



AMS Domestic Hemp Production Program

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

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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](#)

2

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](#)

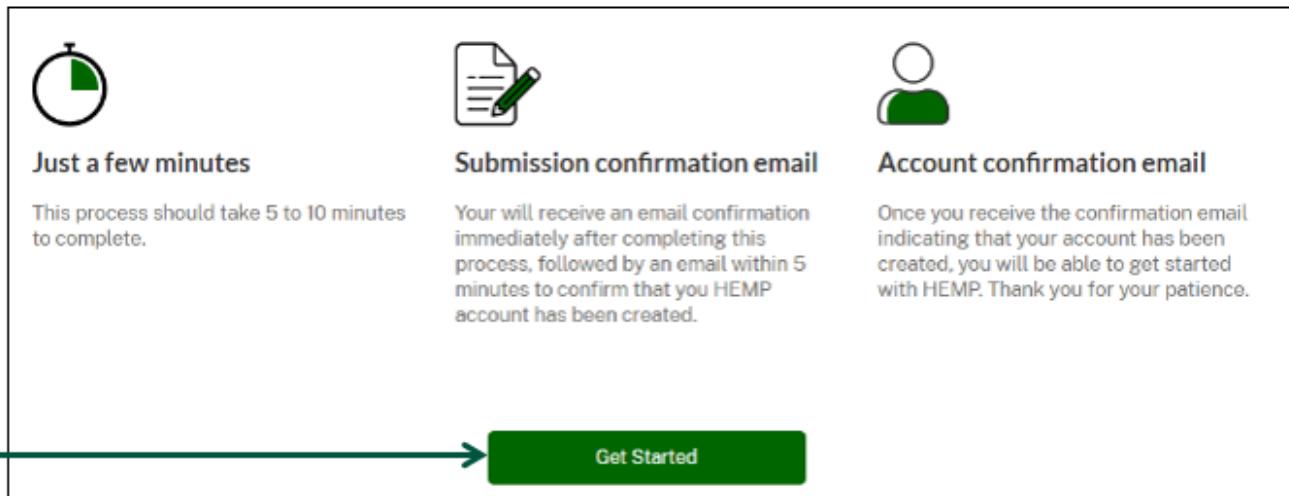
>Password [Forgot Password](#)

Show Password

Log In with Password

Create a HeMP Account (2 of 5)

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



5. 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.
6. Once you have reviewed and/or updated your contact information, **click “Next”**.

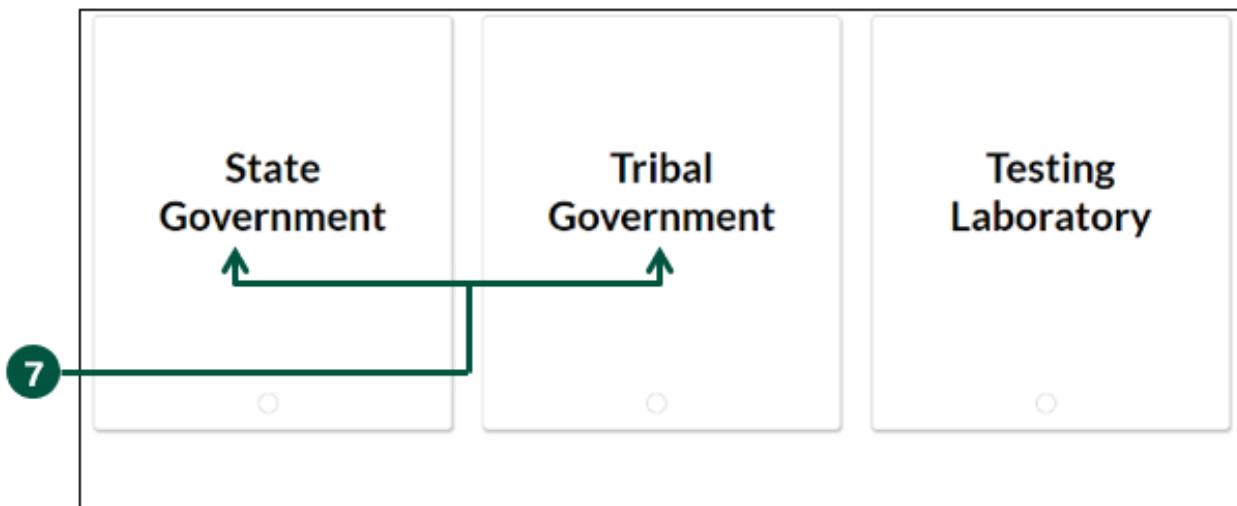
The screenshot shows the "Your Information" form. A green box highlights the "Name" section, which includes fields for Salutation, First Name, Middle Name, Last Name, and Suffix. Step 5 is indicated by a green arrow pointing to the "Next" button at the bottom.

Email johnny@doestate.org	
*Name	
Salutation	--None--
First Name	Johnny
Middle Name	Middle Name
*Last Name	Doe
Suffix	Suffix

5 → **Next**

Create a HeMP Account (3 of 5)

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



9. 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).
10. Once you have provided your State or Tribe information, **click “Next”**.

A screenshot of a web page titled "Account Details". The page contains several input fields and dropdown menus. At the top left is a required field labeled "Account Name" with a small info icon. To its right is a dropdown menu labeled "State/Tribe Name" with "None" selected. Below these are fields for "Email" and "Phone". Further down are fields for "Other Phone" and "Additional Contact Information". A section titled "Address Information" follows, containing fields for "Street Address" and "City", and dropdown menus for "State" (set to "None") and "Zip". At the bottom right is a large green "Next" button. A thick green arrow originates from a green circle containing the number "9" and points to the "Account Name" field. Another green arrow originates from a green circle containing the number "10" and points to the "Next" button.

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”.

First Name Last Name Email

Add Team Member

A

B

- 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.

No, I'll Do This Later

I'm Done Adding Emails

E



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](#)

2

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

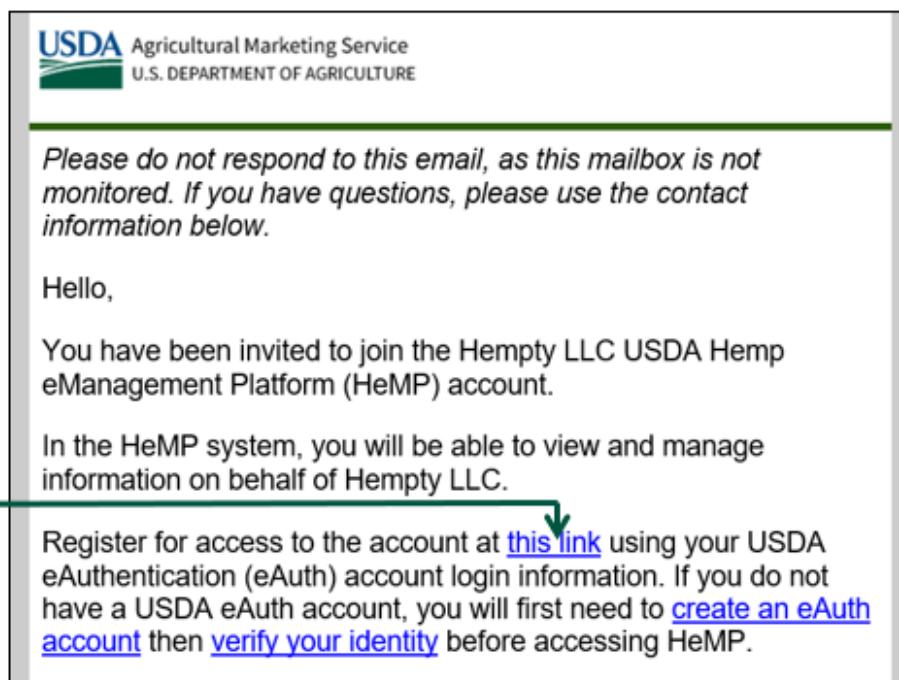
Log In with Password

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 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.

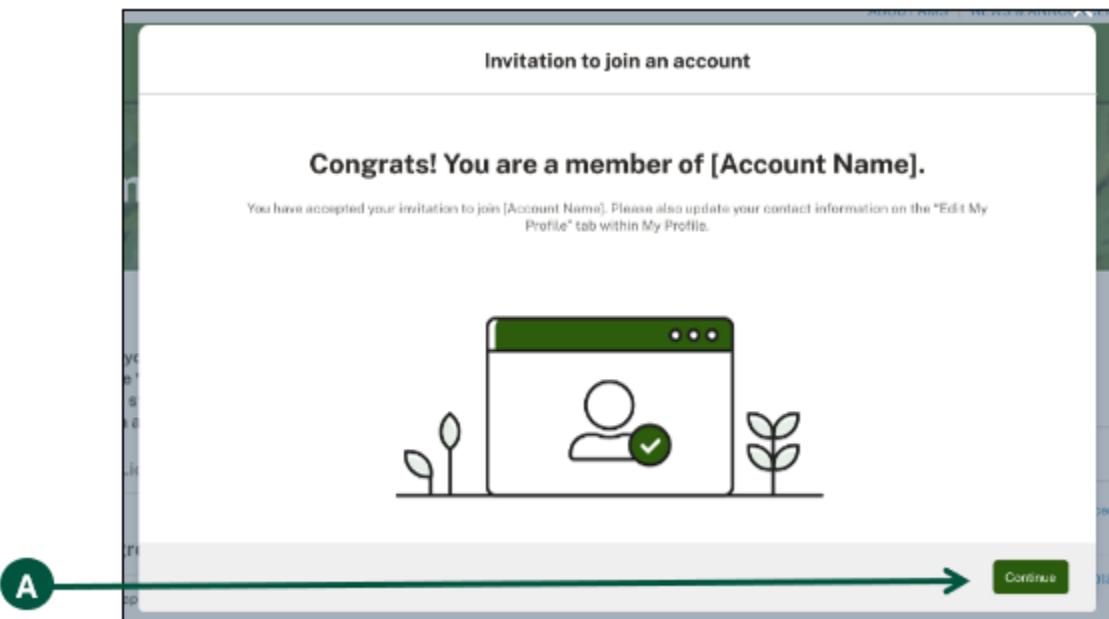
The screenshot shows the USDA eAuth login page. It features a dark background with white text and blue highlights. The form includes fields for "User ID" and "Password", both of which are currently empty. Below the password field is a "Show Password" checkbox. At the bottom of the form is a large blue button labeled "Log In with Password". A green circle with the number 2 is positioned to the left of the "User ID" field.

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.

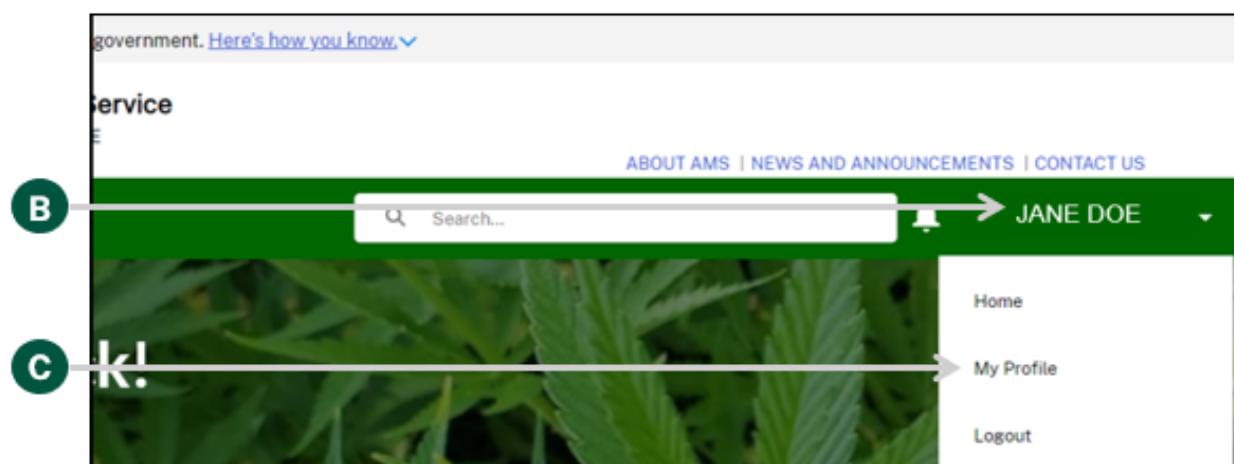
- **Message 1:** If you see the “Congrats! You are a member of [Account Name]” message below, you have successfully accepted your Account invitation.

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”.

D

Edit My Profile

Name Johnny Doe	Email johnny@doestate.org
Phone 202-123-4567	Other Phone
Additional Contact Information	

E

Edit My Profile

*Name	Salutation
Johnny	--None--
Middle Name	Middle Name
Doe	Last Name

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](#).

E

Edit My Profile

*Name	Salutation
Johnny	--None--
Middle Name	Middle Name
Doe	Last Name

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.

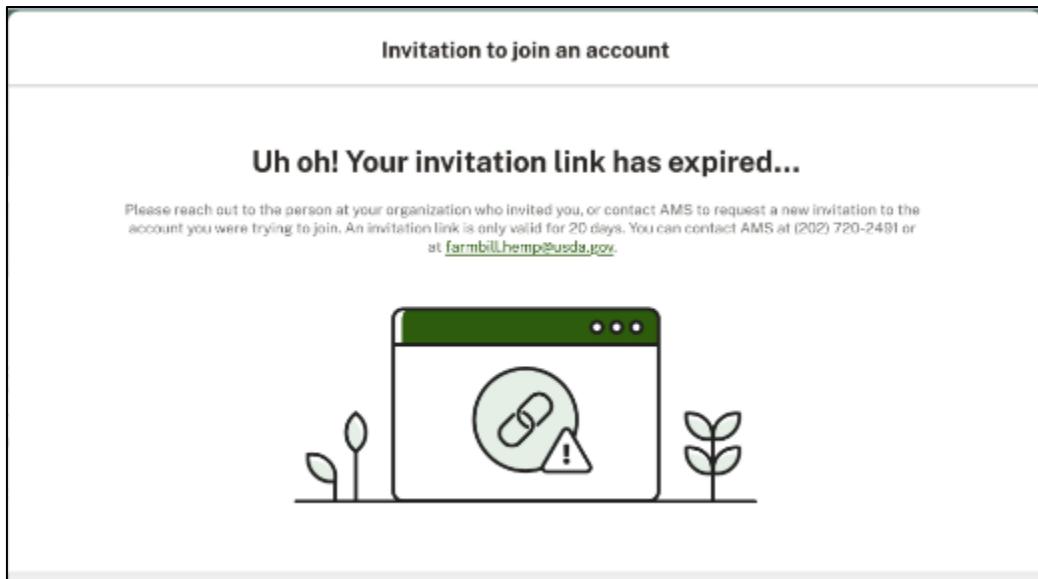
F

Cancel	Save Changes
------------------------	------------------------------

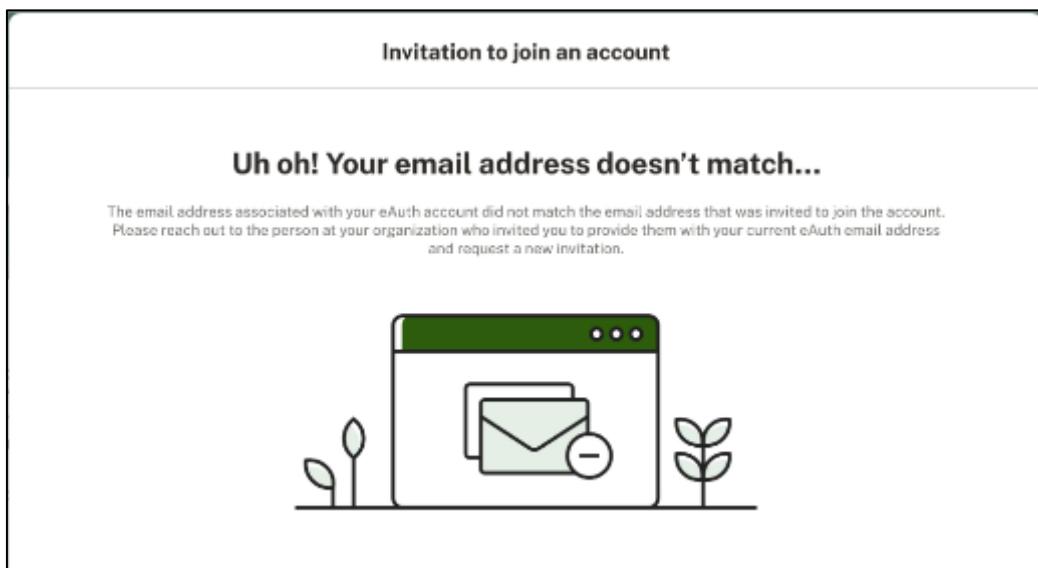
Log In to HeMP through an Account Invitation Email (4 of 5)

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.



