



AMS Domestic Hemp Production Program

Hemp eManagement Platform (HeMP) User Guide
for USDA Licensed Producers



Agricultural Marketing Service
U.S. DEPARTMENT OF AGRICULTURE

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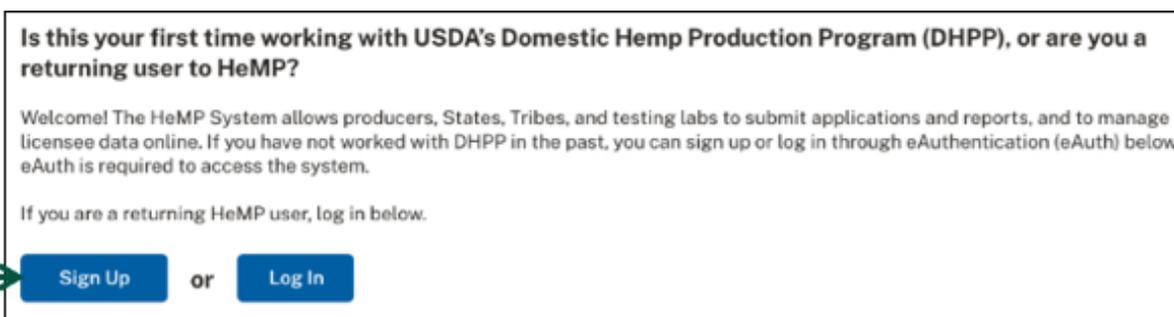
Log In to HeMP

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

Create a HeMP Account (1 of 6)

If you have never sent hemp regulation forms to USDA's Domestic Hemp Production Program (DHPP), you can follow these steps to log in. If you have sent forms 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".



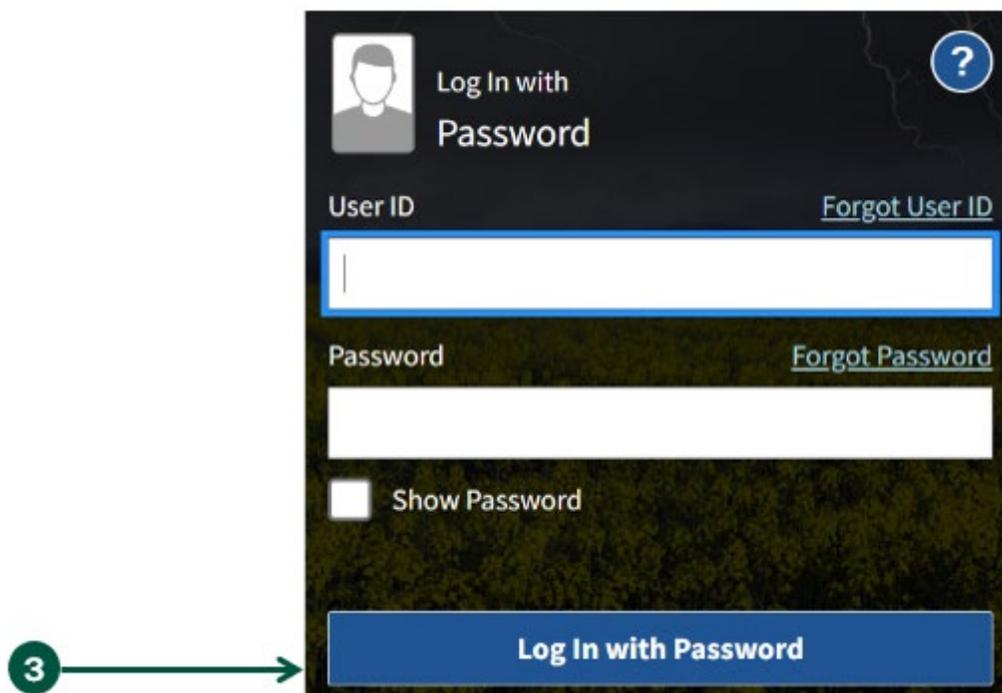
Is this your first time working with USDA's Domestic Hemp Production Program (DHPP), or are you a returning user to HeMP?

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.

2 → or

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



Log In with Password

User ID [Forgot User ID](#)

Password [Forgot Password](#)

Show Password

3 →

Create a HeMP Account (2 of 6)

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

The diagram illustrates the account creation process in three stages:

- Just a few minutes**: This process should take 5 to 10 minutes to complete.
- Submission confirmation email**: You will receive an email confirmation immediately after completing this process, followed by an email within 5 minutes to confirm that your HEMP account has been created.
- Account confirmation email**: Once you receive the confirmation email indicating that your account has been created, you will be able to get started with HEMP. Thank you for your patience.

A green arrow labeled '4' points from the left towards a green button labeled 'Get Started'.

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

The screenshot shows the 'Your Information' form with the following fields:

- Email: johnny@hemp.com
- * Name
- Salutation: --None--
- First Name: Johnny
- Middle Name: Middle Name
- * Last Name: Doe
- Suffix: Suffix

A green arrow labeled '5' points to the name fields, and another green arrow labeled '6' points to a green button labeled 'Next'.

Create a HeMP Account (3 of 6)

- Once you are on the “Account Type” page, **click** “Individual”, “Business Entity”, or “Research Institution”.
- Scroll down** and **click** “Next”.

I represent a(n)...

Individual Business Entity Research Institution

7

If you represent a Business Entity or Research Institution, continue with the following steps. If you are an Individual Producer, go to [Page 10](#).

- Once you are on the “Account Details” page, **enter** the requested information. Note: Account Name should be the name of your Business Entity or Research Institution (e.g., University of Hemp) and **click** “Next”.

* Account Name [?] EIN [?]

Business Structure Business Structure (If "Other")

--None-- [Text Field]

Email Phone

Other Phone Additional Contact Information

Address Information

Street Address City

State Zip

--None-- [Text Field]

9

9 Next

Create a HeMP Account (4 of 6)

10. Once you are on the “Add Team Members to Your Account” page, you can invite colleagues from your Business Entity or Research Institution to the Account. Note: The Account sign up process should only be used once per Business Entity or Research Institution. Additional users should access the Account through an invitation and should not go through the first time log in 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

- C. **R** would like to have access to the Account. 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 during this step.

No, I'll Do This Later I'm Done Adding Emails

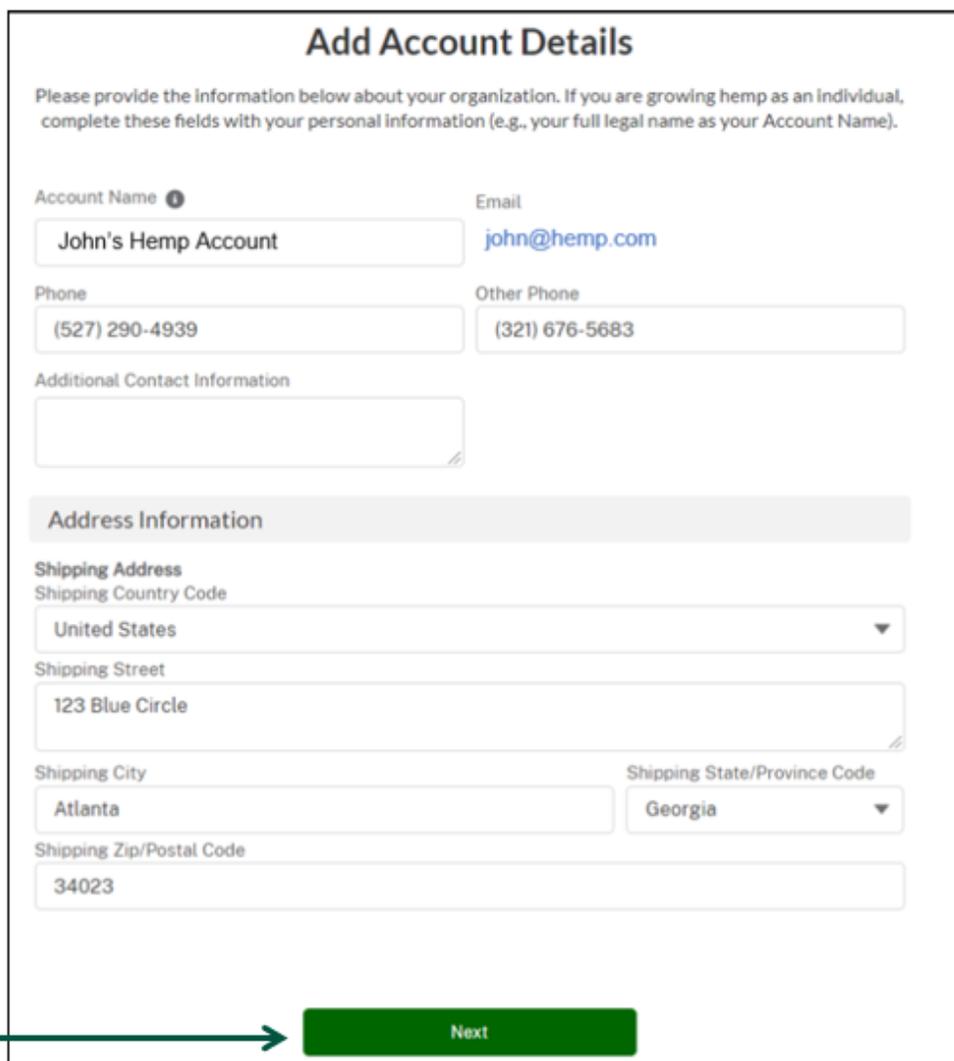
Create a HeMP Account (5 of 6)

11. 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.
12. 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.
13. 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.

Create a HeMP Account (6 of 6)

If you are an individual producer, continue with these following steps:

9. **Enter** the requested information on the “Account Details” page. Once you have provided your information, **click** “Next”.



Add Account Details

Please provide the information below about your organization. If you are growing hemp as an individual, complete these fields with your personal information (e.g., your full legal name as your Account Name).

Account Name Email

Phone Other Phone

Additional Contact Information

Address Information

Shipping Address

Shipping Country Code

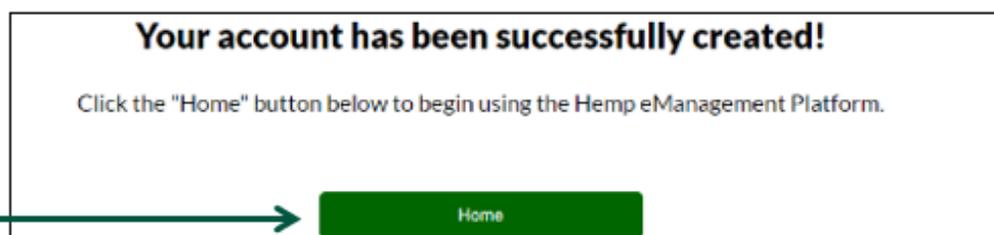
Shipping Street

Shipping City Shipping State/Province Code

Shipping Zip/Postal Code

9 

10. Once you see the “Your account has been successfully created!” message, your account is ready and you can begin using HeMP! **Click** “Home” to access your homepage. 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.



Your account has been successfully created!

Click the "Home" button below to begin using the Hemp eManagement Platform.

10 

Log In to HeMP

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

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

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

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

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



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

 **Log In with Password** 

User ID [Forgot User ID](#)

Password [Forgot Password](#)

 Show Password

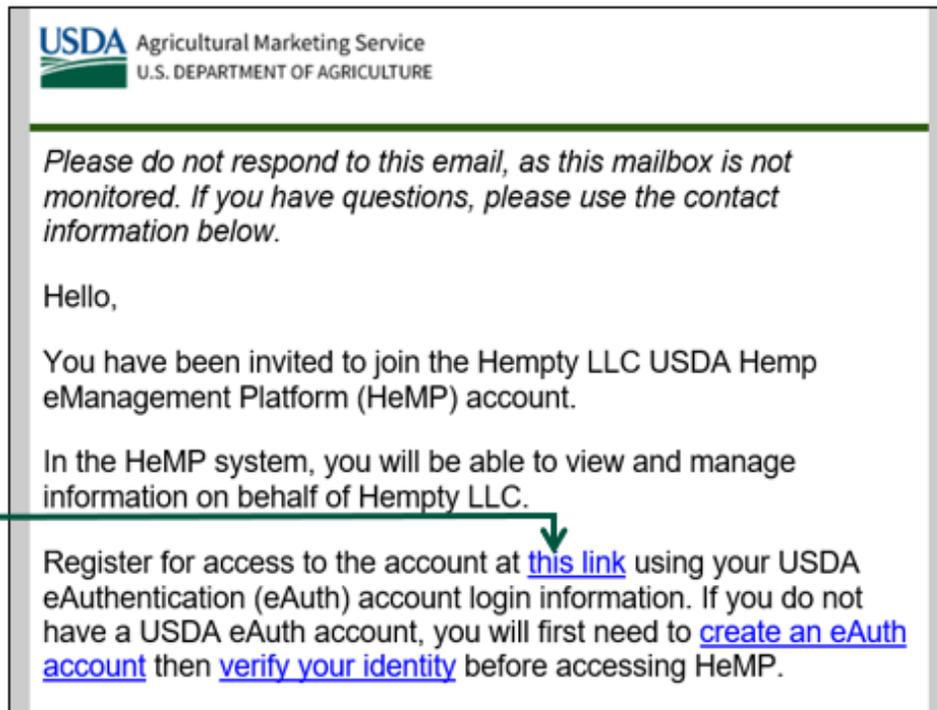
[Log In with Password](#)

3

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

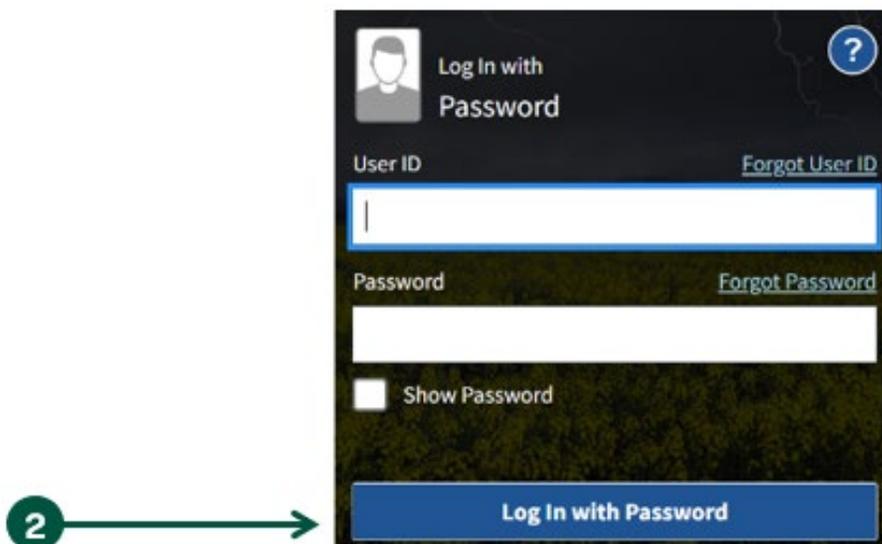
If you have sent any hemp regulation forms to USDA's Domestic Hemp Production Program (DHPP) in the past, you can follow these steps to log in. If you have not submitted to DHPP in the past, go to [Page 5](#).

1. You should have received an email with the subject "USDA HeMP Account Invitation". **Open** that email and **click** the "this link" link provided to access your HeMP Account.
 - If you do not have an email invitation, send an account invitation request to DHPP via email at farmbill.hemp@usda.gov. Alternatively, if a colleague from your hemp organization/business has already logged in to HeMP, reach out to that individual for an invitation to join.



2. You eAt

ntials. **Enter** your

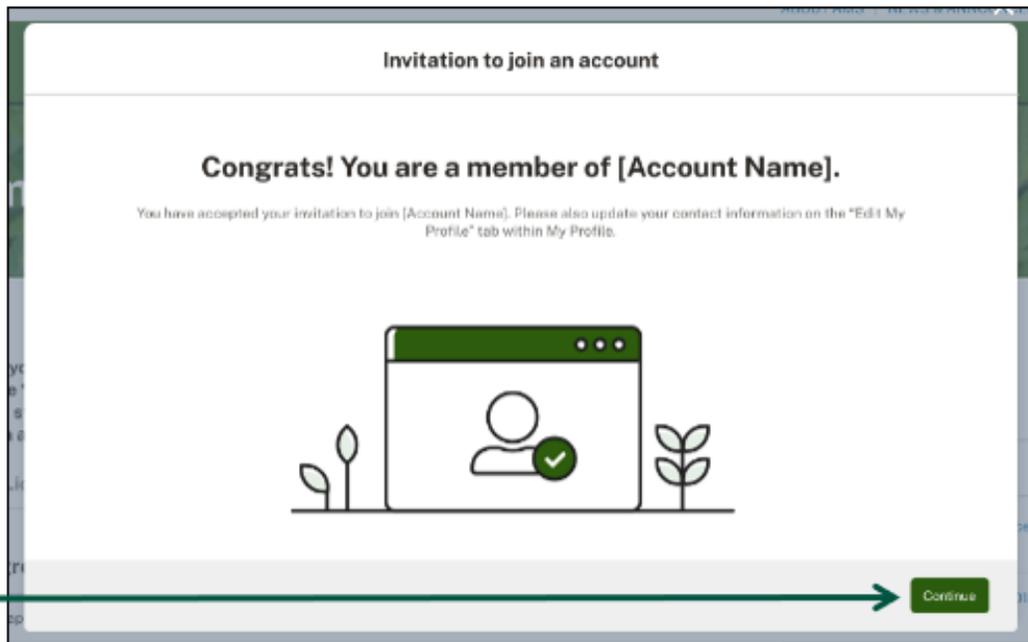


Log In to HeMP through an Account Invitation Email (2 of 5)

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

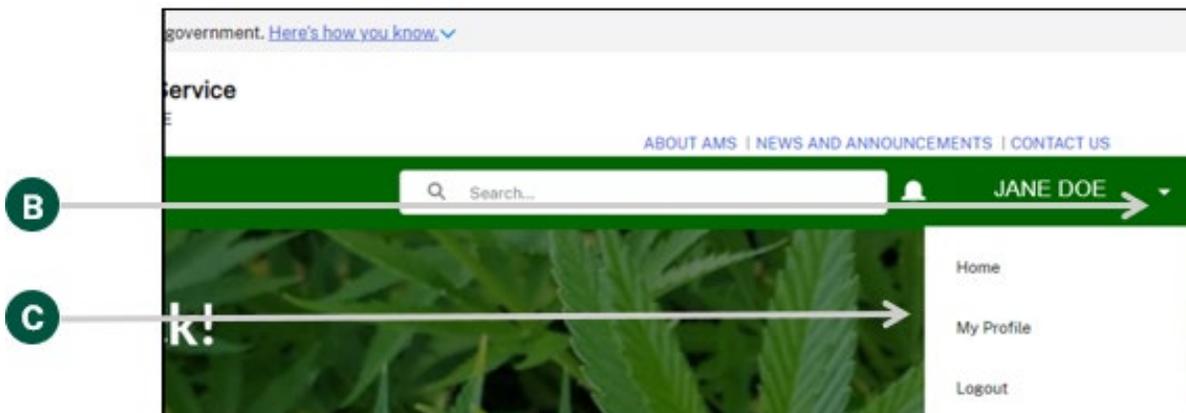
- **Message 1:** If you see the “Congrats! You are a member of [Account Name]” message below, you have successfully accepted your Account invitation.

A. After seeing this message, **click** “Continue”.



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

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

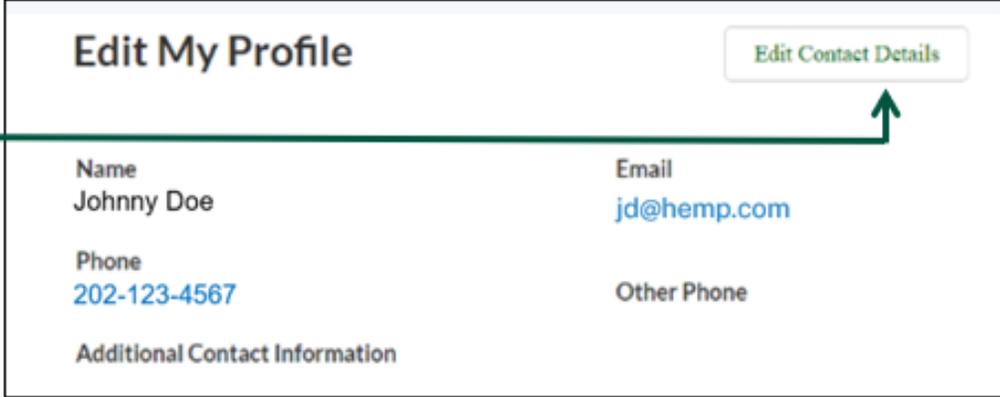


Log In to HeMP through an Account Invitation Email (3 of 5)

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

- Continued: **Message 1**

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



The screenshot shows the "Edit My Profile" page. At the top right, there is a button labeled "Edit Contact Details". A green callout box with the letter "D" and an arrow points to this button. Below the button, the profile information is displayed in a table-like format:

Name	Johnny Doe	Email	jd@hemp.com
Phone	202-123-4567	Other Phone	
Additional Contact Information			

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



The screenshot shows the "Edit My Profile" page with a form for editing contact details. A green callout box with the letter "E" and an arrow points to the name fields. The form includes:

- Name** (required field):
 - Salutation: --None-- (dropdown menu)
 - First Name: Johnny
 - Middle Name: Middle Name
 - Last Name: Doe (required field)

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

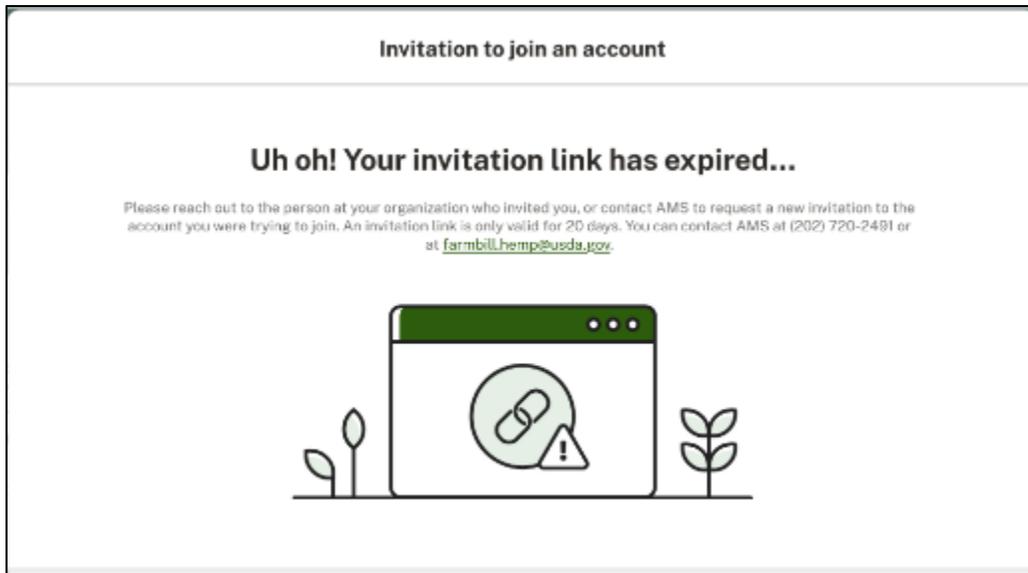


The screenshot shows two buttons at the bottom of the page: "Cancel" and "Save Changes". A green callout box with the letter "F" and an arrow points to the "Save Changes" button.

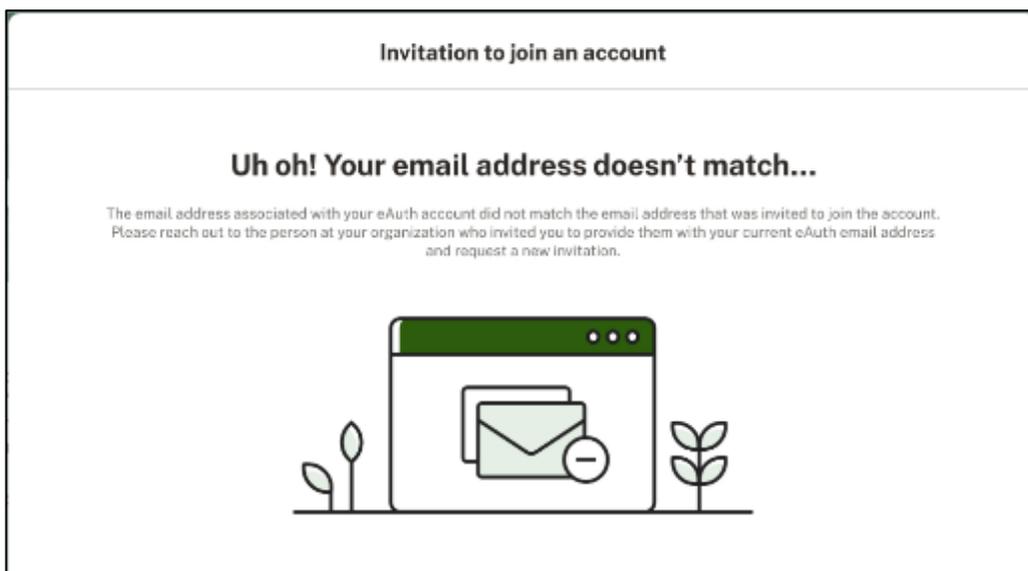
Log In to HeMP through an Account Invitation Email (4 of 5)

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.



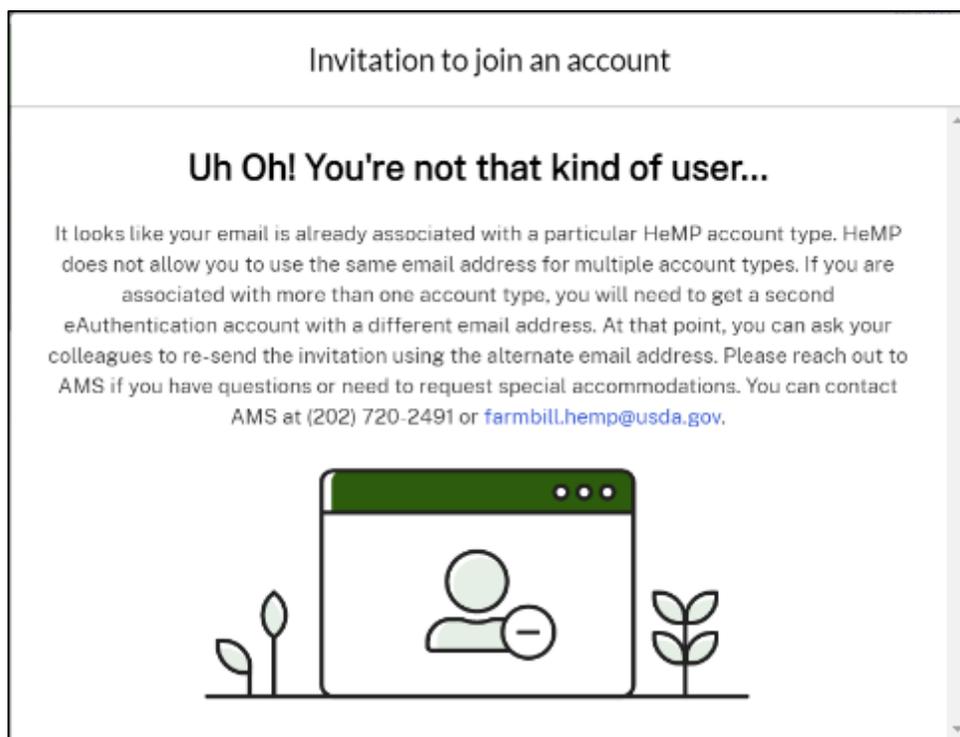
- **Message 3:** If you see the “Uh oh, Your email address doesn’t match” message below, the email address associated with your eAuth Account does not match the email address invited to join the Account. If a colleague invited you to your organization’s Account, **have them resend an Account invitation 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 testing lab Account using the email provided). **You will need to create a second eAuth Account with a different email address to access your USDA producer 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.

