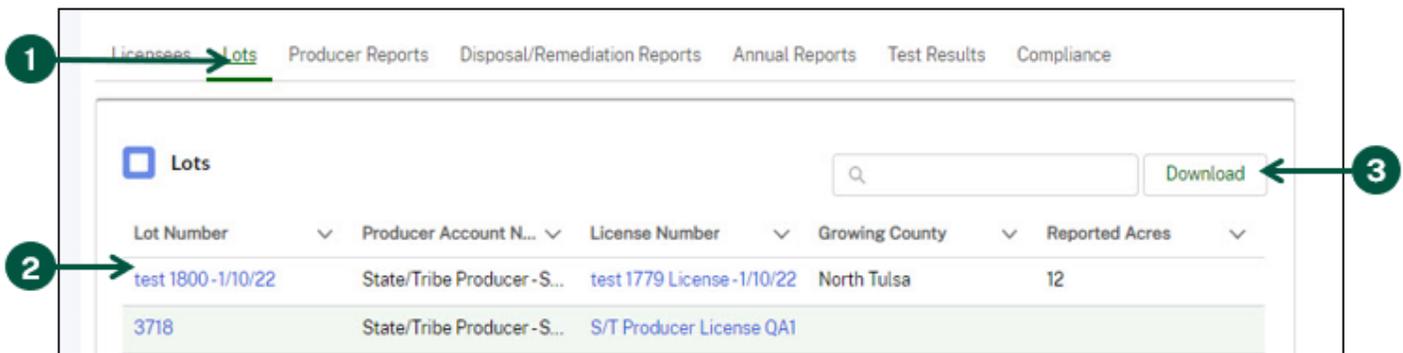
## View and Export Lot information

View and Export Lot Information

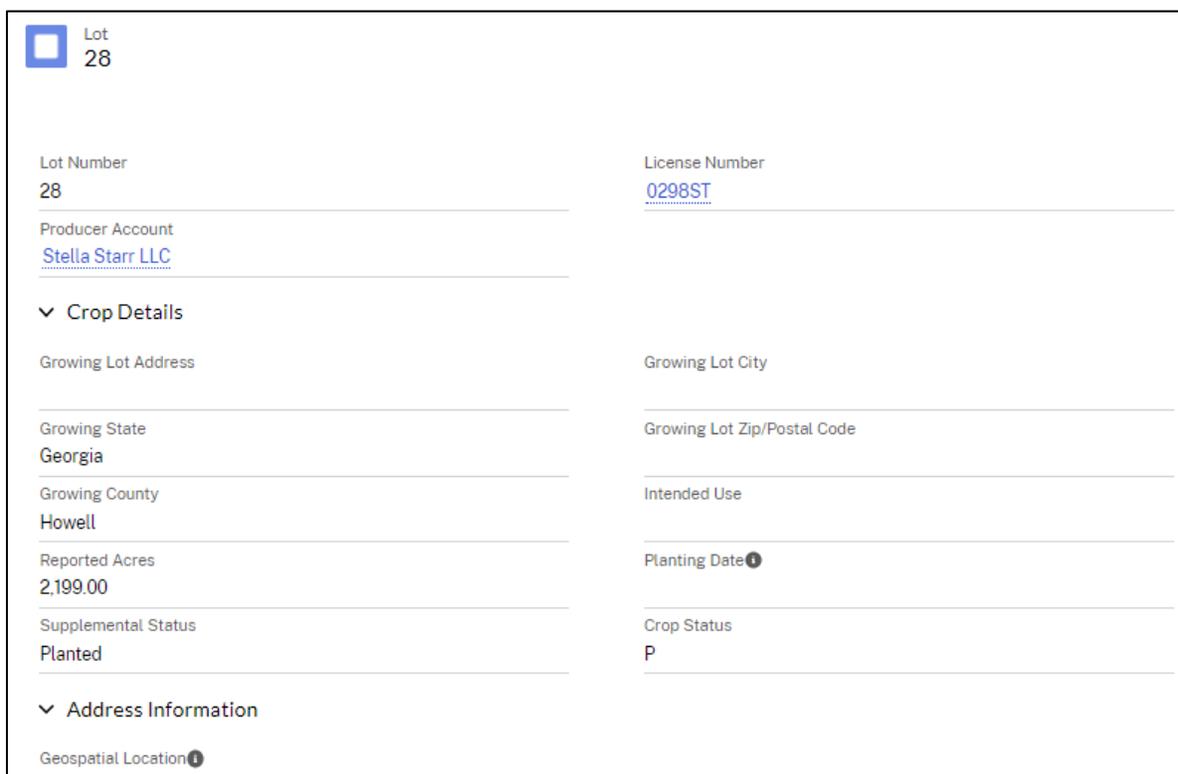
## View and Export Lot information (1 of 2)