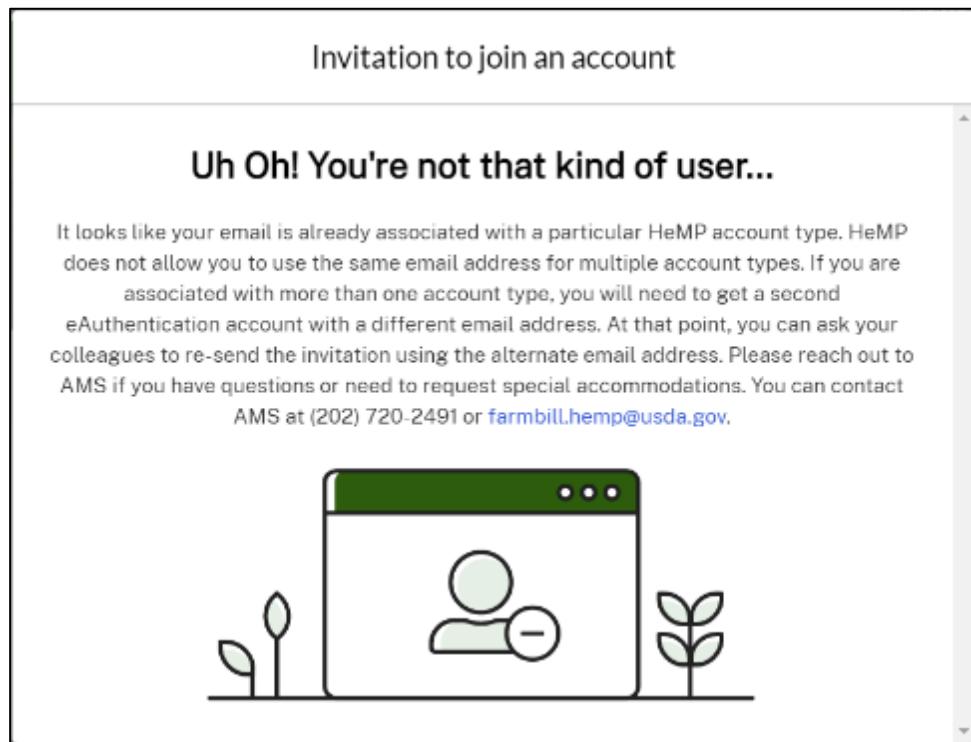
- **Message 3:** If you see the “Uh oh, Your email address doesn’t match” message below, the email address associated with your eAuth Account does not match the email address invited to join the Account. If a colleague invited you to your organization’s Account, **have them resend an Account invitation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



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.

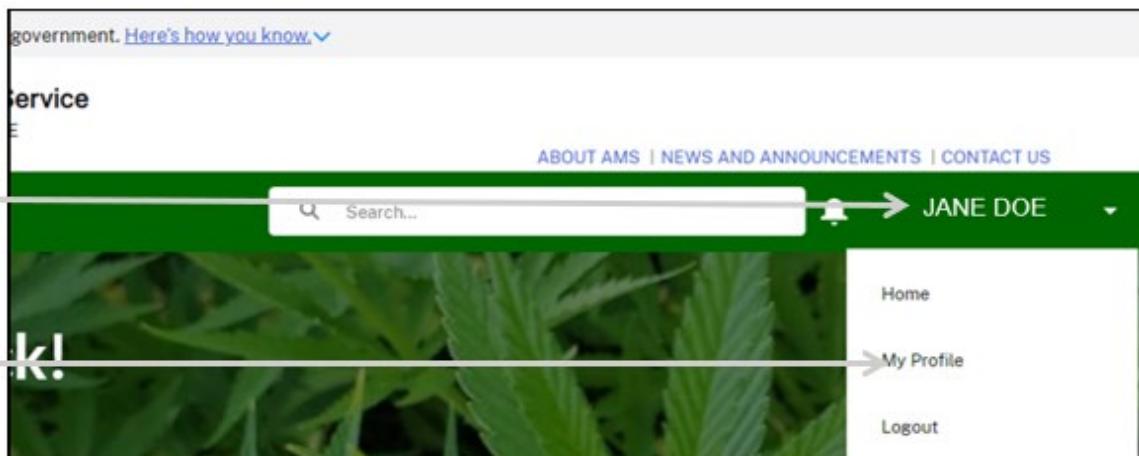


Modify My Profile

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

Modify Contact Information (1 of 2)

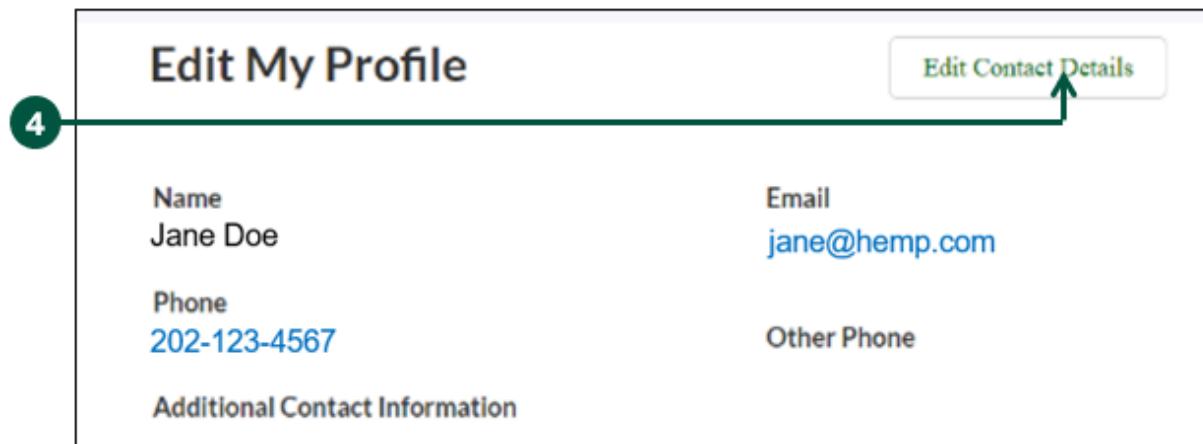
1. Click your account dropdown on the righthand corner of HeMP.
2. Click “My Profile” from the dropdown.



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)

- 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](#).

5

Edit My Profile

*Name

Salutation

--None--

First Name

Jane

Middle Name

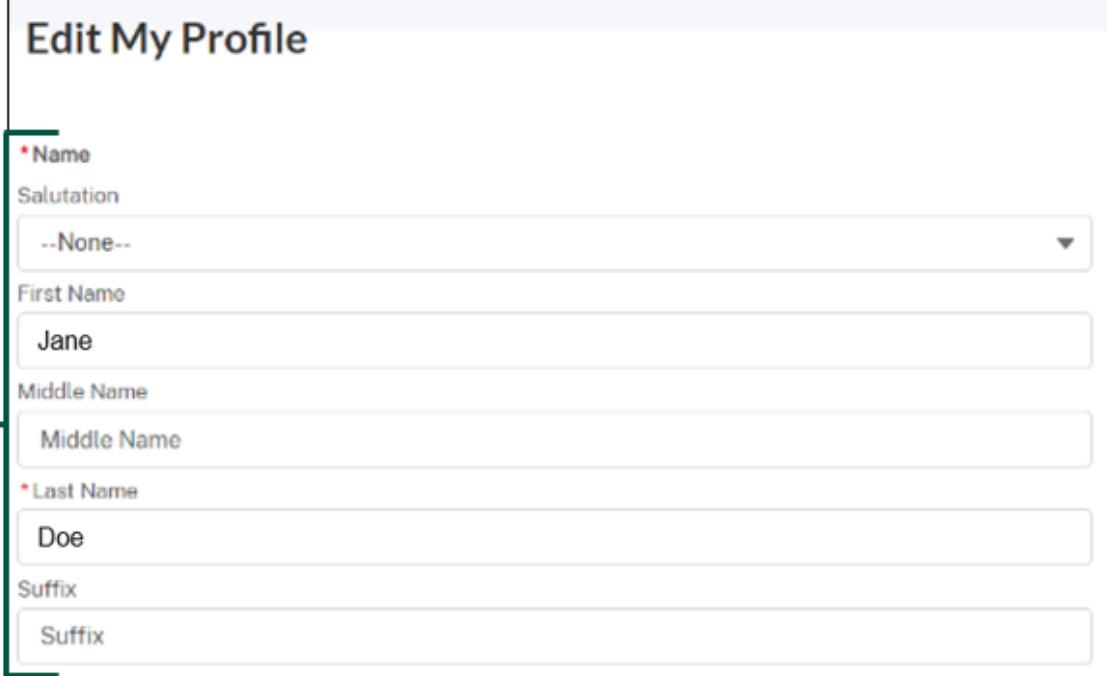
Middle Name

*Last Name

Doe

Suffix

Suffix

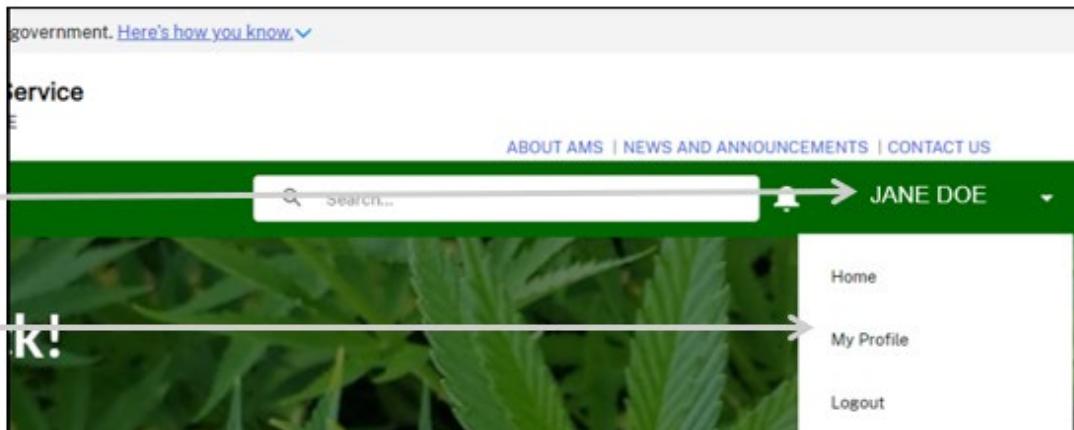


- Click “Save Changes” at the bottom of “Edit My Profile”.

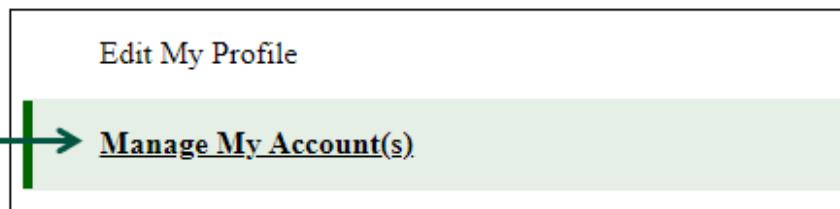


Modify Account Information (1 of 2)

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".

A screenshot of the "Account Information" edit page. It shows a table of account details:

Account Name	State Test Account 1	Account Type	State
State/Tribe Name	Rhode Island	Phone	328-555-8901
Email	stateag@hemp.com	Additional Contact Information	
Other Phone			
Shipping Address	4554 Los Ranchitos Street San Antonio, Texas 78233 United States		
Account Membership			

A green arrow labeled "4" points to the "Edit" button at the top right of the form. The "Edit" button is highlighted with a green border.

Modify Account Information (2 of 2)

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

EditMenu ▾

Account Information

* Account Name	Account Type ⓘ
State Test Account 1	State
State/Tribe Name	Phone
Rhode Island	328-555-8901
Email	Additional Contact Information
stateag@hemp.com	
Other Phone	

Shipping Address

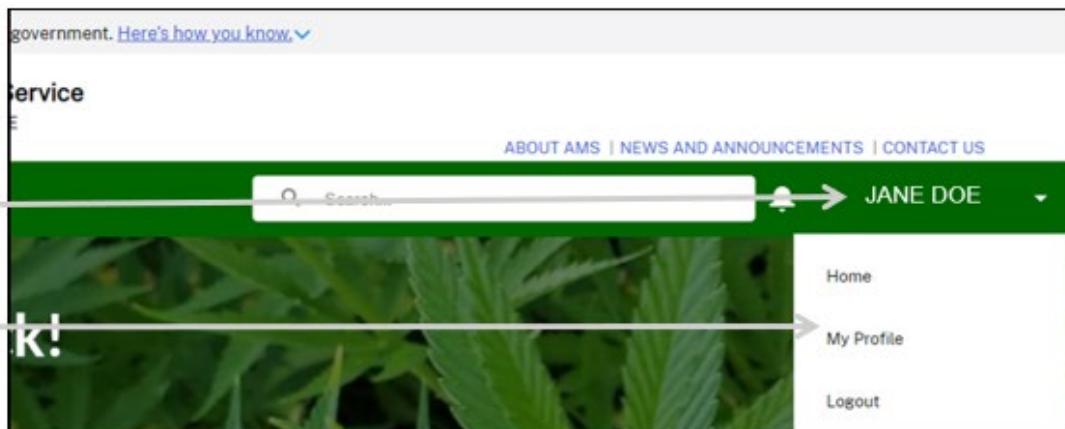
Shipping Country Code	United States
Shipping Street	4554 Los Ranchitos Street
Shipping City	San Antonio
Shipping State/Province Code	Texas
Shipping Zip/Postal Code	78233

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

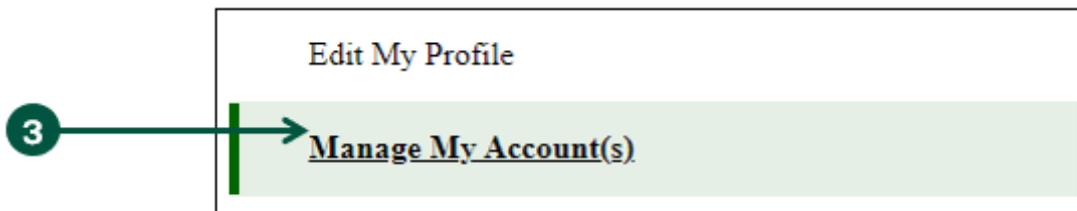


Update Account Contacts (1 of 6)

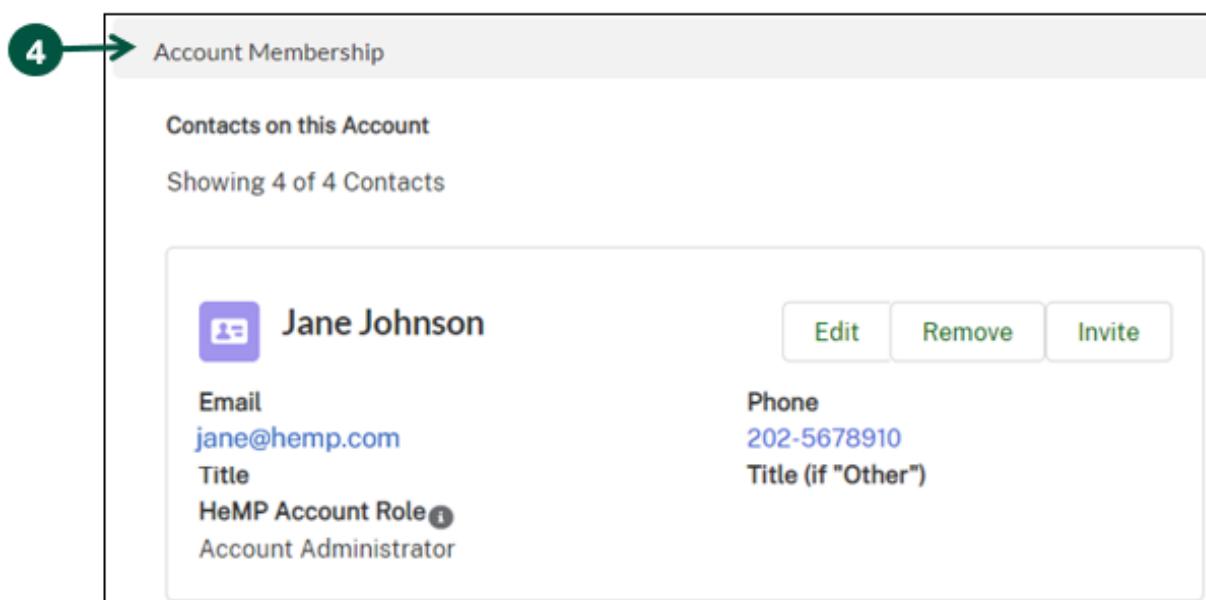
1. Click your Account dropdown on the righthand corner of HeMP.
2. Click "My Profile" from the dropdown.