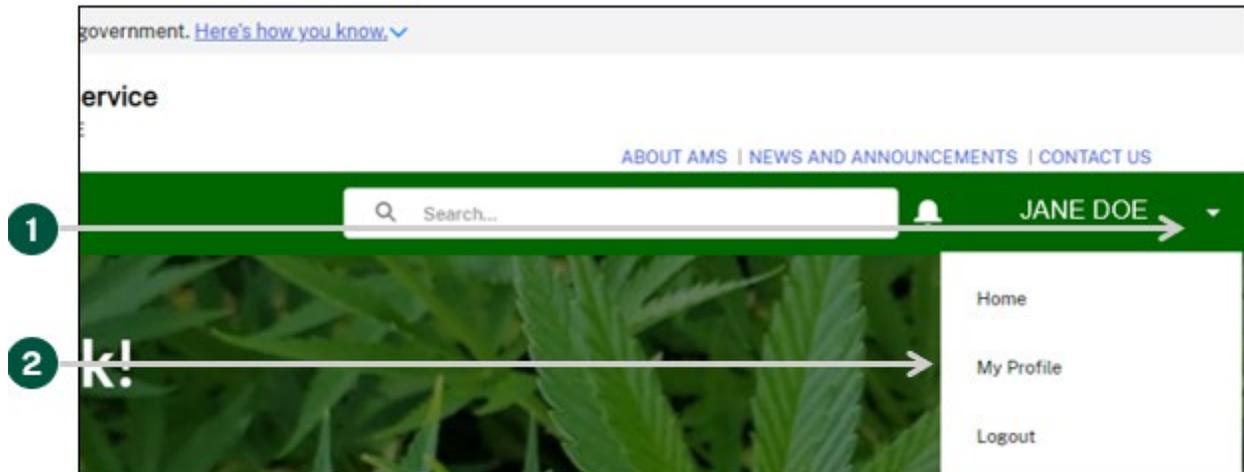


Modify My Profile

- Modify Contact Information**
- Modify Account Information**
- Update Account Contacts**
- Invite a Colleague to Account**
- Add a Sub-Account to My Profile**

Modify Contact Information (1 of 2)

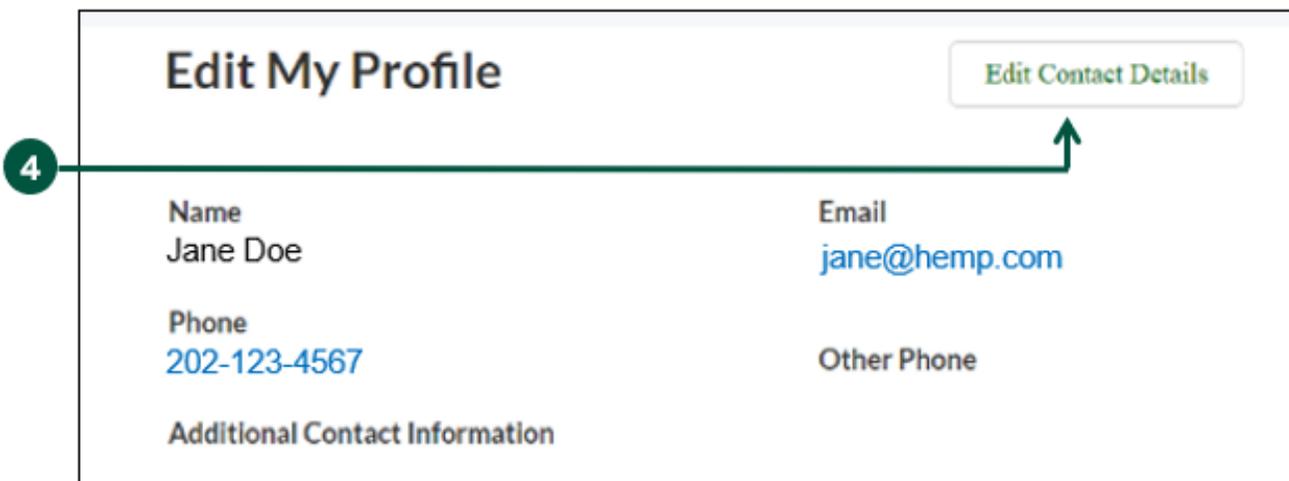
1. Click your account dropdown on the righthand corner of HeMP.
2. Click “My Profile” from the dropdown.



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

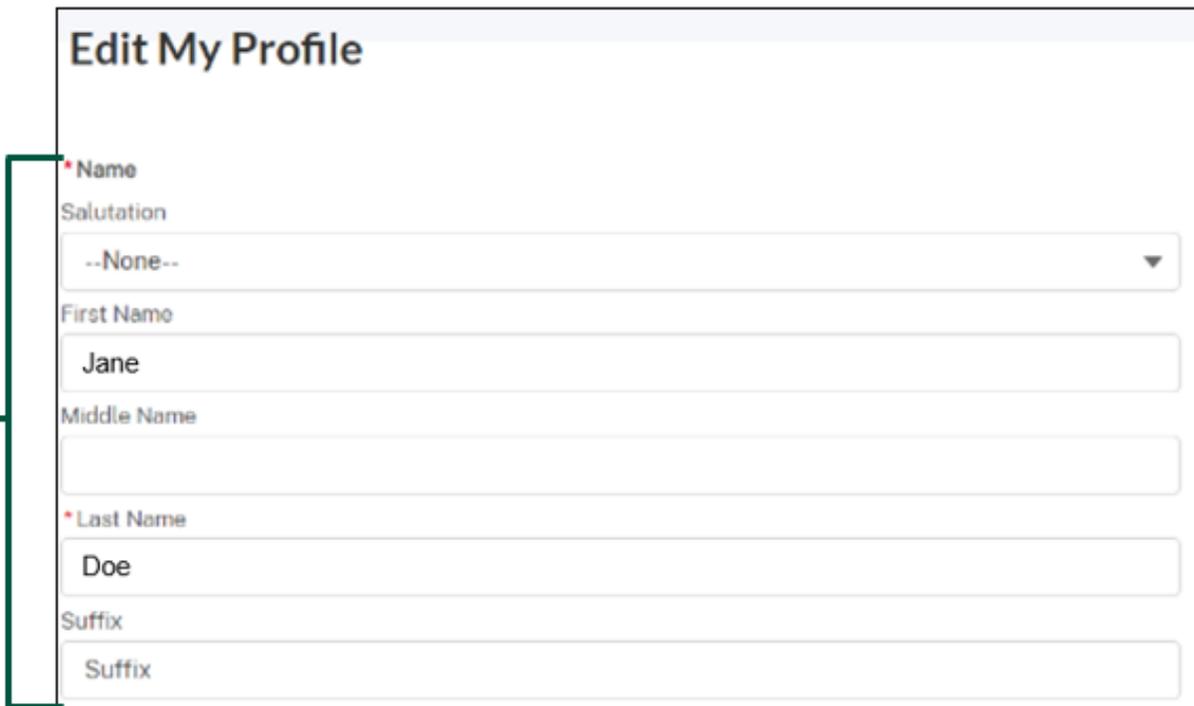


4. Once you are on the “Edit My Profile” page, click “Edit Contact Details”.



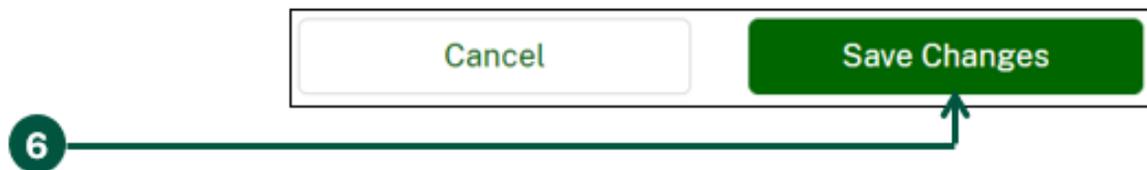
Modify Contact Information (2 of 2)

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



The screenshot shows the 'Edit My Profile' form. A green callout box with the number '5' is positioned to the left of the form, with a line pointing to the 'Name' section. The 'Name' section includes a red asterisk, a 'Salutation' dropdown menu (currently showing '--None--'), a 'First Name' text box (containing 'Jane'), a 'Middle Name' text box (empty), a red asterisk, a 'Last Name' text box (containing 'Doe'), a 'Suffix' text box (containing 'Suffix'), and another 'Suffix' text box (empty).

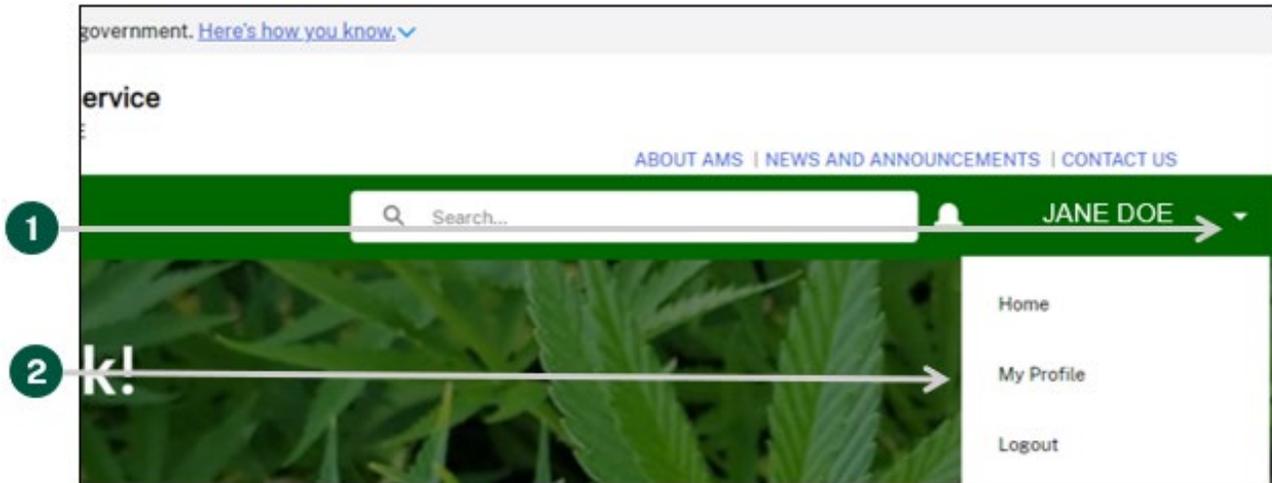
6. Click “Save Changes” at the bottom of “Edit My Profile”.



The screenshot shows two buttons: a white 'Cancel' button and a green 'Save Changes' button. A green callout box with the number '6' is positioned to the left, with a line pointing to the 'Save Changes' button.

Modify Account Information (1 of 2)

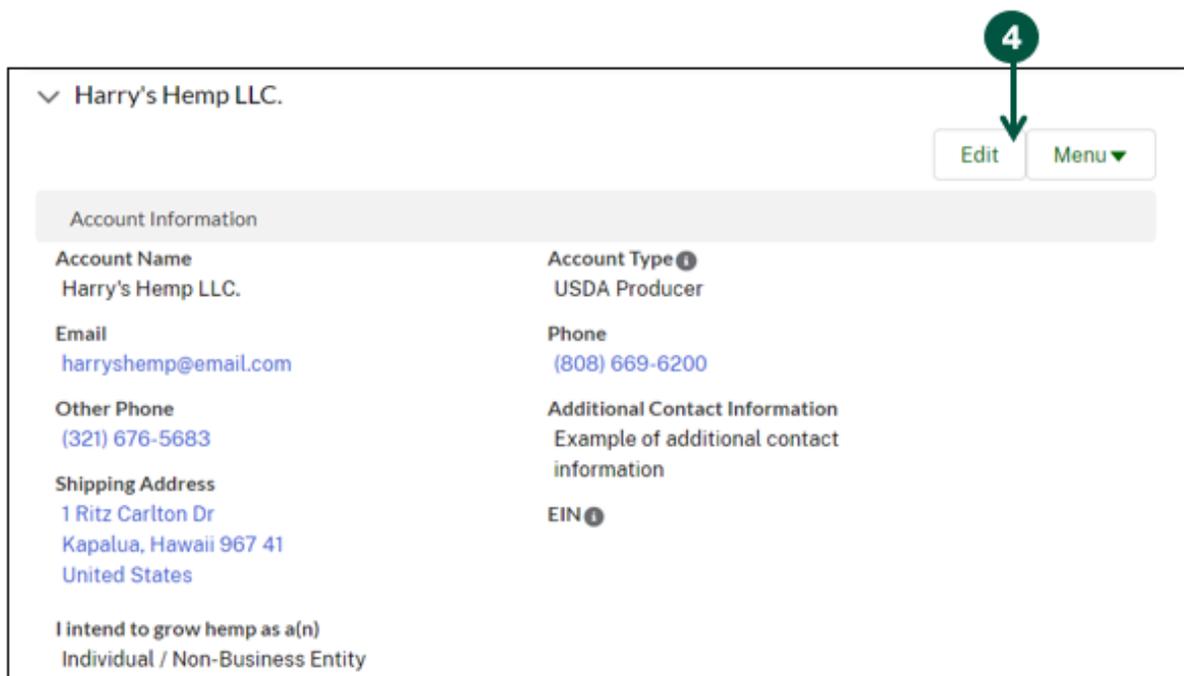
1. Click your account dropdown on the righthand corner of HeMP.
2. Click “My Profile” from the dropdown.



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



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



Modify Account Information (2 of 2)

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

Account Information

Account Name: Harry's Hemp LLC.

Account Type: USDA Producer

Email: harryshemp@email.com

Phone: 8086696200

Other Phone: (321) 676-5683

Additional Contact Information: Example of additional contact information

Shipping Address

Shipping Country Code: United States

Shipping Street: 1 Ritz Carlton Dr

Shipping City: Kapalua

Shipping State/Province Code: Hawaii

Shipping Zip/Postal Code: 967 41

I intend to grow hemp as a(n): Individual / Non-Business Entity

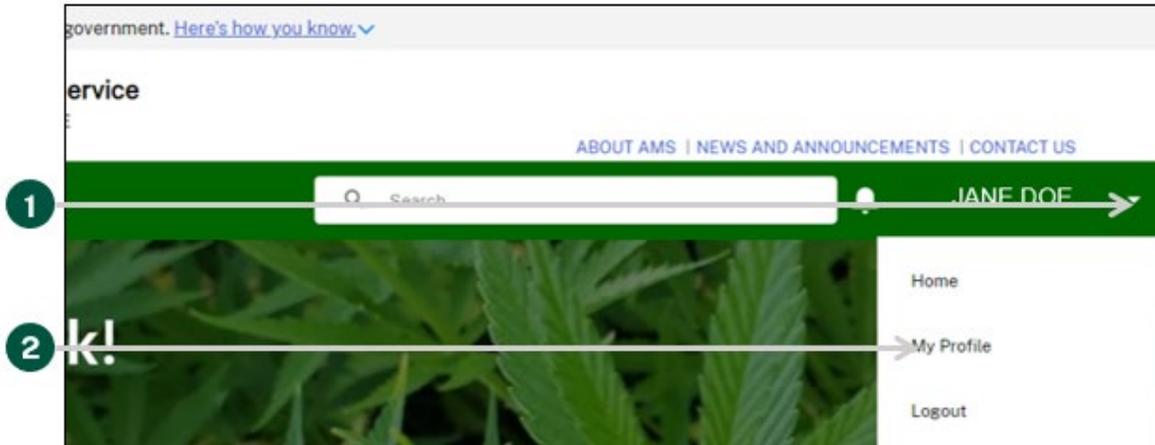
EIN:

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



Update Account Contacts (1 of 6)

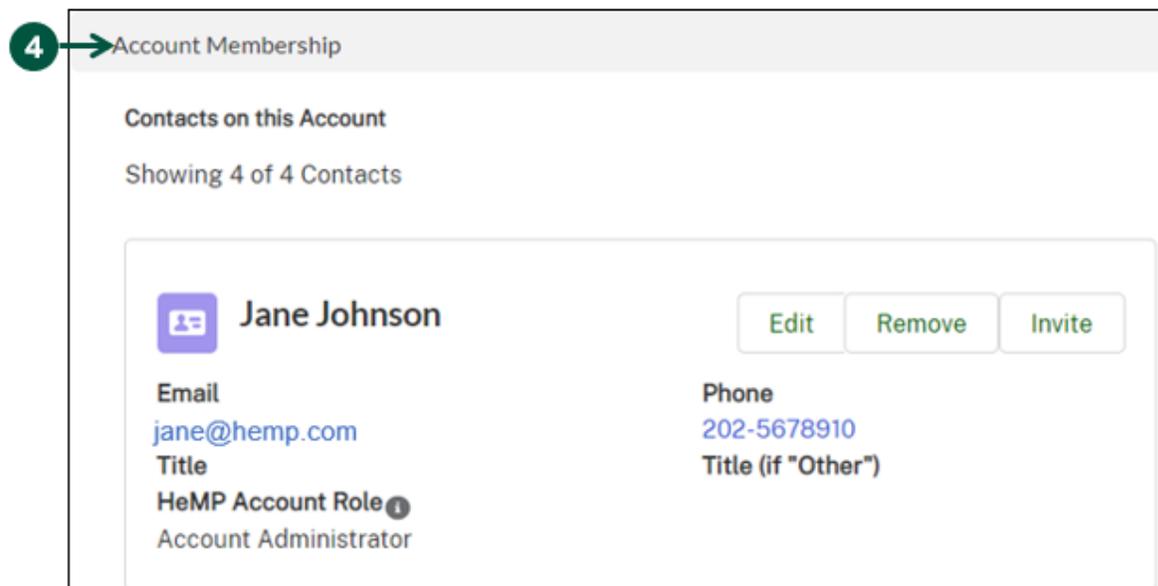
1. Click your Account dropdown on the righthand corner of HeMP.
2. Click “My Profile” from the dropdown.



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



4. View your Account’s Contacts under “Account Membership”.



Update Account Contacts (2 of 6)

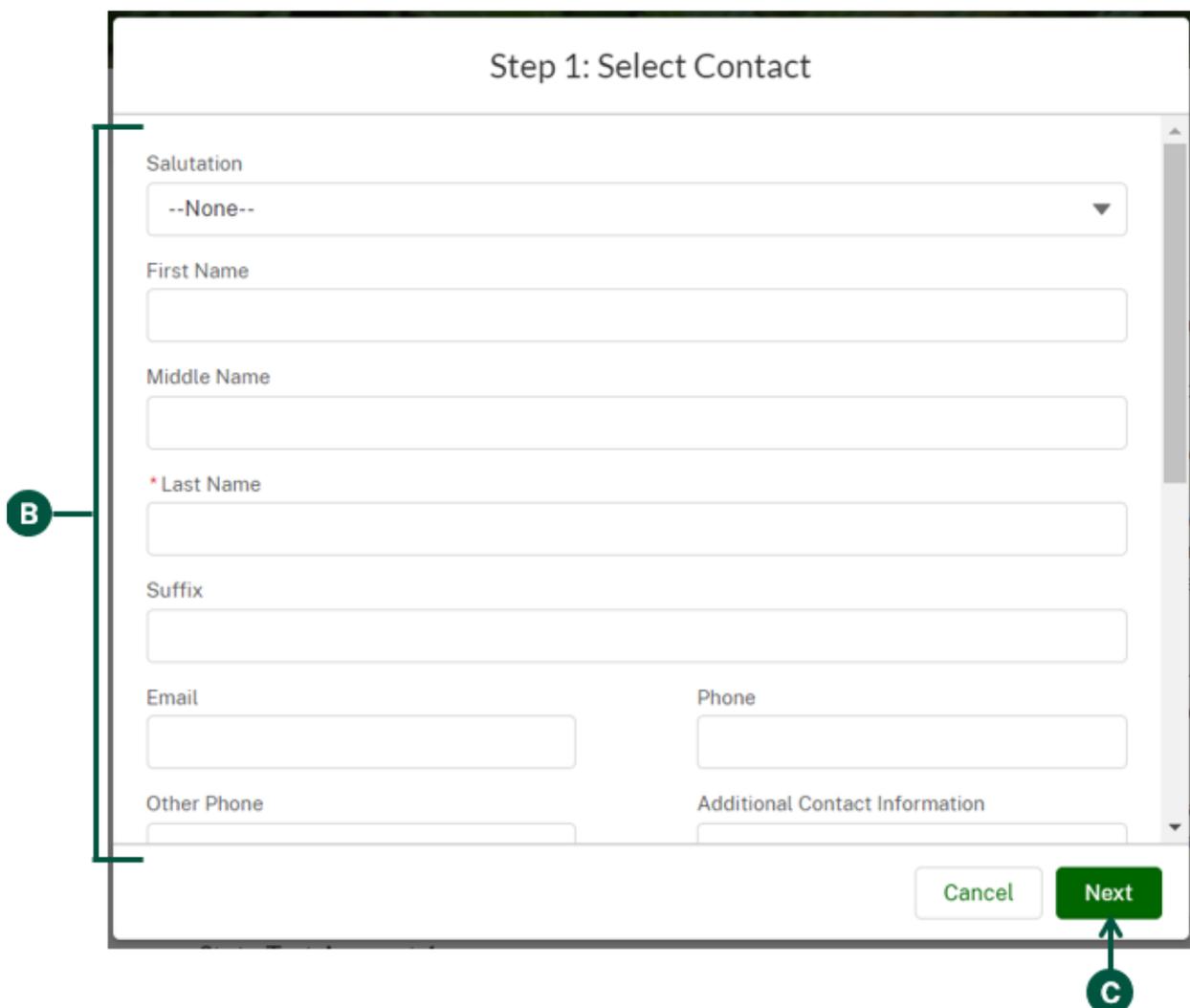
- To add an Account Contact:

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



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

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

A screenshot of a pop-up form titled "Step 1: Select Contact". The form contains several input fields: "Salutation" (a dropdown menu with "--None--" selected), "First Name", "Middle Name", "* Last Name" (with an asterisk indicating it is required), "Suffix", "Email", "Phone", "Other Phone", and "Additional Contact Information". At the bottom right of the form are two buttons: "Cancel" and "Next". A green circle with the letter 'B' and a bracket on the left side of the form indicates the input fields. A green circle with the letter 'C' and an arrow points to the "Next" button.

Update Account Contacts (3 of 6)

- Continued: To add an Account Contact:

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

The screenshot shows a pop-up window titled "Step 2: Add Contact to this Account". It has two tabs: "Email" and "Phone". The "Account" section shows "Hemp Account" selected. The "Contact" section shows "Jane Doe" selected. Below the "Account" section is a "Title" dropdown menu with "--None--" selected. Below the "Contact" section is a "Title (if 'Other')" text input field. A green circle with the letter "D" is positioned to the left of the pop-up, with a line pointing to the "Title" dropdown menu.

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

The screenshot shows a pop-up window titled "HeMP Account Role". It has two columns: "Available" and "Chosen". The "Available" column is empty. The "Chosen" column contains "Account A...". A green circle with the letter "E" is positioned to the left of the "Available" column, with an arrow pointing to the right arrow between the columns. Another green circle with the letter "E" is positioned to the right of the "Chosen" column, with an arrow pointing to the "Account A..." item.

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

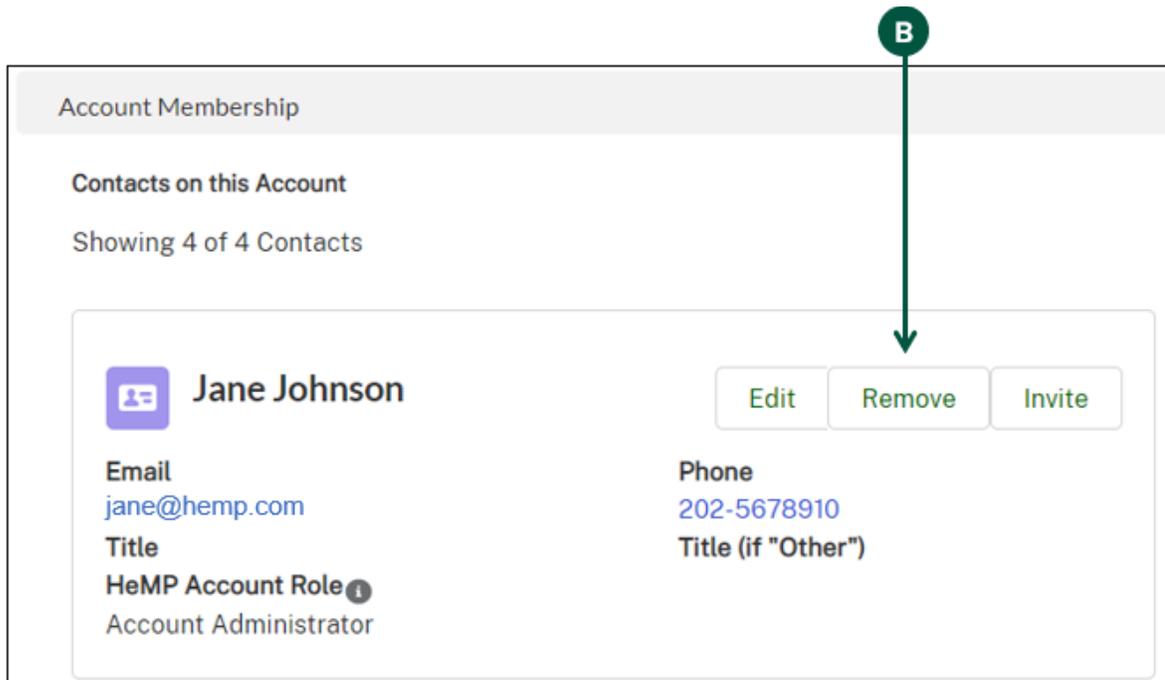
The screenshot shows a green button with the text "Save & Close". A green circle with the letter "F" is positioned to the left of the button, with an arrow pointing to the button.

Update Account Contacts (4 of 6)

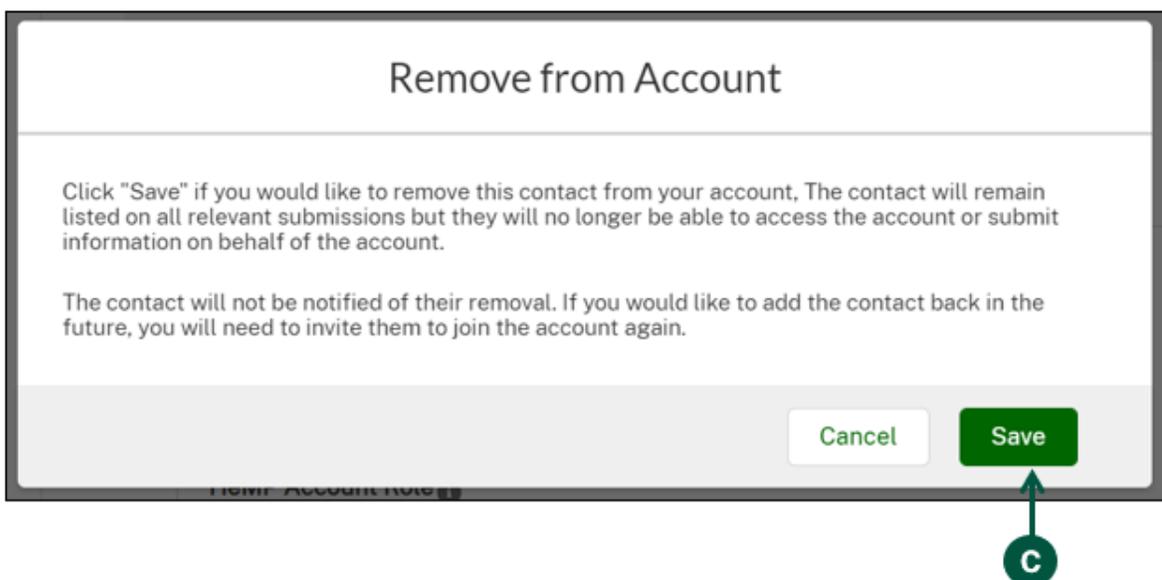
- To remove an Account Contact:

A. **Find** the Contact you would like to remove under “Account Membership”.

B. **Click** “Remove” on the Contact card of the Contact you would like removed from the Account.

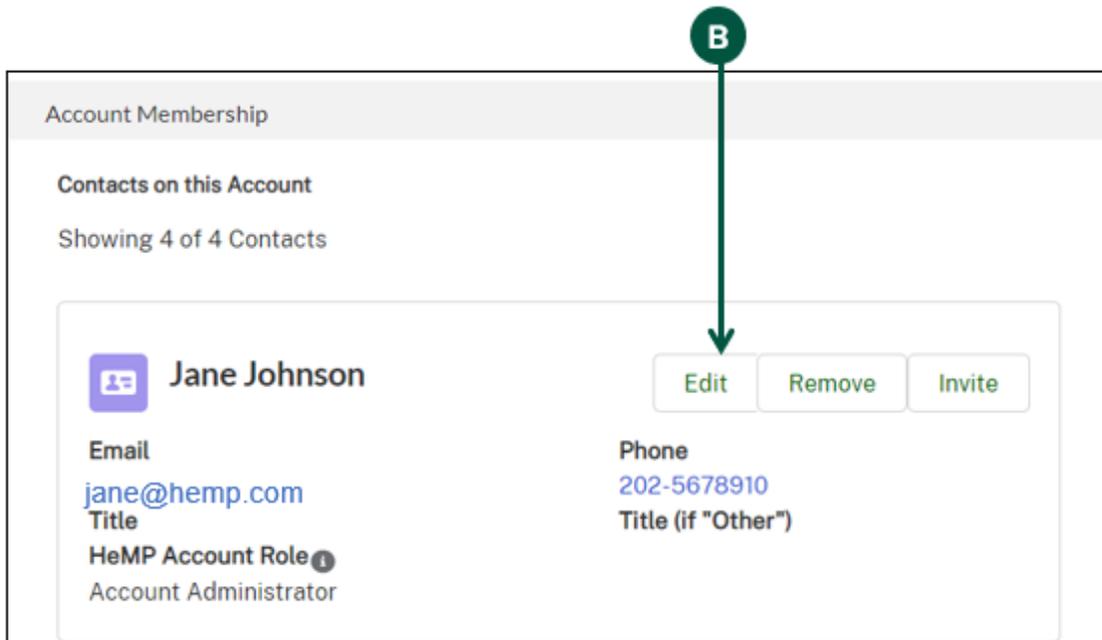


C. Once you see the “Remove from Account” pop-up, **click** “Save”.



Update Account Contacts (5 of 6)

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



Account Membership

Contacts on this Account

Showing 4 of 4 Contacts

 **Jane Johnson**

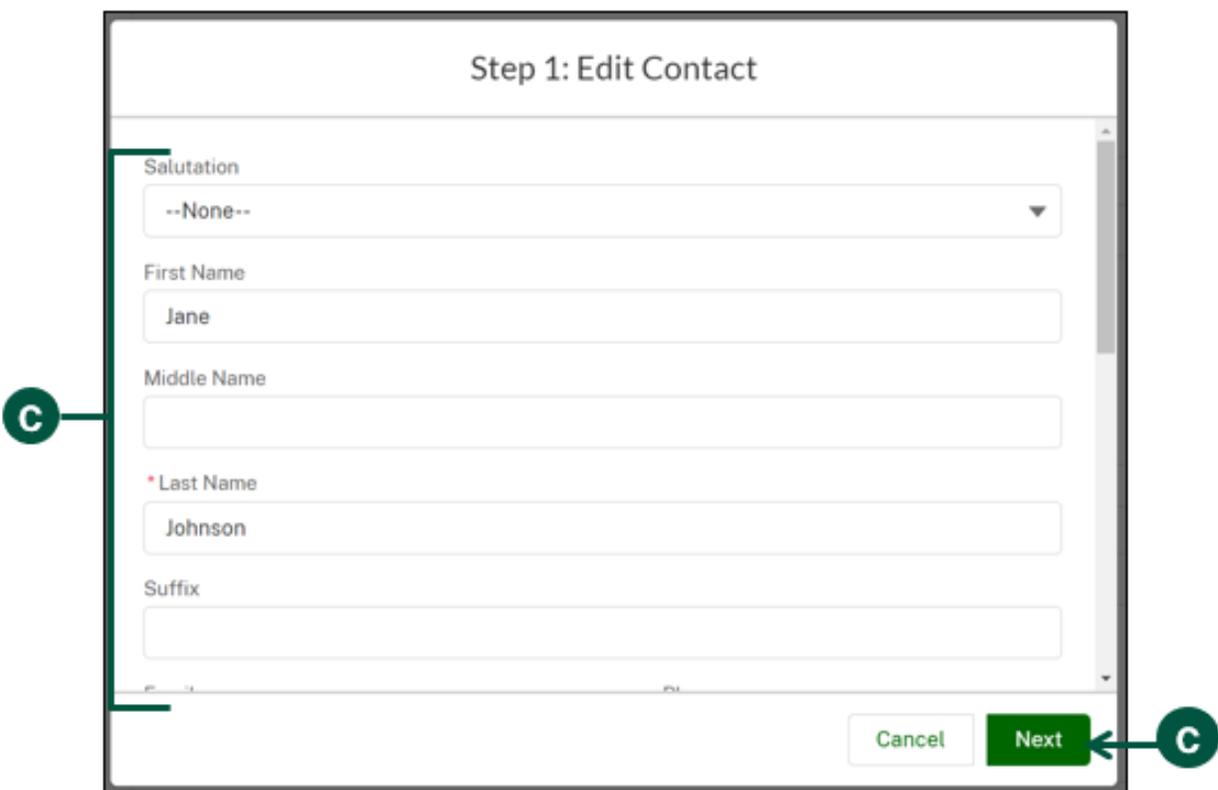
Email
jane@hemp.com

Phone
202-5678910

Title
Title (if "Other")

HeMP Account Role ¹
Account Administrator

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



Step 1: Edit Contact

Salutation
--None--

First Name
Jane

Middle Name

* Last Name
Johnson

Suffix

Update Account Contacts (6 of 6)

- Continued: To edit an Account Contact's information

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

Step 2: Edit Relationship Between Contact and Account

* Account
Hemp Account ×

Title
--None-- ▾

* Contact
Jane Doe ×

Title (if "Other")

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

HeMP Account Role ⓘ

Available

Chosen

Account A...