From the “Lot” tab on your homepage you can view all Farm Service Agency (FSA) lot data for your producers. You can view further details about any of those lots by clicking the Lot Number. You can also export the list of your State or Tribe’s registered lots to Excel.

1. From the HeMP homepage, **scroll down to find** and **click** the “Lots” tab between “Licensees” and “Producer Reports”.
2. **Click** on any Lot Number to view more information. Note: You can use the search bar to the right of the “Licenses” section to search for a specific license.
3. **Click** “Download” to get an Excel export with the full list of your State or Tribe's lots.



4. Once you are on the Lot information page, you can view information under the “Crop Details”, “Address information”, “Test Results”, or “Disposals/remediations” headings.



## View and Export Lot information (2 of 2)

5. **Test Results:** The “Test Results” section displays the hemp test results associated with the license. These come directly from results submitted by hemp testing labs.

A. To see more information about any of the test results, **click** on a test result record ID.

B. To see more information about a laboratory, **click** the name of the laboratory.

**Test Results (2)**

[TST-00000255](#)  
Laboratory Name: [Hemp Lab, Inc.](#)  
Test Type: Original Sample  
Pass or Fail: Pass

[TST-00000004](#)  
Laboratory Name: [Alice's Testing Lab](#)  
Test Type: Retained Sample  
Pass or Fail: Pass

[View All](#)

6. **Disposals/Remediations:** This tab displays submitted Disposal/Remediation (AMS-24) line items related to the lot.

A. To see more information about the line item, **click** the blue Record ID link.

**Disposals/Remediations (2)**

[DISP-0000000288](#)  
Action Taken: Remediation  
Method: Separate and Dispose of Floral Material  
Start Date of Ac... 1/11/2022

[DISP-0000000289](#)  
Action Taken: Remediation  
Method: Separate and Dispose of Floral Material  
Start Date of Ac... 1/3/2022

[View All](#)

## Manage Compliance Activities

- View Audit Results**
- View Violations**
- Manage Corrective Action Plans**

## View Audit Results (1 of 2)

All audits will be conducted outside of HeMP. A record of the audit will be available in HeMP either while the audit is in progress or after the audit is completed. A member of your State or Tribe Account will receive an email notifying them that the audit results are available. The following instructions detail how you can access your State or Tribe audit results.

1. From the homepage, **scroll down** to find and **click** the “Compliance” tab.
2. **Click** the “Audits” subtab.
3. **Click** the Audit Record ID to open an audit.

The screenshot shows the HeMP interface with the 'Compliance' tab selected in the top navigation bar. Below the navigation bar, there is a 'Compliance Details' section with a warning about Corrective Action Plans (CAP). Underneath, there are subtabs for 'Corrective Action Plans', 'Violations', and 'Audits'. The 'Audits' subtab is active. Below the subtabs is a 'My Audits' section containing a table of audit records. A callout '1' points to the 'Compliance' tab, '2' points to the 'Audits' subtab, and '3' points to the first audit record ID in the table.