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



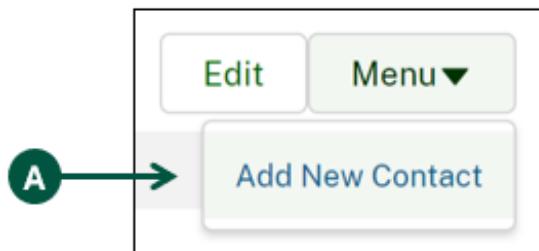
4. View your Account's Contacts under "Account Membership".



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”.

Step 1: Select Contact

Salutation
--None--

First Name

Middle Name

* Last Name

Suffix

Email

Phone

Other Phone

Additional Contact Information

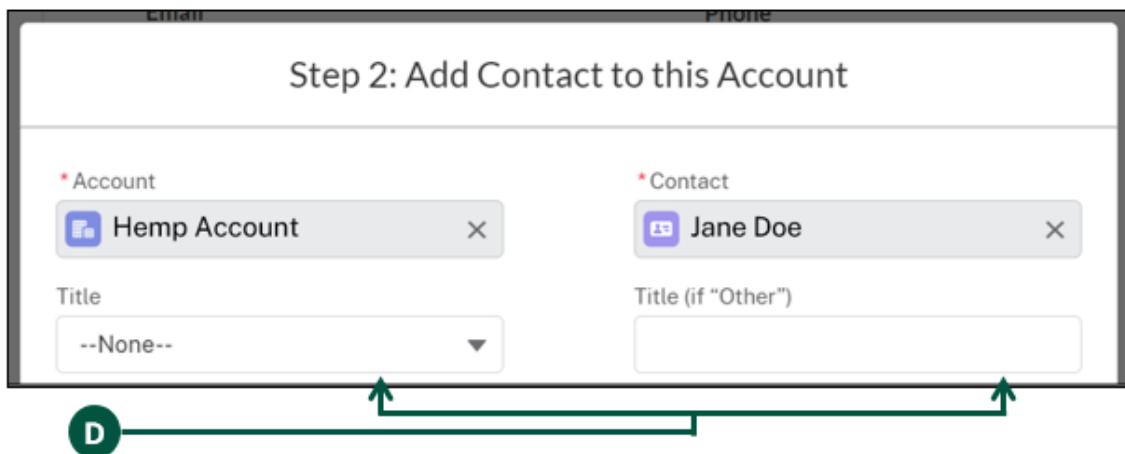
Cancel

Next

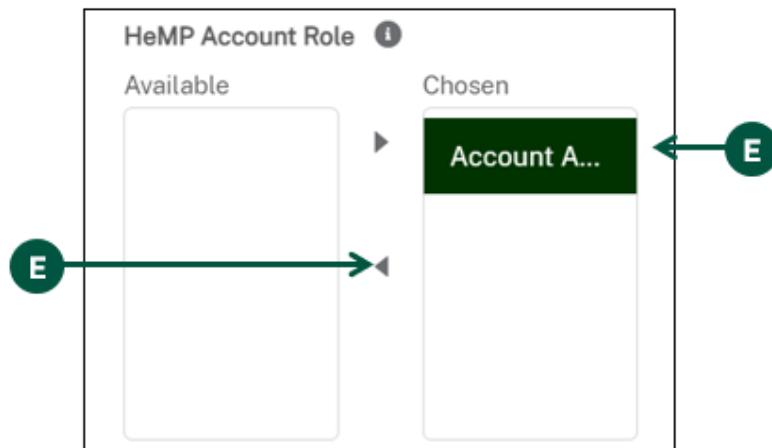
Update Account Contacts (3 of 6)

- 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”).



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.



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



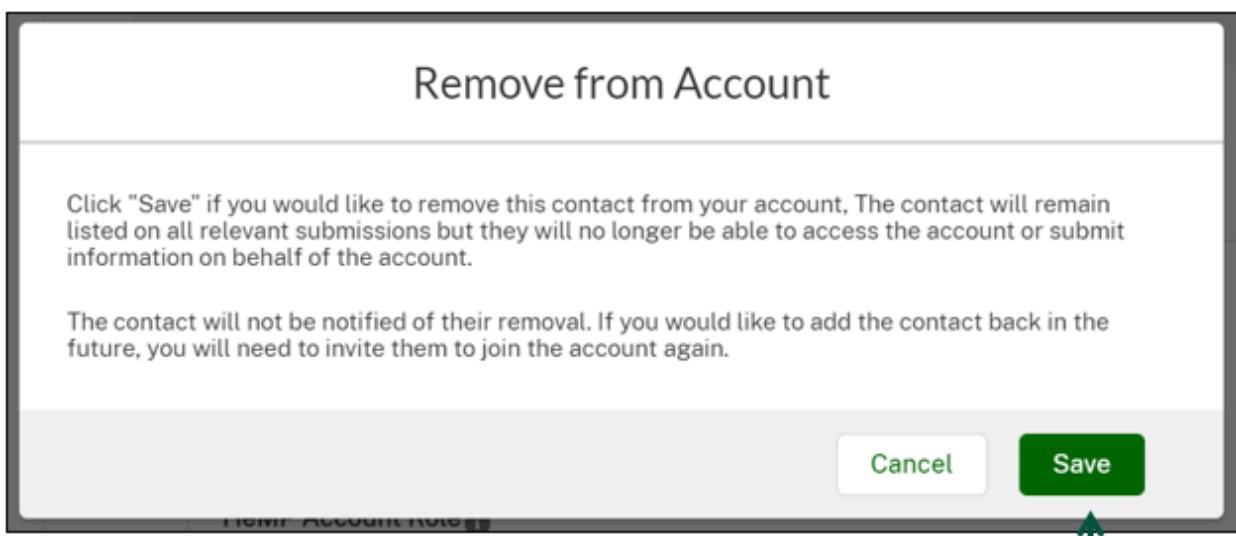
Update Account Contacts (4 of 6)

- 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.

The screenshot shows the 'Account Membership' section of a software interface. It displays a list of contacts under 'Contacts on this Account', showing 4 of 4 contacts. A specific contact, 'Jane Johnson', is highlighted. Her details are listed: Email (jane@hemp.com), Phone (202-5678910), Title (HeMP Account Role), and Account Administrator status. To the right of her name are three buttons: 'Edit', 'Remove', and 'Invite'. A green callout bubble labeled 'B' points to the 'Remove' button.

- 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.

The screenshot shows a user interface for managing account contacts. At the top, it says "Account Membership" and "Contacts on this Account". Below that, it says "Showing 4 of 4 Contacts". A contact named "Jane Johnson" is listed. To the right of her name are three buttons: "Edit", "Remove", and "Invite". Below her name, there are fields for "Email" (jane@hemp.com), "Phone" (202-5678910), and "Title (if 'Other')". To the left of her name is a small purple icon representing a person. Below the contact's name, it says "HeMP Account Role" with a question mark icon, and "Account Administrator". A green arrow labeled "B" points from the text "Click 'Edit'" to the "Edit" button.

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

The screenshot shows a modal window titled "Step 1: Edit Contact". It contains several input fields:

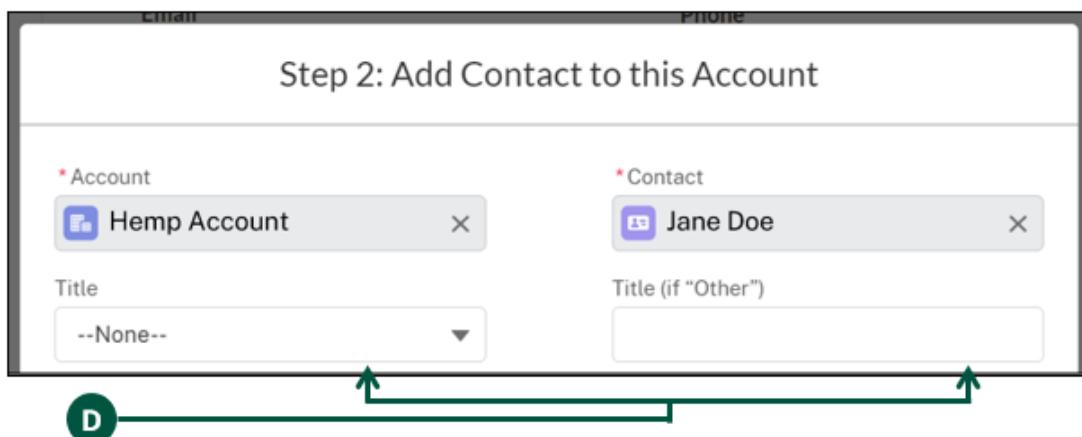
- Salutation: A dropdown menu with "--None--" selected.
- First Name: A text input field containing "Jane".
- Middle Name: An empty text input field.
- * Last Name: A text input field containing "Johnson".
- Suffix: An empty text input field.

At the bottom of the window are two buttons: "Cancel" and "Next". A green bracket labeled "C" on the left side groups the first four input fields (Salutation, First Name, Middle Name, and Last Name). A green arrow labeled "C" on the right side points to the "Next" button.

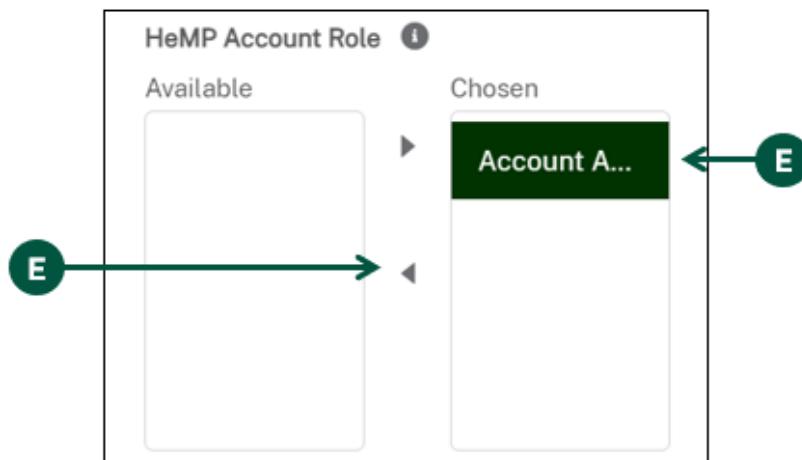
Update Account Contacts (6 of 6)

- 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”).



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.



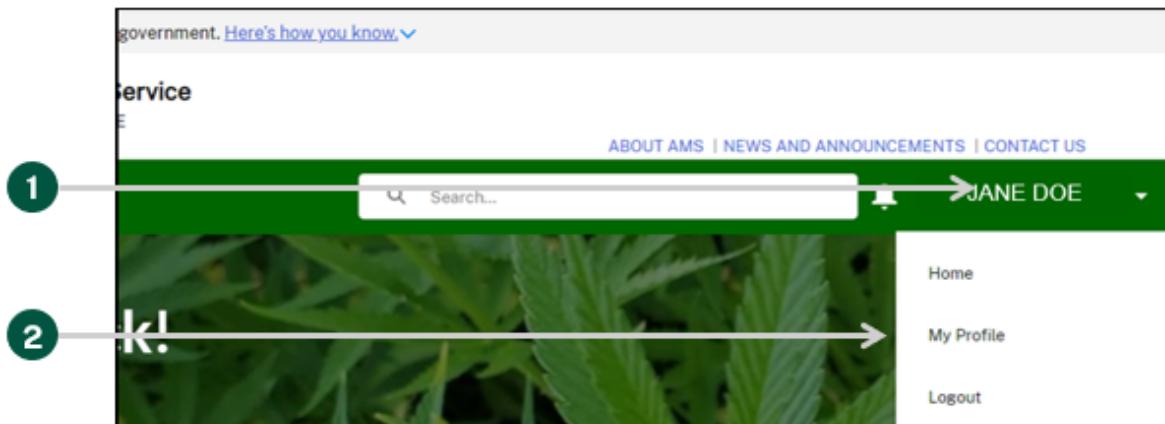
F. Click “Save & Close” to save the updated Contact information.



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.

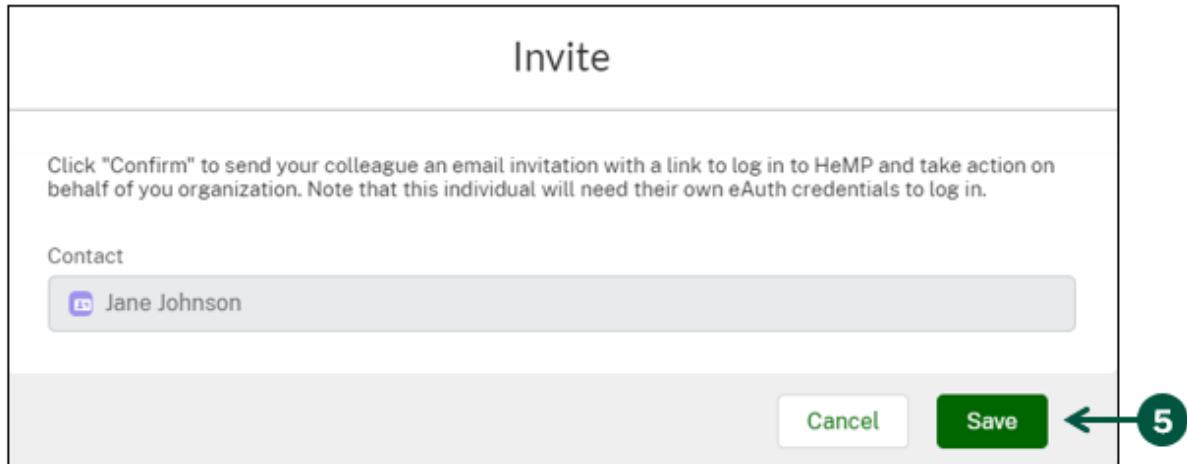


4. Find the contact you would like to invite under “Account Membership”, then click “Invite” to send your colleague an invitation to create a HeMP Account.

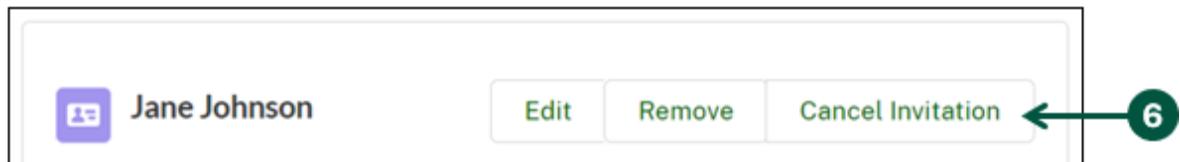
A screenshot of the "Account Membership" page. It shows a list of contacts under "Contacts on this Account". One contact, "Jane Johnson", is listed with an "Invite" button to her right. A green arrow points to this "Invite" button from the right, and a green circle labeled "4" is placed next to the arrow.

Invite a Colleague to Account (2 of 2)

- 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.



- 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.



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.