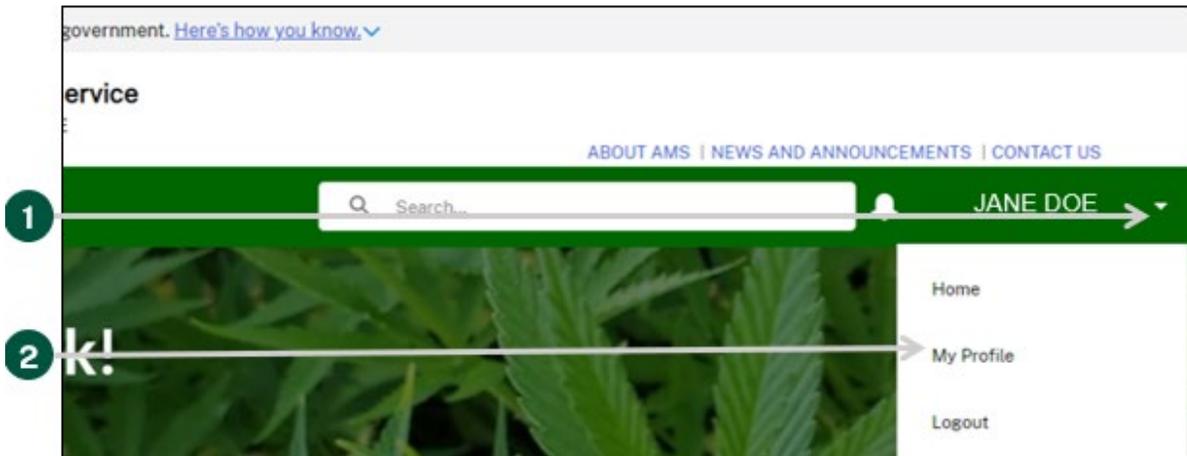
- F. **Click** “Save & Close” to save the updated Contact information.

Save & Close

Invite a Colleague to Account (1 of 2)

To invite a colleague to your HeMP account, you will first need to add their contact information, see [Page 23](#) to view steps on adding their Account information.

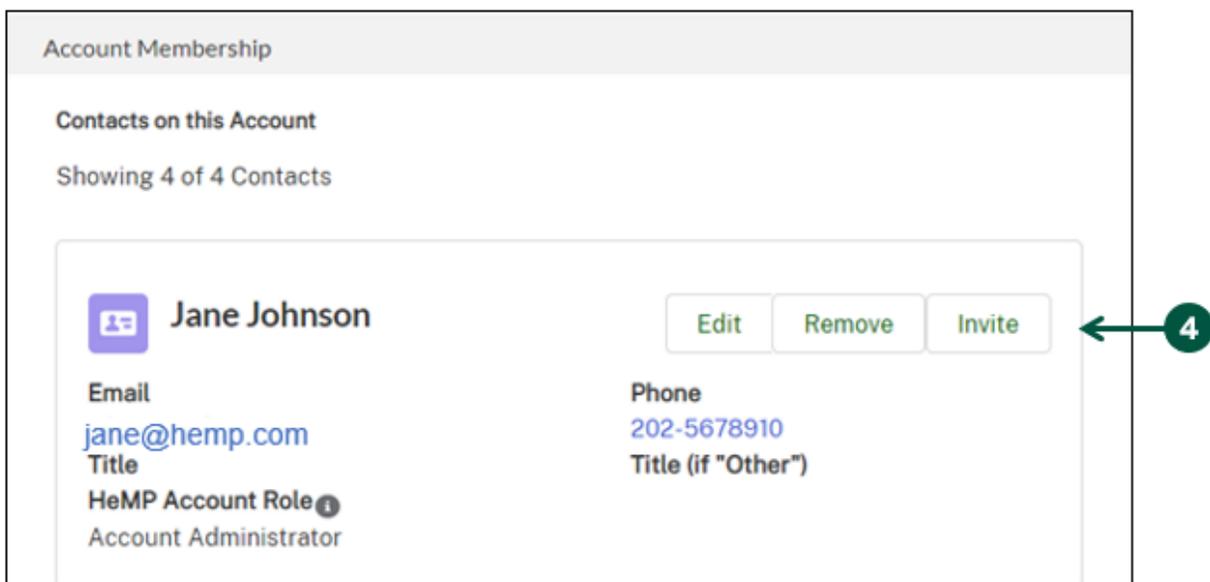
1. **Click** your Account dropdown on the righthand corner of HeMP.
2. **Click** “My Profile” from the dropdown.



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



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



Invite a Colleague to Account (2 of 2)

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

Invite

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

Contact

Jane Johnson

Cancel Save

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

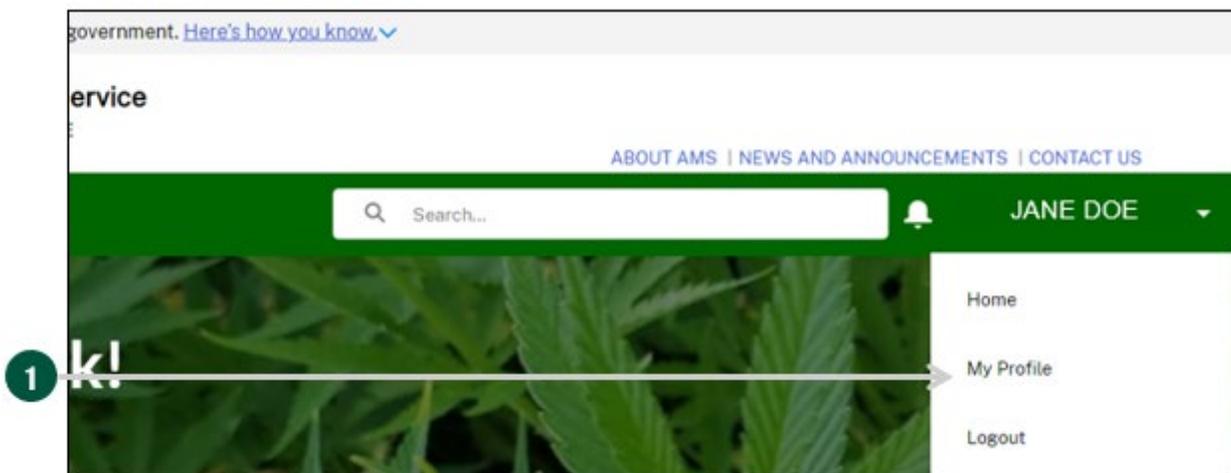
Jane Johnson

Edit Remove Cancel Invitation

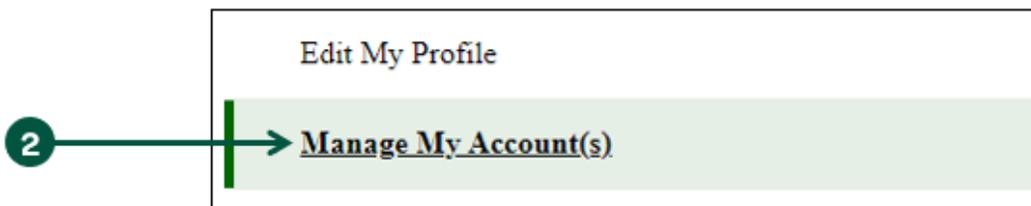
Add a Sub-Account to My Profile (1 of 2)

If you have multiple USDA hemp producer licenses associated with your HeMP Account, you can request to add a sub-Account from your HeMP My Profile page. Sub-Accounts are recommended for larger institutions with multiple employees and can be used to help manage your licenses. For example, if a Research Institution has multiple departments that each have a hemp license, that Institution may choose to create sub-Accounts for each department.

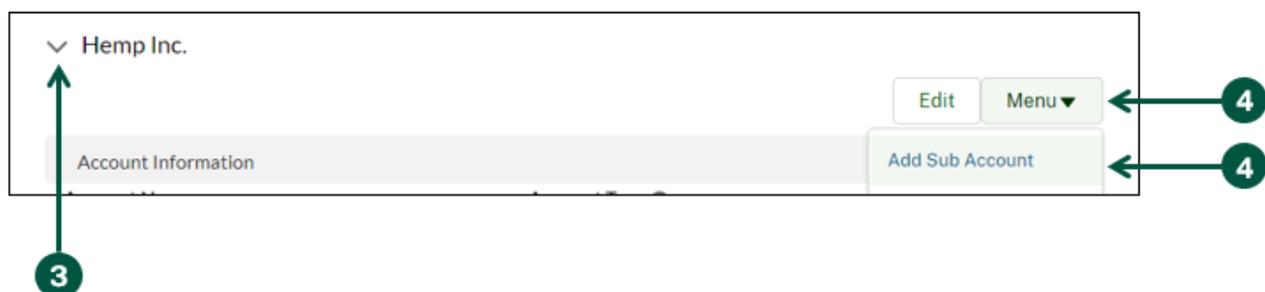
1. **Click** your account dropdown on the righthand corner of the page and **click** “My Profile” from the dropdown. Important Note: Only Business Entities and Research Institutions can create sub-Accounts, and only those users, within a Business entity and research institution, listed as account administrators can add sub-accounts. Individual producers cannot create sub-accounts. An example of when to use a sub-account would be when separating departments within a research institution.



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



- 3.
4. **Click** “Menu”, then **select** “Add Sub Account”.



Add a Sub-Account to My Profile (2 of 2)

- Once you see the “New Account Request” pop-up, **enter** your sub-account information into the pop-up fields.
- Once you’ve entered the sub-account information, **click** “Save”.

The image shows a 'New Account Request' form. A green bracket on the left side of the form is labeled with a circled '5', indicating the input fields. At the bottom right, a green arrow points from a circled '6' to the 'Save' button.

New Account Request

Parent Account
Hemp Inc.

* Account Name ⓘ

Account Type
USDA Producer

Phone

Other Phone

Email

Additional Contact Information

Address Information

Street Address

City

State

Zip

Country

- Wait** about 5 minutes. Then, you will see the newly created account under the “Sub-Accounts” section of your “Manage My Account(s)” page.

Navigate HeMP

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

Find Helpful Links

Helpful links are available to easily provide resources relating to using HeMP and the Domestic Hemp Production Program. 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 menu located along the right side of the page.
2. To access a link, **click** the box of that link you would like to access.

The screenshot shows the HeMP homepage. At the top, a green banner reads "Welcome to the Hemp eManagement Platform (HeMP) Your online hemp regulation experience". Below this, the main content area is divided into two columns. The left column features a "Next Steps" section with a list of tasks and a "Application and License" section with a sub-section for "Application and License Details". The right column is titled "Helpful Links" and contains several boxes: "Need Help?", "Producer Timeline", "Frequently Asked Questions", "Producer Training Videos", "USDA Producer HeMP User Guide (pptx)", "Resources for Licensed Hemp Growers", "Crop Acreage Reporting (pdf)", and "Subscribe to Updates". A green callout box with the number "1" and a downward-pointing arrow highlights the "Helpful Links" section.

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

Next Steps
Tasks will disappear after they're completed.

- Get and upload an FBI background check for each Key Participant of the entity seeking licensure.
- Continue to complete all corrective actions as assigned on your active Resolution Plan.
- Report the date of your successfully completed harvest.
- Submit an application to renew your license.
- Get and upload an FBI background check for each Key Participant of the entity seeking licensure.
- Report the anticipated harvest date(s) of your planted lots.
- Complete the annual report.
- Contact a USDA certified sampling agent to schedule a compliance sampling within 30 days of harvest.
- Contact a testing laboratory to schedule a compliance test within 30 days of harvest.
- Review and acknowledge your new resolution plan in the tab labelled "Compliance".
- Provide all documentation requested during your current audit.
- Remediate or destroy your non-compliant lot of hemp. Remember to photograph or video this process for your records.
- Submit a remediation or disposal report.
- Go to your application to see what information is missing or needs amending.

The Hemp eManagement Platform (HeMP) is here to help you monitor and log information about your growing activities. You can also download the USDA Producer HeMP [user guide](#) or [Producer Timeline](#) to learn more about how to use the HeMP system.

Application and License Growing Lots Testing Reports Compliance

Application and License Details
Review your Applications and Licenses. You may also create a new application by clicking [New](#).

Applications Licenses

Helpful Links

Need Help?
Contact us at (202)-720-2491 or email us at farmpill.hemp@usda.gov
Available 9am-5pm EST Monday- Friday

Producer Timeline
Use this timeline to see what steps you should expect to take throughout a year

Frequently Asked Questions

Producer Training Videos

USDA Producer HeMP User Guide (pptx)

Resources for Licensed Hemp Growers

Crop Acreage Reporting (pdf)

Subscribe to Updates

Contact DHPP for Help

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

Helpful Links



Need Help?

Contact us at [\(202\)-720-2491](tel:202-720-2491) or email us at farbill.hemp@usda.gov

Available 9am-5pm EST Monday- Friday

Producer Timeline

 Use this timeline to see what steps you should expect to take throughout a year 

Frequently Asked Questions

Producer Training Videos

USDA Producer HeMP User Guide (pptx)

Resources for Licensed Hemp Growers

Crop Acreage Reporting (pdf)

Subscribe to Updates

Email Notifications (1 of 4)

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 license is changed, or when a deadline has passed. An email notification will be sent to the Primary Contact listed on 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 an account type of "Business Entity".
Account Creation	Account Requestor	When a HeMP user requests an account.
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.

Application and License Emails

Email Subject	Recipient(s)	Email Trigger
Application Submitted	Application Signatory	When a new application is submitted.
New Application Denied	Application Signatory	When an application is denied.
Revisions Required to Application	Application Signatory	When an application needs to be revised and returned with corrections.
Application Withdrawn	Application Signatory	When an application is "Withdrawn" either by the Producer or USDA employee.

Email Notifications (2 of 4)

Application and License Emails Continued

Email Subject	Recipient(s)	Email Trigger
Draft App Pending Deletion Email to Producer	Application Signatory	When a license application has remained in "Draft" status for 45 consecutive days.
New License Issued	All License Key Participants	When an application has been approved and a new license is issued.
License Amendment Application Submitted	Amendment Application Signatory	When a license applicant submits a license amendment application or when an AMS employee submits one on their behalf.
License Amendment Approved	All License Key Participants	When an application amendment for an existing license has been approved.
License Expired	All License Key Participants	When a USDA Producer's active license automatically expires in the system or when an AMS employee changes the status to "Expired".
License Revoked	All License Key Participants	When an AMS Employee changes the status of the license to "Revoked".
License Surrendered	All License Key Participants	When a USDA Producer surrenders their active license or when an AMS employee changes the status to "Surrendered" on their behalf.
License Suspended	All License Key Participants	When an AMS employee changes the license status to "Suspended".
License Reactivated	All License Key Participants	When an AMS employee has reviewed a Suspended or Revoked license and changed the License Status back to "Active".
License Amendment Application Denied	Plan Amendment Signatory	When a license applicant submits a license amendment, and it has been denied.

Email Notifications (3 of 4)

Application and License Emails Continued

Email Subject	Recipient(s)	Email Trigger
License Renewal Application Submitted	Renewal Application Signatory	When a USDA Producer submits a license renewal application.
License Renewal Approved	All License Key Participants	When an AMS Employee approves a USDA Producer's license renewal application.
License Renewal Application Denied	Renewal Application Signatory	When an AMS Employee denies a USDA Producer's license renewal application.

Reporting and Compliance Emails

Email Subject	Recipient(s)	Email Trigger
Producer Audit Results Available	Contact Listed on the Audit in Auditee information	When AMS employee resolves an audit, and those results are available for a USDA Producer to review.
Producer Annual Report Reminder	License Signatory	When a USDA Producer has an annual report due in 14 days.
Producer Annual Report Past Due Email	License Signatory	When a USDA Producer has an annual report that is past due by 5 days.
Producer Disposal Report Submission Email	Report Signatory	When a USDA Producer submits a disposal report in HeMP, or an AMS employee submits a report on their behalf.
Producer Annual Report Submission Email	Signatory Contact from the Annual Report Record	When a USDA Producer has submitted an annual report in HeMP, or an AMS employee has submitted an annual report on their behalf.
USDA Hemp Production Program: Please Respond to your Resolution Plan	Resolution Plan Contact	When a USDA Producer has been put on a Resolution Plan that requires Corrective Actions and needs to be responded to in HeMP.
USDA Hemp Production Program: Reminder to Respond to your Resolution Plan	Resolution Plan Contact	When a USDA Producer has not responded to their Resolution Plan, and it is 10 calendar days before the response deadline.

Email Notifications (4 of 4)

Reporting and Compliance Emails Continued

Email Subject	Recipient(s)	Email Trigger
USDA Hemp Production Program: Your Resolution Plan is Now Active	Resolution Plan Contact	When a USDA Producer has accepted their Resolution Plan and the Plan is now active.
USDA Hemp Production Program: Resolution Plan has been Enhanced	Resolution Plan Contact	When a USDA Producer's Resolution Plan has been enhanced due to additional Violations/Corrective Actions and/or the end date of the Plan has been updated.
USDA Hemp Production Program: Resolution Plan Has Been Resolved	Resolution Plan Contact	When a USDA Producer has successfully completed their Resolution Plan and no further action needs to be taken.
USDA Hemp Production Program: Failed Resolution Plan	Resolution Plan Contact	When a USDA Producer has failed their Resolution Plan.

Harvest and Sampling Activity Emails

Email Subject	Recipient(s)	Email Trigger
New Acreage Reporting Received	Primary Contact on License	When a new harvest record has been created in HeMP.
Please Confirm Harvest Status	Primary Contact on License	5 days after your anticipated harvest date has passed.
Reminder to Document Sampling Activity	Primary Contact on License	30 days prior to anticipated harvest start date.
Sampling Event Received	Primary Contact on License	When a sampling event has been submitted in HeMP.
A New Sampling Event is Available to You	Primary Contact on License	When a sampling agent has submitted the sampling event.

Homepage Guidance: Next Steps (1 of 2)

Homepage guidance displays your next steps on your homepage to help you better stay on track. As you complete the tasks, they will disappear from the “Next Steps” list. See below for the list of notifications you may see.

The screenshot shows the top navigation bar with 'HOME', a search bar, and a user profile 'QA_USDA TEST PRODUCER 3'. Below the navigation is a header with the text 'Welcome to the Hemp eManagement Platform (HeMP)' and 'Your online hemp regulation experience'. The main content area features a yellow 'Next Steps' notification box with an information icon, stating 'Tasks will disappear after they're completed.' and listing two tasks: 'Continue to complete all corrective actions as assigned on your active Resolution Plan.' and 'Complete the annual report.' To the right is a 'Helpful Links' section with two buttons: 'Crop Acreage Reporting (pdf)' and 'Contact Us'.

Task Descriptions

Notification	Trigger
“Get and upload an FBI background check for each Key Participant of the entity seeking licensure.”	When you have an application in “Draft” status, and you have not uploaded an FBI background check for each of your Key Participants associated with the application.
“Submit an application.”	When you are not associated with an active license and there is no associated application or if your application is in “Draft” or “With Applicant for Revisions” status.
“Go to your application to see what information is missing or needs amending.”	When your license application requires revisions.
“If you have never been to the Farm Service Agency (FSA), plan a trip as soon as possible to establish your farm records.”	When you have an active license and there are no lot records associated with your license.
“Immediately after planting, report your crop acreage to the Farm Service Agency (FSA).”	When you have no lot records related to your license in the current Program Year.
“If you have reported a planting to FSA but do not see the reported lots in your system, call your county FSA office to ensure all information was recorded correctly.”	

Homepage Guidance: Next Steps (2 of 2)

Task Descriptions Continued

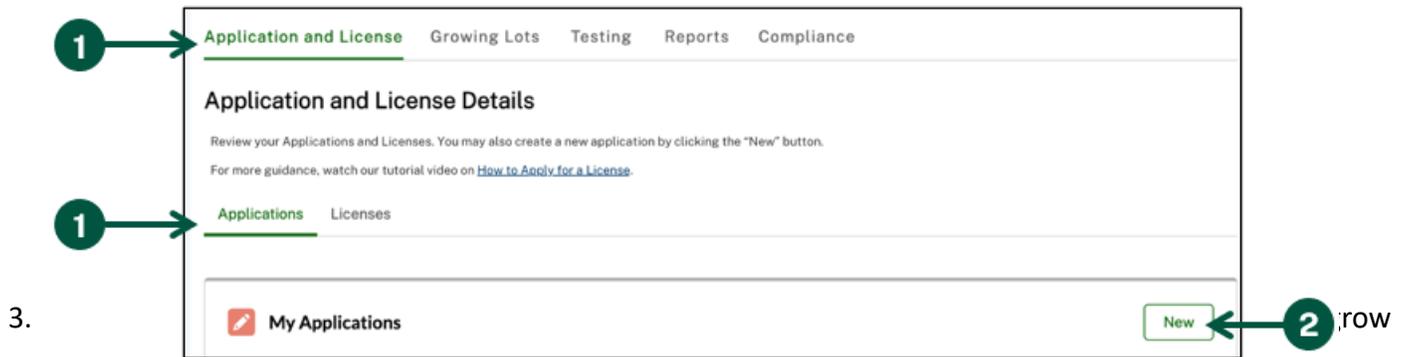
Notification	Trigger
“Report the anticipated harvest start date(s) of your planted lots.”	When you have registered your lot’s Planting Date, but you have not entered your Anticipated Harvest Start and End Dates.
“Contact a USDA certified sampling agent to schedule a compliance sampling within 30 days of harvest.”	When your harvest record is in the “Pending Harvest” status and the planting date is within the last 9 months.
“Contact a testing laboratory to schedule a compliance test within 30 days of harvest.” “Call or email USDA to create an alternative sampling plan for any transplants, clones, seedlings, or microgreens under cultivation this year.”	When you have an active license with lot records under cultivation this year with the intended use of propagative material or “Sets”.
“Report the date of your successfully completed harvest.”	When it is passed your anticipated harvest start/end dates, the current status is “Pending Harvest”, and the actual harvest date has not been filled out.
“Remediate or destroy your non-compliant lot of hemp. Remember to photograph or video this process for your records.” “Submit a remediation or disposal report.”	When you receive a hot test result.
“Provide all documentation requested during your current audit.”	When you have an Audit record in progress that you need to submit documentation for.
“Review and acknowledge your new resolution plan in the tab labelled “Compliance”.”	When you have been put on a Resolution Plan and the status is “Waiting on Producer, State, or Tribe Review”.
“Continue to complete all corrective actions as assigned on your active “Resolution Plan.”	When you have been put on an “Active” Resolution Plan.
“Complete the annual report.”	When you have an active license, and the annual report is due for the current calendar year.
“Submit an application to renew your license.”	When your license is expired or will soon expire, and you have not started or submitted a renewal application.
“Get and upload an FBI background check for each Key Participant of the entity seeking licensure.”	

Submit a Producer License Application

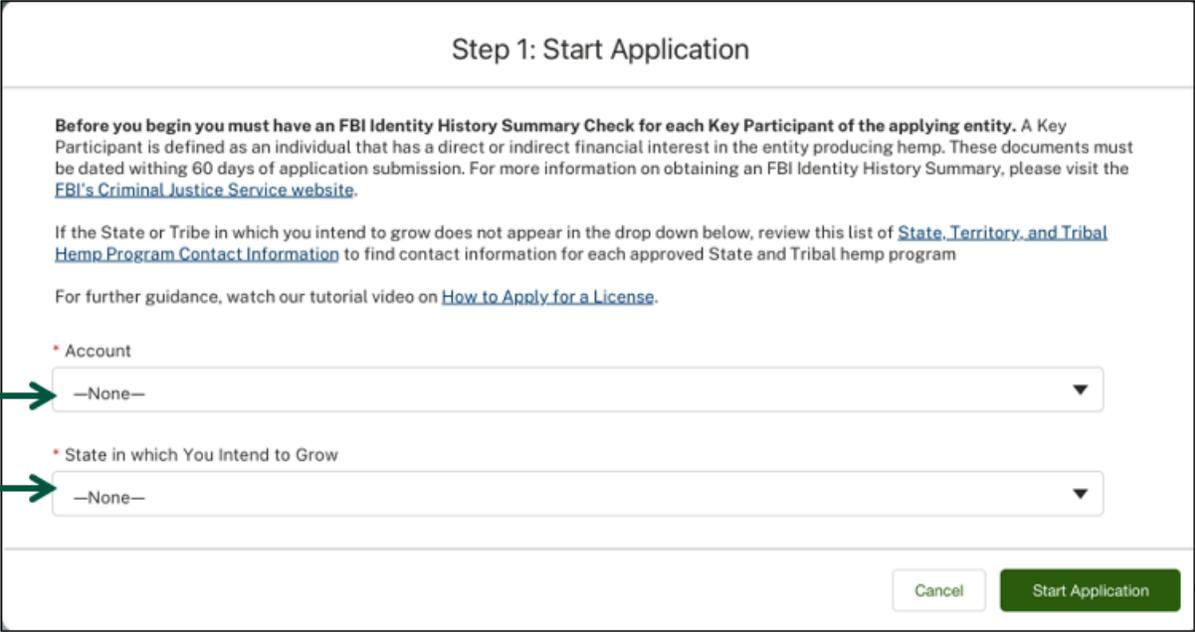
- Submit a Producer License Application**
- Make Requested Revisions to a Reviewed Producer License Application**
- Withdraw a License Application**

Submit a Producer License Application (1 of 6)

1. From your homepage, **click** the “Application and License” tab, then **click** the “Applications” subtab.
2. To start a new USDA producer license application, **click** the “New” icon next to “My Applications”.



4. Using the “State in Which You Intend to Grow” dropdown, **select** the State/Territory where you intend to grow hemp. Note: If you intend to grow hemp in a State that is not listed in the dropdown, **click** the “State, Territory, and Tribal Hemp Program Contact Information” link listed in the second paragraph of the “Start Application” pop-up to find contact information for each approved State and Tribal hemp program.
5. **Click** “Start Application”.