Record ID	Audit Channel	Audit Reason	Start Date of Audit	End Date of Audit
<a href="#">AUDT-0000000034</a>	Both (Desk & On-Site)	Initial	08/23/2022	08/23/2022
<a href="#">AUDT-0000000025</a>	Desk	Renewal	08/02/2022	

4. You will be directed to the “Audit Details” page where you can review the audit information.

The screenshot shows the 'Audit Details' page for audit record AUDT-0000000025. The page is titled 'Audit AUDT-0000000025'. It has a 'Information' section with the following details:

Audit ID	AUDT-0000000025	Audit Channel	Desk
Audit Reason	Renewal	Audit Reason (if "Other")	
Action Required		Status	In Progress

Below the 'Information' section is an 'Audit Date' section:

Start Date of Audit	8/2/2022	End Date of Audit	
---------------------	----------	-------------------	--

Below the 'Audit Date' section is a 'Secondary Audit Date (If Applicable)' section:

Start Date of Audit (Secondary)		End Date of Audit (Secondary)	
---------------------------------	--	-------------------------------	--

## View Audit Results (2 of 2)

- To view the files associated with the audit, **navigate** to the “Files” section on the right of the page. **Click** “View All” to view and access all associated files.
- If Violations were discovered from your audit, they will populate in the “Violations” section. **Click** on the Violation Record ID to view additional information about the Violation. Note: If there are no Violations associated with your audit, no records will populate in this section.

The screenshot displays the audit results for Audit ID AUDT-0000000019. The interface is divided into several sections:

- Information:** Audit ID: AUDT-0000000019, Audit Channel: On-Site (Remote), Audit Reason: Initial, Action Required: Yes, Status: In Progress.
- Audit Date:** Start Date of Audit: 5/16/2022, End Date of Audit: 5/23/2022.
- Files (1):** A table with columns: Title, Owner, Last Modifl., Size. One file is listed: Sa... USDA Test... (12KB). A "View All" link is present below the table.
- Violations:** A table with columns: Record ID, Violation Det..., Non-Compla... One violation is listed: FLAG-00000040 (Negligent, Other).

Annotations: A green circle with the number 5 is positioned above the "View All" link in the Files section, with a green arrow pointing down to it. A green circle with the number 6 is positioned below the "Show:" dropdown in the Violations section, with a green arrow pointing up to the Record ID "FLAG-00000040".

## View Violations (1 of 2)

A Violation captures any non-compliances found related to your State or Tribe Plan. A member of your State or Tribe Account will receive an email when a Violation is entered in HeMP. To view your Violations, use the following instructions.

1. From the homepage, **scroll down** to find and **click** the “Compliance” tab.
2. **Click** the “Violations” subtab where you will see the “My Violations” list. Note: If you do not have any Violations, there will be no records populated in this list.
3. **Click** a Violation Record ID to view details about the Violations.

The screenshot shows the HeMP interface with the 'Compliance' tab selected. Below it, the 'Violations' subtab is active. A table titled 'My Violations' displays two records. The first record has a Record ID of VLTN-0000082, a Violation Determination of Non-Compliance, a Non-Compliance Category of Failure to dispose of non-compl..., and a Created Date of 08/30/2022. The second record has a Record ID of VLTN-0000081, a Violation Determination of Non-Compliance, a Non-Compliance Category of Failure to report to FSA, and a Created Date of 08/30/2022. Numbered callouts 1, 2, and 3 point to the 'Compliance' tab, the 'Violations' subtab, and the first record ID, respectively.

Record ID	Violation Determination	Non-Compliance Category	Created Date
<a href="#">VLTN-0000082</a>	Non-Compliance	Failure to dispose of non-compl...	08/30/2022
<a href="#">VLTN-0000081</a>	Non-Compliance	Failure to report to FSA	08/30/2022