The screenshot shows the HeMP homepage with a green header banner featuring hemp plants. Below the banner, the main content area includes a message to state departments and tribal governments, a plan version table, and a sidebar with various helpful links.

1 points to the "Helpful Links" sidebar on the right.

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)

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. 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

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

Helpful Links

1 → **Need Help?**

Contact us at (202) 720-2491 or email us at 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

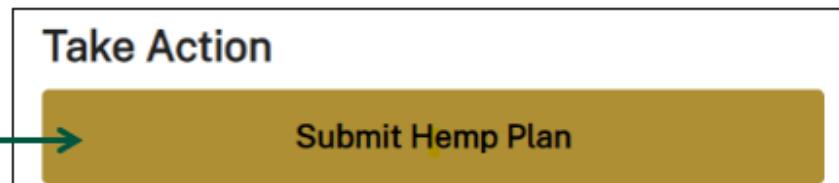
Submit or Waive a Hemp Regulatory Plan

- 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.

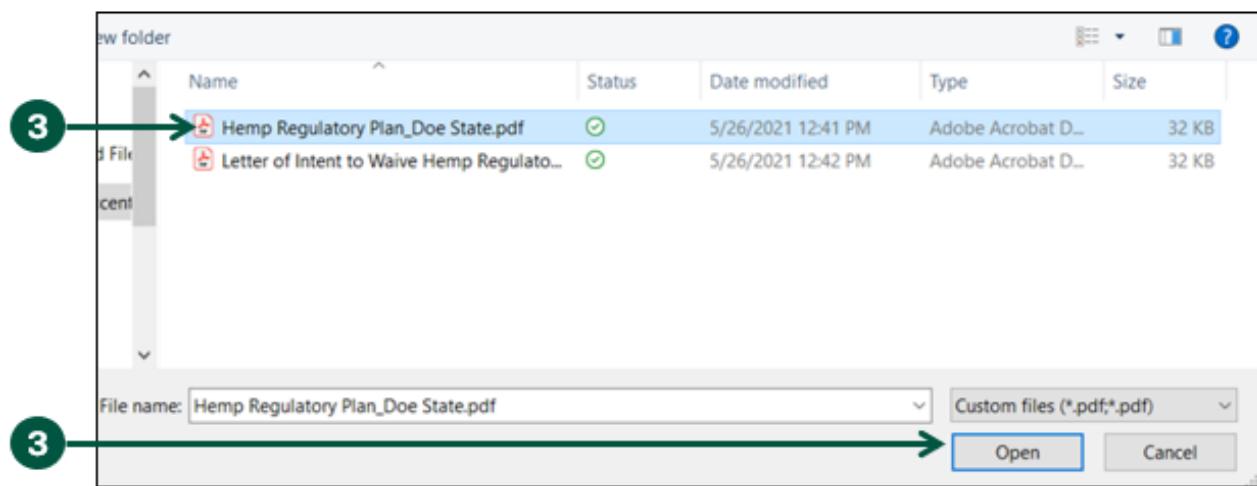
1. Click “Submit Hemp Plan” under “Take Action” on the right side of HeMP.



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 shown, go through steps 4 and 5 again.

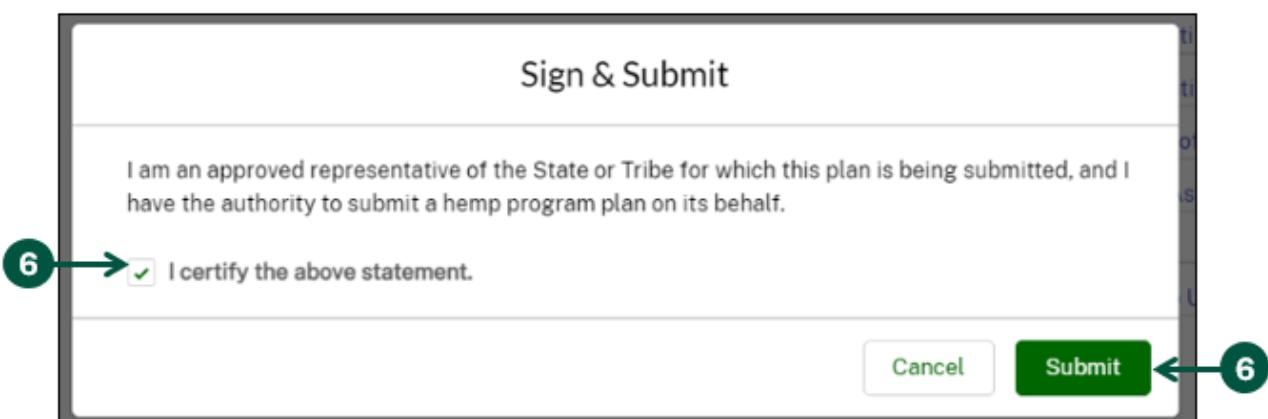


Submit a Formal or Informal Draft of a Hemp Regulatory Plan (2 of 2)

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.

Plan Version(s)				
State or Tribe Plans				
Plan Name	Plan Version	Review Type	Status	
Doe Hemp Regulatory	Original	Formal Submission	In Review	

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.

The screenshot shows a table titled "Plan Version(s)" with one entry:

Plan Name	Plan Version	Review Type	Created Date	Plan Status
New York State Hemp ...	Original	Informal Submission	10/21/2021	In Review

Numbered arrows point to the "Plan Name" link (labeled 1) and the "New York State Hemp ..." link (labeled 2).

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

The screenshot shows the "Submit Formal Plan" page with the "Details" tab selected. It displays the following information:

Plan Name	Account
New York State Hemp Regulation Plan	Doe Tribe Agriculture

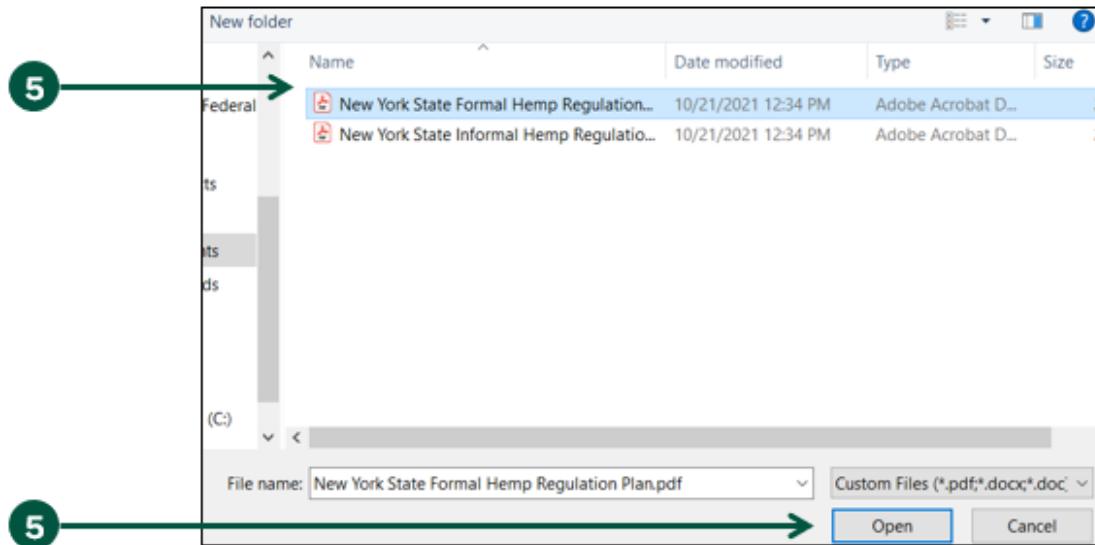
A green circle with the number 3 has an arrow pointing down to the "Submit Formal Plan" button.

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”**.

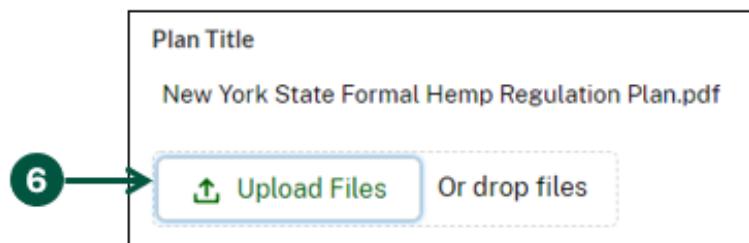


Submit a Formal Hemp Regulatory Plan After Informal Review (2 of 3)

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.

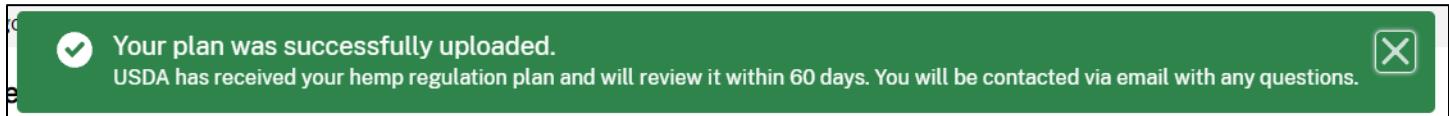


8. Once you see the Sign & Submit pop up, click the box to the left of "I certify the above statement" then click "Submit" to submit your plan.



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

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”.

The screenshot shows the USDA hemp regulation homepage. At the top, there's a large green header image of hemp plants. Below it, a banner says "Welcome Back!" and "Log in". The main content area has a background image of hemp plants. On the left, there's a sidebar with "Log in" and "Helpful Links". The main content area has a heading "Waive a Hemp Regulatory Plan" and a sub-section "Waive a Hemp Regulatory Plan (1 of 2)". It says "If your state/tribe does not intend to submit a plan, click here." A green arrow labeled "1" points to this link. To the right, there's a "Take Action" section with a yellow button "Submit Hemp Plan". Below it is a "Helpful Links" section with a "Need Help?" link.

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

Waive Hemp Regulation Plan

Please upload your letter confirming your intention to waive plan submission.

If you do not plan to submit a Hemp Regulation Plan at this time, click the box below and submit.

3. **2** **Upload Files** Or drop files

Letter Title

File.docx

Upload Files

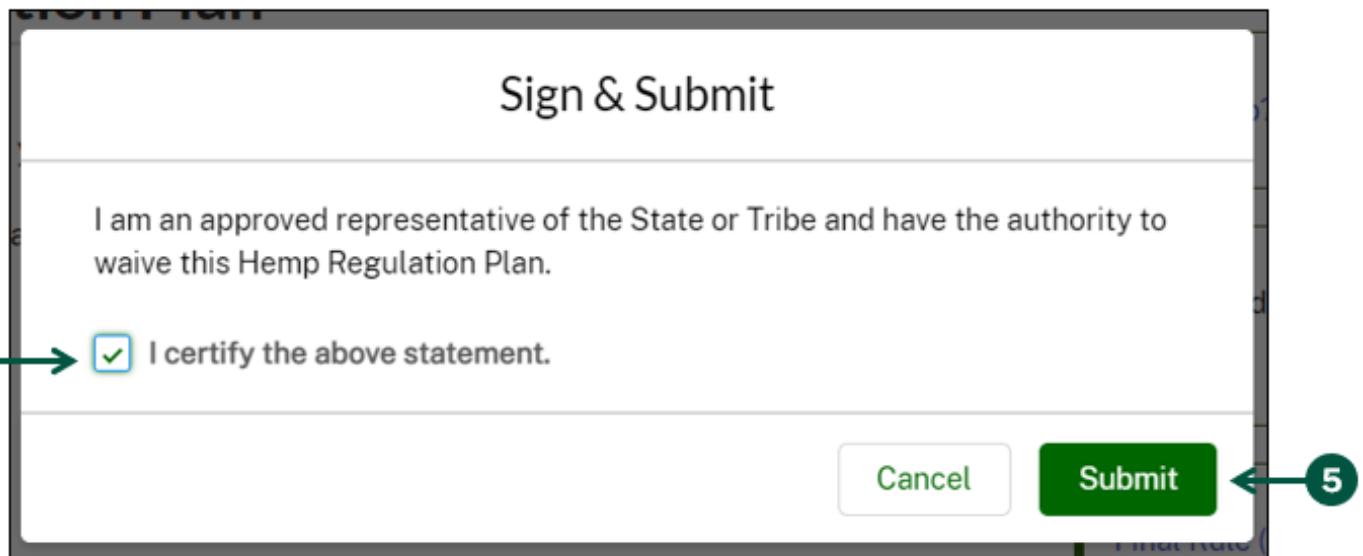
Or drop files

Cancel

Sign & Submit

Waive a Hemp Regulatory Plan (2 of 2)

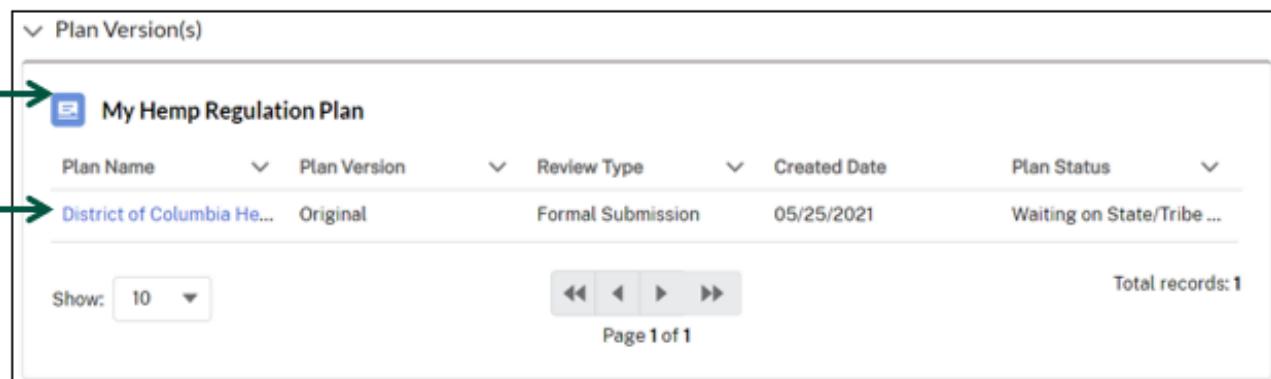
4. Once you see the “Sign & Submit” pop-up, **click** the checkbox next to “I certify the above statement.”.
5. **Click “Submit”.**



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.

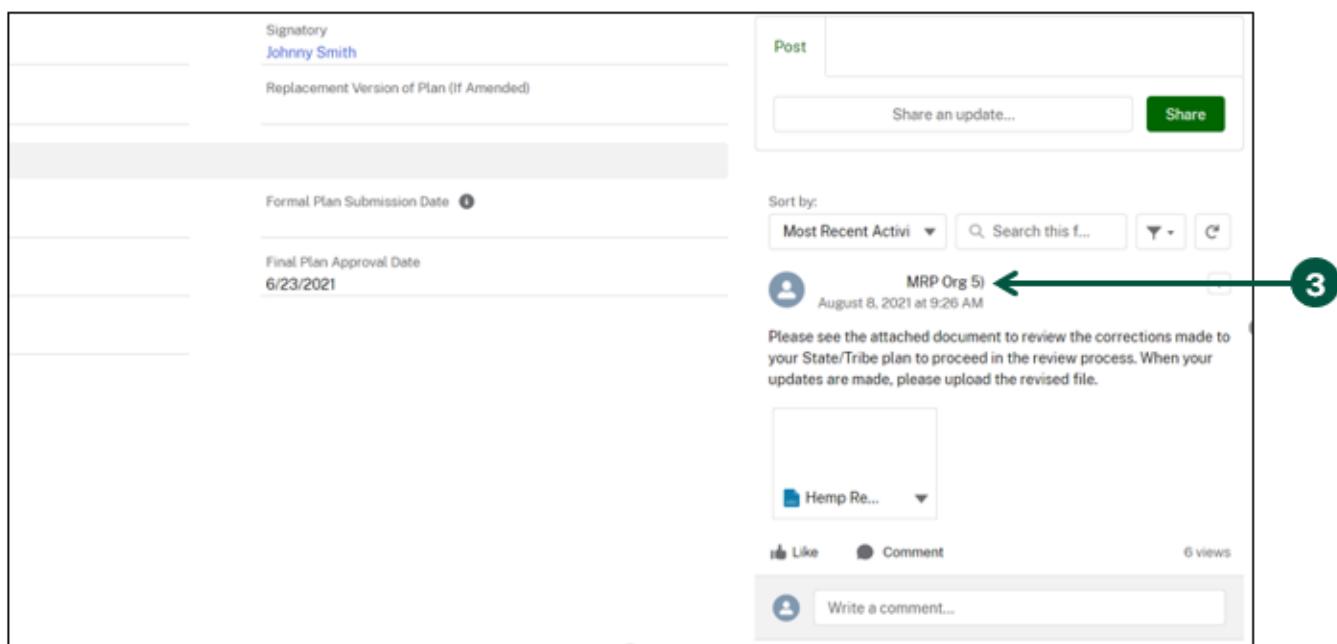


Plan Version(s)					
Plan Name	Plan Version	Review Type	Created Date	Plan Status	
District of Columbia He...	Original	Formal Submission	05/25/2021	Waiting on State/Tribe ...	