The screenshot shows a form titled 'Step 1: Start Application'. It contains several paragraphs of text providing instructions and links. Below the text are two dropdown menus: one for 'Account' and one for 'State in which You Intend to Grow'. At the bottom right, there are two buttons: 'Cancel' and 'Start Application'. Red callout boxes with numbers 3, 4, and 5 point to the 'Account' dropdown, the 'State in which You Intend to Grow' dropdown, and the 'Start Application' button, respectively.

Submit a Producer License Application (2 of 6)

6. In the following pop-up, **complete** all fields. Note: All required information is marked by a red asterisk. Then, **click** “Save”.

The screenshot shows a web form titled "Step 2: New Application". The form is divided into sections. The "Primary Contact" section includes a dropdown menu for the name (pre-filled with "Helena Hempster"), a dropdown for the title (pre-filled with "--None--"), and a text input for a custom title. The "Account Information" section includes a dropdown for the account name (pre-filled with "Harry's Hemp LLC."), a dropdown for the entity type (pre-filled with "Individual / Non-Business Entity"), and text inputs for shipping street, city, and state/province. At the bottom right, there are "Cancel" and "Save" buttons. Callouts A, B, C, and 6 point to the name dropdown, title dropdown, account information section, and the "Save" button, respectively.

- A. Your name will be auto-populated in the “Primary Contact” section as the individual submitting the application.
- B. You can **select** a “Primary Contact Title” for the Primary Contact. If none of the titles provided fit, you can **select** “Other” and enter a title under “Title (if “Other”)”.
- C. The “Account Information” section fields will pre-populate, review the information before submitting.
- D. Use the “Only complete if applying as or growing on behalf of a research institution” if you are applying for a hemp license as a research institution.

Submit a Producer License Application (3 of 6)

7. You will be directed to an application page, use this page to add key participants. Key participants are persons who have a direct or indirect financial interest in the entity producing hemp, such as an owner or partner in a partnership. A key participant also includes persons at executive levels including chief executive officer, chief operating officer and chief financial officer. Each Key Participant must include a completed FBI Identity History Summary. The Primary Contact will be auto-populated as a Key Participant on the application. To add additional Key Participants, **click** the “New” button under the “Key Participants” section.

Complete?	Full Name ↓	Title	Actions
	Arnold Jon Anybody	CEO	▼

Show: 10 ▼ ◀ ◁ ▷ ▶ Total records: 1

8. already associated with your account, use the “Existing Contact” field to select them. If this individual is not already associated with your account, choose “None” for this field.
9. **Click** “Save”.

Add Key Participant

Select an existing contact or choose to create a new contact in the dropdown below, then complete or review the fields

Account
Harry's Hemp LLC.

Existing Contact
Select Contact ▼

Type
▼

Name
* First Name
Middle Name
* Last Name

Cancel Save

Submit a Producer License Application (4 of 6)

10. You must upload a criminal history report for each key participant. To do this, **click** the drop-down arrow to the right of their name and **click** “Add/Edit Criminal History Report”.

Key Participants				New
Complete?	Full Name ↓	Title	Actions	
	Arnold Jon Anybody	CEO	▼	← 10
	Amanda Garcia	Associate	▼	

11. Once you see the “FBI Identity History Upload” pop-up, **click** upload and upload the criminal history report for the key participant.

FBI Identity History Summary Upload

Click "Upload Files" below to submit a criminal history report for the selected individual. Prior to upload, please ensure that the report is accurate and has been completed within 60 days of submission of this application. For information on how to obtain a criminal history report click [here](#).

Note: A criminal history report must be submitted for each key participant listed on the application. If the criminal history report indicates that any key participant has been convicted of a State or Federal felony related to a controlled substance in the 10 years prior to the date of when the report was completed, the applicant will be ineligible to receive a license under the USDA Domestic Hemp Production Program. An exception applies to a person who was lawfully growing hemp under the 2014 Farm Bill before December 20, 2018, and whose conviction also occurred before that date.

Citation: [IFR pg. 58528 vol. 84 no. 211](#)

11 → Or drop files

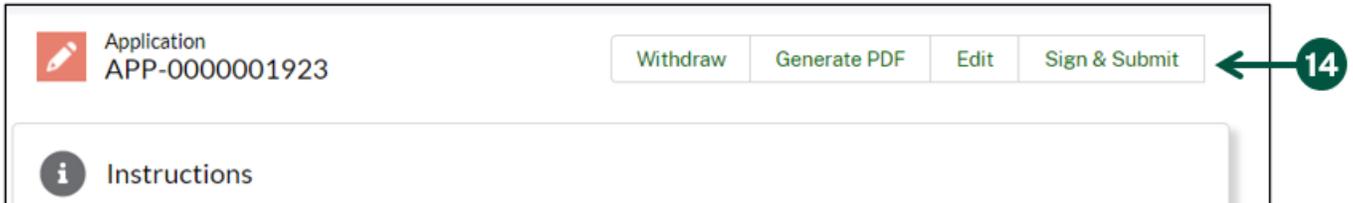
12. Once the criminal background checks are uploaded, there should be a check mark to the left of each key participant under the “Complete?” section.

Key Participants				New
Complete?	Full Name ↓	Title	Actions	
✓	Arnold Jon Anybody	CEO	▼	
✓	Amanda Garcia	Associate	▼	

Show: 10 ▼ Page 1 of 1 Total records: 2

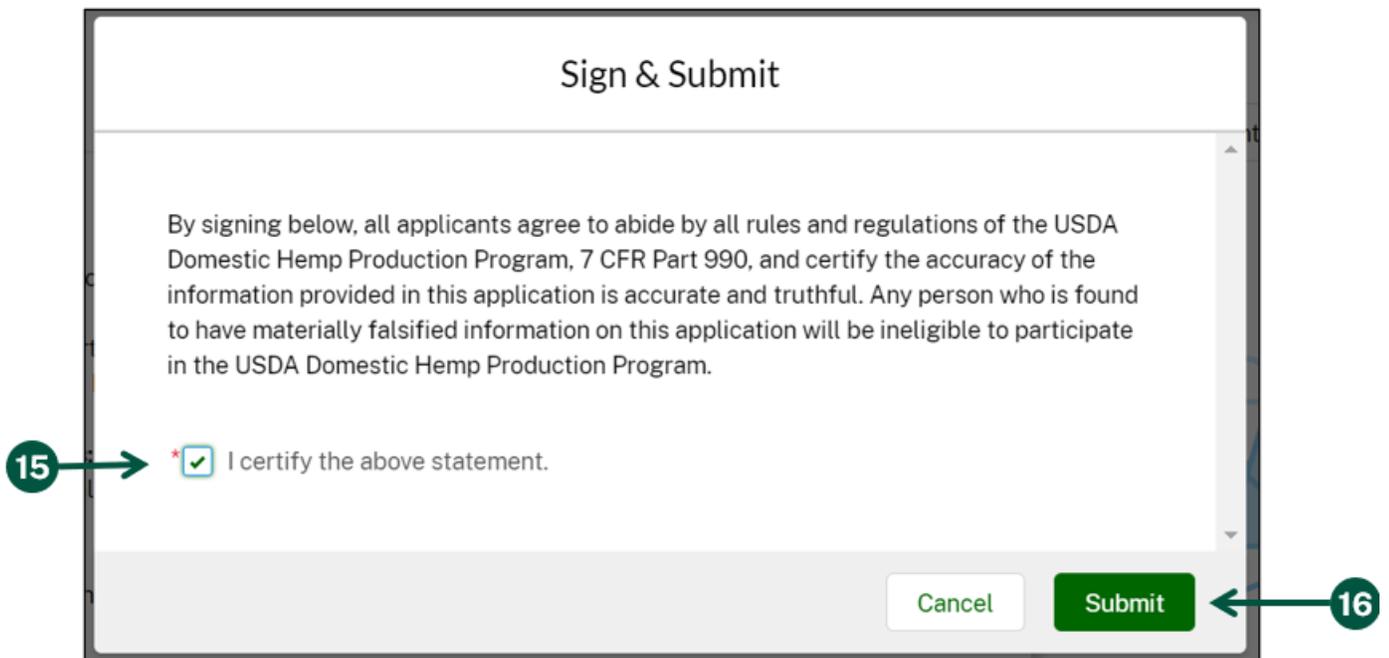
Submit a Producer License Application (5 of 6)

13. You may add additional documentation in the “Supporting Documents” section. Note: All FBI background checks should be submitted under the Key Participants section.
14. Once you’ve confirmed all information is accurate and correct, **click** the “Sign & Submit” icon in the top, right-hand corner of your page to complete your application.



The screenshot shows a user interface for managing an application. At the top left, there is a red pencil icon followed by the text "Application APP-0000001923". To the right of this are four buttons: "Withdraw", "Generate PDF", "Edit", and "Sign & Submit". A green callout bubble with the number "14" and an arrow points to the "Sign & Submit" button. Below this row is a white box with a grey border containing an information icon (a lowercase 'i' in a circle) and the word "Instructions".

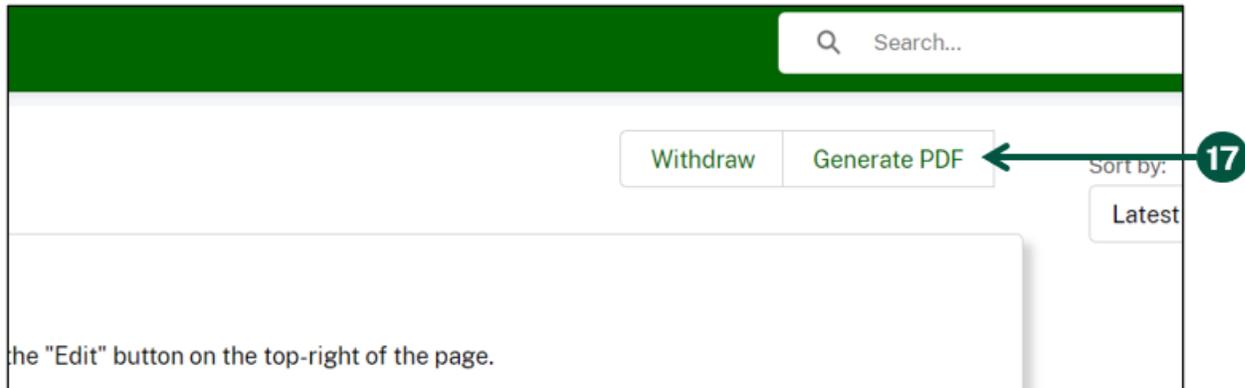
15. In the proceeding screen, **select** the checkbox next to “I certify the above statement.”
16. **Click** “Submit” to complete your USDA producer license application. The “Application Status” will change to “Submitted” on the Producer Homepage. Once your USDA producer license application is approved you will receive an email from the Domestic Hemp Producer Program (DHPP) outlining your responsibilities as a license holder.



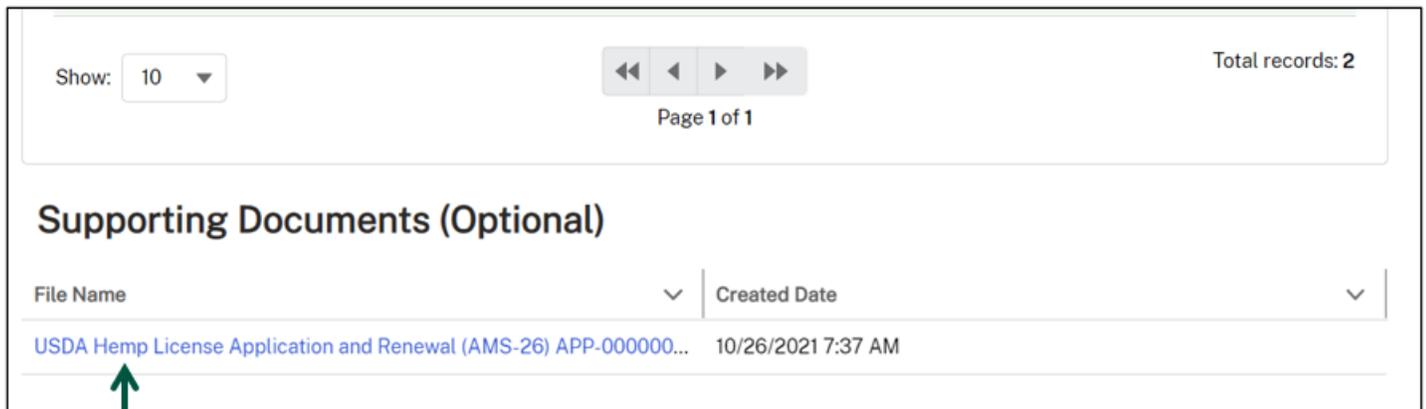
The screenshot shows a "Sign & Submit" screen. At the top center, the title "Sign & Submit" is displayed. Below the title is a large text block: "By signing below, all applicants agree to abide by all rules and regulations of the USDA Domestic Hemp Production Program, 7 CFR Part 990, and certify the accuracy of the information provided in this application is accurate and truthful. Any person who is found to have materially falsified information on this application will be ineligible to participate in the USDA Domestic Hemp Production Program." Below this text is a checkbox with a checkmark inside, followed by the text "I certify the above statement." A green callout bubble with the number "15" and an arrow points to the checkbox. At the bottom right of the screen are two buttons: "Cancel" and "Submit". A green callout bubble with the number "16" and an arrow points to the "Submit" button.

Submit a Producer License Application (6 of 6)

17. To create a PDF copy of your submitted license application, **click** the “Generate PDF” button from the top right of the license application page.



18. 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 to be generated. You may need to also refresh your page.
19. **Scroll down** to find the “Supporting Documents (Optional)” section of the licensee application page. **Click** the blue File Name link to download the copy of your license application.

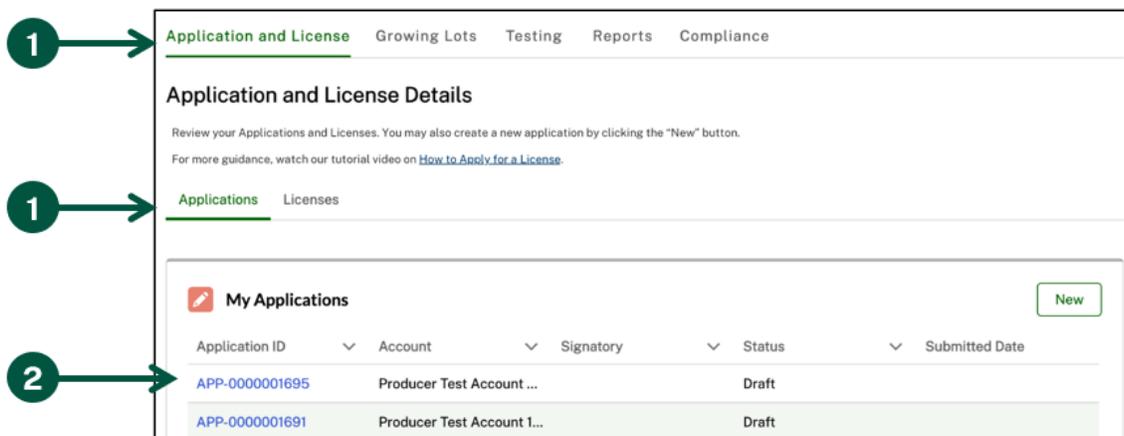


- N
Can be searched on your homepage search bar.

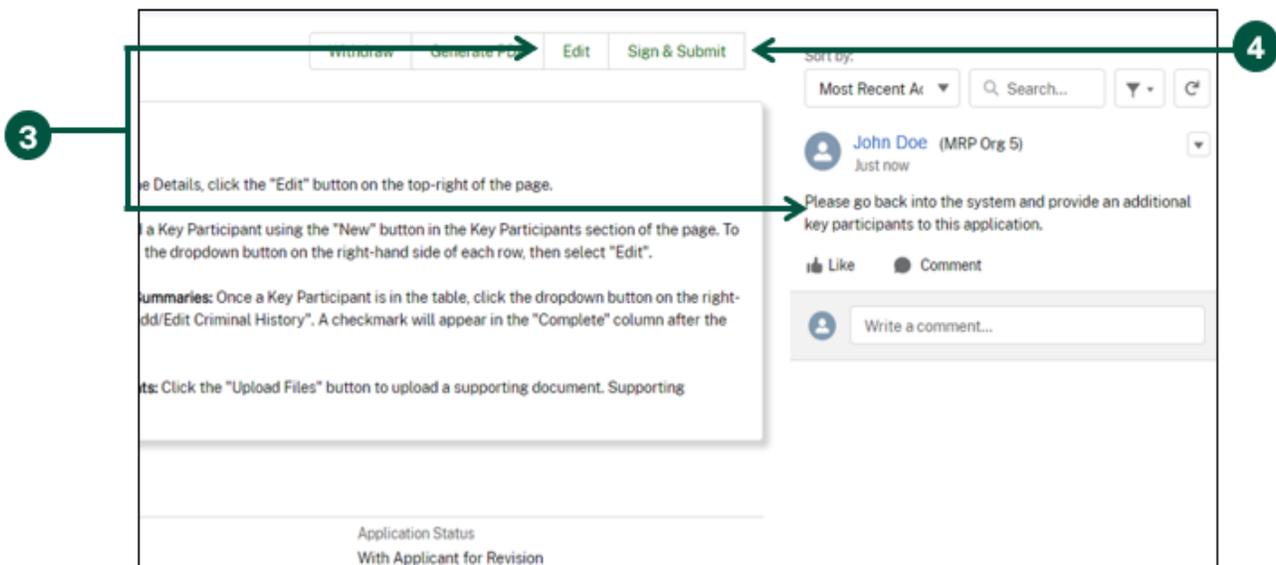
Make Requested Revisions to a Reviewed Producer License Application (1 of 3)

After USDA reviews your submitted application 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. Note, this process is identical for submitted license amendments.

1. From your homepage, **click** the “Application and License” tab, then **click** the “Applications” subtab.
2. Under the “My Applications” section, **click** the Application ID requiring corrections and containing the “With Applicant for Revisions” status.



3. **Click** the application ID to make the revisions.
4. After completing the revisions, **click** “Sign & Submit” in the top, right-hand corner of the page.



5. **Verify** that all information you submitted is accurate and truthful, then **click** Submit .

Make Requested Revisions to a Reviewed Producer License Application (2 of 3)

The screenshot shows a 'Sign & Submit' form. At the top, it says 'Sign & Submit'. Below that is a paragraph of text: 'By signing below, all applicants agree to abide by all rules and regulations of the USDA Domestic Hemp Production Program, 7 CFR Part 990, and certify the accuracy of the information provided in this application is accurate and truthful. Any person who is found to have materially falsified information on this application will be ineligible to participate in the USDA Domestic Hemp Production Program.' Below the text is a checkbox with a checkmark and the text 'I certify the above statement.' To the right of the checkbox is a green circle with the number '5'. Below the text and checkbox are two buttons: 'Cancel' and 'Submit'. A green arrow points from the 'Submit' button to the 'I certify the above statement.' checkbox.

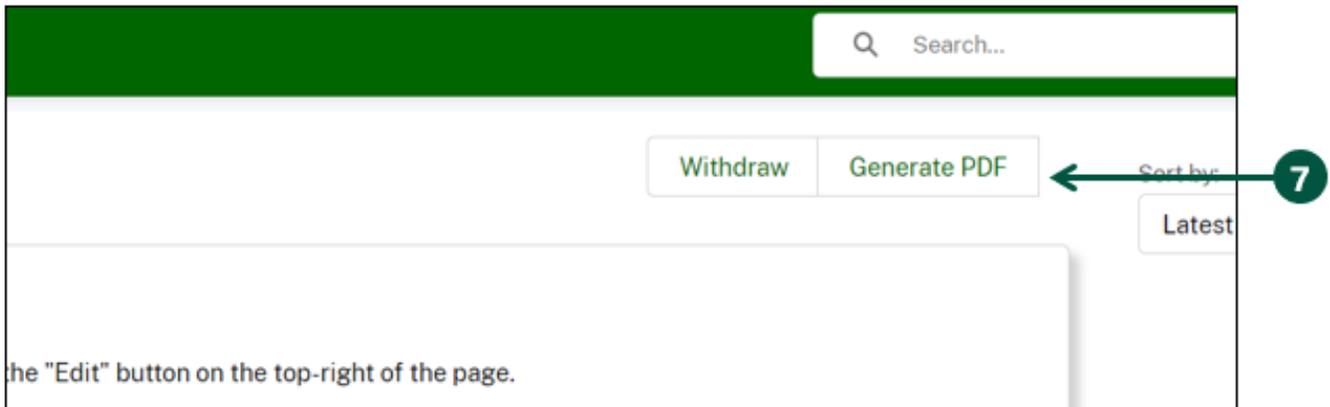
6. Once you have submitted your required revisions:

- A. You will receive a message at the top of your page confirming your submission.
- B. Your application will be returned to AMS for review, and your application status will change to "Submitted".

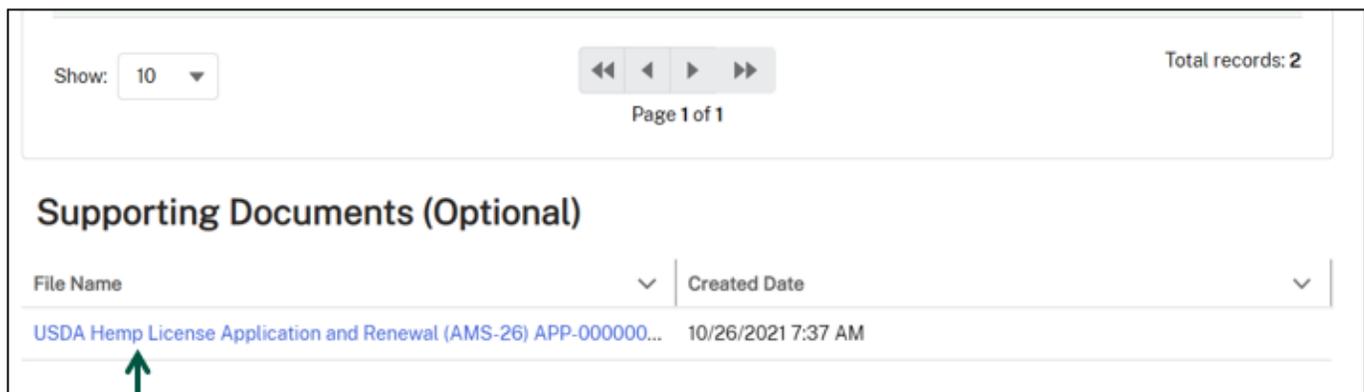
The screenshot shows a confirmation message at the top: 'Congratulations! Your application was submitted. You will receive an email when the review has been completed.' Below the message is a search bar with the text 'Search...'. Below the search bar are two buttons: 'Withdraw' and 'Generate PDF'. Below the buttons is a table with the following information: 'Application Status' and 'Submitted'. A green circle with the letter 'A' points to the confirmation message, and a green circle with the letter 'B' points to the 'Submitted' status.

Make Requested Revisions to a Reviewed Producer License Application (3 of 3)

- To create a PDF copy of your revised license application, **click** the “Generate PDF” button from the top right of the license application page.



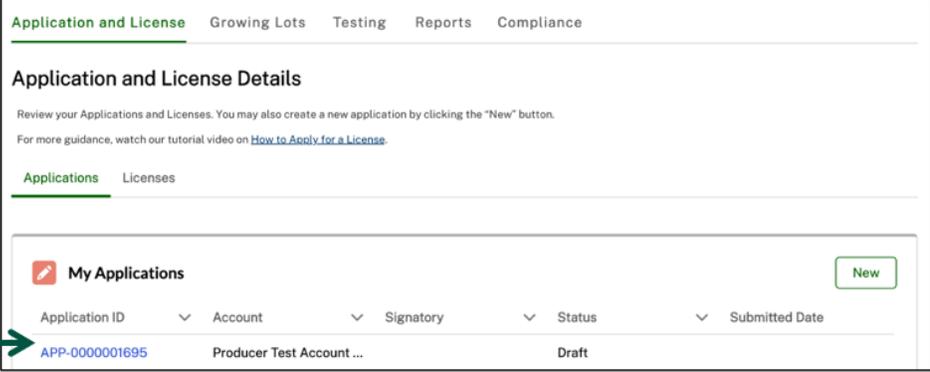
- A notification at the top of the screen will appear stating “Your PDF is being generated. Please allow a few moments for it to appear. You may need to refresh this page.”. Once you see this notification, allow a couple of minutes for the PDF to be generated. You may need to also refresh your page.
- Scroll down** to find the “Supporting Documents (Optional)” section of the licensee application page. **Click** the blue File Name link to download the copy of your license application.



Withdraw a Producer License Application

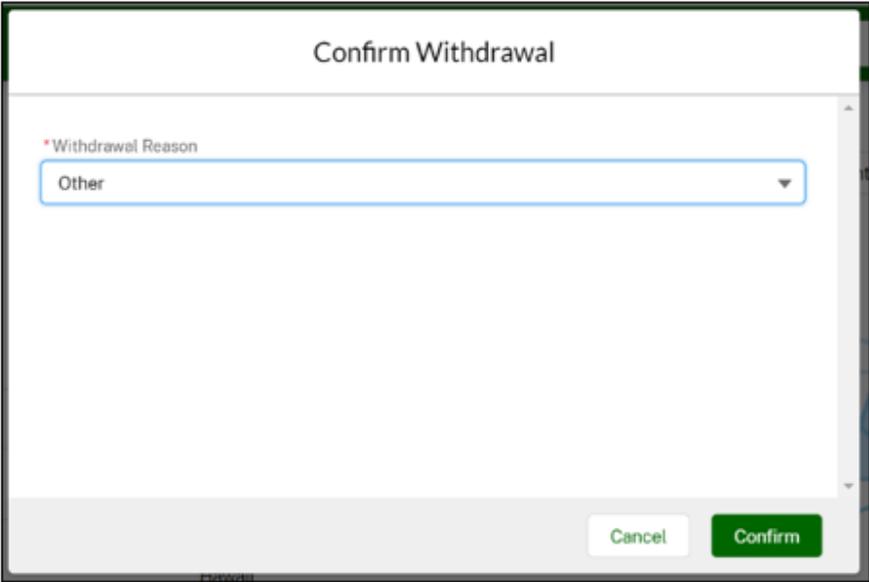
The following instructions detail how to withdraw your USDA producer license applications. License applications should be withdrawn when you have determined you no longer want to apply to grow hemp.

1. From your homepage, **select** the previously submitted application from the “My Applications” list.

2.  \ producer license application.

Application ID	Account	Signatory	Status	Submitted Date
APP-0000001695	Producer Test Account ...		Draft	

3. **Choose** 

4. You will receive 

4. 

Manage an Approved Producer License

- View License Information
- Amend License
- Surrender License
- Renew License

View License Information (1 of 2)

1. From your homepage, **click** the “Application and License” tab, then **click** the “Licenses” subtab to view your license information.
2. Then, **click** your License Number to view license details.

The screenshot shows the 'Application and License' dashboard. At the top, there are navigation tabs: 'Application and License' (selected), 'Growing Lots', 'Testing', 'Reports', and 'Compliance'. Below the tabs is the heading 'Application and License Details' and a brief instruction: 'Review your Applications and Licenses. You may also create a new application by clicking the “New” button. For more guidance, watch our tutorial video on [How to Apply for a License](#).' Below this, there are two subtabs: 'Applications' and 'Licenses' (selected). A red circle with the number '1' points to the 'Licenses' subtab. Below the subtabs is a section titled 'My Licenses' containing a table with the following data:

License Number	Account	Status	Issued Date
USDA_28_0516	Producer Test Account 1-Indivi...	Active on CAP	09/06/2022
USDA_H61656_R0001	Producer Test Account 3-Rese...	Active on CAP	08/03/2022

A red circle with the number '2' points to the first license entry in the table.

3. Once you are on the License page, you can view your license details which includes your license number, status, and issue date. You can also view the account information, key participants, files, lots, and hemp test results associated with your license.