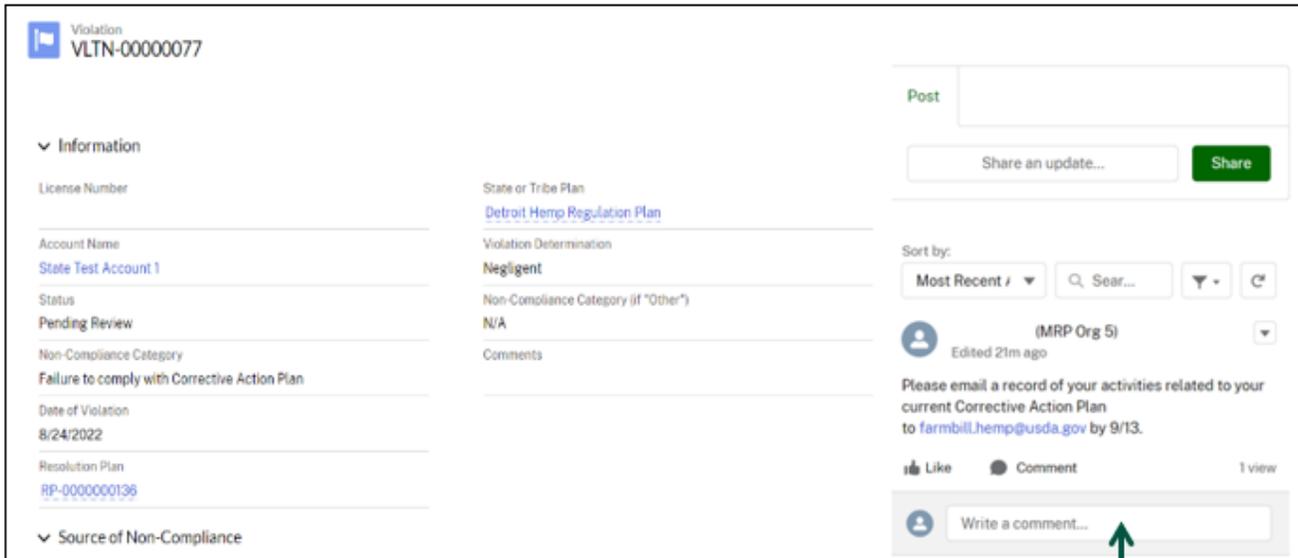
4. You will be directed to the “Violation Details” page where you can review information about the Violation.

The screenshot shows the 'Violation Details' page for VLTN-0000077. The page is divided into two columns of information. The left column contains: License Number, Account Name (State Test Account 1), Status (Pending Review), Non-Compliance Category (Failure to comply with Corrective Action Plan), Date of Violation (8/24/2022), and Resolution Plan (RP-0000000136). The right column contains: State or Tribe Plan (Detroit Hemp Regulation Plan), Violation Determination (Negligent), Non-Compliance Category (if "Other") (N/A), and Comments. The page is titled 'Violation VLTN-0000077' and has a dropdown menu for 'Information' and 'Source of Non-Compliance'.

Information	Source of Non-Compliance
License Number	State or Tribe Plan <a href="#">Detroit Hemp Regulation Plan</a>
Account Name <a href="#">State Test Account 1</a>	Violation Determination <b>Negligent</b>
Status <b>Pending Review</b>	Non-Compliance Category (if "Other") N/A
Non-Compliance Category <b>Failure to comply with Corrective Action Plan</b>	Comments
Date of Violation <b>8/24/2022</b>	
Resolution Plan <a href="#">RP-0000000136</a>	

## View Violations (2 of 2)

- To the right of the page, you will also be able to **view** if any comments have been left regarding your Violation. Note: You can use the “Write a comment...” field to respond to the comment.



The screenshot shows a violation record for VLTN-00000077. The record is divided into two columns of information. The left column contains details such as License Number, Account Name (State Test Account 1), Status (Pending Review), Non-Compliance Category (Failure to comply with Corrective Action Plan), Date of Violation (8/24/2022), and Resolution Plan (RP-000000136). The right column contains State of Tribe Plan (Detroit Hemp Regulation Plan), Violation Determination (Negligent), Non-Compliance Category (N/A), and a Comments section. To the right of the record is a post area with a 'Share' button and a 'Write a comment...' field. A green arrow points to the 'Write a comment...' field, and a green circle with the number '5' is positioned below the arrow.

Violation VLTN-00000077	
<b>Information</b>	
License Number	
Account Name	State Test Account 1
Status	Pending Review
Non-Compliance Category	Failure to comply with Corrective Action Plan
Date of Violation	8/24/2022
Resolution Plan	RP-000000136
<b>Source of Non-Compliance</b>	
State of Tribe Plan	<a href="#">Detroit Hemp Regulation Plan</a>
Violation Determination	Negligent
Non-Compliance Category (if "Other")	N/A
Comments	

Post

Share an update... **Share**

Sort by: Most Recent / 🔍 Search... ⌵ 🔄

 (MRP Org 5)  
Edited 21m ago

Please email a record of your activities related to your current Corrective Action Plan to [farmbill.hemp@usda.gov](mailto:farmbill.hemp@usda.gov) by 9/13.