Show: 10 Total records: 1

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)

Post

Share an update... Share

Sort by: Most Recent Activity

Final Plan Approval Date
6/23/2021

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)

4. Based on the required revisions, make the updates to your plan and **save** that document to your computer.
5. 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.
6. **Click** “Add Files”.

The screenshot shows a user profile for 'JOHNNY SMITH'. In the 'Files' section, there are two files listed: 'H.. Lauren P...' and 'H.. Johnny S...'. A green circle with the number '6' is pointing to the 'Add Files' button at the top right of the file list.

Title	Owner	Last Mod...	Size
doc	H.. Lauren P...	8/20/202...	12KB
doc	H.. Johnny S...	5/25/202...	12KB

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

The 'Select Files' window has a sidebar with filters: 'Owned by Me', 'Shared with Me', 'Recent' (which is selected), 'Following', and 'Related Files'. A green circle with the number '7' is pointing to the 'Upload Files' button. The main area shows a message: 'You don't have any files here. Try a different filter, or upload a file.'

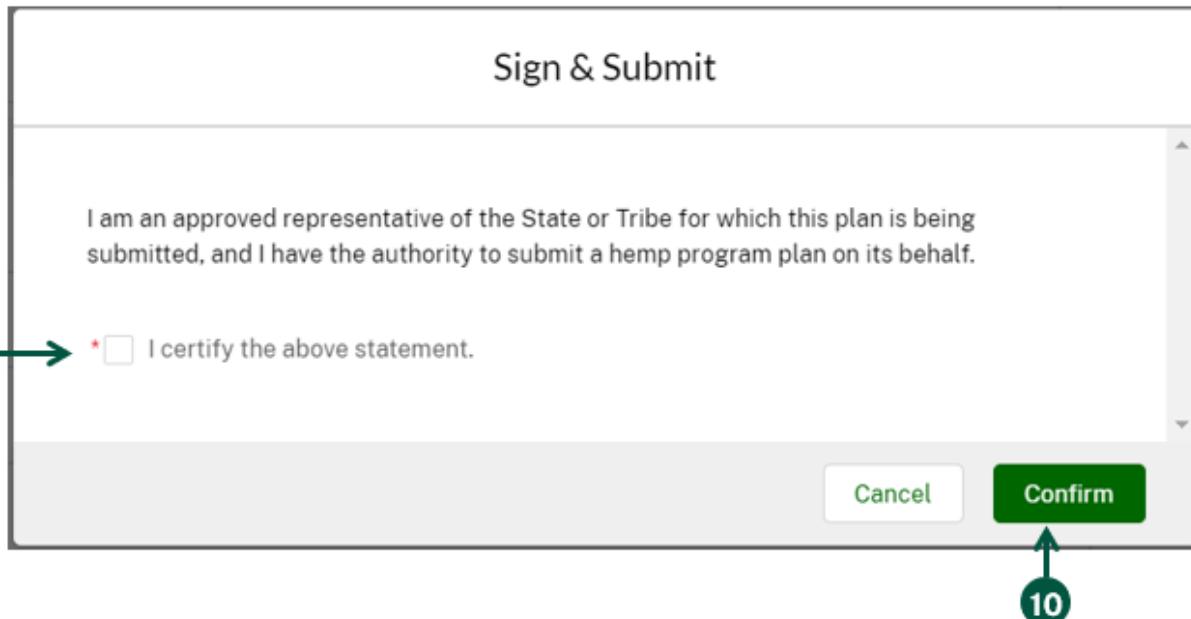
8. Once your new plan is uploaded for review, **click** “Sign & Submit”.

The screenshot shows the 'HOME' page for the 'District of Columbia Hemp Regulation Plan'. A green circle with the number '8' is pointing to the 'Sign & Submit' button in the top right corner.

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.



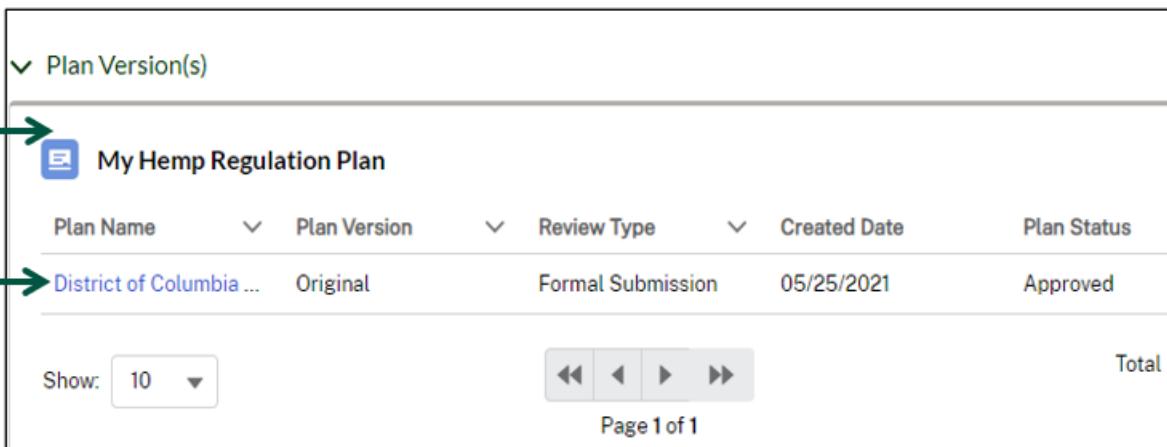
Manage Approved Hemp Regulatory Plan

- 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.



1 → My Hemp Regulation Plan

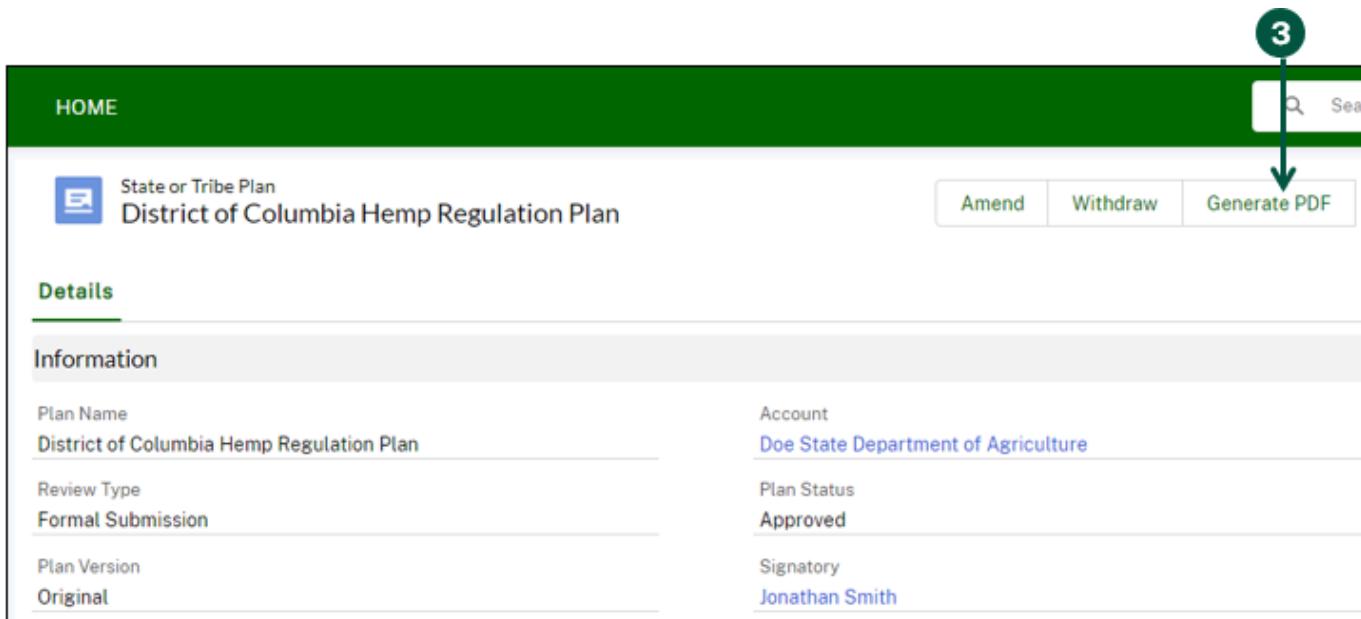
2 → District of Columbia ...

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

Show: 10 ▾

Page 1 of 1

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



HOME

State or Tribe Plan
District of Columbia Hemp Regulation Plan

Amend Withdraw Generate PDF

Details

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)

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

A screenshot of a web-based hemp plan management system. At the top, there's a green header bar with a search bar and a user profile dropdown labeled "JONATHAN SMITH". Below the header, there's a "Plan" section with buttons for "Amend", "Withdraw", and "Generate PDF". To the right is a "Files (2)" section. It shows two files: a PDF document owned by "Mulesoft" last modified on 10/25/2022 at 239KB, and a DOC document owned by "Jonathan" last modified on 10/25/2022 at 12KB. A large green arrow labeled "6" points from the text in step 6 to the downward arrow icon next to the PDF file's size.

Title	Owner	Last Modif...	Size
PDF D...	Mulesoft...	10/25/202...	239KB
DOC H...	Jonathan ...	10/25/202...	12KB

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

A screenshot of the same hemp plan management system. The "Files (2)" section is shown again. A context menu is open over the first PDF file, with the "Download" option highlighted. A large green arrow labeled "7" points from the text in step 7 to the "Download" button in the context menu.

Title	Owner	Last Modif...	Size
PDF D...	Mulesoft...	10/25/202...	239KB
DOC H...	Jonathan ...	10/25/202...	12KB

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

Show: 10 Total 1

Page 1 of 1

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

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

Amend a Hemp Regulatory Plan (2 of 3)

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

The screenshot shows a web page titled "Amend Hemp Regulation Plan". At the top, there is a green header bar with the word "HOME" and a search bar. Below the header, the main title is displayed. A callout box highlights the "Upload Files" button, which is located next to a "Cancel" link. To the right of the "Upload Files" button is a "Submit Plan" button. A green arrow points from a circled number "4" at the bottom left towards the "Upload Files" button.

- 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.

The screenshot shows the same web page after a file has been uploaded. The "Plan Title" field now contains "Test PDF.pdf". The "Upload Files" button is still visible, along with the "Cancel" and "Submit Plan" buttons. A green arrow points from a circled number "5" at the bottom right towards the "Submit Plan" button.

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.

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.

6 → I certify the above statement.

Cancel Submit

7 ↑

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.

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.

1 My Hemp Regulation Plan

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

Show: 10 Total 1 Page 1 of 1

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

HOME

State or Tribe Plan
District of Columbia Hemp Regulation Plan

Details

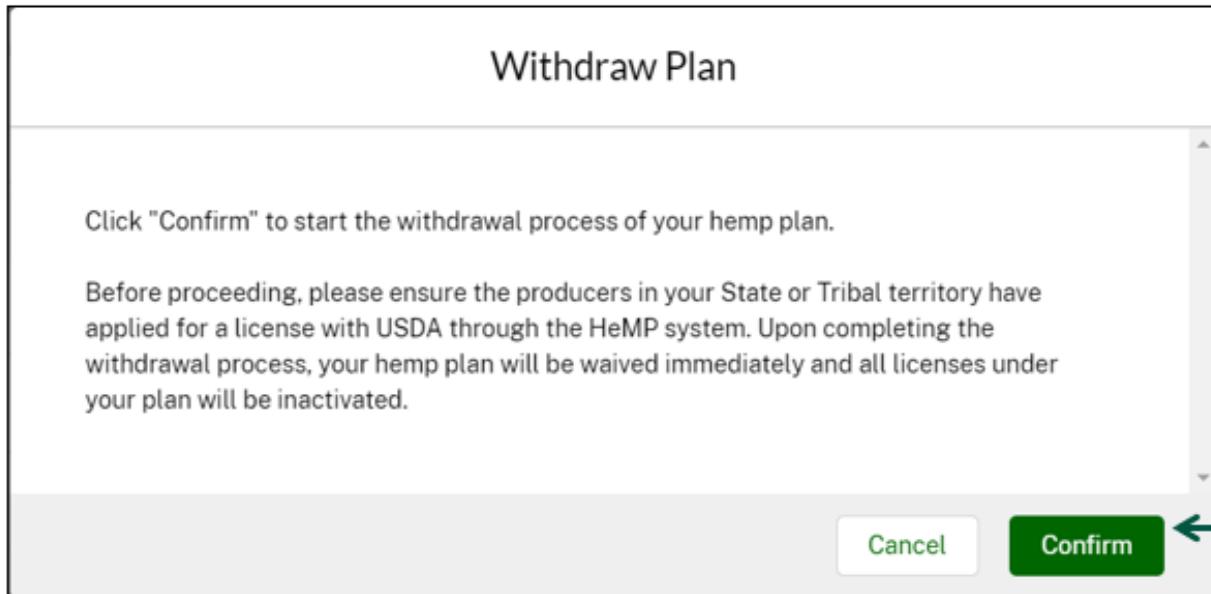
Information

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

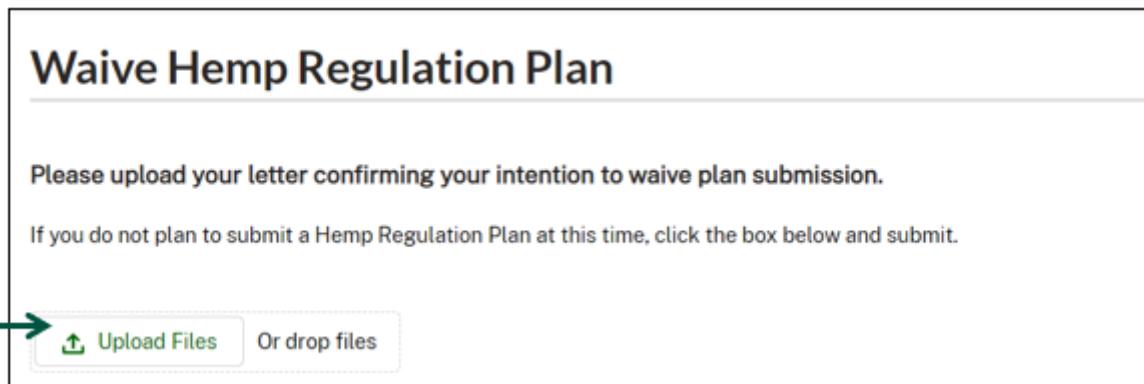
Amend Withdraw

Withdraw a Hemp Regulatory Plan (2 of 3)

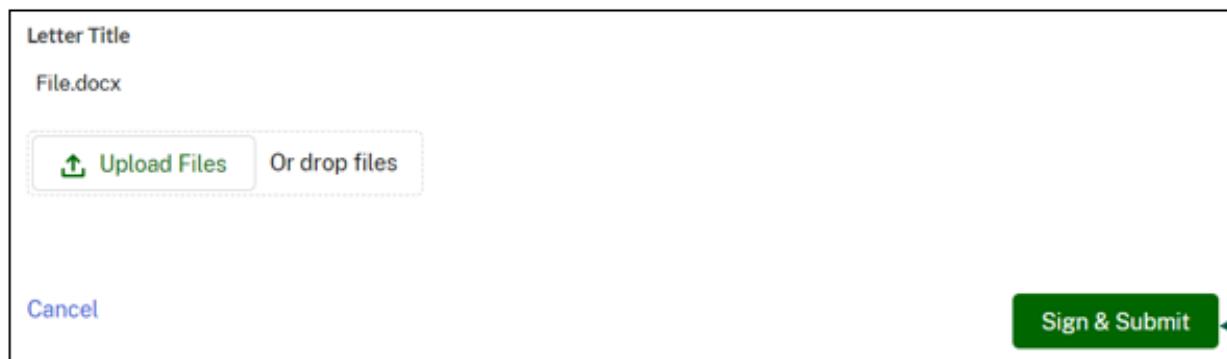
- Once you see the “Withdraw” pop-up, click “Confirm”.