The screenshot shows the 'License Details' page for license number 'USDA_28_0004'. At the top, there are navigation tabs: 'Details' (selected), 'Key Participants', 'Files', 'Lots', and 'Test Results'. The page is divided into two columns of information:

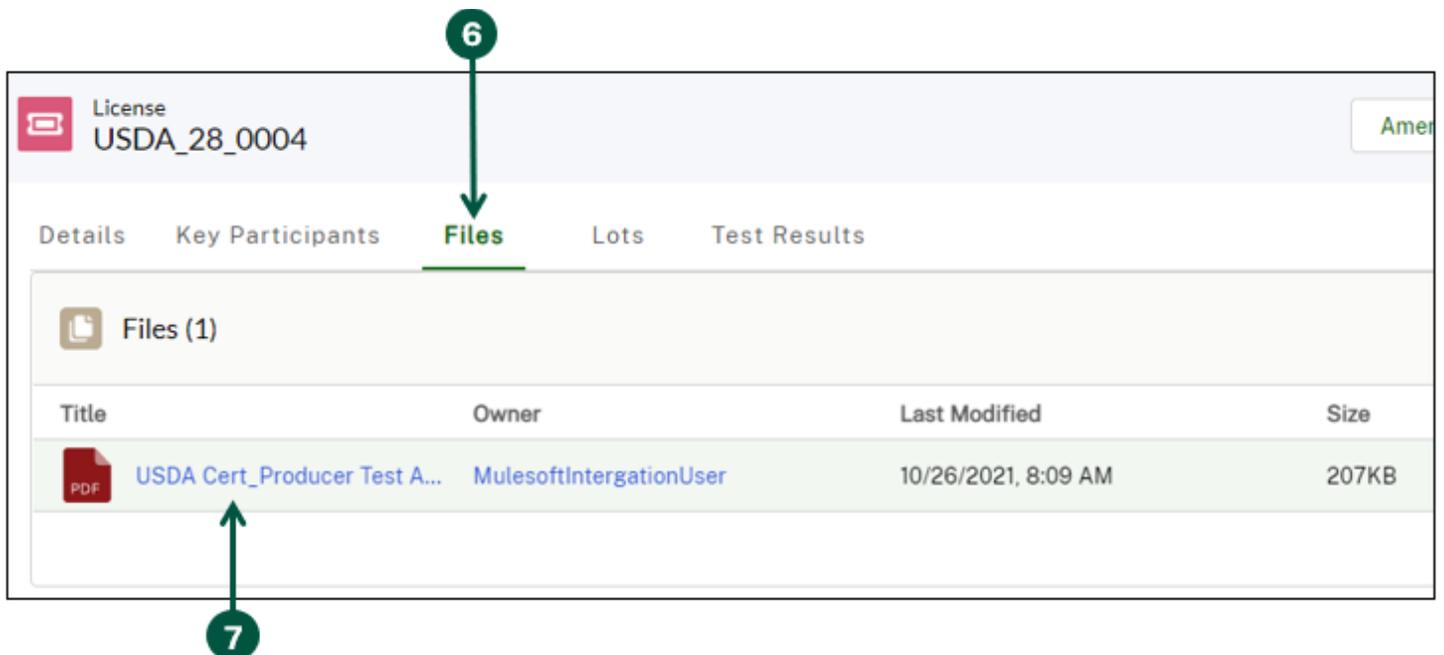
License Number USDA_28_0004	License Status Active
I intend to grow hemp as a(n) Business Entity	State/Territory where you intend to grow Mississippi
Issue Date 8/21/2021	Expiration Date 12/31/2024
Application APP-0000002172	Signatory John Doe
Archive/Revoke/Suspend Reason	Date of Revocation or Suspension
Previous License Version	Replacement License
Primary Contact John Doe	
Account Information	
Account Hemply LLC	EIN 23-2323232
Shipping Street 18980 West Memorial Drive	Shipping City Humble
Shipping State/Province Texas	Shipping Zip/Postal Code 77338
Email admin@hemplyllc.com	Phone 555432989
Other Phone (956) 734-9494	Additional Contact Information Example of additional contact information.

View License Information (2 of 2)

- To create a PDF copy of your license certificate, **select** the “Generate PDF” button from the top right of the license page.



- 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 to be generated. You may need to also refresh your page.
- Click** the “Files” tab of the license page.
- Click** the blue File Name link to download the copy of your license certificate.



Amend License (1 of 4)

The following instructions detail how to amend your USDA producer license. Please note that licenses are not transferable. As such, you are not able to edit the account that owns the license. All other information is editable and, once submitted, will be sent to USDA for review. Additionally, if you are adding new key participants to your license or updating criminal history reports, have them saved to your computer before starting these steps.

1. From your homepage, **click** the “Application and License” tab, then **click** the “Licenses” subtab to view your license information.
2. Then, **click** your license number to view license details.

The screenshot shows the 'Application and License' dashboard. At the top, there are navigation tabs: 'Application and License', 'Growing Lots', 'Testing', 'Reports', and 'Compliance'. Below these is the 'Application and License Details' section, which includes a sub-tab for 'Licenses'. A table titled 'My Licenses' is displayed with the following data:

License Number	Account	Status	Issued Date
USDA_28_0516	Producer Test Account 1 - Indivi...	Active on CAP	09/06/2022
USDA_H61656_R0001	Producer Test Account 3 - Rese...	Active on CAP	08/03/2022

Numbered callouts indicate: 1. Clicking the 'Application and License' tab. 2. Clicking the 'Licenses' subtab. 3. Clicking the 'USDA_28_0516' license number.

3. Once you are on the License page, **click** “Amend”. This will create an amendment application for you to use to make updates to your current license. Note: An amendment is not final until it is approved by the USDA.

A close-up of the action buttons: 'Amend', 'Surrender', and 'Generate PDF'. A callout '3' points to the 'Amend' button.

4. **Click** “Edit” to change the information you would like to include in your amendment.

A close-up of the application details page for 'APP-0000002172'. It shows buttons for 'Generate PDF', 'Edit', and 'Sign & Submit'. A callout '4' points to the 'Edit' button.

5. Once those changes are complete, **click** “Save”.

The screenshot shows the 'Edit APP-0000002172' form. It contains the following fields:

- Application ID: APP-0000002172
- Application Status: Draft
- Application Type: License Amendment
- Business Entity: I intend to grow hemp as an)
- Primary Contact: Select an Option
- State/Territory where you intend to grow: Hawaii
- Account Information: Account: Hemply LLC, EIN: 23-2323232
- Shipping Street: 18980 West Memorial Drive
- Shipping City: Humble

At the bottom right, there are 'Cancel' and 'Save' buttons. A callout '5' points to the 'Save' button.

Amend License (2 of 4)

- If you have new key participants to add to your amended license, **navigate** to the “Key Participants & FBI Identity History Summary” section. **Click** the “New” button to add a new key participant.

Complete?	Full Name ↓	Title	Actions
✓	Arnold Jon Anybody	CEO	⌵

New ← **6**

- Once you see the “Add Key Participant” pop-up, **fill out** the pop-up fields. Note: If the key participant is already associated with your account, use the “Existing Contact” field to select them. If this individual is not already associated with your account, choose “None” for this field.
- Click** “Save”.

Add Key Participant

Select an existing contact or choose to create a new contact in the dropdown below, then complete or review the fields

Account

📄 **Empty LLC**

Existing Contact

Select Contact ⌵

Type

⌵

Name

* First Name

⎓

Middle Name

⎓

* Last Name

⎓

Suffix

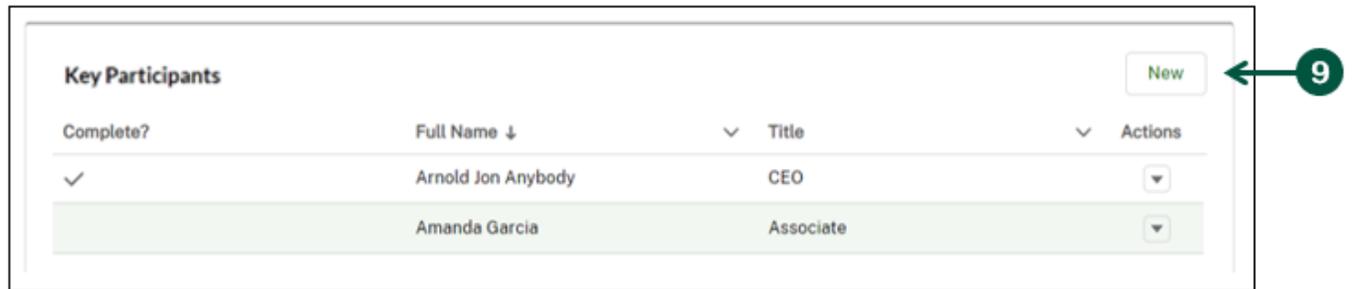
⎓

* Title

Cancel Save ← **8**

Amend License (3 of 4)

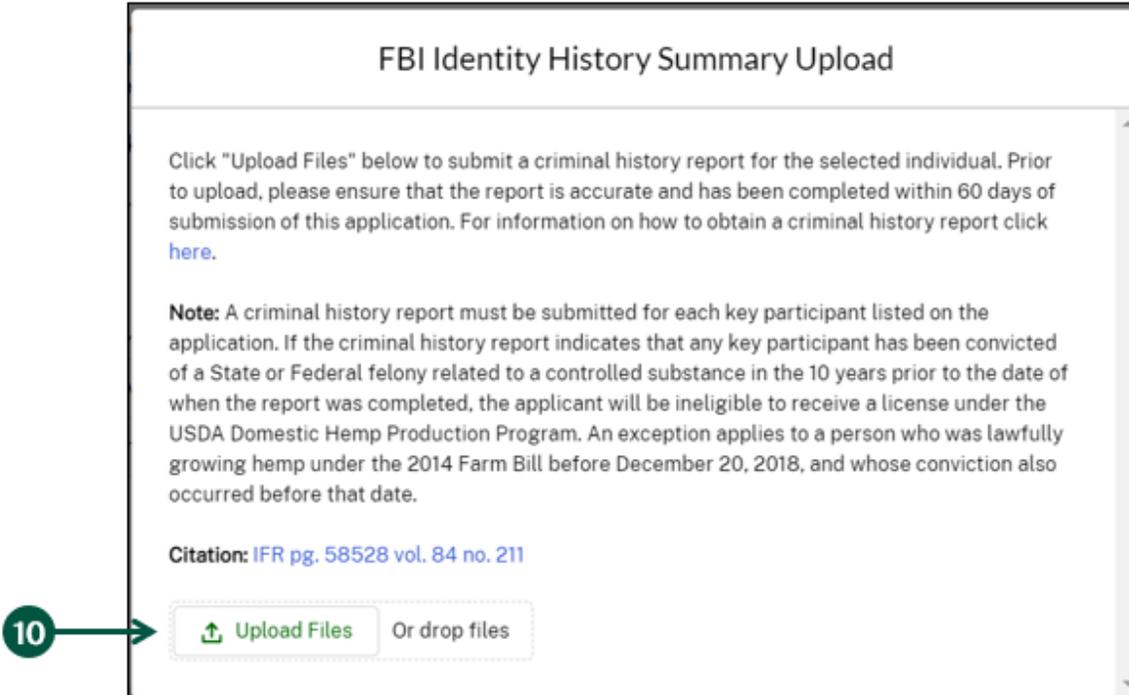
9. Once your new key participant is added, **upload** a criminal history report for them. Click the drop-down arrow to the right of their name and **click** “Add/Edit Criminal History Report”.



The screenshot shows a table titled "Key Participants" with columns: Complete?, Full Name ↓, Title, and Actions. There is a "New" button in the top right corner. A green circle with the number "9" and an arrow points to the "New" button.

Complete?	Full Name ↓	Title	Actions
✓	Arnold Jon Anybody	CEO	▼
	Amanda Garcia	Associate	▼

10. Once you see the “FBI Identity History Upload” pop-up, **click** upload and upload the criminal history report for the key participant.



The screenshot shows a pop-up window titled "FBI Identity History Summary Upload". It contains instructions and a note about criminal history reports. A green circle with the number "10" and an arrow points to the "Upload Files" button.

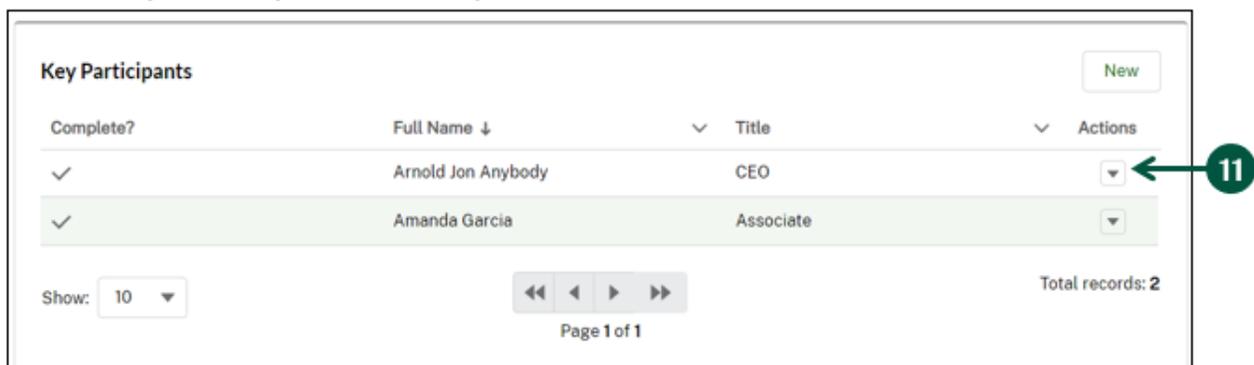
Click "Upload Files" below to submit a criminal history report for the selected individual. Prior to upload, please ensure that the report is accurate and has been completed within 60 days of submission of this application. For information on how to obtain a criminal history report click [here](#).

Note: A criminal history report must be submitted for each key participant listed on the application. If the criminal history report indicates that any key participant has been convicted of a State or Federal felony related to a controlled substance in the 10 years prior to the date of when the report was completed, the applicant will be ineligible to receive a license under the USDA Domestic Hemp Production Program. An exception applies to a person who was lawfully growing hemp under the 2014 Farm Bill before December 20, 2018, and whose conviction also occurred before that date.

Citation: IFR pg. 58528 vol. 84 no. 211

Or drop files

11. If you would like to edit any of the key participants listed, **click** the drop-down arrow to the right of their name and click “Edit” to edit their information and “Add/Edit Criminal History Report” to upload a new report.



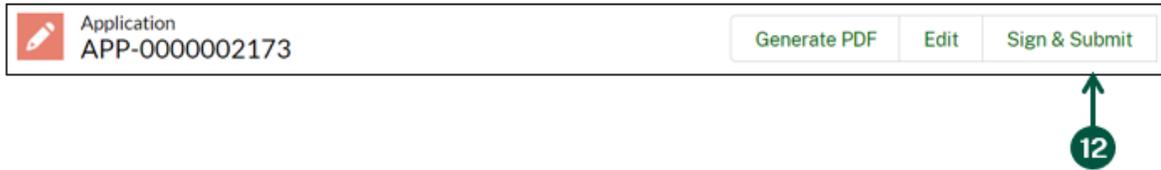
The screenshot shows the "Key Participants" table with a "New" button in the top right corner. A green circle with the number "11" and an arrow points to the drop-down arrow in the Actions column for the first row.

Complete?	Full Name ↓	Title	Actions
✓	Arnold Jon Anybody	CEO	▼
✓	Amanda Garcia	Associate	▼

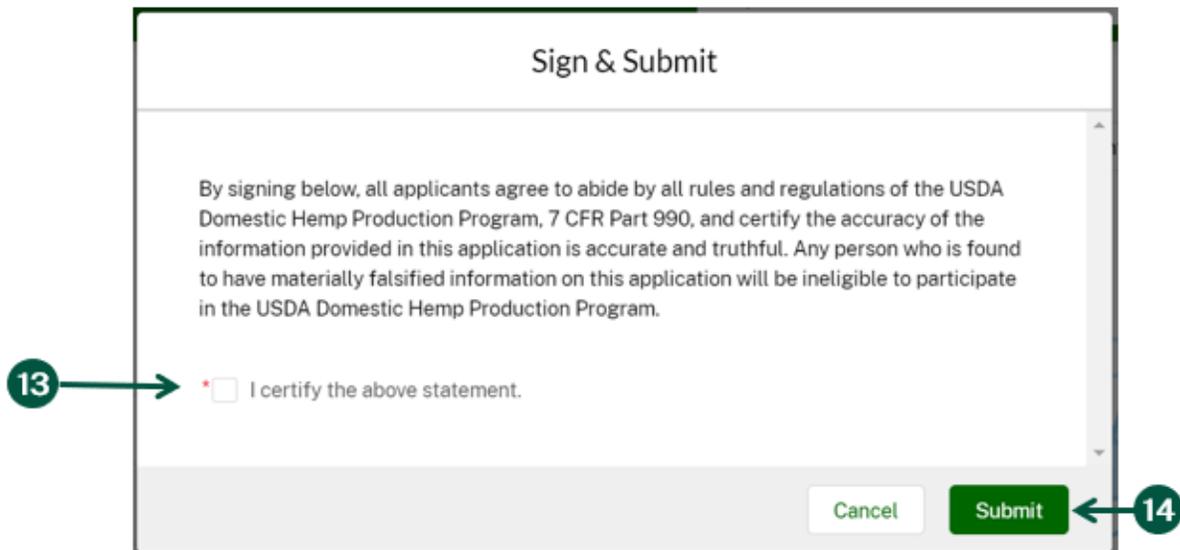
At the bottom of the table, there is a "Show: 10" dropdown, navigation arrows, "Page 1 of 1", and "Total records: 2".

Amend License (4 of 4)

12. Once you've confirmed all information is accurate and correct, **click** the "Sign & Submit" icon in the top, right-hand corner of your page to complete your application.



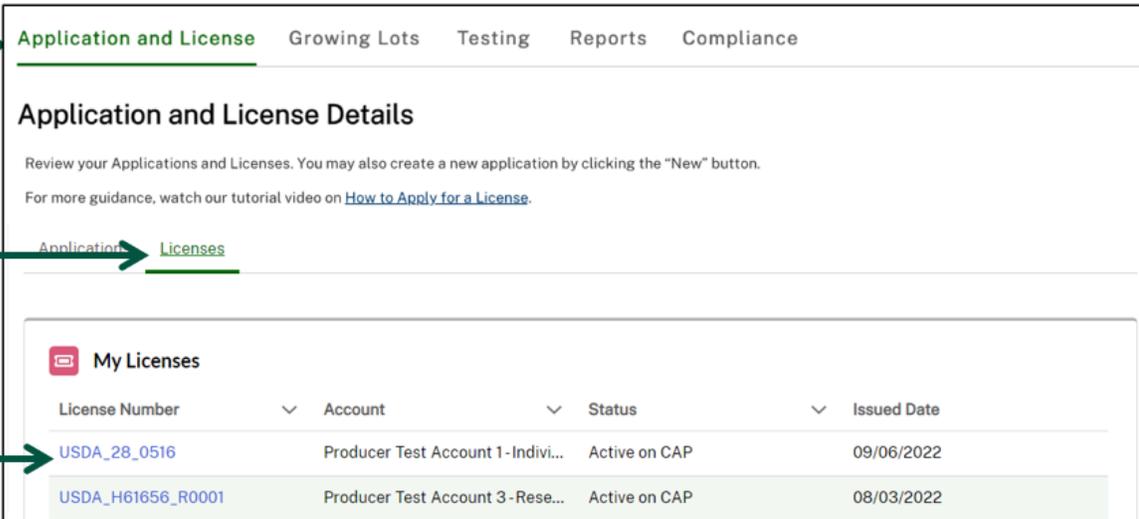
13. **Select** the checkbox next to "I certify the above statement".
14. **Click** "Submit" to complete your application edits. The "Application Status" will change to "Submitted" on your homepage.



Surrender License

The following instructions detail how to surrender your USDA producer license. Licenses should be surrendered when you have determined you no longer want to grow hemp.

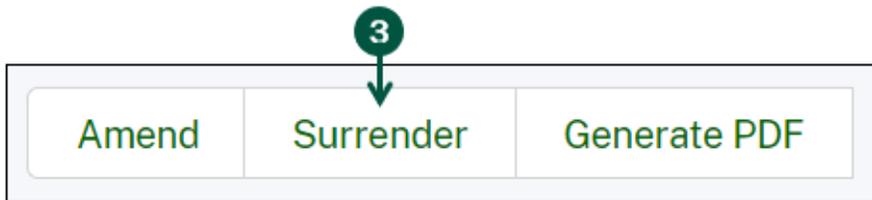
1. From your homepage, **click** the “Application and License” tab, then **click** the “Licenses” subtab to view your license information and license history.
2. **Find** your current license and **click** the “License Number” associated with that license.



The screenshot shows the 'Application and License Details' page. At the top, there are navigation tabs: 'Application and License' (selected), 'Growing Lots', 'Testing', 'Reports', and 'Compliance'. Below the tabs, there is a section titled 'Application and License Details' with a sub-tab 'Licenses' selected. A table titled 'My Licenses' is displayed with the following data:

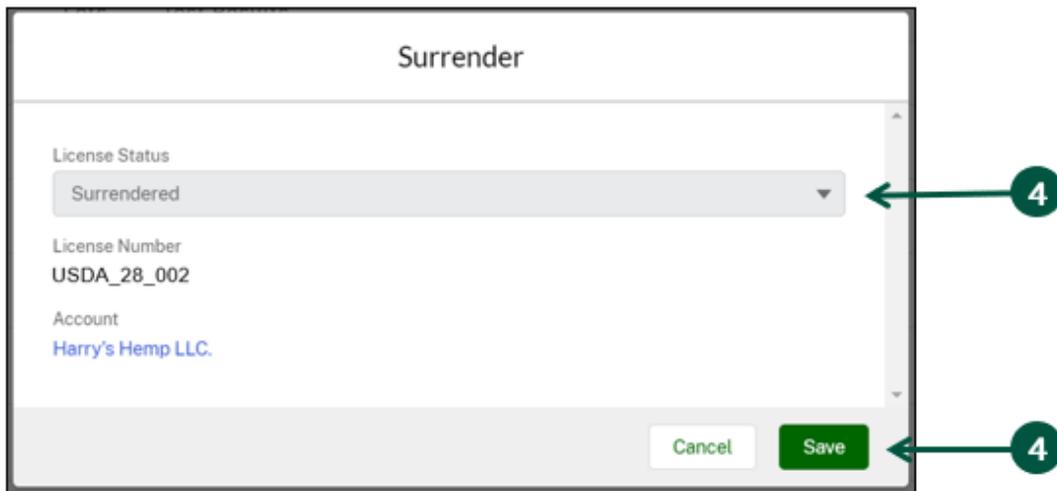
License Number	Account	Status	Issued Date
USDA_28_0516	Producer Test Account 1-Indivi...	Active on CAP	09/06/2022
USDA_H61656_R0001	Producer Test Account 3-Rese...	Active on CAP	08/03/2022

3. Once you are on your current license details page, **click** “Surrender” at the top right of the page.



A close-up of the license details page showing three buttons: 'Amend', 'Surrender', and 'Generate PDF'. The 'Surrender' button is highlighted with a green circle and an arrow pointing to it.

4. You will then see the following pop-up where the license status displays as “Surrendered”. **Click** “Save” to surrender the license application. You will receive an email confirmation of the action and the status on your license will display as “Surrendered”.



The screenshot shows a 'Surrender' pop-up dialog box. It contains the following information:

- License Status: Surrendered
- License Number: USDA_28_002
- Account: Harry's Hemp LLC.

At the bottom of the dialog, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a green circle and an arrow pointing to it.

Renew License (1 of 5)

The following instructions detail how to renew your USDA producer license. Licenses can be renewed within 120 days of your expiration date.

1. From your homepage, **click** the “Application and License” tab, then **click** the “Licenses” subtab to view your license information and license history.
2. **Find** your current license and **click** the “License Number” associated with that license.

The screenshot shows the 'Application and License Details' page. At the top, there are navigation tabs: 'Application and License' (selected), 'Growing Lots', 'Testing', 'Reports', and 'Compliance'. Below the tabs, the page title is 'Application and License Details'. A sub-tab bar shows 'Applications' and 'Licenses' (selected). Below this is a section titled 'My Licenses' containing a table with the following data:

License Number	Account	Status	Issued Date
USDA_28_0516	Producer Test Account 1-Indivi...	Active on CAP	09/06/2022
USDA_H61656_R0001	Producer Test Account 3-Rese...	Active on CAP	08/03/2022

3. Once you are on your current license details page, **click** “Renew” at the top right of the page.

The screenshot shows a row of four buttons: 'Amend', 'Renew', 'Surrender', and 'Generate PDF'. The 'Renew' button is highlighted with a green circle and an arrow pointing to it from the number '3' above.

4. You will then see the following pop-up where the license status displays as **renew**. **Click** the green “Confirm” to begin your renewal. Note: you must include an up-to-date FBI Identity History Summary with your renewal.

The screenshot shows a pop-up dialog box titled 'Renew'. The text inside reads: 'You are about to renew this license. Each Key Participant must include an up-to-date FBI Identity History Summary.' At the bottom right, there are two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with a green circle and an arrow pointing to it from the number '4' below.

Renew License (2 of 5)

5. You will be taken to the new application record, where you will find all the details contained in your license record. Your application type will list as “Renewal.”

A. To update your information, **click** the “Edit” button at the top.

Application
APP-0000002762

Generate PDF Edit Delete Sign & Submit

i Instructions

Editing Application Details: To edit the Details, click the “Edit” button on the top-right of the page.

Adding/Editing Key Participants: Add a Key Participant using the “New” button in the Key Participants section of the page. To edit an existing Key Participant, click the dropdown button on the right-hand side of each row, then select “Edit”.

Adding/Editing FBI Identity History Summaries: Once a Key Participant is in the table, click the dropdown button on the right-hand side of each row, then select “Add/Edit Criminal History”. A checkmark will appear in the “Complete” column after the criminal history is uploaded.

Adding/Editing Supporting Documents: Click the “Upload Files” button to upload a supporting document. Supporting Documents are optional.

Details

Application ID APP-0000002762	Application Status Draft
Application Type Renewal	I intend to grow hemp as a(n) Business Entity
Primary Contact QA_USDA Test Producer 1	State/Territory where you intend to grow ⓘ North Carolina
License USDA_37_0041	

B. A pop up will appear with your application information. Make any needed adjustments and **click** the green “Save” button at the bottom right.

Edit APP-0000002762

Application ID APP-0000002762	Application Status Draft
Application Type Renewal	I intend to grow hemp as a(n) Business Entity
* Primary Contact QA_USDA Test Producer 1	State/Territory where you intend to grow ⓘ North Carolina

Account Information

Account Producer Test Account 1-Business Entity	EIN ⓘ 12-3456789
* Shipping Street 200 Test Lane	* Shipping City Austin
* Shipping State/Province Texas	* Shipping Zip/Postal Code 78546
Email usda.hemp.qa@accentrefederal.co	* Phone 394-304-9499
Other Phone (956) 734-9494	Additional Contact Information Example of additional contact inform

Only complete if applying as or growing on behalf of a research institution

Primary Researcher Name	Primary Researcher Email
-------------------------	--------------------------

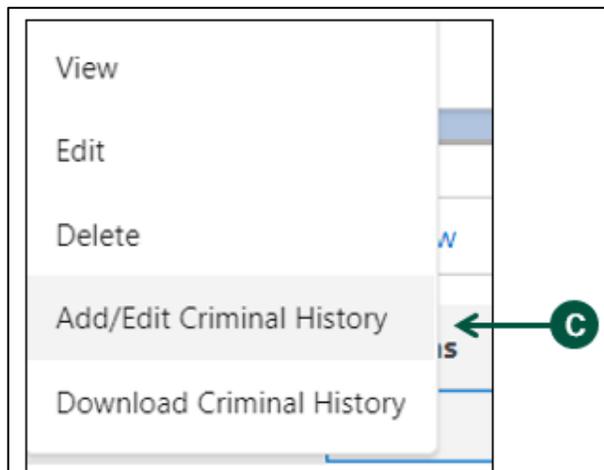
Cancel Save

Renew License (3 of 5)

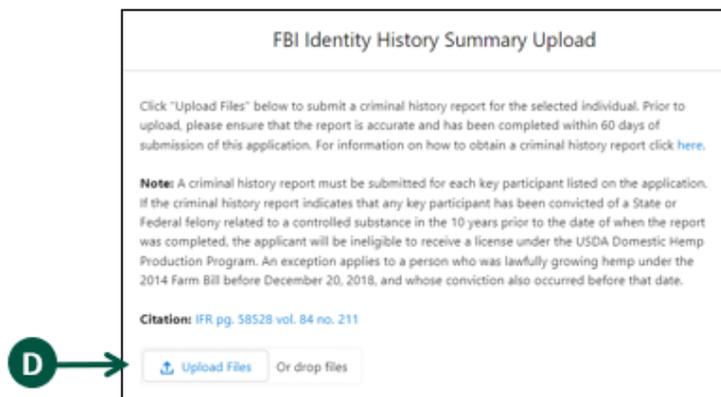
6. Scroll down to the “Key Participants” section to review, and update the key participants associated with the application.
 - A. If you need to add a new key participant, **click** the “New” button to enter in the additional participant’s information.



- B. If you need to update the key participant record, **click** the arrow under the “Actions” column and **click** “Edit” to see the key participant’s information.
 - C. To add or update the criminal history report for the key participant, **click** the arrow under the “Actions” column and **click** “Add/Edit Criminal History.”

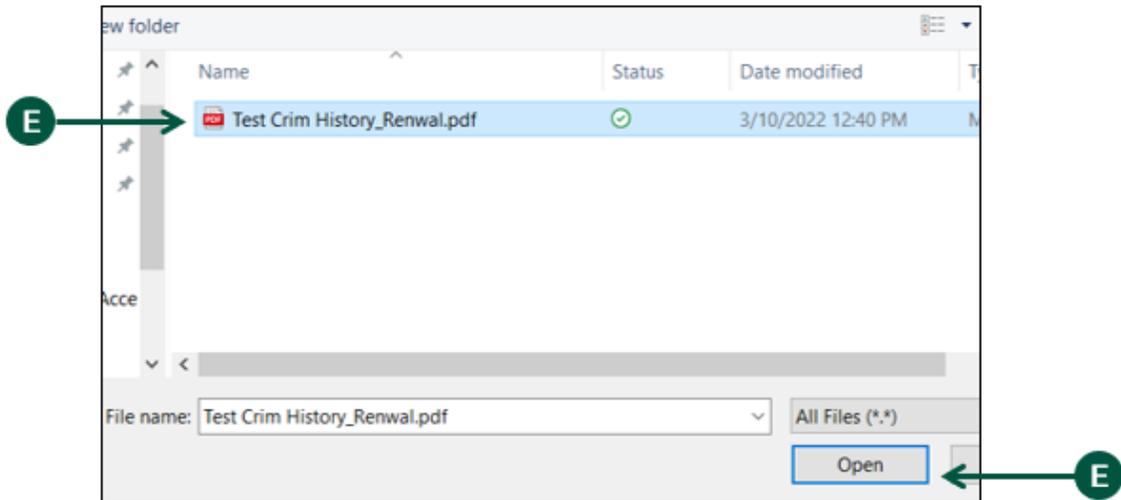


- D. **Click** the blue text “Upload Files” button in the “FBI Identity History Summary Upload” pop up.