👍 Like    💬 Comment    1 view

 Write a comment...

5

## Manage Corrective Action Plans (1 of 5)

If you have been audited, inspected, or if USDA is made aware of a Violation, then you may be put on a Corrective Action Plan and have Corrective Actions you must report on. When you have been put on a Corrective Action Plan, you will receive an email notification letting you know that you must respond to the Corrective Action Plan in HeMP within 30 calendar days or risk suspension of your State or Tribe Plan.

1. From the homepage, **scroll down** to find and **click** the “Compliance” tab.
2. **Click** the “Corrective Action Plans” subtab where you will see the “My Corrective Action Plans” list.  
Note: If you do not have any Corrective Action Plans, there will be no records populated in this list.
3. **Click** a Corrective Action Plan ID to view details about the Corrective Action Plan.

The screenshot shows the 'Compliance' tab selected in the top navigation bar. Below it, the 'Corrective Action Plans' subtab is active. A table titled 'My Corrective Action Plans' contains the following data:

Record ID	Plan Type	Status	Start Date	End Date
RP-0000000137	Corrective Action Plan	Under USDA Review	08/01/2022	07/31/2024
RP-0000000136	Corrective Action Plan	Active		

4. **Scroll**

finalized and approved by DHPP, your Corrective Actions will populate in the “Corrective Actions” list.

The screenshot shows the details for Resolution Plan RP-0000000105. It includes instructions, corrective actions instructions, and a section for corrective actions. The 'Corrective Actions' section is currently empty, displaying 'No Corrective Actions to Display'. On the right side, there is a 'Files (0)' section with an 'Upload Files' button and a 'Resolution Plan Communications' section with a 'Post' field and a 'Share' button.

Resolution Plan  
RP-0000000105

Respond to Plan

**Instructions**  
Review details of your Resolution Plan and Corrective Actions.  
For next steps, please reference your User Guide and Compliance Activity Video which are linked in the "Compliance" tab on your Homepage.

Details Supplementary Information

**Corrective Actions Instructions**  
Click on the Corrective Action Record ID to see more details and submit your required reporting.

**Corrective Actions**  
No Corrective Actions to Display

Information

Plan Type Non-compliance Resolution Plan	Status Waiting on Producer, State, or Tribe Review
Resolution Plan Contact QA_USDA Test State 1	Response Deadline 8/22/2022

Files (0)  
Upload Files  
Or drop files

**Resolution Plan Communications**  
Post  
Share an update... Share

Sort by:  
Most Recent Activity Search this ...

## Manage Corrective Action Plans (2 of 5)

5. Click the “Supplementary Information” tab to view the related Violation(s) and Audit(s) associated with the Corrective Action Plan.
6. If you have any questions or comments about your Corrective Action Plan, Corrective Actions, Violations, etc. Use “Resolution Plan Communications” to leave a message for USDA staff.
7. Once you have reviewed all the information and understand the conditions of your Corrective Action Plan, select “Respond to Plan”.

Resolution Plan  
RP-0000000144

Instructions  
Review details of your Resolution Plan and Corrective Actions.  
For next step, please reference your User Guide and Compliance Activity Video which are linked in the "Compliance" tab on your Homepage.

Supplementary Information

Violations

Violation ID	Violation Determination	Date of Violation	Non-Compliance Category
VLTN-00000081	Non-Compliance	08/03/2022	Failure to report to FSA
VLTN-00000082	Non-Compliance	07/11/2022	Failure to dispose of non-com...
VLTN-00000083	Negligent	04/13/2022	Failure to complete mandator...

Show: [dropdown] Total records: 3  
Page 1 of 1

Audits  
No Audits to Display

Files (0)  
Upload Files  
Or drop files

Resolution Plan Communications

Post  
Share an update... [Share]

Sort by: Most Recent Activity [dropdown] Search this... [input] [dropdown] [icon]

Respond to Plan

8. Read the attestations “Respond to Plan” modal, select “Accept” from the dropdown then click “Submit”. You will receive a toast message confirming the successful response of your Corrective Action Plan.