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

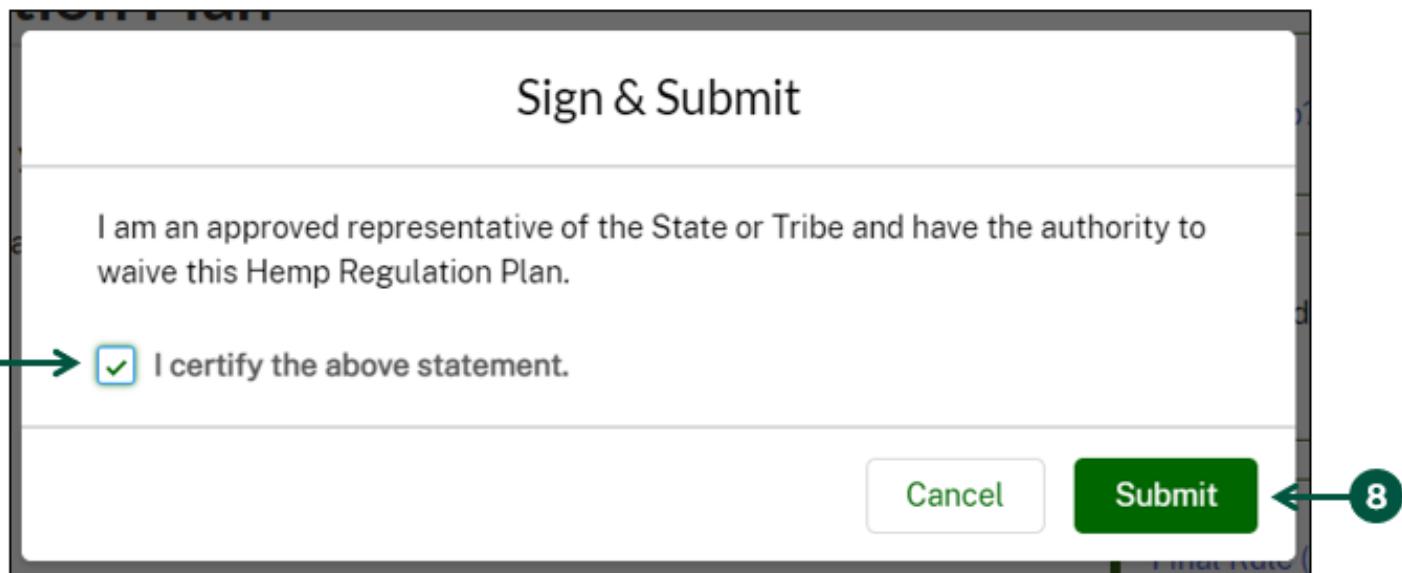


- Once your file is uploaded, click “Sign & Submit” .



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”.**



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.

The screenshot shows the HeMP Producer Reports interface. At the top, there is a navigation bar with tabs: Licensees, **Producer Reports** (which is underlined in green), Disposal/Remediation Reports, Annual Reports, Test Results, and Compliance. Below the navigation bar, there is a section titled "Producer Reports" with a small icon. A table lists three reports: "August 2021 Producer Report" (Report Start Date: 08/01/2021, Report End Date: 08/31/2021, Submission Date: 08/02/2021), "July 2021 Producer Report" (Report Start Date: 06/01/2021, Report End Date: 06/30/2021, Submission Date: 08/02/2021), and "June 2021 Producer Report" (Report Start Date: 06/23/2021, Report End Date: 06/30/2021, Submission Date: 07/05/2021). Below the table, there is a "Show:" dropdown set to "10" and a set of navigation arrows. At the bottom, it says "Page 1 of 1". A green arrow labeled "1" points to the "Producer Reports" tab. A green arrow labeled "2" points to the "August 2021 Producer Report" link. A green arrow labeled "3" points to the "Show:" dropdown.

3. **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.

The screenshot shows the "Report Details" form. It includes fields for "Report Start Date" (set to 8/1/2021) and "Report End Date" (set to 8/31/2021). There is a question "Do you have any new producers to report?" with a dropdown menu. The dropdown menu has options: "--None--" (selected), "✓ --None--", "Yes", and "No". A green arrow labeled "3" points to the "Report End Date" field. A green arrow labeled "4" points to the "Yes" option in the dropdown menu.

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

5. Select “Add Producer Individually”.

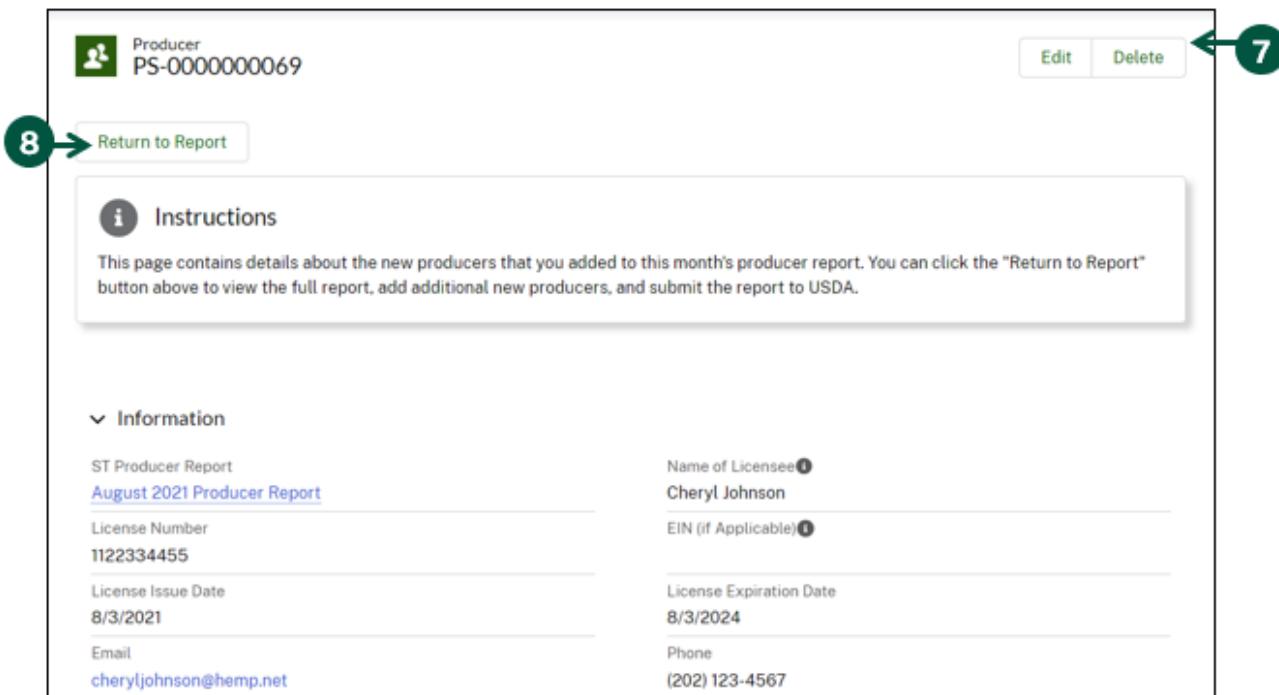
The screenshot shows the 'Report Details' page. At the top, there are fields for 'Report Start Date' (7/19/2022) and 'Report End Date' (7/31/2022). Below these is a dropdown menu asking 'Do you have any new producers to report?' with 'Yes' selected. The main area is titled 'Producers' and contains a message 'No Producers to Display'. To the right of this area are two buttons: 'Bulk Upload Producers' and 'Add Producer Individually'. A green circle with the number '5' is drawn around 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 the 'New Producer' pop-up window. It has two main sections: 'Information' and 'Address Information'. The 'Information' section contains fields for 'ST Producer Report' (set to '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' (dropdown menu with 'None' selected), and 'On Corrective Action Plan?' (dropdown menu with 'No' selected). The 'Address Information' section contains fields for 'Street', 'City', 'State' (dropdown menu with 'None' selected), and 'Zip Code'. At the bottom of the window are 'Cancel' and 'Save' buttons. A green circle with the number '6' is drawn around the 'Save' button.

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

7. 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”**.
8. Once you are done reviewing the producer information, **click “Return to Report”**.



Producer
PS-00000000069

8 → Return to Report

7

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 August 2021 Producer Report	Name of Licensee Cheryl Johnson
License Number 1122334455	EIN (if Applicable)
License Issue Date 8/3/2021	License Expiration Date 8/3/2024
Email cheryljohnson@hemp.net	Phone (202) 123-4567

9. 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)

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

Report Name	Report Start Date	Report End Date	Submission Date
August 2021 Producer Report	08/01/2021	08/31/2021	
July 2021 Producer Report	06/01/2021	06/30/2021	08/02/2021
June 2021 Producer Report	06/23/2021	06/30/2021	07/05/2021

- Once you are on the “ST Producer Report” page, click the “Do you have any new producers to report?” drop-down menu.
- 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.

Report Details

Report Start Date: 8/1/2021

Report End Date: 8/31/2021

Do you have any new producers to report?

--None--

Yes

No

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

ST Producer Report
August 2022 Producer Report

Instructions

On the first of every month, States and Tribes must report any license and contact information for each new producer. 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.

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

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 to upload multiple results at once. For further guidance, watch our tutorial videos on [How to Submit the S/T Producer Report](#) or [How to Bulk Upload the S/T Producer Report](#).

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">• A license number must be between 1-20 characters; dashes and underscores are accepted.• E.g., 24_0001
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. Do not provide Social Security numbers. Leave this column blank if not applicable.</p> <ul style="list-style-type: none">• EIN must be in the format XX-XXXXXXX<ul style="list-style-type: none">• E.g., 12-3456789
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">• MM/DD/YYYY• YYYY-MM-DD

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"> • MM/DD/YYYY • YYYY-MM-DD
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"> • Email must be between 1-80 characters • Email must include @ character • E.g., example@example.com
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"> • Must be between 1-40 characters • Numbers, dashes, and parentheses, and spaces are accepted • "Ext:", "ext:", "Ext.", "ext.", "Ext", "ext", and "x" are accepted to denote extensions
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"> • Active • Suspended • Revoked • Inactive
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"> • Yes • No

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">• Address must be between 1-100 characters; numbers and letters are accepted.• No commas will be accepted
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">• City must be between 1-50 characters; numbers and letters are accepted.
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">• Must be exact State or Territory name.• No abbreviations
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">• Zip code must be between 1-20 characters; numbers and dashes are accepted.

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.

The screenshot shows the 'August 2022 Producer Report' page. In the 'Instructions' section, there is a link labeled 'Bulk Upload Template'. A green arrow points from this link to a large green circle containing the number '7'.

8.

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.

The screenshot shows a Microsoft Excel spreadsheet titled 'Producer Report Bulk Upload Tem'. The spreadsheet has 15 columns labeled A through N. Column A is 'Name of Licensee', B is 'License Number', C is 'EIN (if Applicable)', D is 'License Issue Date', E is 'License Expiration Date', F is 'Email', G is 'Phone', H is 'License Status', I is 'On Corrective Action Plan?', J is 'Street', K is 'City', L is 'State', and M is 'Zip Code'. Row 1 contains these column headers. Rows 2 through 13 are empty data rows. The status bar at the bottom shows 'Producer Report Bulk Upload Tem'.

- When you have completed your data entry, click “Save”.

- Navigate back to the HeMP “Producer Report” page and select “Bulk Upload Producers”.

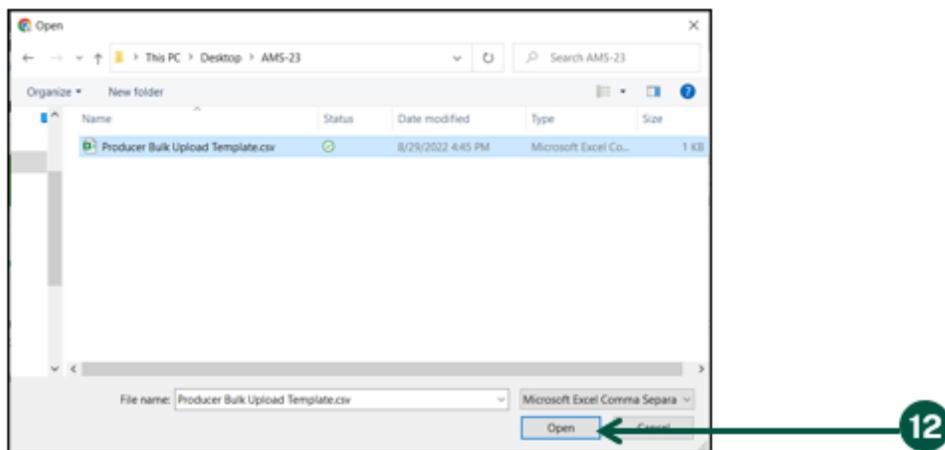
The screenshot shows the 'Report Details' section of the HeMP Producer Report page. It includes fields for 'Report Start Date' (7/19/2022) and 'Report End Date' (7/31/2022). A dropdown menu for 'Do you have any new producers to report?' shows 'Yes'. Below this is a 'Producers' section with a 'Bulk Upload Producers' button. A green arrow points from this button to a large green circle containing the number '10'.

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

11. Select “Upload Files”

The screenshot shows a web-based application for managing producer reports. At the top right is a 'Submit Producer Information' button. Below it, a message states: 'Once you have reviewed the [Bulk Upload Instructions](#) and entered producer information into the [Bulk Upload Template](#), upload your completed template. After uploading the file, click "Submit Producer Information" to add producers to your report.' A note below says: 'You must fix all formatting errors before producers can be added to your Producer Report.' In the center, there's a file upload interface with a 'File' button, an 'Upload Files' button with a green arrow icon, and a 'Or drop files' placeholder. A green circle with the number '11' has an arrow pointing to the 'Upload Files' button.

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:

- 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.
- 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 displays two tables side-by-side. The left table, titled 'Information that Need Correction (3)', lists three rows with errors: 'Invalid format for Email.', 'Invalid format for License Status.', and 'Invalid format for On Corrective Action Plan.'. The right table, titled 'Submittable Producer Information (5)', lists five rows of correct producer data. Both tables have columns for Name of Licensee, License Number, EIN, License Issued Date, License Expiration Date, Email, Phone, License Status, and On Corrective Action Plan. Arrows labeled 'A' and 'B' point to the respective tables.