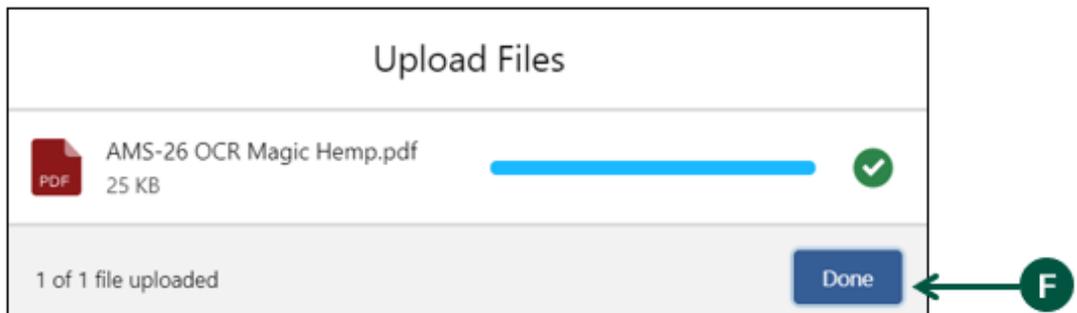


Renew License (4 of 5)

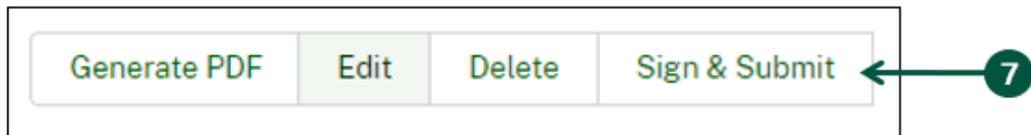
E. **Select** the updated criminal history report PDF and **click** “Open”.



F. When the file has been uploaded, **click** “Done” to complete and save the record.



7. When you have completed your criminal history upload and are ready to submit your renewal, **click** the “Sign & Submit” button at the top of your screen.



Renew License (5 of 5)

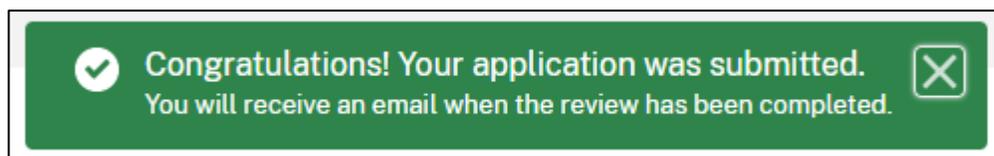
8. You will receive a “Sign & Submit” pop up, asking you to certify that the information you have submitted is accurate.
 - A. First **click** the check box to certify the statement.
 - B. To submit the renewal application, **click** the green “submit” button.

Sign & Submit

By signing below, all applicants agree to abide by all rules and regulations of the USDA Domestic Hemp Production Program, 7 CFR Part 990, and certify the accuracy of the information provided in this application is accurate and truthful. Any person who is found to have materially falsified information on this application will be ineligible to participate in the USDA Domestic Hemp Production Program.

I certify the above statement.

9. A confirmation of your submission will appear at the top of the screen.



10. Your application status will change to “Submitted”

Details

Application ID APP-0000002762	Application Status Submitted
Application Type Renewal	I intend to grow hemp as a(n) Business Entity
Primary Contact QA_USDA Test Producer 1	State/Territory where you intend to grow ⓘ North Carolina
License USDA_37_0041	

Once the application is approved, on the date of your renewal you will receive an email confirming that the license has been issued.

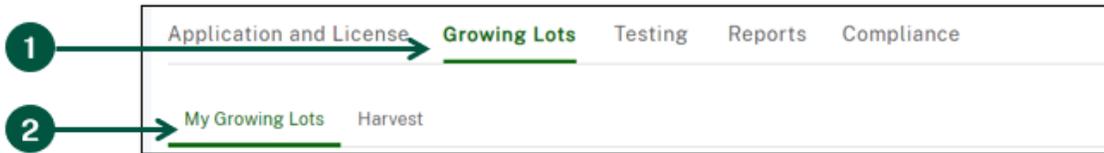
Manage Growing Lots and Harvests

View Growing Lot Details

Edit Harvest Details

View Growing Lot Details

1. From your homepage, **click** the “Growing Lots” tab.
2. **Click** the “My Growing Lots” subtab.



3. From here, you can see a list of all growing lots you have registered with FSA in real time. If your growing lot information is incomplete or incorrect, contact your local FSA office. Select “Find an FSA Office” which will direct you to the USDA’s Service Center Locator.
4. **Click** on any Lot Number to view additional details about a lot.

The screenshot shows the 'Growing Lot Details' page. At the top, there is a heading 'Growing Lot Details' and a paragraph: 'Submit growing lot information to FSA immediately before planting. Below, you can see which lots you’ve registered with FSA in real time. If this information is incomplete or incorrect, contact your local FSA office.' Below this is a button labeled 'Find an FSA Office'. Underneath is a section titled 'My Growing Lots' containing a table with the following data:

Lot Number	Program Year	Reported...	Planting Date	City	State	Intended Use
Lot 234-456		2,345	03/01/2022	Merill	Kentucky	
Lot 345-567		987	03/02/2022	Kenny	Georgia	
Lot AA44		756		Pokomo	Hawaii	
0001902-1957-3	2020	67.03	06/08/2020		Oregon	Cannabidiol

5. You will be directed to the Lot page where you can review the lot information as well as associated test results and Disposals/Remediations.

The screenshot shows the 'Lot' page for lot 0010977-13784-1B. The page is divided into several sections:

- Lot Information:** Lot Number (0010977-13784-1B), License Number (USDA_25_0001), Producer Account (0001902-1957-3), and Producer Test Account (1-Business Entity).
- Crop Details:** Growing Lot Address, Growing State (Kansas), Growing County (Butler), Reported Acres (0.06), Supplemental Status (Planted), Growing Lot City, Growing Lot Zip/Postal Code, Intended Use (Cannabidiol), and Planting Date (5/3/2020, 5:00 PM).
- Address Information:** Geospatial Location with coordinates: [37.939062730742997, -97.016810974781933], [37.938465481904464, -97.016908164851724], [37.938467828984301, -97.016332016428635], [37.939067491660644, -97.016334992547172], [37.939062730742997, -97.016810974781933].
- Test Results (2):** Two test results are listed:
 - TST-00000238: Laboratory Name: Testing Labs Account-3, Test Type: Retained Sample, Pass or Fail: Pass.
 - TST-00000239: Laboratory Name: Testing Lab Account, Test Type: Test of Re-Sampled Material, Pass or Fail: Fail.
- Disposals/Remediations (0):** No disposals or remediations are listed.

Edit Harvest Details (1 of 2)

1. From your homepage, **click** the “Growing Lots” tab.
2. **Click** the “Harvest” subtab.



3. **Click** on the Harvest ID to enter harvest details as you become aware of them. Note: You will receive a “New Acreage Reporting Received” email notification when a new harvest record has been created in HeMP as a reminder to enter your anticipated harvest dates. A new harvest record is automatically created when new lots are reported and received in HeMP, or when a new planning date has been reported on an existing lot. If you are going to have multiple harvests for a single growing lot, **contact** USDA Domestic Hemp Production Program at farmbill.hemp@usda.gov or by calling 202-720-2491 to create another harvest record for you.

A screenshot of the 'Harvest Details' page. At the top, there is a heading 'Harvest Details' and a paragraph of instructions: 'To ensure compliance with our program, please make sure to confirm your anticipated and actual harvest dates as soon as possible. Click on the Harvest ID to enter harvest details as you become aware of them. For more guidance, watch our tutorial video on [How to Manage Harvest Details](#).' Below this is a section titled 'Pending Harvests' with a checkmark icon. It contains a table with the following columns: Harvest ID, Lot Number, Planting Date, Harvest Date R..., Date Sampled, and Harvest Status. A green circle with the number '3' has an arrow pointing to the first row of the table.

Harvest ID	Lot Number	Planting Date	Harvest Date R...	Date Sampled	Harvest Status
HRV-00000309	0001902-1957-3	06/01/2022	7/27/2022 - 8/5/20...	08/30/2022	Pending Harvest
HRV-00000311	0004901-3881-2	02/28/2022			Pending Harvest

4.

A screenshot of the 'Harvest Details' form for a specific harvest record. The title is 'Harvest Details' with the ID 'HRV-000000006'. There is an 'Edit' button in the top right corner. Below the title is an 'Instructions' section with a red information icon. The instructions state: 'Select "Edit" to input your anticipated harvest date range for this harvest. When you are ready to document that the harvest is completed, select "Edit" again to update the status and input the details. NOTE: if this harvest will not be harvested, please update the status accordingly and submit a Disposal/Remediation report.' A green circle with the number '4' has an arrow pointing to the 'Edit' button.

5. Once you have completed the popup with your pending harvest details, **click** Save. Note: Once you have updated details or have completed your harvest, you must **repeat** Steps 1-4 and then see Step 6 on the next page.

A screenshot of the 'Add or Edit Harvest Details' form. The form contains the following fields: 'Planting Date' (5/25/2022), 'Date Sampled (filled in by Sampling Agent)', 'Reported Acreage' (756), 'Harvest Details' section with 'Anticipated Harvest Date Start' (Jun 8, 2022) and 'Anticipated Harvest Date End' (Jun 11, 2022), 'Harvest Status' (Pending Harvest), 'Actual Harvest Date', 'Unit of Measurement' (--None--), and 'Total Harvested'. There is an 'Explanation of Discrepancies' field. At the bottom, there are 'Cancel' and 'Save' buttons. A green circle with the number '5' has an arrow pointing to the 'Save' button.

Edit Harvest Details (2 of 2)

Note: You will receive a “Please Confirm Your Harvest Has Been Completed” email notification 5 days after your Pending Harvest’s anticipated harvest date has passed as a reminder to update your completed harvest details in HeMP.

6. Enter your updated harvest details in the pop-up:

- A. Harvest Status: Note: If your harvest will never be harvested, you must **submit** a Disposal/Remediation Report (AMS-27) see [Page 86](#) for instructions.
- B. Actual Harvest Date: The date in which your crop was harvested.
- C. Unit of Measurement: Indicate whether the size of the harvest is being reported in acres or square feet.
- D. Total Harvested: Total area harvested including any material that was successfully remediated through an approved remediation method.
- E. Explanation of Discrepancies: If the reported acreage is different than the harvested acreage you need to provide an explanation (e.g., “weather” or “poor germination”).

7. Click “Save”.

The screenshot shows a form titled "Add or Edit Harvest Details". The form contains the following fields and callouts:

- Planting Date:** 4/10/2022
- Date Sampled (filled in by Sampling Agent):** 4/10/2022
- Reported Acreage:** 775
- Harvest Details Section:**
 - Anticipated Harvest Date Start:** May 11, 2022
 - Anticipated Harvest Date End:** Jun 19, 2022
 - Harvest Status:** Harvested (Callout A)
 - Actual Harvest Date:** Jun 17, 2022 (Callout B)
 - Unit of Measurement:** Acres (Callout C)
 - Total Harvested:** 775.00 (Callout D)
 - Explanation of Discrepancies:** (Callout E)
- Buttons:** Cancel and Save (Callout 7)

8. Your updated harvest information will now be displayed in the “Completed Harvests” section under the “Harvests” subtab.

Completed Harvests					
Harvest ID	Lot Number	Date Sampled	Harvest Status	Harvest Date	
HRV-00000000	15_0062	04/21/2022	Harvested	05/12/2022	
HRV-00000003	0001902-1957-3	04/12/2022	Harvested	05/05/2022	
HRV-00000002	0001942-2437-1C	05/05/2022	Harvested	06/02/2021	
HRV-00000004	0001956-2451-1A		Will Never Be Harvested		

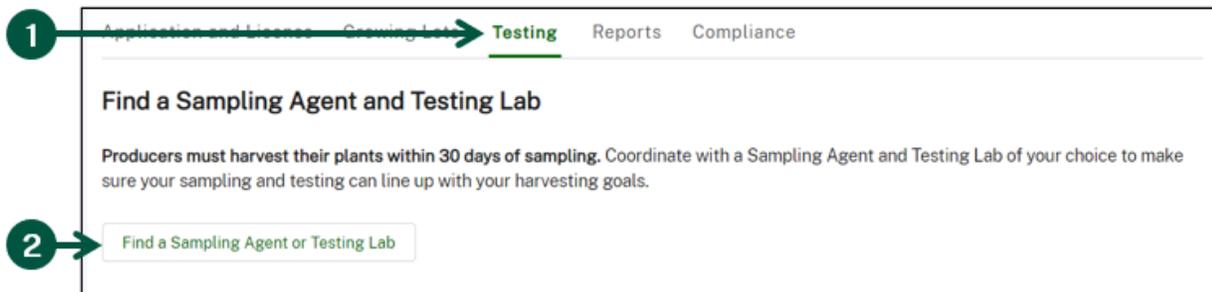
Find a Sampling Agent and Testing Lab

Find a Sampling Agent

Find a Testing Lab

Find a Sampling Agent (1 of 2)

1. From your homepage, **click** the “Testing” tab.
2. **Click** “Find a Sampling Agent or Testing Lab”.



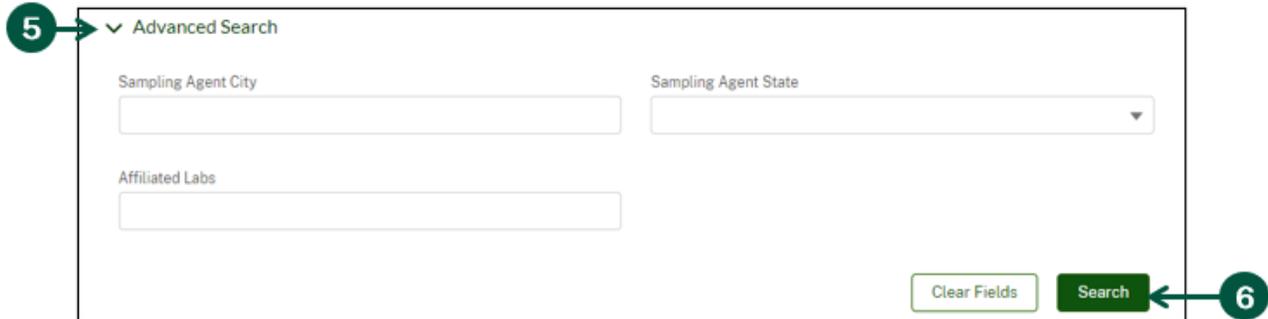
3. **Enter** your search criteria in one or more of the following fields under the “Sampling Agents” tab:
 - A. **Select** the State where your Lots are located
 - B. Sampling Agent First Name
 - C. Sampling Agent Last Name
4. When you have finished putting in your desired criteria, **click** “Search”. If you have additional criteria that you would like to use to find your results, see step 5 on the next page.

A screenshot of the 'Find a Sampling Agent or Testing Lab' search form. The form has a title 'Find a Sampling Agent or Testing Lab' and a subtitle 'Find a USDA Certified Sampling Agent or Testing Lab.' Below the subtitle, there are two tabs: 'Sampling Agents' (selected) and 'Testing Labs'. A search bar with a magnifying glass icon and the text 'Search Sampling Agents' is present. Below the search bar, there are instructions: 'Select which state your lots are located in and use any additional fields to narrow your search.' There are three input fields: a dropdown menu for 'State' (currently showing 'Alabama'), a text field for 'Sampling Agent First Name', and a text field for 'Sampling Agent Last Name'. Below these fields is a link for 'Advanced Search'. At the bottom of the form, there are two buttons: 'Clear Fields' and 'Search'. A green arrow and a circled '3' point to the 'Sampling Agents' tab. A green arrow and a circled 'A' point to the 'State' dropdown menu. A green arrow and a circled 'B' point to the 'Sampling Agent First Name' text field. A green arrow and a circled 'C' point to the 'Sampling Agent Last Name' text field. A green arrow and a circled '4' point to the 'Search' button. On the right side of the form, there is a box with the text: 'Don't see your preferred Sampling Agent or Testing Lab? Email us at farmbill.hemp@usda.gov with the subject line "Sampling Agent Request" or "Testing Lab Request"'. Below this text is an envelope icon and another instruction: 'Include your Sampling Agent's or Testing Lab's name, email, phone number, and website if applicable.' At the bottom of this box is a decorative graphic of a plant.

N the subject line “Sampling Agent Request” and **include** your Sampling Agent’s name, email, phone number, and website if applicable. You can also find this information on the top right corner of the window.

Find a Sampling Agent (2 of 2)

5. Click on “Advanced Search” to find more specific and exact results.



The screenshot shows a search interface with a dropdown menu labeled "Advanced Search" (callout 5). Below it are three input fields: "Sampling Agent City" (text box), "Sampling Agent State" (dropdown menu), and "Affiliated Labs" (text box). At the bottom right, there are two buttons: "Clear Fields" and "Search" (callout 6).

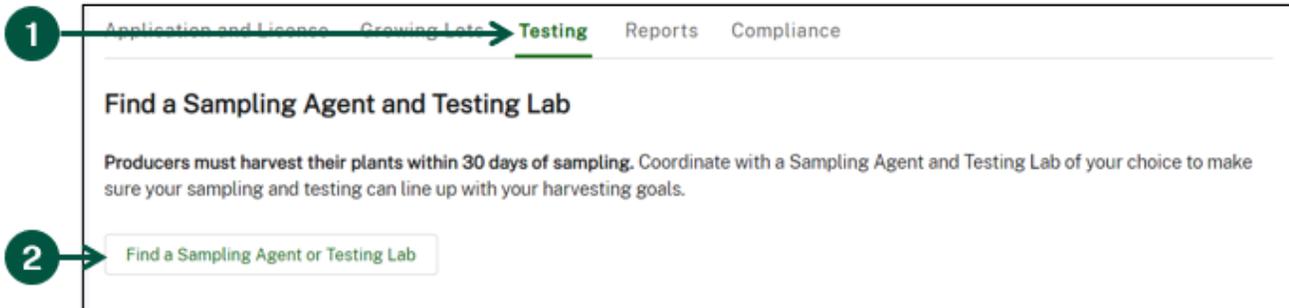
6. Click “Search”.
7. **Scroll down** to view your search results. Contact information for the resulting Sampling Agents will be shown.

Sampling Agent Results					
Reminders					
Contact a Sampling Agent to set up a sampling date and confirm that they can send samples to a Testing Lab of your choice.					
Name	City	Email	Phone	Affiliated Labs	
Sampling Agent FTU Test	Austin	✉ usda.hemp.qa@accen...	(123) 123-1231	ABC Labs	
Sampling Agent FTU Tes...	Austin	✉ usda.hemp.qa@accen...	(123) 123-1231	ABC Labs	
Sampling Agent FTU Tes...	Austin	✉ usda.hemp.qa@accen...	(123) 123-1231	ABC Labs	
Sampling Agent FTU Tes...	Austin	✉ usda.hemp.qa@accen...	(432) 432-5955	ABC Labs, Hemp Laborat...	
Sampling Agent FTU Tes...	Austin	✉ usda.hemp.qa@accen...	384-902-7455	ABC Labs, Hemp Analytics	

Note: It is the Producer’s responsibility to contact the chosen Sampling Agent by email or phone to set up a sampling date and confirm that the Sampling Agent can send the samples to a Testing Lab of your choice.

Find a Testing Lab (1 of 2)

1. From your homepage, **click** the “Testing” tab.
2. **Click** “Find a Sampling Agent or Testing Lab”.



3. **Enter** your search criteria in one or more of the following fields under the “Testing Labs” tab:
 - A. Testing Lab Name
 - B. Testing Lab State
4. When you have finished putting in your desired criteria, **click** “Search”. If you have additional criteria that you would like to use to find your results, see step 5 on the next page.

A screenshot of a web form titled 'Find a Sampling Agent or Testing Lab'. The form has a sub-heading 'Find a USDA Certified Sampling Agent or Testing Lab.' and a search bar labeled 'Search Testing Labs'. Below the search bar, there are instructions: 'Enter the following information to find a testing lab. Your testing lab can be located anywhere in the country as long as your sampling agent is able to ship it there effectively.' There are two input fields: 'Testing Lab Name' and 'Testing Lab State'. The 'Testing Lab State' dropdown menu is currently set to 'Alabama'. To the right of the form, there is a box with the text: 'Don't see your preferred Sampling Agent or Testing Lab? Email us at farmbill.hemp@usda.gov with the subject line "Sampling Agent Request" or "Testing Lab Request"'. Below this text is an envelope icon and another instruction: 'Include your Sampling Agent's or Testing Lab's name, email, phone number, and website if applicable.' At the bottom of the form, there are two buttons: 'Clear Fields' and 'Search'. A green circle containing the number '3' has an arrow pointing to the 'Testing Labs' tab. A green circle containing the letter 'A' has an arrow pointing to the 'Testing Lab Name' input field. A green circle containing the letter 'B' has an arrow pointing to the 'Testing Lab State' dropdown menu. A green circle containing the number '4' has an arrow pointing to the 'Search' button.

if applicable.

Find a Testing Lab (2 of 2)

5. Click on “Advanced Search” for the ability to expand your search criteria.



The screenshot shows a search interface titled "Advanced Search". It features two input fields: "Street Address" and "City". Below these fields are two buttons: "Clear Fields" and "Search". A green circle with the number "5" and an arrow points to the "Advanced Search" title. Another green circle with the number "6" and an arrow points to the "Search" button.

6. Click “Search”.
7. **Scroll down** to view your search results. Contact information for the resulting Testing Labs will be shown along with whether the Testing Lab is DEA Certified.

Testing Lab Results					
Reminders Drug Enforcement Administration (DEA) certified Testing Labs have been pre-approved by USDA. If you'd like to use a lab that is not DEA certified, contact the testing lab to ensure they are adhering to USDA regulations before sending samples to them.					
Name	Email	Phone	Mailing Address	DEA Certified?	
NAR Batch QA - Testing L...	✉ 444test@email.com	239-555-98435654	823 Elm Ct 45654 Tyler, ...	YES	
One Of A Kind Testing Lab	✉ weui943@weio598.c...	238-555-1199	283 Go St Gopher, AR 19...	NO	
Testing Lab - Account B	✉ testemail3@domain.c...	328-555-1067	543 Main St Little Rock, ...	YES	
Testing Laboratory Acco...	✉ usda.hemp.qa@accen...	318-555-8958	234 Main Cityville, AR 8...	YES	

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Note: It is the Producer’s responsibility to contact the chosen Testing Lab by email or phone to confirm they can accept your samples. Your chosen Testing Lab can be located anywhere in the country if your Sampling Agent can ship the samples there effectively. In addition, Drug Enforcement Administration (DEA) certified Testing Labs have been pre-approved by USDA. If you’d like to use a lab that is not DEA certified, contact the Testing Lab to ensure they are adhering to USDA regulations before sending samples to them.

Create a Sampling Event

Create a Sampling Event

Create a Sampling Event (1 of 8)

1. From your homepage, **click** the “Testing” tab.
2. **Click** the “Sampling Events” subtab.
3. **Click** “Create a Sampling Event”.

The screenshot shows the HeMP application interface. At the top, there is a navigation bar with tabs: License and Application, Growing Lots, Testing, Reports, and Compliance. A green arrow labeled '1' points to the 'Testing' tab. Below the navigation bar, the 'Find a Sampling Agent and Testing Lab' section is visible, with a button labeled 'Find a Sampling Agent or Testing Lab'. Below this, the 'Manage Sampling Events' section is shown, with a subtab 'Sampling Events' selected. A green arrow labeled '2' points to the 'Sampling Events' subtab. In the 'Manage Sampling Events' section, there is a button labeled 'Create a Sampling Event'. A green arrow labeled '3' points to this button.

Note: You must create a Sampling Event each time you’ve arranged a sample and test before a harvest. You will receive a “Reminder to Document Sampling Activity” email notification 30 days prior to your anticipated harvest start date as a reminder to enter your sampling activity in HeMP.

4. **Verify** that you have completed the requirements shown in the pop-up. **Click** “Proceed to Sampling Event Setup Assistant”.

The screenshot shows a pop-up window titled 'Sampling Event Requirements'. The text inside reads: 'Create a Sampling Event every time you plan to sample your hemp crops. You must harvest your crops within 30 days of sampling so plan your sampling dates accordingly.' Below this, there is a section titled 'Make sure you've done the following:' with three numbered items: 1. Reported your anticipated Harvest Date Range for all the lots you want sampled. This can be found in the "Harvest" tab under "Growing Lots" on your homepage. 2. Ensure you have contacted your sampling agent and testing laboratory to coordinate this sampling event. Note: Reporting this information does not contact the sampling agent or testing laboratory on your behalf. 3. Confirmed that your Sampling Agent is able to send samples to a Testing Lab of your choice. At the bottom of the pop-up, there are two buttons: 'Cancel' and 'Proceed to Sampling Event Setup Assistant'. A green arrow labeled '4' points to the 'Proceed to Sampling Event Setup Assistant' button.

Create a Sampling Event (2 of 8)

5. Fill out the informational fields in the “Sampling Event Setup Assistant” pop-up. Note: These answers cannot be changed after you start the Sampling Event.

6. Click “Continue”.

The screenshot shows a pop-up window titled "Sampling Event Setup Assistant". It contains three questions with radio button options: "Have you finalized plans with a certified Sampling Agent who will come to your property to sample your crops?", "Has your Sampling Agent agreed to send samples to a Testing Lab of your choice?", and "When will your Sampling Agent come to sample your lots? You won't need to update the Requested Sampling Date in case of delays." Below the questions is a date picker for "Requested Sample Date" set to "Jun 2, 2022" and a dropdown menu for "* Account" set to "Harry's Hemp LLC". An orange warning banner at the bottom states "These answers cannot be changed after you start the Sampling Event." At the bottom right are "Cancel" and "Continue" buttons. A green circle with the number "5" points to the question area, and a green circle with the number "6" points to the "Continue" button.

7. **Search** for your chosen Sampling Agent whom you have already coordinated and confirmed with:

A. **Select** the State where your Lots are located

B. Sampling Agent First Name

C. Sampling Agent Last Name

8. When you have finished putting in your desired criteria, **click** “Search”. If you have additional criteria that you would like to use to find your results, see Step 9.

The screenshot shows a "Sampling Event Summary" form. At the top, there is a progress bar with four steps: "Select Sampling Agent" (highlighted), "Select Testing Lab", "Select Growing Lot", and "Confirm". Below the progress bar is a green search bar with a magnifying glass icon and the text "Search Sampling Agents". Underneath is an "Instructions" section: "Select which state your lots are located in and use any additional fields to narrow your search." Below the instructions is a dropdown menu for the state, currently set to "Alabama". Below the state dropdown are two text input fields: "Sampling Agent First Name" and "Sampling Agent Last Name". Below these fields is a link for "> Advanced Search". At the bottom right are "Clear Fields" and "Search" buttons. A green circle with the letter "A" points to the state dropdown, a green circle with the letter "B" points to the first name field, a green circle with the letter "C" points to the last name field, and a green circle with the number "8" points to the "Search" button.

Create a Sampling Event (3 of 8)

9. **Click** on “Advanced Search” to find more specific and exact results.

9

Advanced Search

Sampling Agent City

Sampling Agent State

Affiliated Labs

Clear Fields

10

10. **Click** “Search”.

11. **Scroll down** to view your search results. **Select** your chosen Sampling Agent by clicking the circle next to their name.

Sampling Agent Results

Instructions
Select your Sampling Agent by clicking on the radio button next to their name.

Name	City	Email	Phone	Affiliated Labs
<input type="radio"/> Sarah Jane Sampling	Lodi	sjsampling@test.com	228-555-7831	ABC Labs

Back

11

12. If you need to change your selection, **click** on the “X” next to the Sampling Agent’s name.

13. Once you have the correct Sampling Agent, **click** “Save and Next”.

Sampling Agent Results

Instructions
Change Sampling Agent by clicking on the “X” next to their name.

Sarah Jane Sampling X

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12

13

Note: If you would like to save your progress and complete the creation of the Sampling Event later, **click** “Save and Exit”. Your incomplete Sampling Event can be found in the “Draft Sampling Events” on your homepage under the “Testing” tab and “Sampling Events” subtab.

Create a Sampling Event (4 of 8)

14. **Search** for your chosen Testing Lab whom you have already coordinated and confirmed with:

- A. Testing Lab Name
- B. **Select** the Testing Lab State

15. If you have additional criteria that you would like to use to narrow down your results, **click** on “Advanced Search” and **fill out** the informational fields.

16. When you have finished putting in your desired criteria, **click** “Search”.

Sampling Event Summary

Sampling Date : 5/31/2022

Sampling Agent : Sarah Jane Sampling

✓ Select Testing Lab Select Growing Lot Confirm

Search Testing Labs

Instructions
Enter the following information to find a testing lab. Your testing lab can be located anywhere in the country as long as your sampling agent is able to ship it there effectively.