Respond To Plan

In order to continue participation in the USDA Domestic Hemp Production Program and avoid plan suspension, please read the attestations below and accept the Corrective Action Plan and its conditions. If you have any questions, contact USDA at 202-720-8998 or [farmland.hemp@usda.gov](mailto:farmland.hemp@usda.gov).

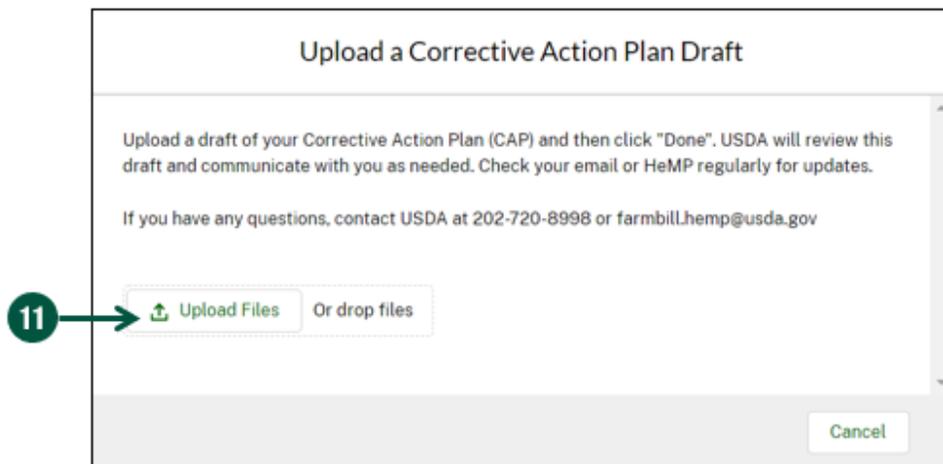
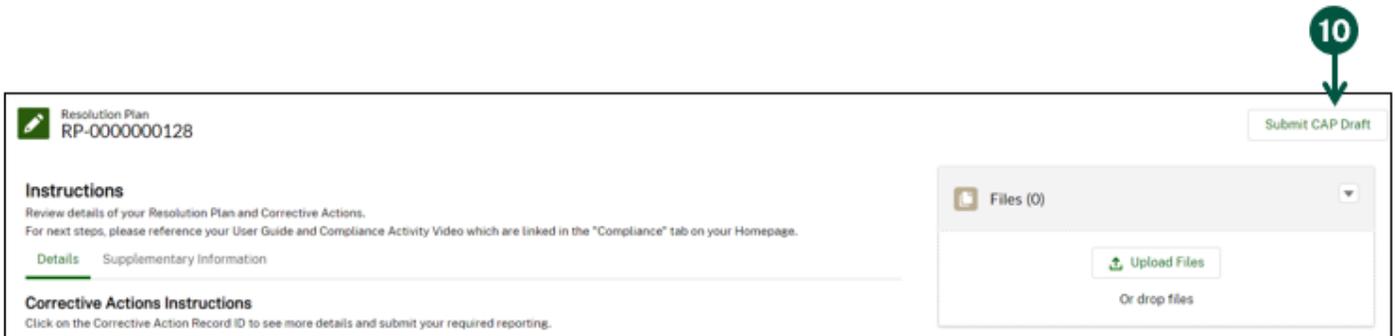
- I hereby attest that I comprehend all the Violations assigned to me in this Corrective Action Plan.
- I hereby attest that I will draft and upload a Corrective Action Plan that outlines the Corrective Actions I intend to take for the duration of this plan.
- I understand that declining or failing to respond to this Corrective Action Plan will lead to plan suspension.
- I understand that failure to fulfill the requirements of each Corrective Action will lead to plan suspension.