Formatting Error	Row #	Name of Licensee	License Number	EIN	License Issued Date	License Expiration Date	Email	Phone	License Status	On Corrective Action Plan
-Invalid format for Email.	2	Joe Name	12345	12-1234567	4/11/1995	4/11/2023	test2@test.com	(440)867-8882	Active	Yes
-Invalid format for License Status.	3	Brad Name	12346	12-1234568	4/11/1995	4/11/2023	test3@test.com	(440)867-8883	Active	Yes
-Invalid format for On Corrective Action Plan.	7	Max Name	12350	12-1234572	4/11/1995	4/11/2023	test7@test.com	(440)867-8884	Active	Yes

Name of Licensee	License Number	EIN	License Issued Date	License Expiration Date	Email	Phone	License Status	On Corrective Action Plan
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
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

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

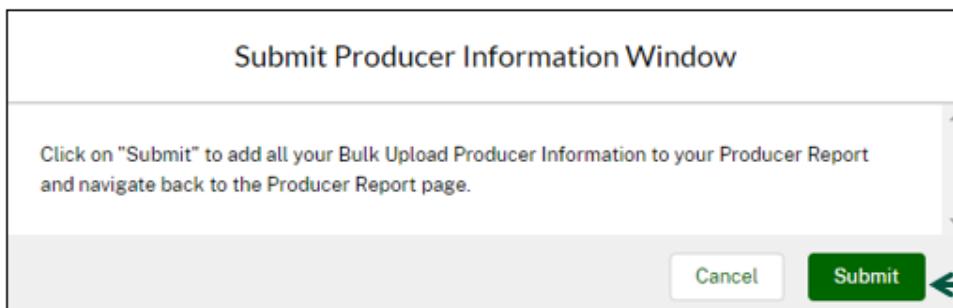
14. If your producer bulk upload template contains errors, **open** your original file, **make** the necessary formatting error corrections, and **save** your corrected file.
15. **Re-upload** your corrected producer bulk upload template using the instructions outlined in Steps 11-12 on [Page 64](#).
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		

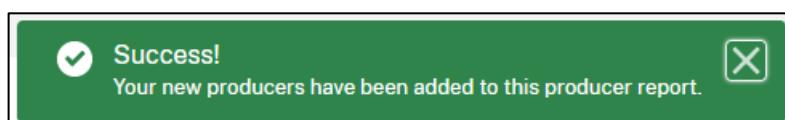
18. Once all your producer information is listed as submittable, **click** “Submit Producer Information”



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)

- 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.

The screenshot shows a table titled "Producers" with columns: Record ID, Name of Licensee, License Number, License Status, and Actions. A context menu is open over the last column for the fourth row, listing "Edit", "Duplicate", and "Delete". A green circle with the number 1 points to the "Edit" option in the menu.

Producers				
Record ID	Name of Licensee	License Number	License Status	Actions
PS-0000009941	Bob Name	12352	Active	⋮
PS-0000009940	Tina Name	12351	Active	⋮
PS-0000009939	Max Name	12350	Active	⋮
PS-0000009938	Susan Name	12349	Active	⋮

- 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”.

The screenshot shows the "ST Producer Report" page for July 2022. It includes instructions, report details (start date 7/09/2022, end date 7/31/2022), and a question about new producers. Below is the "Report Details" section and the "Producers" list table.

Report Details

Report Start Date: 7/09/2022 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-0000009941	Bob Name	12352	Active	⋮
PS-0000009940	Tina Name	12351	Active	⋮
PS-0000009939	Max Name	12350	Active	⋮
PS-0000009938	Susan Name	12349	Active	⋮
PS-0000009937	Sarah Name	12348	Active	⋮
PS-0000009936	Steve Name	12347	Active	⋮
PS-0000009935	Brad Name	12346	Active	⋮
PS-0000009934	Joe Name	12345	Active	⋮

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

The screenshot shows a "Sign & Submit" dialog box. It contains a statement: "By certifying below, you are attesting to the new producers as described on this report and in the list of producers provided herein." Below the statement is a checkbox labeled "I certify the above statement." A green circle with the number 3 points to the checkbox. At the bottom are "Cancel" and "Save" buttons, with a green circle and arrow 4 pointing to the "Save" button.

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.

The screenshot shows the HeMP homepage with the following navigation bar:

- Licenses
- Producer Reports
- Disposal/Remediation Reports** (highlighted with a green underline)
- Annual Reports
- Test Results
- Compliance

Below the navigation bar, there is a section titled "Disposal/Remediation Reports". It contains a table with two rows of data:

Report Name	Report Start Date	Report End Date	Submitted
August 2021 Disposal/Remediation...	08/01/2021	08/31/2021	
July 2021 Disposal/Remediation...	07/01/2021	07/31/2021	08/02/2021

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" section of the report form. It includes the following fields:

- Report Start Date: 8/1/2021
- Report End Date: 8/31/2021
- A dropdown menu for "Do you have any disposals or remediations to report?". The options are "--None--", "Yes", and "No". The "Yes" option is selected and highlighted with a blue border.

Arrows numbered 3 and 4 point to the "Report End Date" field and the "Yes" option in the dropdown menu respectively.

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.

The screenshot shows a dropdown menu with the option "Yes" selected. Below it is a button labeled "Disposals/Remediations". To the right of the button is a green circle containing the number "5", with an arrow pointing towards the "New" button.

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”.

The screenshot shows the "New Disposal/Remediation" form. It contains several input fields grouped into sections: "Information", "Complete if unable to enter a 'Lot Number' above", and "Comments". The "Information" section includes fields for Account, License Number, Action Taken, Start Date of Action, End Date of Action, Location Type, Unit of Measurement, Method, and Size. The "Complete if unable to enter a 'Lot Number' above" section includes fields for FSA State Code, FSA County Code, Farm, Tract, Field, and Subfield. At the bottom right of the form is a green "Save" button, which is highlighted with a green circle containing the number "7", with an arrow pointing towards it.

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".

Disposal/Remediation

[Return to Report](#) [Edit](#) [Delete](#)

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

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

9

Files (0)

[Upload Files](#)
Or drop files

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

10

Select Files

[Upload Files](#)

Owned by Me
Shared with Me
Recent
Following
Related Files

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)

11. 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.

Disposal/Remediation

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	28	License Number	0298ST
Start Date of Action		Action Taken	

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

on Report

Disposal/Remediation Report

Submit

Generate PDF

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

14. 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.

* I certify the above statement.

Cancel

Save

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.

The screenshot shows the HeMP homepage with the 'Annual Reports' tab highlighted. Below the tabs, there is a table listing two annual reports. The first report, STAR-00000068 for the year 2022, is circled with a green number 2 and has an arrow pointing to it from the left. The second report, STAR-00000012 for the year 2021, is also listed. At the bottom of the table, there is a dropdown menu set to '10' and some navigation arrows.

Report ID	Report Year	Due Date	Submission Date
STAR-00000068	2022	12/15/2022	
STAR-00000012	2021	12/15/2021	12/13/2021

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.

The screenshot shows the 'Report Information' page. At the top, it displays the 'Report Year' as 2022 and the 'Due Date' as 12/15/2022. Below this, there is a dropdown menu titled 'Do you have anything to report?'. The menu contains four options: 'None--' (selected), '--None--', 'Yes - I need to report on licensees who planted, harvested, or disposed of hemp this year', and 'No - I have no licensees to report this year'. The 'Yes - I need to report on licensees who planted, harvested, or disposed of hemp this year' option is circled with a green number 4 and has an arrow pointing to it from the left.

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.

Report Information

Report Year i 2022	Due Date 12/15/2022
*Do you have anything to report?	
Yes - I need to report on licensees who planted, harvested, or disposed of hemp this year	
How would you like to complete this report?	
How would you like to complete this report?	
6  Add one licensee at a time	5 
Upload a spreadsheet of all licensee information	

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

How would you like to complete this report?
Add one licensee at a time
 Annual Report Line Items
No Annual Report Line Items to Display
7  New

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 --None--	Unit of Measurement ⓘ --None--								
Complete this field.									
* Total Planted ⓘ 0.00	* Total Disposed for Non-Compliance ⓘ 0.00								
* Total Harvested ⓘ 0.00	Intended Use ⓘ								
Available Chosen									
<table border="1"><tr><td>CBD</td><td>▶</td></tr><tr><td>Fiber</td><td>◀</td></tr><tr><td>Grain</td><td></td></tr><tr><td>Seed</td><td></td></tr></table>		CBD	▶	Fiber	◀	Grain		Seed	
CBD	▶								
Fiber	◀								
Grain									
Seed									
Cancel Save									

A → **9** ←

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**

10 ←

Return to Report

i Instructions

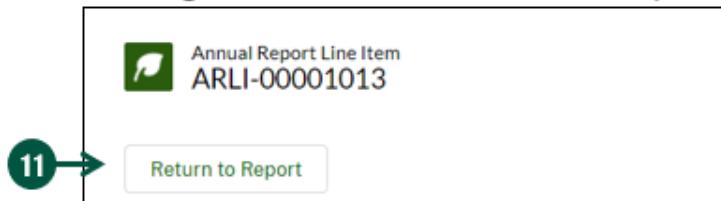
This page contains details about the annual report licensee. You can click the “Return to Report” button above to add additional lots and submit the completed report. You may also upload documentation of this lot's planting, disposal, or harvest by clicking the “Upload Files” button below. This is not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

A screenshot of a software interface titled "ST Annual Report". It shows the report title "STAR-00000131" and three buttons: "Save", "Submit", and "Generate PDF". Above the buttons is a user profile for "AMANDA GREEN". A green circle containing the number "14" is positioned next to the "Instructions" section. A green circle containing the number "13" with an arrow points to the "Submit" button.

14. Click “Save”.

A screenshot of a "Sign & Submit" dialog box. It contains a statement: "By certifying below, you are certifying the accuracy of the information provided in this report and in the list of annual report line items provided herein." Below the statement is a line: "* I certify the above statement." At the bottom are "Cancel" and "Save" buttons. A green circle containing the number "14" with an arrow points to the checkbox. A green circle containing the number "15" with an arrow points to the "Save" button.

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.

Report Information

Report Year i
2021

Due Date
12/15/2021

*Do you have anything to report?
 Yes - I need to report on licensees who planted, harvested, or disposed of

How would you like to complete this report?
 Upload a spreadsheet of all licensee information

Add one licensee at a time

Upload a spreadsheet of all licensee information



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 .

ST Annual Report
STAR-00000131

i Instructions

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.

Once you have added all of your annual report line items, click the “Submit” button on the top-right. States and Tribes must submit this form to the U.S. Department of Agriculture (USDA) by December 15th of each year.



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

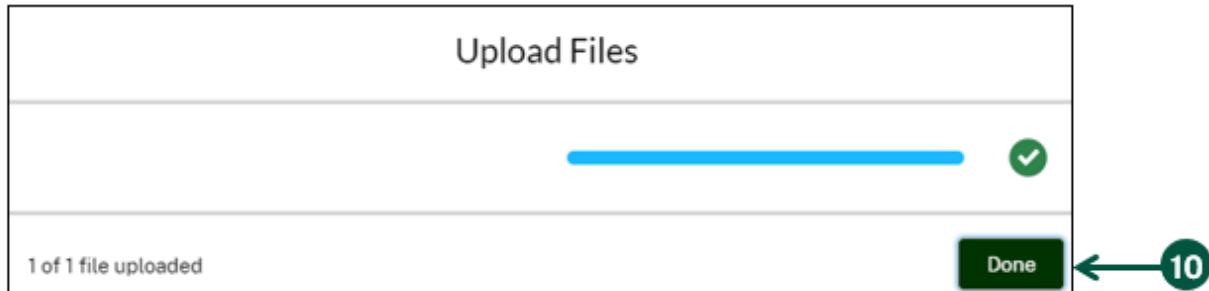
How would you like to complete this report?

Upload a spreadsheet of all licensee information

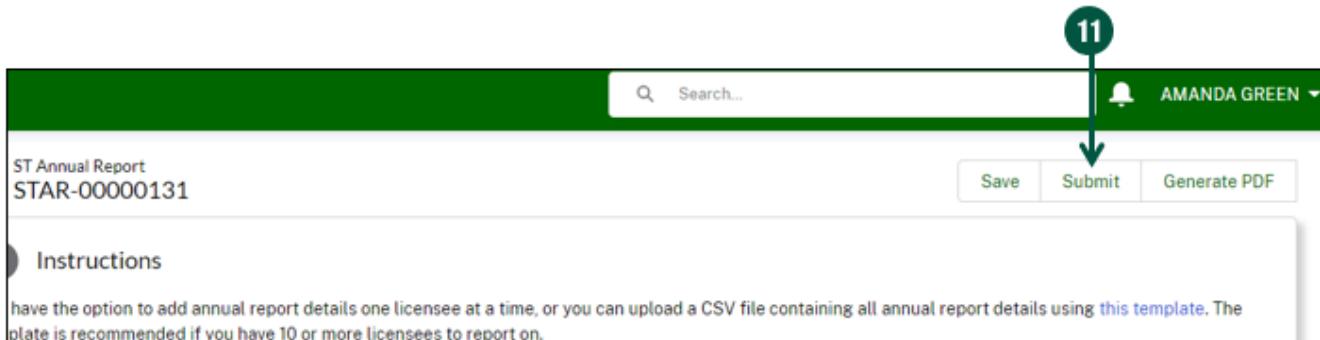
 **Upload Files** Or drop files

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”.**

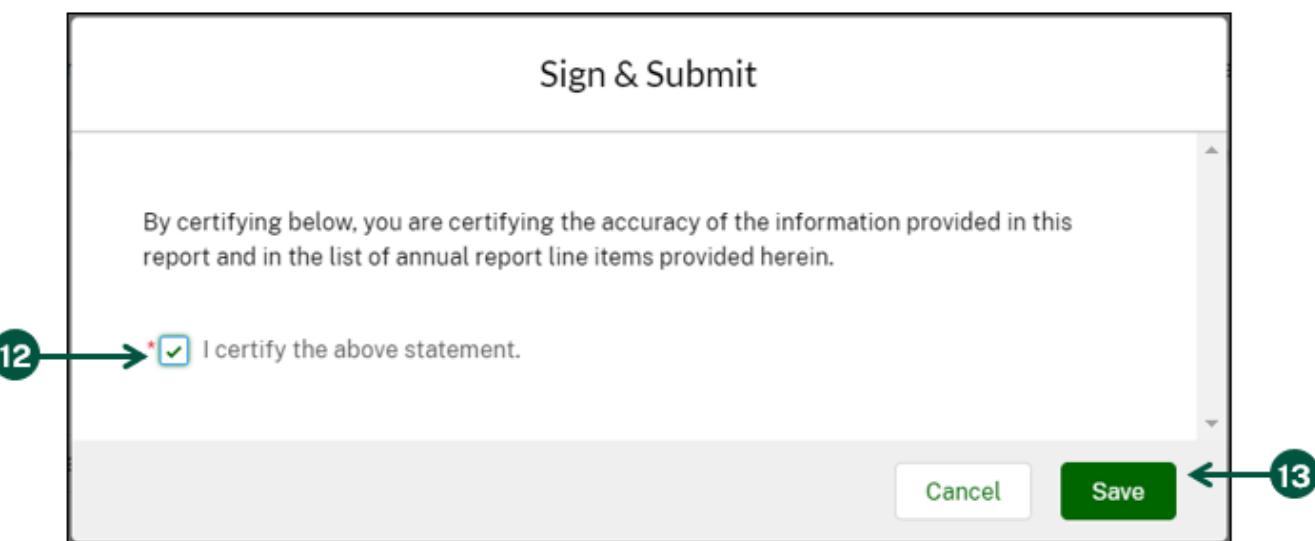


11. Once your file is uploaded, **click “Submit”** on the right side of the page.



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.

1

2

Report Name	Report Start Date	Report End Date	Submission Date
August 2021 Producer Report	08/01/2021	08/31/2021	09/01/2021
July 2021 Producer Report	06/01/2021	06/30/2021	08/02/2021
June 2021 Producer Report	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.

3

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.

Generate PDF

Access Submitted Report PDF (2 of 2)

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.
5. The generated PDF will appear under the “Files” section of the report page.
6. 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 Total records: 1
Page 1 of 1

Files (1)

Title	Owner	Last Modified	Size
ST Producer Report (AM... PDF)	MulesoftIntergationUser	10/25/2021, 10:33 AM	218KB

Add Files
View All

7. Click download from the dropdown to download the report PDF.

Files (1)

Title	Owner	Last Modified	Size
ST Producer Report (AM... PDF)	MulesoftIntergationUser	10/25/2021, 10:33 AM	218KB

Add Files
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 highlighted by a green arrow labeled "1". Below the header, there is a search bar and a table listing two licensee entries. A green arrow labeled "2" points to the first entry in the table, which includes columns for License Number, Account, License Status, and Issue Date.

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 "Details" page for a licensee with license number DC-5679. A green arrow labeled "3" points to the "Details" tab at the top. A green arrow labeled "4" points to the "Edit" button in the top right corner of the page. The page displays various details such as License Number, EIN, Issue Date, Email, Account, License Status, Expiration Date, and Phone number.

License Information	Account
License Number DC-5679	Doe State Department of Agriculture
EIN 11-11111	License Status Active
Issue Date 7/13/2021	Expiration Date 7/12/2024
Email johndoe@dc hemp.com	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”**.