A Testing Lab Name

Testing Lab State

15 **Advanced Search**

Street Address

City

Clear Fields Search **16**

Note: As you progress through creating a Sampling Event, you can see the summary at the top of the page including event details, steps you have completed, and the current step you are on.

Create a Sampling Event (5 of 8)

17. **Scroll down** to view your search results. **Select** your chosen Testing Lab by clicking the circle next to their name.

Testing Lab Results

Instructions
Select your Testing Lab by clicking on the radio button next to their business name.

Name	Email	Phone	Mailing Address	DEA Certified?
<input type="radio"/> NAR Batch QA - Testing ...	444test@email.com	239-555-98435654	823 Elm Ct 45654 Tyle...	YES
<input checked="" type="radio"/> One Of A Kind Testing L...	weui943@weio598...	238-555-1199	283 Go St Gopher, AR 1...	NO
<input type="radio"/> Testing Laboratory Acc...	usda.hemp.qa@acce...	318-555-8958	234 Main Cityville, AR ...	YES

Back Save and Exit Save and Next

18. If you need to change your selection, **click** on the “X” next to their business name.

19. Once you have the correct Testing Lab, **click** “Save and Next”.

Testing Lab Results

Instructions
Change Testing Lab by clicking on the “X” next to their business name.

One Of A Kind Testing Lab X

Back Save and Exit Save and Next

Return to top

Create a Sampling Event (6 of 8)

20. Click “Add Growing Lot”. Note: Multiple growing lots can be added here if the sampling agent is going to sample multiple lots at the same time.

Sampling Event Summary

Sampling Date : 5/31/2022 Testing Lab : One Of A Kind Testing Lab

Sampling Agent : Sarah Jane Sampling

✓ ✓ Select Growing Lot Confirm

Select Growing Lots

Instructions
To identify which Growing Lots you'll be sampling, click on the Add Growing Lot button.

Growing Lots Add Growing Lot

You have no Growing Lots selected. Click Add Growing Lot to indicate which Growing Lots you'll be sampling.

21. Fill out the pop-up informational fields for the growing lot you are scheduling the Sampling Event for:

- A. Lot Number
- B. Harvest ID
- C. Reason for Sampling
- D. Sampling Acreage: If this is “Same as Reported Acreage”, **skip** to Step 22.
- E. Updated Sampling Acreage
- F. Explanation of Discrepancy

22. Click “Save”.

Add or Edit Growing Lot

* Lot Number 0001970-8036-1A * Harvest ID HRV-000000008

* Reason for Sampling Re-Sample

Reported Acreage 12.00 * Sampling Acreage Different from Reported Acreage

* Updated Sampling Acreage * Explanation of Discrepancy

Cancel Save

Create a Sampling Event (7 of 8)

23. Click “Save and Next”.

Sampling Event Summary

Sampling Date : 5/31/2022 Testing Lab : One Of A Kind Testing Lab

Sampling Agent : Sarah Jane Sampling

Progress: Select Growing Lot Confirm

Select Growing Lots

Instructions
To identify which Growing Lots you'll be sampling, click on the Add Growing Lot button.

Growing Lots

Lot Number	Reported Acreage	Sampled Acreage	Reason for Sampling	Actions
0001970-8036-1A	12	12	Re-Sample	<input type="button" value="Add"/>

Show: Page 1 of 1 Total records: 1

24. **Review** the Sampling Event information on the “Confirmation Page” before submitting your Sampling Event. If you need to change anything, **navigate** to the appropriate section and make edits there by **clicking** “Back”.

25. When you have confirmed the information is accurate, **click** “Submit”.

Confirmation Page

Instructions
Review the following information before submitting your Sampling Event. If you need to change anything, navigate back to the appropriate section and make edits there.

Sampling Dates
Requested Sampling Date
5/25/2022

Sampling Agent
Account: Sampling Agent FTU Test Phone: 1231231231
Email: usda.hemp.qa@accenturefederal.com Affiliated Labs: ABC Labs

Testing Lab
Account: Additional Testing Lab Account Phone: 7897897897
Email: example@email.com Mailing Address: 123 A Street, Austin, Delaware 78978

Growing Lots

Growing Lots

Lot Number	Reported Acreage	Sampled Acreage	Reason for Sampling	Actions
23984-89588	230	60	Re-Sample	<input type="button" value="Add"/>

Show: Page 1 of 1 Total records: 1

Create a Sampling Event (8 of 8)

26. A “Thank You” notification will confirm that your information has been received and you will see your Sampling Event details in a read-only version. You will receive a “Sampling Event Received” email notification confirming that your sampling activity has been submitted and that the Sampling Event details have been sent to your chosen Sampling Agent.

The screenshot shows a web interface for the HeMP system. At the top, there is a green navigation bar with 'Marketing Service' and 'AGRICULTURE' on the left, and 'HOME', a search bar, and 'QA_USDA TEST PRODUCER 1' on the right. A green notification banner at the top center reads: 'Thank you! The details of this sampling event have been documented. Your sampling agent will receive notice to complete the sampling details.' Below the notification, the 'Sampling Event' record for SE-0000000054 is displayed. It is organized into three sections: 'Sampling Event Details', 'Sampling Agent Details', and 'Testing Lab Details'. The 'Growing Lots' section below contains a table with one record.

Growing Lot Sample ID	Growing Lot Number	Sampling Acreage	Harvest Date Range	Date Sampled	Status
SMPL-0000000022	23984-89588	60			New

Note: You can come back to this Sampling Event record anytime from your homepage. **Click** the “Testing” tab, click the “Sampling Events” subtab, and it will be under the “Submitted Sampling Events”. You will receive a “A New Sampling Event is Available to You” email notification when your Sampling Agent has submitted the Sampling Event, so that you can access and review the details in HeMP.

View Testing Results

View Test Results

View Test Results

Testing labs that submit hemp test results associated with your license to USDA will be automatically populated into HeMP for you to view. Use the following steps to view the test results submitted for your license.

1. From your homepage, **click** the “Testing” tab.
2. **Click** the “Test Results” subtab.
3. From here, you can see a list of all test results submitted associated with your Account’s license(s). **Click** on any Record ID to **view** more details about a test result. Note: Each test result is associated with a unique Test Result Record ID which can be searched on your homepage search bar.

The screenshot shows the HeMP interface with the 'Testing' tab selected. Below the navigation bar, there is a section titled 'Find a Sampling Agent and Testing Lab' with a button labeled 'Find a Sampling Agent or Testing Lab'. Below that, the 'Test Results' subtab is active. A table titled 'My Test Results' is displayed with the following data:

Record ID	License Number	Test Type	Pass or Fail	Testing Date
TST-00000417	USDA_33_0002	Original Sample	Pass	05/03/2022

4. Once you see the “Test Result” page, you can **view** more details about the selected test result.

The 'Details' page for the test result shows the following information:

Producer Information

Producer Name ⓘ Greg Smith	Producer Street ⓘ 123 Main Street
Producer City ⓘ Portsmouth	Producer State ⓘ New Hampshire

If Provided License or Authorization Number

License Number ⓘ USDA_28_0003	Lot Number ⓘ
----------------------------------	--------------

If Provided Other Identifier (e.g., Control Number)

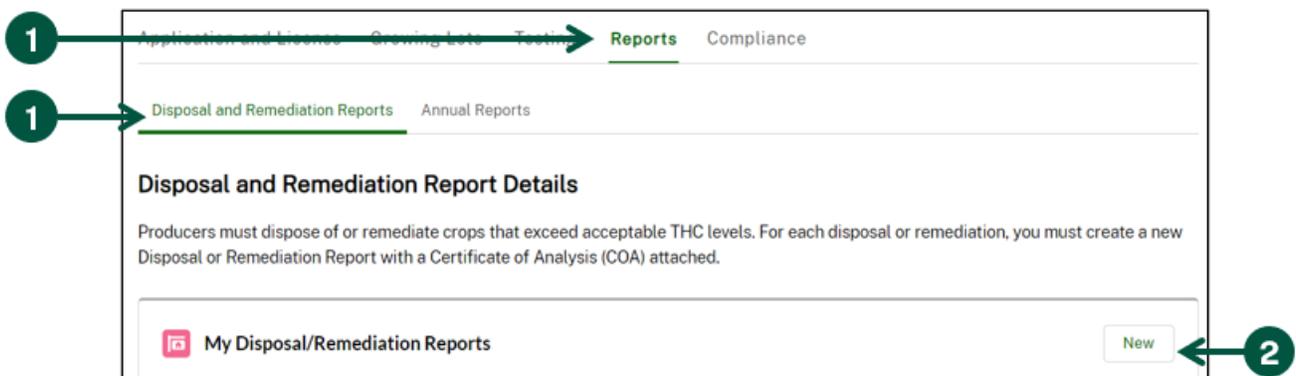
Submit Required Reporting

- Submit a Disposal/Remediation Report (AMS-27)**
- Submit an Annual Report (AMS-28)**

Submit a Disposal/Remediation Report (AMS-27) (1 of 5)

USDA licensed producers that have produced cannabis testing above the acceptable delta-9 tetrahydrocannabinol (THC) level, must dispose of or remediate that material to be in accordance with the Controlled Substances Act (CSA) and the Drug Enforcement Administration (DEA) regulations. A Disposal/Remediation Report (AMS-27) must be filed no later than 30 days after the disposal or remediation is completed. Each completed report will receive a unique report name which can be searched on your homepage search bar.

1. From your homepage, **click** the “Reports” tab, then **click** the “Disposal and Remediation Reports” subtab.
2. **Click** “New” to create a new Disposal/Remediation Report.



3. Once you see the “New Disposal Report” pop-up, **fill out** the fields. Note the following when filling out the fields:
 - A. Producer Account: **Select** the Account associated with the Disposal/Remediation report you are submitting.
 - B. License Number: **Select** the license associated with the Disposal/Remediation report you are submitting.
 - C. Primary Street Address, City, Zip Code, State: **Enter** the license details related to your license.

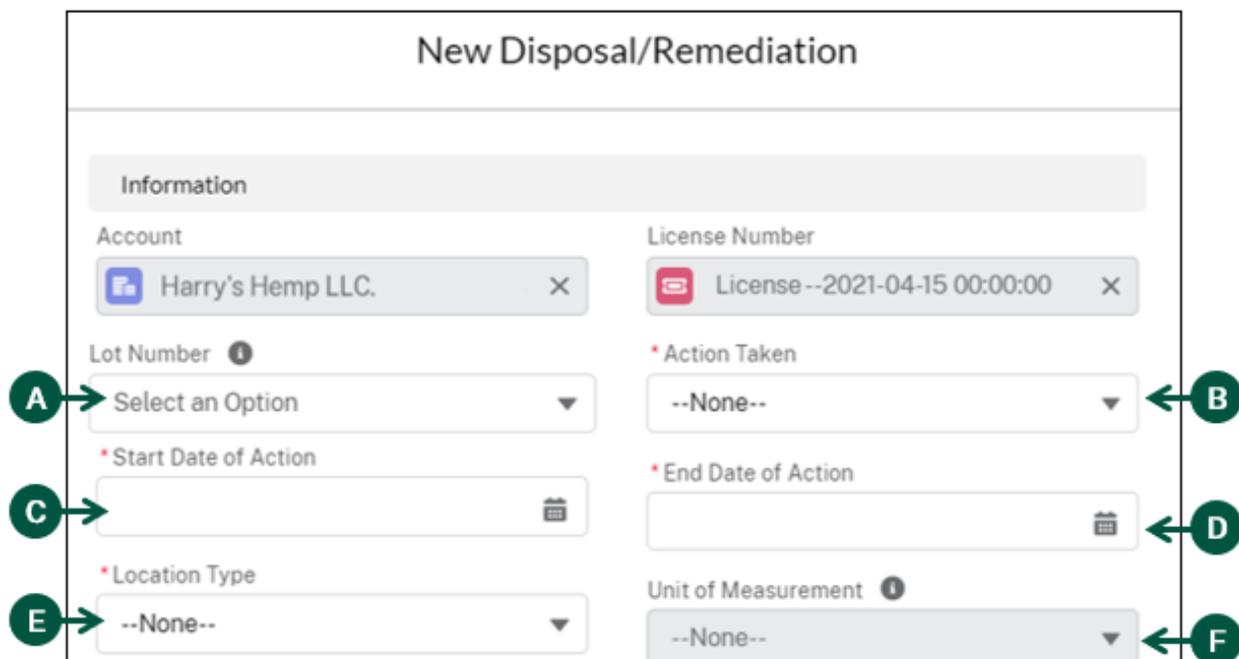
The screenshot shows a form titled 'New Disposal Report'. It contains several input fields: 'Producer Account' (a dropdown menu), 'License Number' (a dropdown menu), 'Primary Street Address' (a text input field), 'Primary City' (a text input field), 'Primary Zip Code' (a text input field), and 'Primary State' (a dropdown menu with '--None--' selected). Three callout boxes with arrows point to the 'Producer Account' dropdown (labeled 'A'), the 'License Number' dropdown (labeled 'B'), and the 'Primary Street Address' field (labeled 'C').

Submit a Disposal/Remediation Report (AMS-27) (2 of 5)

4. Click “Save” at the bottom of the “New Disposal Report” pop-up.
5. You will be directed to a new “Producer Disposal/Remediation Report” page. You must document each instance of a disposal or remediation as a separate line in the report. To do this, scroll down to find the “Disposals/Remediations” section and click “New”.



6. Once you see the “New Disposal/Remediation” pop-up, **fill out** the pop-up fields and note the following fields:
 - A. Lot Number: **Select** the lot associated with the disposal or remediation. The lot number is provided by the USDA Farm Service Agency (FSA) and will be in this format: Farm Number-Tract Number-Field/Subfield Number. Note: If the relevant lot number is not shown in the list, use the “Complete if unable to enter a “Lot Number” above section and see steps I-N.
 - B. Action Taken: **Select** this if you disposed of or remediated the material.
 - C. Start Date of Action: **Select** the date when you started the remediation or disposal.
 - D. End Date of Action: **Select** the date when you completed the disposal or remediation.
 - E. Location Type: **Indicate** whether this material was grown indoors or outdoors.
 - F. Unit of Measurement: **Select** the unit of measurement used to report the size of the remediation or disposal in the “Size” field.



New Disposal/Remediation

Information

Account: Harry's Hemp LLC. ×

License Number: License--2021-04-15 00:00:00 ×

Lot Number ⓘ: Select an Option ▼ (A)

* Action Taken: --None-- ▼ (B)

* Start Date of Action: [Calendar icon] (C)

* End Date of Action: [Calendar icon] (D)

* Location Type: --None-- ▼ (E)

Unit of Measurement ⓘ: --None-- ▼ (F)

Submit a Disposal/Remediation Report (AMS-27) (3 of 5)

6. Continued: Once you see the “New Disposal/Remediation” pop-up, **fill out** the pop-up fields and note the following fields:

G. Method: **Select** the method used to dispose or remediate the material. Note: If the method is not listed, choose “Other” and use the “Method (if “Other”)” field.

H. Size: **Enter** the total growing area that was disposed of or remediated.

If your lot number was not listed in the pop-up, follow steps I-N.

I. FSA State Code: **Enter** the State Code provided to the licensee by the USDA Farm Service Agency (FSA).

J. FSA County Code: **Enter** the County Code provided to the licensee by the USDA Farm Service Agency (FSA).

K. Farm: **Enter** the numeric Farm Number provided to the licensee by the USDA Farm Service Agency (FSA).

L. Tract: **Enter** the numeric Tract Number provided to the licensee by the USDA Farm Service Agency (FSA).

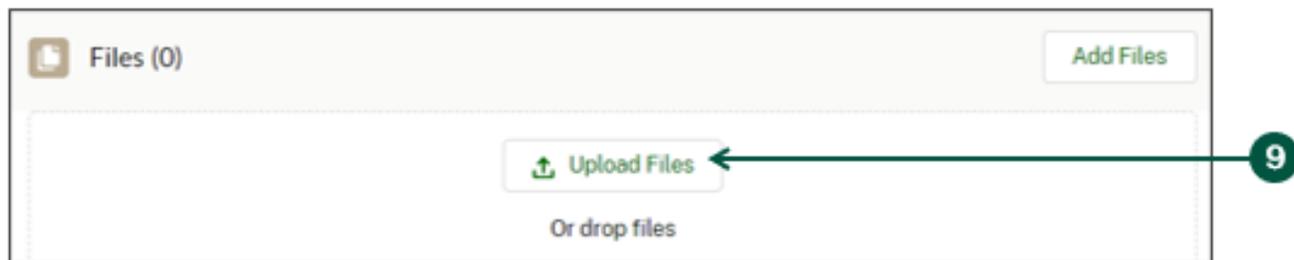
M. Field: **Enter** the numeric Field Number provided to the licensee by the USDA Farm Service Agency (FSA).

N. Subfield: **Enter** the Subfield Letter provided to the licensee by the USDA Farm Service Agency (FSA). This may be blank if the producer’s field is not divided into subfields.

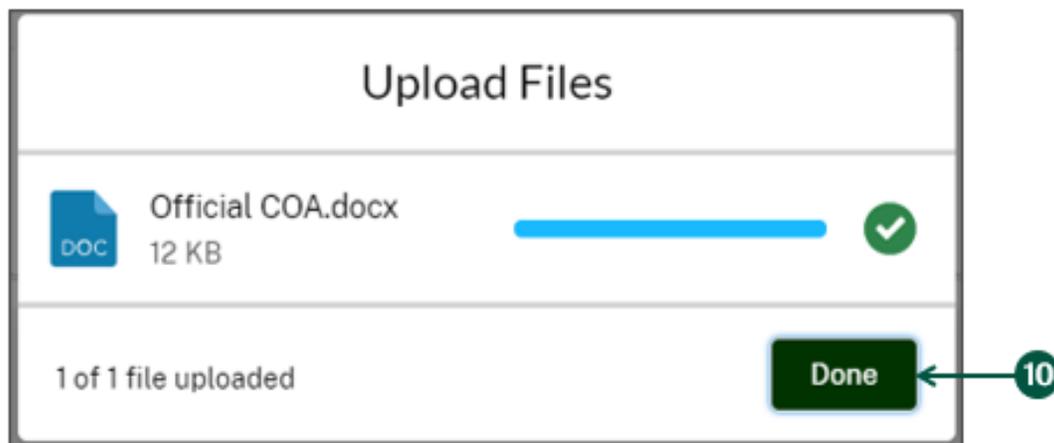
The image shows a screenshot of a web form for submitting a Disposal/Remediation Report (AMS-27). The form is divided into several sections. At the top, there are two main sections: 'Method' and 'Size'. The 'Method' section includes a dropdown menu with '--None--' selected, a text input field for 'Method (if "Other")', and a text input field for 'Comments'. The 'Size' section includes a text input field for '* Size' and a date input field for 'Date of Remediation Sampled'. Below these is a section titled 'Complete if unable to enter a "Lot Number" above'. This section contains six text input fields arranged in two columns: 'FSA State Code', 'FSA County Code', 'Farm', 'Tract', 'Field', and 'Subfield'. Each field has a small information icon (i) next to it. Green callout letters G through N are placed around the form with arrows pointing to the corresponding fields: G points to the Method dropdown, H points to the Size input, I points to the FSA State Code input, J points to the FSA County Code input, K points to the Farm input, L points to the Tract input, M points to the Field input, and N points to the Subfield input.

Submit a Disposal/Remediation Report (AMS-27) (4 of 5)

7. **Click** “Save” at the bottom of the “New Disposal/Remediation” pop-up.
8. You will then be directed to the new disposal or remediation you created. Review the information provided. Note: You can edit the information of the disposal or remediation using the “Edit” button on the top, right of the page.
9. For each disposal and remediation reported, you must attach a Certificate of Analysis (COA) and photo or video evidence of disposal or remediation. For a disposal, attach an official COA that shows a non-compliant test result and documentation of the disposal activity. 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 in addition to documentation of the remediation activity. **Go** to the files section and **click** “Upload Files” to **import** documents from your computer.



10. **Confirm** your file uploaded successfully, then **click** “Done”.

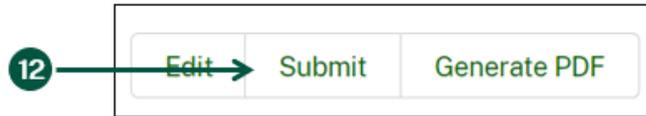


11. **Click** “Return to Report” to submit your report or add another instance of a disposal/remediation. To add another instance of disposal/remediation, use Steps 4-10.

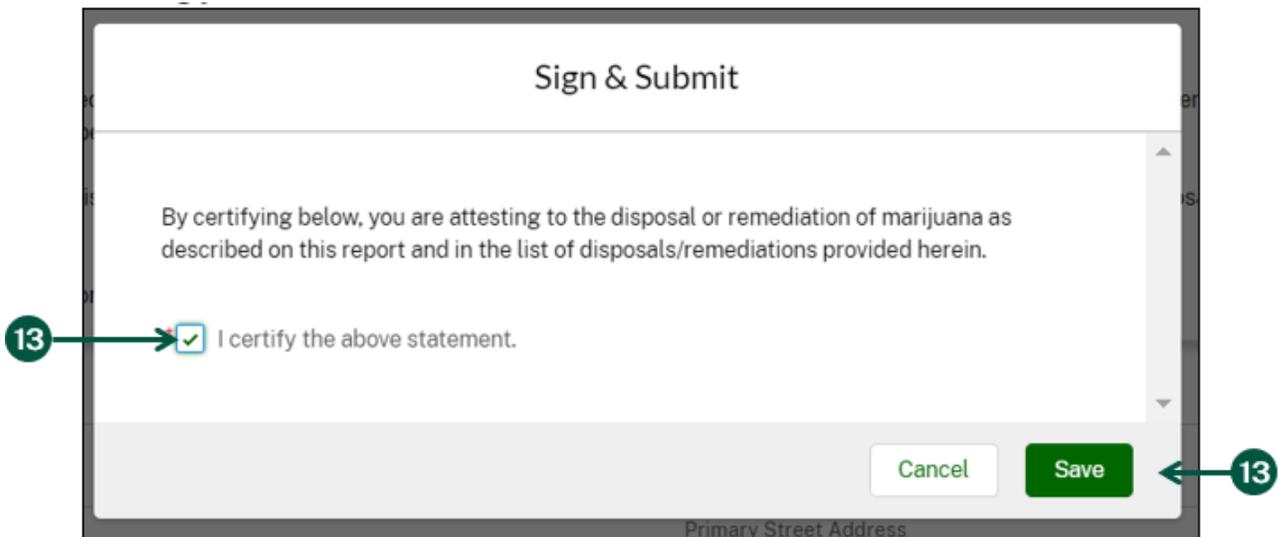


Submit a Disposal/Remediation Report (AMS-27) (5 of 5)

12. Once you are done entering your disposal and/or remediation line items, **click** “Submit” from the Producer Disposal/Remediation Report details page.



13. **Certify** your submission, then **click** “Save” to complete your Disposal/Remediation Report submission. You will receive a message at the top of your screen and an email from DHPP confirming your submission.

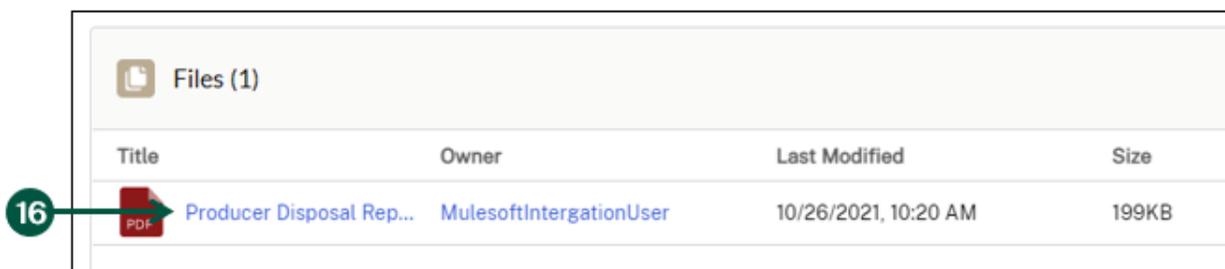


14. To create a PDF copy of your Disposal/Remediation Report, **select** the “Generate PDF” button from the top right of the report page.



15. 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 to be generated. You may need to also refresh your page.

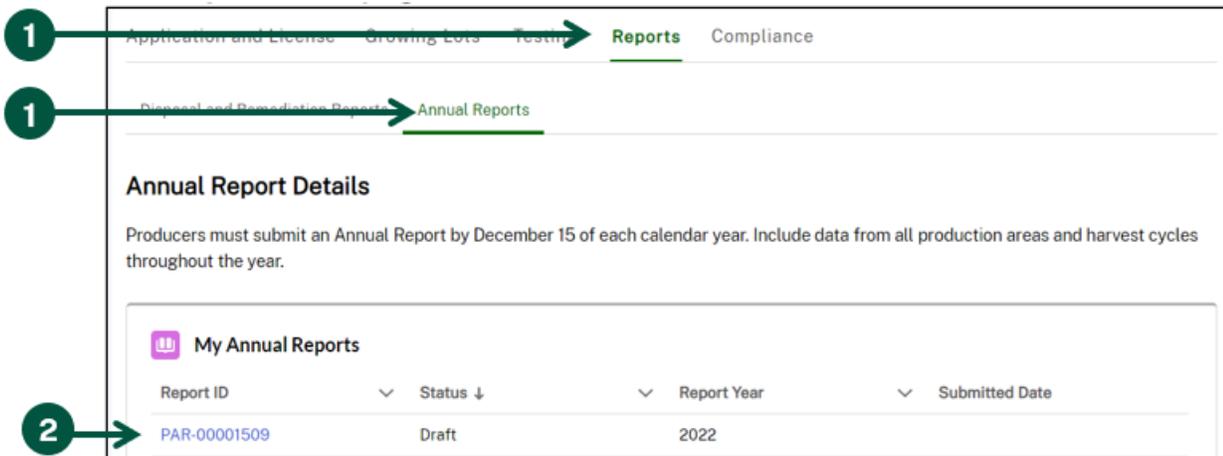
16. **Scroll down** to find the “Files” section of the report page. **Click** the blue File Name link to download the copy of your submitted report.



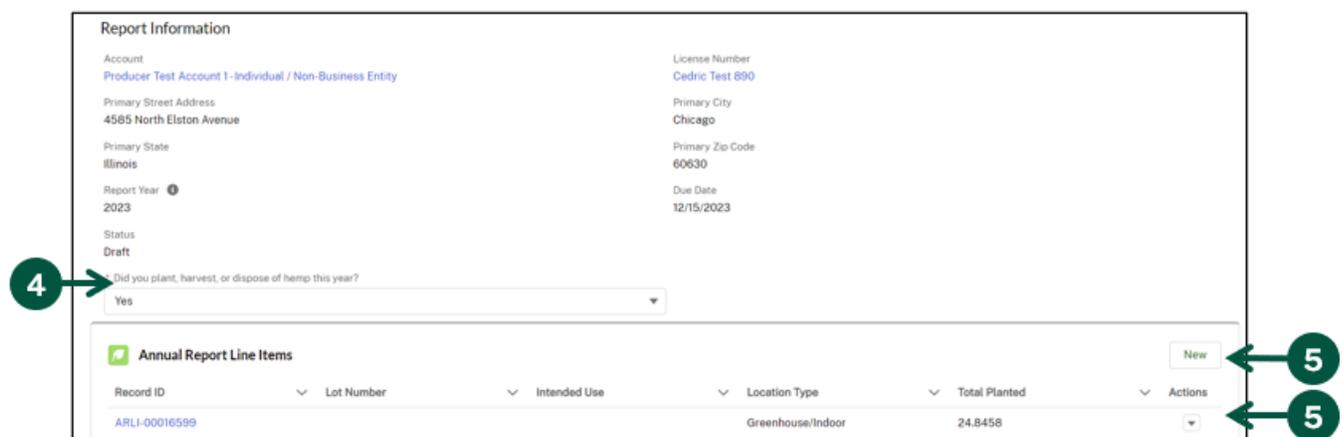
Submit an Annual Report (AMS-28) (1 of 4)

Hemp producers licensed by the U.S. Department of Agriculture (USDA) must submit an Annual Report (AMS-28) to USDA by December 15th of each calendar year. This report encompasses data from all production areas and harvest cycles throughout the year.

1. From your homepage, **click** the “Reports” tab, then **click** the “Annual Reports” subtab.
2. A blank Annual Report will be available to you to submit your report each year. To complete the Annual Report, **click** the Report ID associated with the reporting year. Note: Use the “Report Year” column to determine the appropriate report. Your Annual Report ID can be searched on your homepage search bar.



3. You will be directed to the Producer Annual Report page, where you will report data on hemp planted, disposed of, and harvested under your USDA license.
4. Under “Did you plant, harvest, or dispose of hemp this year?”, **select** “Yes” from the dropdown. Note: If you do not have anything to report, **select** “No-I did not plant, harvest, or dispose of hemp this year” from the dropdown and **skip** to Step 10 on [Page 93](#).
5. An Annual Report Line Item should be created for each lot under your license on the “Annual Report Line Items” section. Note: If there is a record you would like to edit, duplicate, or delete, you can do so under the “Actions” dropdown on the applicable line item. To create a new line item, **click** “New”.