Response  
Accept [dropdown]

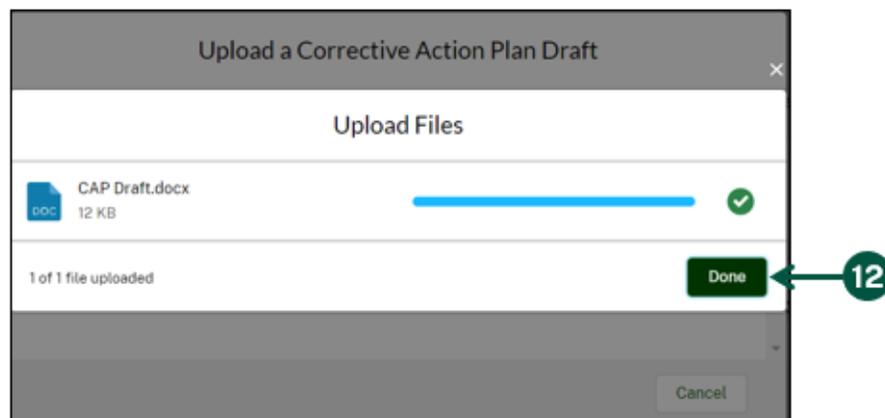
Cancel Submit

## Manage Corrective Action Plans (3 of 5)

- You will receive an email notification confirming your acceptance of the Corrective Action Plan and notifying you that you must submit a Corrective Action Plan Draft in HeMP. After you have accepted the Corrective Action Plan, the “Submit CAP Draft” button will appear. This will allow you to submit your plan and outline the Corrective Actions that will be completed in response to the discovered Violations.
- Click “Submit CAP Draft”.



- Upload** your Corrective Action Plan Draft from your files and **select** “Done”. Your uploaded Corrective Action Plan Draft will display in the “Files” section of the “Resolution Plan Details” page and the status of your Corrective Action Plan will change to “Under USDA Review”.



## Manage Corrective Action Plans (4 of 5)

13. USDA will review your Corrective Action Plan Draft and may provide edits. Once USDA reviews your draft, you will receive an email notification that there is a Corrective Action Plan Draft ready for review in HeMP. This updated draft will appear in the “Files” section on the “Resolution Plan Details” page.
14. Corrective Action Plan revisions may go back and forth until a final version is agreed upon by both parties. Once USDA approves and finalizes the Corrective Action Plan, the status of the plan will change to “Active”, and you will receive an email notification.
15. Next, the Corrective Actions that were agreed upon will be assigned to you by USDA and will populate in the “Corrective Actions” list for you to complete. **Click** on a Corrective Action Record ID to view additional details and submit required reporting.

Resolution Plan  
RP-0000000131

**Instructions**  
Review details of your Resolution Plan and Corrective Actions.  
For next steps, please reference your User Guide and Compliance Activity Video which are linked in the “Compliance” tab on your Homepage.

Details Supplementary Information

**Corrective Actions Instructions**  
Click on the Corrective Action Record ID to see more details and submit your required reporting.

**Corrective Actions**

Record ID	Status	Corrective Action
CA-0000000055	Draft	
CA-0000000056	Draft	N/A

Show:  Page 1 of 1 Total records: 2

**Files (2)**

- CAP Draft  
Aug 26, 2022 • 12KB • docx
- Resolution Plan File  
Aug 23, 2022 • 31KB • pdf

[View All](#)

**Resolution Plan Communications**

Post

Share an update...

16. Once on the “Corrective Action Details” page, **review** the Corrective Action Description, Information, and Supplementary Details sections. **Select** “Add Files” to upload the applicable file(s) from your computer.

Corrective Action  
CA-0000000065

[Return to Resolution Plan](#)

**Instructions**  
Use the “Add Files” button to submit documentation that is required for this Corrective Action.

**Corrective Action Description**  
Corrective Action  
Must submit proof of proper disposal or remediation for non-compliant hemp.