Edit DC-5679

* License Number DC-5679	* Account Doe State Department of Agri X
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
<div style="text-align: right;">Cancel Save</div>	

6

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.

7

HOME	Search...	JOHNNY SMITH
License DC-5679	Edit	Mark as Inactive
Details Lots Test Results Reports		

Edit Licensee Details in List View: Single Cell Changes

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

The screenshot shows the HeMP Licensees list view. A green circle labeled '1' points to the 'Licensees' tab in the top navigation bar. A green circle labeled '2' points to the 'Edit' button next to the 'Issue Date' field for the row where License Number is 22-000389. The 'Issue Date' field contains '3/30/2020' and has a dropdown arrow icon. The 'Expiration Date' field contains '12/31/2022'. The table rows are as follows:

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	1/19/2020	12/31/2022
22-000109	Wild Horse Provisions	Inactive	2/19/2020	12/31/2022

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

The screenshot shows the HeMP Licensees list view with multiple cells highlighted in yellow, indicating pending changes. A green circle labeled '3' points to the 'Issue Date' field for the row where License Number is 22-000389, which is set to '13/2022'. The 'Expiration Date' field for the same row is also highlighted and shows '13/2022'. The table rows are as follows:

License Number	Account	License Status	Issue Date	Expiration Date
USDA_10_10	Licensee 1	Active	13/2022	13/2022
22-000389	Wolff, Christina Z	Active	13/2022	13/2022
22-000782	Wild Horse Provisions	Active	13/2022	13/2022

- 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 HeMP Licensees list view with pending changes highlighted in yellow. A green circle labeled '4' points to the 'Save' button at the bottom right of the screen. A green circle labeled '4' also points to the 'Cancel' button at the bottom left. The table rows are as follows:

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

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

License Number	Account	License Status	Issue Date	Expiration Date	Action
22-000091	Stay Green LLC	Inactive	2/13/2020	12/31/2022	
22-000163	Stella Starr LLC	Inactive	2/28/2020	12/31/2022	

- 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).

License Number	Account	License Status	Issue Date	Expiration Date
22-000091	Stay Green LLC	Inactive	2/13/2020	Dec 31, 2022
22-000163	Stella Starr LLC	Inactive	2/28/2020	Dec 31, 2022
USDA_10_10	Test	Active	8/11/2022	Dec 31, 2022
22-000562	Texas State Dallas	Inactive	4/2/2020	Dec 31, 2022

- Applicable fields, click **Save** to confirm the pending changes or click **Cancel** to revert the cells back to their previous values.

License Number	Account	License Status	Issue Date	Expiration Date
22-000562	Texas State Dallas	Inactive	4/2/2020	12/30/2022
USDA_10_10	Test	Active	8/11/2022	8/11/2022
22-000163	Stella Starr LLC	Inactive	2/28/2020	12/30/2022
22-000091	Stay Green LLC	Inactive	2/13/2020	12/30/2022

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.

The screenshot shows the "Licensees" section of the HeMP interface. At the top, there is a navigation bar with tabs: "Licensees" (which is highlighted in green), "Producer Reports", "Disposal/Remediation Reports", "Annual Reports", "Test Results", and "Compliance". Below the navigation bar, there is a search bar with a magnifying glass icon and a text input field. The main content area is titled "Licensees" and contains a table with one row. The table columns are "License Number", "Account", "License Status", and "Issue Date". The data in the table is: License Number - DC-5679, Account - Doe State Department of Agric..., License Status - Active, Issue Date - 07/13/2021. Below the table, there is a "Show:" dropdown set to "10" and a navigation control with arrows. The text "Page 1 of 1" is displayed at the bottom of the table area. A green arrow labeled "1" points to the "Licensees" tab in the navigation bar. A green arrow labeled "2" points to the license number "DC-5679" in the table.

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.

The screenshot shows the "Details" tab for licensee DC-5679. At the top, there is a header with the license number "DC-5679" and an "Edit" button. Below the header, there is a navigation bar with tabs: "Details" (which is highlighted in green), "Lots", "Test Results", and "Reports". The main content area is titled "License Information". On the left side, there is a table with two rows: "License Number" (DC-5679) and "EIN" (11-11111). On the right side, there is another table with four rows: "Account" (Doe State Department of Agriculture), "License Status" (Active), "Expiration Date" (7/12/2024), and "Phone". A green arrow labeled "4" points to the "Details" tab in the navigation bar.

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.

Lot Number	Geospatial Location	CLU Acreage	Program Year
0003606-3497-8A1	[-86.716676951268383,36.2354772...	0.7	2020
0003606-3497-8A	[-86.716676951268383,36.2354772...	0.7	2020

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.

Record ID	Lot Number	Test Type	Pass or Fail	Testing Date
TST-00000069		Original Sample	Pass	06/23/2021
TST-00000101		Test of Re-Sampled Material	Fail	06/17/2021

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 a software interface for viewing licensee information. At the top, there is a header with a license icon and the text "License DC-5679". Below the header, a navigation bar contains tabs: "Details", "Lots", "Test Results", and "Reports". The "Reports" tab is highlighted with a green underline. A green arrow labeled "7" points from the left towards the "Reports" tab. Another green arrow labeled "A" points from the left towards the first row of the data table. The main content area is titled "Disposals/Remediations" and contains a table with four rows of data. The columns are labeled "Record ID", "Action Taken", "Size", "Unit of Measurement", and "Start Date".

Record ID	Action Taken	Size	Unit of Measurement	Start Date
DISP-0000000116	Remediation	12,000	Square Feet	06/01/2021
DISP-0000000115	Remediation	12,000	Square Feet	06/01/2021
DISP-0000000095	Remediation	1,200	Acres	06/01/2021
DISP-0000000094	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.

1. Licensees **Lots** Producer Reports Disposal/Remediation Reports Annual Reports Test Results Compliance

2. **Lots**

Lot Number	Producer Account N...	License Number	Growing County	Reported Acres
test 1800-1/10/22	State/Tribe Producer -S...	test 1779 License-1/10/22	North Tulsa	12
3718	State/Tribe Producer -S...	S/T Producer License QA1		

3. Download

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.

1. Lot
28

2. **Crop Details**

Lot Number	28	License Number	0298ST
Producer Account	Stella Starr LLC		
Growing Lot Address		Growing Lot City	
Growing State Georgia		Growing Lot Zip/Postal Code	
Growing County Howell		Intended Use	
Reported Acres 2,199.00		Planting Date <small>(1)</small>	
Supplemental Status Planted		Crop Status P	
3. Address Information		Geospatial Location <small>(1)</small>	

3. **Address Information**

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 Compliance Details page. At the top, there is a navigation bar with tabs: Licensees, Lots, Producer Reports, Disposal/Remediation Reports, Annual Reports, Test Results, and Compliance. The Compliance tab is highlighted with a green underline and has a green arrow pointing to it from the left. Below the navigation bar, the title "Compliance Details" is displayed. A text block states: "Violations may lead to a Corrective Action Plan (CAP). Failure to respond to or fulfill the terms of a CAP may lead to plan suspension. If you've been put on a CAP, review the [State and Tribal HeMP User Guide](#) and watch our tutorial video on [How to Manage S/T Compliance Activities](#)." Step 1 is indicated by a green circle with the number 1 and a green arrow pointing to the Compliance tab. Step 2 is indicated by a green circle with the number 2 and a green arrow pointing to the "Audits" subtab. Step 3 is indicated by a green circle with the number 3 and a green arrow pointing to the table containing audit records.

Record ID	Audit Channel	Audit Reason	Start Date of Audit	End Date of Audit
AUDT-0000000034	Both (Desk & On-Site)	Initial	08/23/2022	08/23/2022
AUDT-0000000025	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 ID AUDT-0000000025. The page is divided into sections: Information, Audit Date, and Secondary Audit Date (If Applicable). The "Information" section contains fields for Audit ID, Audit Channel, Audit Reason, Action Required, Status, Start Date of Audit, End Date of Audit, and Secondary Start Date of Audit. The "Audit Date" section shows the start date as 8/2/2022 and the end date as 8/2/2022. The "Secondary Audit Date (If Applicable)" section is currently empty.

Audit ID	Audit Channel	Audit Reason	Action Required	Status
AUDT-0000000025	Desk	Renewal		In Progress

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

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

View Audit Results (2 of 2)

5. 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.
6. 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 interface. On the left, the Audit ID is shown as AUDT-0000000019. Below it, the Information section contains fields for Audit ID (AUDT-0000000019), Audit Reason (Initial), Action Required (Yes), Audit Date (Start: 5/16/2022, End: 5/23/2022), and Secondary Audit Date (If Applicable). On the right, there are two sections: 'Files (1)' and 'Violations'. The 'Files' section shows one file named 'Sa...' with details: Owner (USDA Test...), Last Modified (8/25/2022, 12:00 PM), and Size (12KB). A green circle labeled '5' points to the 'View All' button at the bottom of this section. The 'Violations' section lists one record: FLAG-00000040, which is Negligent and Other. An arrow points to the record ID 'FLAG-00000040'. A green circle labeled '6' points to the top of the violations table. The bottom right corner of the interface shows 'Page 1 of 1' and 'Total records: 1'.

Title	Owner	Last Modified	Size
Sa...	USDA Test...	8/25/2022, 12:00 PM	12KB

Record ID	Violation Det...	Non-Complia...
FLAG-00000040	Negligent	Other

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 Compliance interface. At the top, there is a navigation bar with tabs: Licensees, Lots, Producer Reports, Disposal/Remediation Reports, Annual Reports, Test Results, and **Compliance**. The Compliance tab is highlighted with a green underline. Below the navigation bar, there are three sub-tabs: Corrective Action Plans, **Violations**, and Audits. The Violations tab is also highlighted with a green underline. Under the Violations tab, there is a section titled "My Violations" with a blue flag icon. It displays two violation records:

Record ID	Violation Determination	Non-Compliance Category	Created Date
VLTN-00000082	Non-Compliance	Failure to dispose of non-compl...	08/30/2022
VLTN-00000081	Non-Compliance	Failure to report to FSA	08/30/2022

Three numbered arrows point to specific elements: 1 points to the Compliance tab, 2 points to the Violations sub-tab, and 3 points to the first violation record VLTN-00000082.

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-00000077. The page has a header with a blue flag icon and the text "Violation VLTN-00000077". Below the header, there is a section titled "Information" with a collapse arrow. The information fields are:

License Number	State or Tribe Plan
Account Name State Test Account 1	Violation Determination
Status Pending Review	Non-Compliance Category (if "Other")
Non-Compliance Category Failure to comply with Corrective Action Plan	Comments
Date of Violation 8/24/2022	
Resolution Plan RP-0000000136	

Below the "Information" section, there is another collapse arrow labeled "Source of Non-Compliance".

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 detail page for VLTN-00000077. On the left, there's a sidebar with sections for Information, License Number, Account Name, Status, Non-Compliance Category, Date of Violation, and Resolution Plan. The main area displays details like State or Tribe Plan (Detroit Hemp Regulation Plan), Violation Determination (Negligent), and Non-Compliance Category (N/A). A comment section is visible, with a placeholder 'Write a comment...', a 'Post' button, and a 'Share' button. A green callout bubble with the number '5' points to the 'Write a comment...' input field.

VLTN-00000077

Information

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-0000000136

State or Tribe Plan
[Detroit Hemp Regulation Plan](#)

Violation Determination
Negligent

Non-Compliance Category (if "Other")
N/A

Comments

Post

Share an update... Share

Sort by:
Most Recent ▾

(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 by 9/13.

Like Comment 1 view

Write a comment...

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 highlighted with a green arrow labeled '2'. The main content area displays a table titled 'My Corrective Action Plans' with two rows of 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		

A green arrow labeled '3' points to the first row of the table. A green circle labeled '1' is positioned above the 'Compliance' tab.

4. Scroll down to the 'Corrective Actions' section. Once your Resolution Plan is finalized and approved by DHPP, your Corrective Actions will populate in the “Corrective Actions” list.

The screenshot shows the 'Resolution Plan' page for RP-0000000105. The 'Instructions' section contains general information and links to the User Guide and Compliance Activity Video. The 'Corrective Actions Instructions' section is collapsed. The 'Corrective Actions' section is also collapsed and displays a message: 'No Corrective Actions to Display'. The 'Information' section is expanded, showing details such as Plan Type (Non-compliance Resolution Plan), Status (Waiting on Producer, State, or Tribe Review), Resolution Plan Contact (QA_USDA Test State 1), and Response Deadline (8/22/2022). On the right side, there are sections for 'Files (0)' and 'Resolution Plan Communications'.

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”.

5 → **Supplementary Information**

6 → **Resolution Plan Communications**

7 → **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.

8 → **Accept**

8 → **Submit**

Manage Corrective Action Plans (3 of 5)

9. 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.

10. Click “Submit CAP Draft”.

The screenshot shows the "Resolution Plan Details" page. At the top left is a green pencil icon and the text "Resolution Plan RP-0000000128". On the right is a "Submit CAP Draft" button. Below this is a section titled "Instructions" with a sub-section "Corrective Actions Instructions". To the right is a "Files (0)" section with a "Upload Files" button and a "Or drop files" placeholder. A green circle with the number 10 has an arrow pointing down to the "Submit CAP Draft" button.

The screenshot shows a modal dialog titled "Upload a Corrective Action Plan Draft". It contains instructions: "Upload a draft of your Corrective Action Plan (CAP) and then click "Done". USDA will review this draft and communicate with you as needed. Check your email or HeMP regularly for updates." and "If you have any questions, contact USDA at 202-720-8998 or farmbill.hemp@usda.gov". Below these is a "Upload Files" button with a "Or drop files" option, and a "Cancel" button. A green circle with the number 11 has an arrow pointing to the "Upload Files" button.

12. 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”.

The screenshot shows a modal dialog titled "Upload a Corrective Action Plan Draft" with a sub-titled "Upload Files". It displays a file named "CAP Draft.docx" (12 KB) with a progress bar indicating upload completion. Below the file is the message "1 of 1 file uploaded". At the bottom right is a green "Done" button. A green circle with the number 12 has an arrow pointing to the "Done" button.

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.

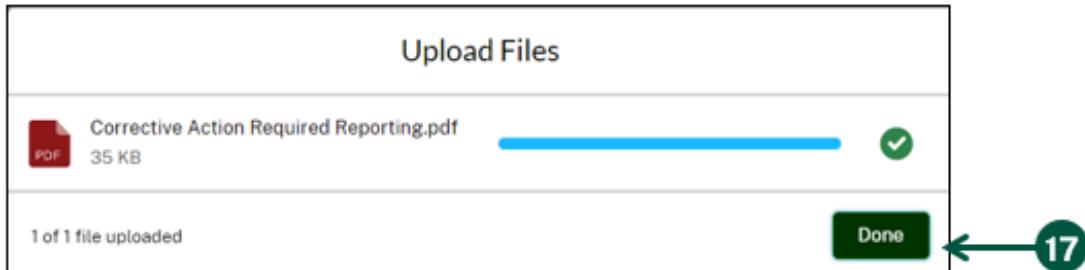
The screenshot shows the 'Resolution Plan Details' page. On the left, under 'Corrective Actions', there is a table with two rows. The first row has Record ID CA-0000000055, Status Draft, and Corrective Action N/A. The second row has Record ID CA-0000000056, Status Draft, and Corrective Action N/A. A green arrow labeled '15' points to the second row. On the right, there is a 'Files' section with two items: 'CAP Draft' (Aug 26, 2022) and 'Resolution Plan File' (Aug 23, 2022). A green arrow labeled '13' points to the 'Resolution Plan File' item.

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.

The screenshot shows the 'Corrective Action Details' page for CA-0000000065. It includes sections for 'Corrective Action Description' (with a note about submitting proof of proper disposal or remediation), 'Information' (with fields for Start Date and End Date), 'Supplementary Details' (with a dropdown for Violation and a field for Section Code Name), and 'Resolution Plan' (with a dropdown for RP-0000000144). To the right, there is a 'Files' section titled 'Files (0)' with an 'Add Files' button. A green arrow labeled '16' points to the 'Add Files' button.

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.