**Information**  
Corrective Action Start Date  
Corrective Action End Date  
Corrective Action Status  
Active

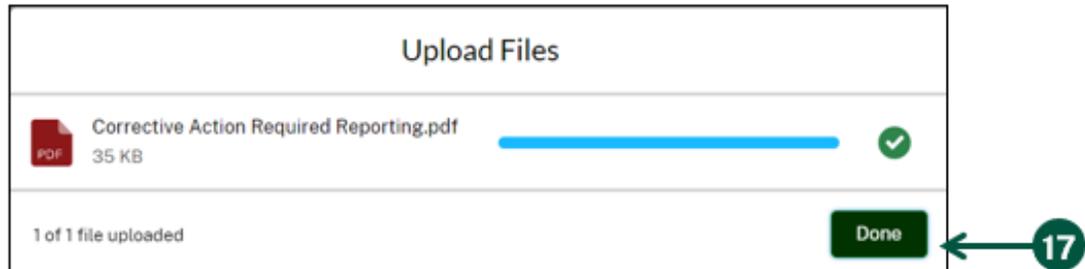
**Supplementary Details**  
Violation  
VLTN-00000082  
Section Code Name  
990.27 (b) - Disposal or remediation notification to USDA  
Resolution Plan  
RP-0000000144

**Files (0)**

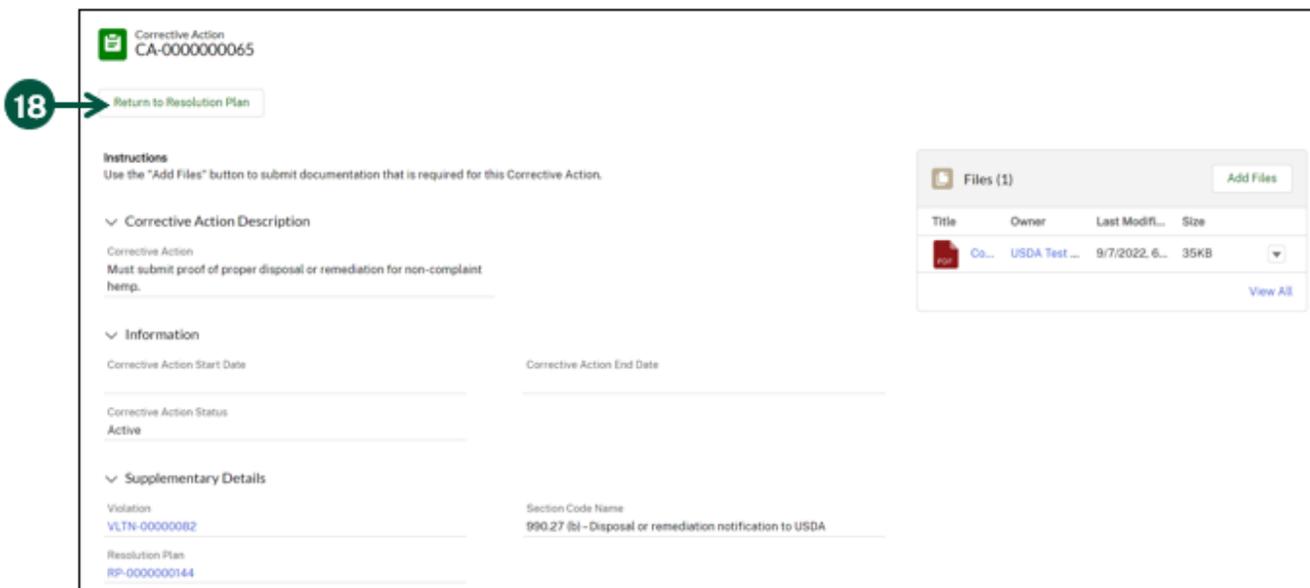
Title	Owner	Last Modif...	Size
-------	-------	---------------	------

## Manage Corrective Action Plans (5 of 5)

17. Once you have uploaded the file(s) from your computer, click “Done” to submit your required reporting.



18. Click “Return to Resolution Plan” and **repeat** these steps for each Corrective Action you need to submit required reporting for. Note: You must report on all your Corrective Actions for the entirety of your Corrective Action Plan in order to successfully resolve the plan.



Note: If it is discovered that you have additional Violations and/or Corrective Actions that have been added to your Corrective Action Plan and/or the End Date of your plan has been updated, you will receive an email that your Corrective Action Plan has been enhanced and that you need to go into HeMP to view those updates.

Once all the Corrective Actions have been successfully completed and reported on for the entire duration of your Corrective Action Plan and you have reached the end date of your plan, you will receive an email notification that your Corrective Action Plan has been successfully resolved and that no further action is needed.