Submit an Annual Report (AMS-28) (2 of 4)

6. Once you see the “New Annual Report Line Item” pop-up, **fill out** the requested information. Note the following fields:
 - A. Lot Number: **Select** the lot number that consists of 4 pieces of information provided to the licensee by the USDA Farm Service Agency (FSA) during the registration process. It will display in this format: Farm Number–Tract Number–Field/Subfield Number. Note: If the lot number does not appear in the list, use the “Complete if unable to enter “Complete if unable to enter “Lot Number” above”.
 - B. Total Disposal for Non-Compliance: **Enter** the total area composed for non-compliant THC expressed for this lot in acres if measuring outdoor production or square feet if measuring indoor production.
7. Once you have completed the pop-up, **click** “Save” at the bottom of the pop-up.

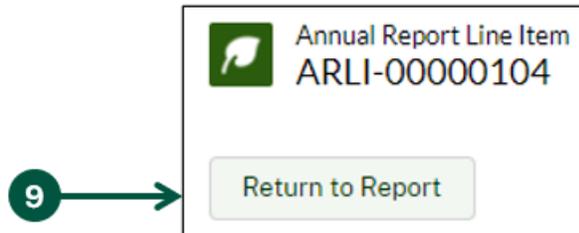
The screenshot shows the "New Annual Report Line Item" form. It includes fields for Account (Harry's Hemp LLC), License Number (License--2021-04-15 00:00:00), Lot Number (dropdown menu), Location Type (dropdown menu), Unit of Measurement (dropdown menu), Total Planted (0.00), Total Disposed for Non-Compliance (0.00), Total Harvested (0.00), Intended Use (Available: CBD, Fiber, Grain, Seed; Chosen: empty), and Explanation of Discrepancies. At the bottom, there is a note "Complete if unable to enter 'Lot Number' above" and fields for FSA State Code and FSA County Code. A "Cancel" button and a "Save" button are at the bottom right. Green callout boxes with letters A, B, and 7 point to the Lot Number dropdown, Total Disposed for Non-Compliance field, and Save button respectively.

8. You will be directed to a page detailing the line item you just created. To **edit** or **delete** this line item, **click** the “Edit” or “Delete” buttons in the top, right corner of the page.

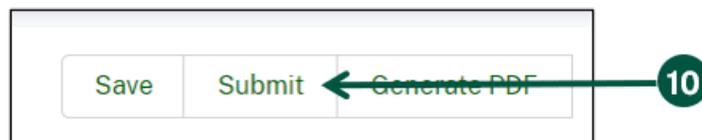


Submit an Annual Report (AMS-28) (3 of 4)

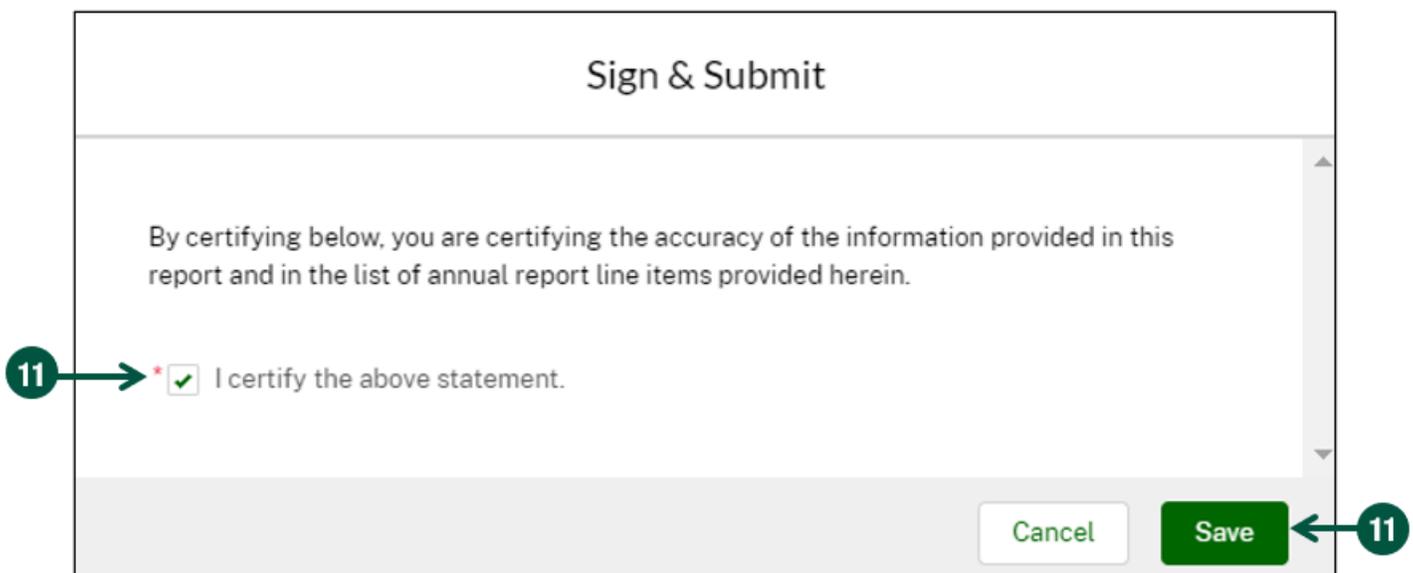
9. If you have multiple lots, you must create a line item for each lot. To **add** an additional annual report line item, **click** the “Return to Report” button at the top left of the page. Then, **repeat** steps 4-7. Otherwise, **select** “Return to Report” to complete your submission, and **move** to step 8.



10. Once you have added all line items and are ready to submit the Annual Report, **click** the “Submit” button at the top, right-hand corner of your screen.



11. Once you see the “Sign & Submit” pop-up, **click** the checkbox to certify the accuracy of the information provided. Then **click** “Save” to submit the Annual Report. You will receive a confirmation message at the top of your screen and a confirmation email after submitting your report.



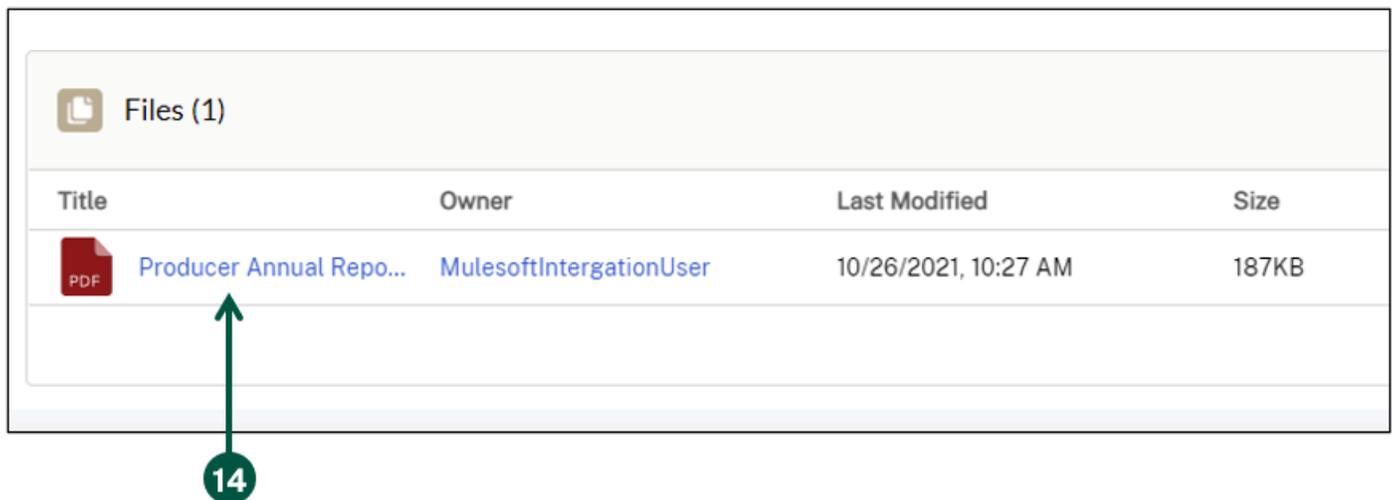
Submit an Annual Report (AMS-28) (4 of 4)

12. To create a PDF copy of your Annual Report, **select** the “Generate PDF” button from the top right of the report page.



13. 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 to be generated. You may need to also refresh your page.

14. **Scroll down** to find the “Files” section of the report page. **Click** the blue File Name link to download the copy of your submitted report.



Manage Compliance Activities

- View Audit Results
- View Violations
- Manage Resolution 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 Account will receive an email notifying them that the audit results are available. The following instructions detail how you can access your audit results.

1. From your homepage, **click** the “Compliance” tab.
2. **Click** the “Audits” subtab.



3. To see the details of a particular audit, **choose** the associated Record ID.

The screenshot shows a table titled 'My Audits' with the following columns: Record ID, Audit Channel, Audit Reason, Start Date of Audit, and End Date of Audit. A green arrow labeled '3' points to the first row of the table.

Record ID	Audit Channel	Audit Reason	Start Date of Audit	End Date of Audit
AUDT-000000002	On-Site (Remote)	Renewal	05/14/2021	05/20/2021
AUDT-000000000	Desk	Initial	05/14/2021	
AUDT-000000001	On-Site (In-Person)	Other	05/13/2021	05/21/2021
AUDT-000000012	On-Site (Remote)	Renewal	12/15/2020	05/20/2021

4. You will be directed to the audit page, where you can review the audit information.

The screenshot shows the audit details page for AUDT-000000159. It includes a button 'Acknowledge Audit Findings' and several sections of information:

- Information:** Audit ID (AUDT-000000159), Audit Channel (Desk), Audit Reason (Initial), Action Required (No), Status (Closed).
- Audit Date:** Start Date of Audit (4/5/2023), End Date of Audit.
- Secondary Audit Date (If Applicable):** Start Date of Audit (Secondary), End Date of Audit (Secondary).
- Auditee Information:** Account (Producer Test Account 1-Business Entity), Account Type (USDA Producer), Contact (DHPP Test), License Number (USDA_F53408_0003).

View Audit Results (2 of 2)

- To view the files associated with the audit, **navigate** to the “Files” section on the right of the page. **Click** “View All” to view all associated files and access the files.
- To view the Violations associated with the audit, **navigate** to the “Violations” section on the right of the page. **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 on this list.
- Once you have reviewed the Audit and associated File(s) and Violations(s), if applicable, click Acknowledge Audit Findings.

The screenshot displays the audit results interface. On the left, the audit details for ID AUDT-0000000159 are shown, including information, dates, and auditee information. On the right, there are two sections: 'Files (1)' and 'Violations'. The 'Files' section contains a table with one file entry and a 'View All' link. The 'Violations' section contains a table with one violation record. Callout 5 points to the 'View All' link in the Files section, and callout 6 points to the 'Record ID' in the Violations section. A callout 7 points to the 'Acknowledge Audit Findings' button at the top of the right-hand panel.

7 Acknowledge Audit Findings

5 View All

6

Title	Owner	Last Modifi...	Size
Au...	Angela Gui...	4/5/2023, 1...	31KB

Record ID	Violation Det...	Non-Compla...
VLTN-00000097	Non-Compliance	Failure to complete mandatory reports

View Violations (1 of 2)

A Violation captures any non-compliances found related to your license. You will receive an email notification when a Violation is entered in HeMP. To view your Violations, use the following instructions.

1. From your homepage, **click** on the “Compliance” tab.
2. **Click** the “Violations” subtab.
3. **Click** the Violation Record ID to view details about the Violation.

The screenshot shows the HeMP interface with the 'Compliance' tab selected in the top navigation bar. Below the navigation bar, the 'Compliance Details' section is visible, followed by subtabs for 'Violations', 'Audits', and 'Resolution Plans'. The 'Violations' subtab is active, displaying a table titled 'My Violations'. The table has columns for Record ID, Violation Determination, Non-Compliance Category, and Created Date. Two violations are listed: VLTN-0000079 (Non-Compliance, Failure to dispose of non-compl..., 08/30/2022) and VLTN-0000078 (Non-Compliance, Failure to report to FSA, 08/30/2022). Red callout boxes with numbers 1, 2, and 3 point to the 'Compliance' tab, the 'Violations' subtab, and the first violation record ID, respectively.

Record ID	Violation Determination	Non-Compliance Category	Created Date
VLTN-0000079	Non-Compliance	Failure to dispose of non-compl...	08/30/2022
VLTN-0000078	Non-Compliance	Failure to report to FSA	08/30/2022

4. You will be directed to the Violations Details page, where you can review additional information about the Violation.

The screenshot shows the 'Violation Details' page for FLAG-00000069. The page is divided into several sections. On the left, there is a 'Violation Information' section with fields for License Number (USDA_49_0038), Account Name (Producer Test Account 1-Individual / Non-Business Entity), Status (Closed), Non-Compliance Category (Cannabis tested above 1.0% THC level), Date of Violation (8/16/2022), and Resolution Plan (RP-0000000120). Below this is the 'Source of Non-Compliance' section with fields for Audit (AUDT-0000000033) and Test Result. On the right, there is a 'Violation Determination' section with fields for Violation Determination (Negligent), Non-Compliance Category (if "Other"), and Comments. At the bottom right, there is a 'Post' section with a 'Share an update...' input field and a 'Share' button. Below the post section, there is a 'Sort by:' dropdown menu set to 'Most Recent Activity', a search bar, and a notification from Ethan Fujita (MRP Org 5) updated this record on August 16, 2022 at 7:52 AM. The status is 'In Review to Closed'. There are 'Like' and 'Comment' buttons, and a 'Write a comment...' input field.

View Violations (2 of 2)

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

The screenshot shows a violation record for FLAG-00000069. The left sidebar contains details under 'Information' and 'Source of Non-Compliance'. The main area shows 'Violation Determination' as 'Negligent' and 'Status' as 'In Review to Closed'. On the right, there is a 'Post' section with a 'Share an update...' button and a 'Share' button. Below that is a 'Sort by:' dropdown set to 'Most Recent Activity', a search bar, and a refresh icon. An activity log entry shows 'Ethan Fujita (MRP Org 5) updated this record.' on August 16, 2022. At the bottom right, a 'Write a comment...' field is highlighted with a green circle and arrow labeled '5'.

Information	Violation Determination
License Number USDA_49_0038	Negligent
Account Name Producer Test Account 1 - Individual / Non-Business Entity	Non-Compliance Category (if "Other")
Status Closed	Comments
Non-Compliance Category Cannabis tested above 1.0% THC level	
Date of Violation 8/16/2022	
Resolution Plan RP-0000000120	

Source of Non-Compliance	Test Result
Audit AUDT-0000000033	

Manage Resolution 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 Resolution Plan and have Corrective Actions you must report on. When you have been put on a Resolution Plan, you will receive an email notification letting you know that you must respond to the Resolution Plan in HeMP within 30 calendar days or risk suspension of your license.

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

The screenshot shows the HeMP interface with the 'Compliance' tab selected. Under 'Compliance Details', there are subtabs for 'Violations', 'Audits', and 'Resolution Plans'. The 'Resolution Plans' subtab is active, showing a table of Resolution Plans. A green arrow labeled '1' points to the 'Compliance' tab, '2' points to the 'Resolution Plans' subtab, and '3' points to the first row of the table.

Record ID	Plan Type	Status	Start Date	End Date
RP-0000000143	Corrective Action Plan	Active	08/31/2022	08/30/2024
RP-0000000140	Single Violation	Active	08/29/2022	08/28/2024

4. Plan Type, Status, Response Deadline, and Resolution Plan Start and End Dates. **Click** on a Corrective Action Record ID to view additional details.

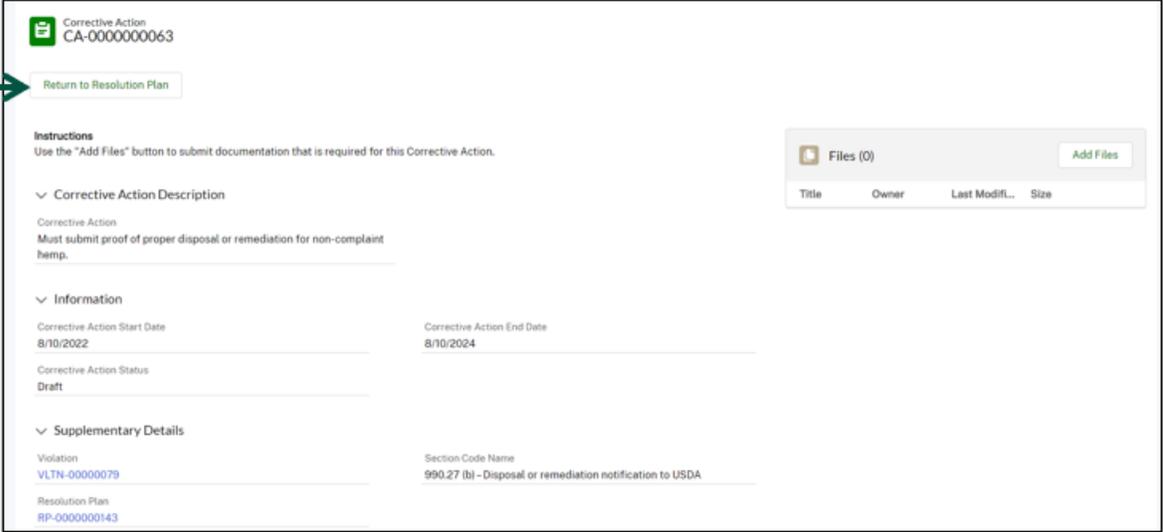
The screenshot shows the details for Resolution Plan RP-0000000143. It includes instructions, corrective actions instructions, a table of corrective actions, and a communication section.

Record ID	Status	Corrective Action
CA-0000000061	Draft	Must submit (at minimum) quarterly updat...
CA-0000000063	Draft	Must submit proof of proper disposal or re...

Information: Plan Type: Corrective Action Plan, Status: Waiting on Producer, State, or Tribe Review

Manage Resolution Plans (2 of 5)

5. **Review** the information on the “Corrective Actions Details” page, including the Corrective Action Description, Start/End Date, Status, and the Violation and Resolution Plan associated with the Corrective Action.
6. Once you are finished reviewing the information, **select** “Return to Resolution Plan”.



6 →

Corrective Action
CA-000000063

Return to Resolution Plan

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

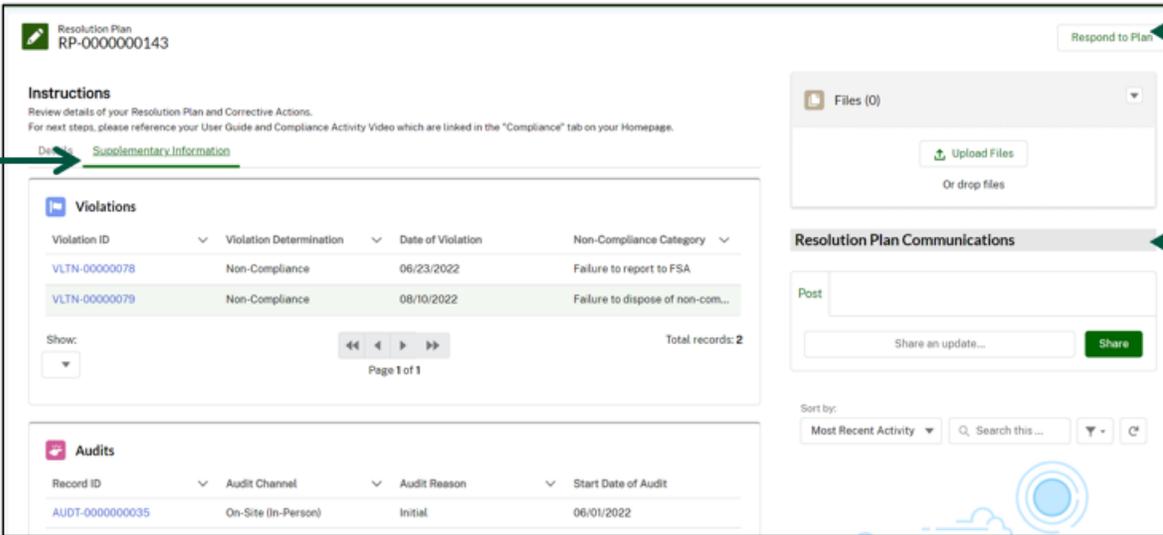
Files (0) Add Files

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

Information
Corrective Action Start Date: 8/10/2022
Corrective Action End Date: 8/10/2024
Corrective Action Status: Draft

Supplementary Details
Violation: VLTN-00000079
Section Code Name: 990.27 (b) - Disposal or remediation notification to USDA
Resolution Plan: RP-0000000143

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



7 →

Resolution Plan
RP-0000000143

Respond to Plan

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

Supplementary Information

Violations

Violation ID	Violation Determination	Date of Violation	Non-Compliance Category
VLTN-00000078	Non-Compliance	06/23/2022	Failure to report to FSA
VLTN-00000079	Non-Compliance	08/10/2022	Failure to dispose of non-com...

Show: Total records: 2
Page 1 of 1

Audits

Record ID	Audit Channel	Audit Reason	Start Date of Audit
AUDT-0000000035	On-Site (In-Person)	Initial	06/01/2022

Resolution Plan Communications

Post
Share an update... Share

Sort by: Most Recent Activity Search this...

8 →

9 →

Manage Resolution Plans (3 of 5)

10. 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 Resolution Plan.

Respond To Plan

In order to continue participation in the USDA Domestic Hemp Production Program and avoid license suspension, please read the attestations below and accept the Resolution Plan and its Corrective Actions. If you want to dispute or appeal any part of the Resolution Plan, contact USDA at 202-720-8998 or farmbill.hemp@usda.gov.

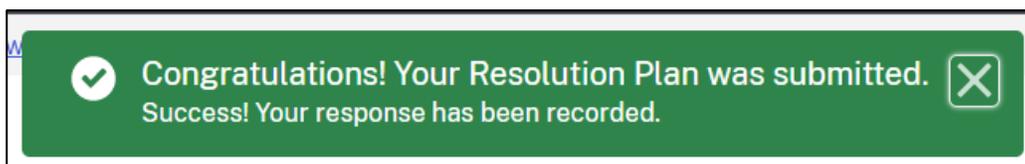
- I hereby attest that I comprehend all the Corrective Actions assigned to me in this Resolution Plan.
- I hereby attest that I will follow through on the requirements outlined in each Corrective Action for the duration of the Resolution Plan.
- I understand that declining or failing to respond to this Resolution Plan will lead to license suspension.
- I understand that failure to fulfill the requirements of each Corrective Action will lead to license suspension.

Response

Accept

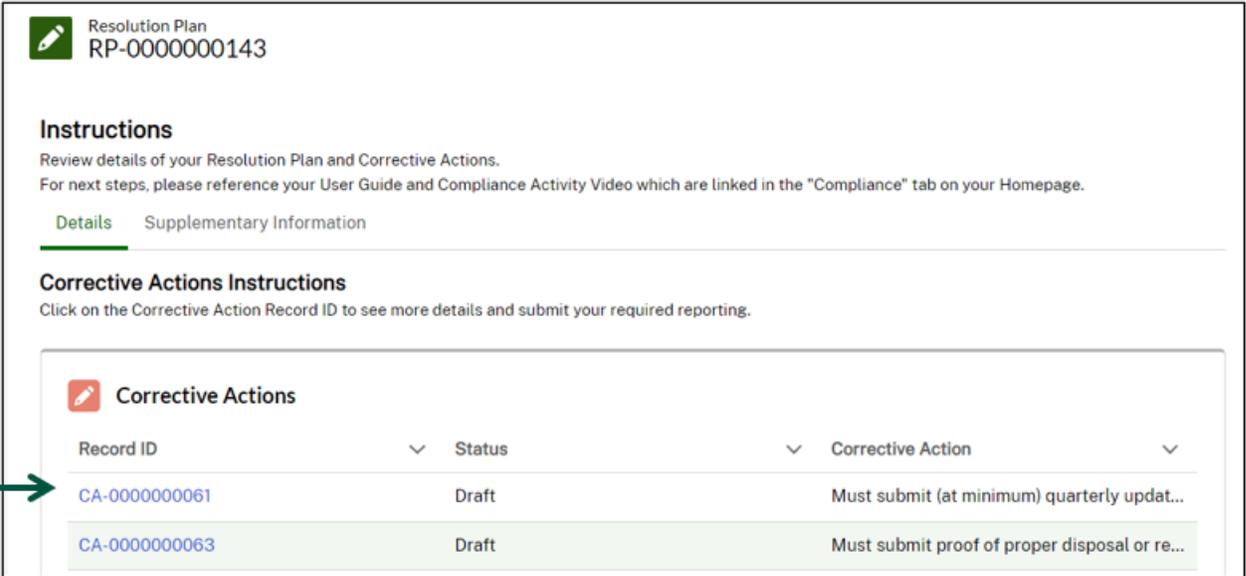
Cancel Submit

11. A toast message will display confirming the successful response of your Resolution Plan. You will receive an email notification that your Resolution Plan is now “Active” and that you must navigate to the “Corrective Actions Details” page to upload all required reporting for the duration of your Resolution Plan.



Manage Corrective Action Plans (4 of 5)

12. From your “Resolution Plan Details” page, **click** on a Corrective Action Record ID to view additional details and submit required reporting.



Resolution Plan
RP-0000000143

Instructions

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

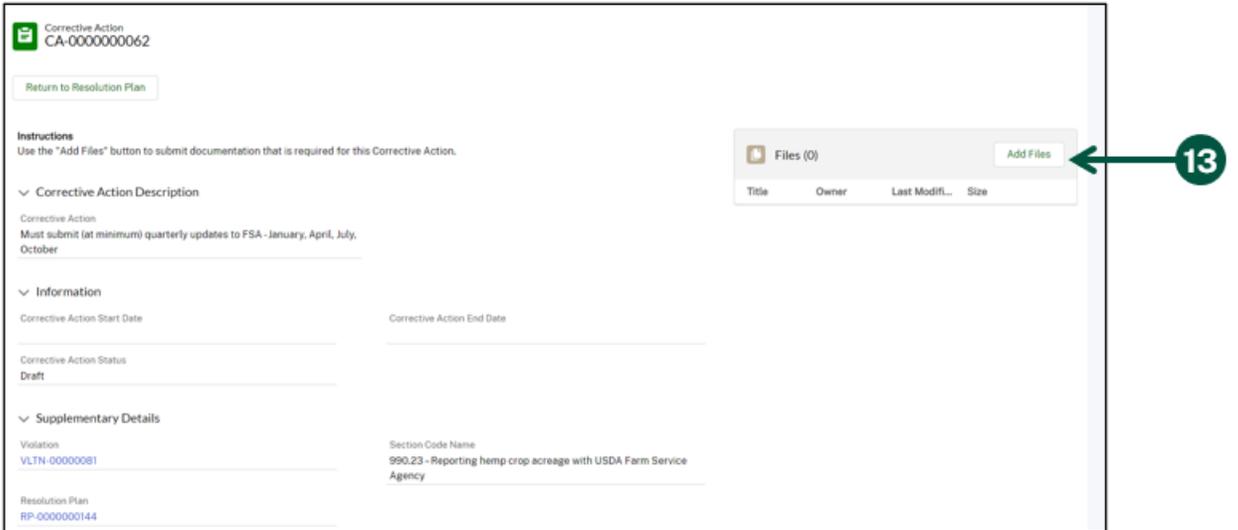
[Details](#) [Supplementary Information](#)

Corrective Actions Instructions

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

Record ID	Status	Corrective Action
CA-0000000061	Draft	Must submit (at minimum) quarterly updat...
CA-0000000063	Draft	Must submit proof of proper disposal or re...

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



Corrective Action
CA-0000000062

[Return to Resolution Plan](#)

Instructions

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

Files (0) [Add Files](#)

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

Corrective Action Description

Corrective Action
Must submit (at minimum) quarterly updates to FSA - January, April, July, October

Information

Corrective Action Start Date _____ Corrective Action End Date _____

Corrective Action Status
Draft

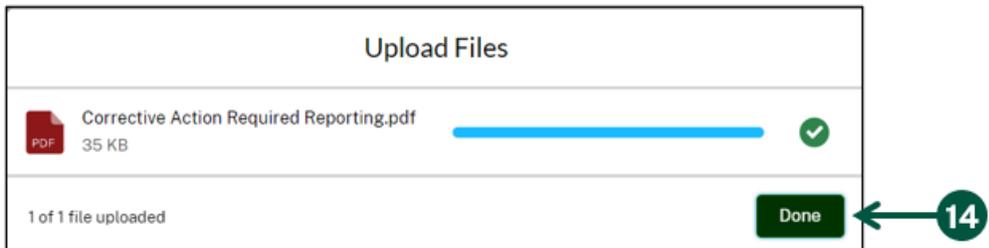
Supplementary Details

Violation
VLTN-000000081

Section Code Name
990.23 - Reporting hemp crop acreage with USDA Farm Service Agency

Resolution Plan
RP-0000000144

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



Upload Files

 Corrective Action Required Reporting.pdf 35 KB  

1 of 1 file uploaded [Done](#)

Manage Corrective Action Plans (5 of 5)

15. 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 Resolution Plan in order to successfully resolve the plan.

Corrective Action
CA-0000000061

15 → [Return to Resolution Plan](#)

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

▼ **Corrective Action Description**
Corrective Action
Must submit (at minimum) quarterly updates to FSA - January, April, July, October

▼ **Information**
Corrective Action Start Date _____ Corrective Action End Date _____
Corrective Action Status
Draft

▼ **Supplementary Details**
Violation
VLTN-00000078
Resolution Plan
RP-0000000143
Section Code Name
990.23-Reporting hemp crop acreage with USDA Farm Service Agency

Files (1) [Add Files](#)

Title	Owner	Last Modifi...	Size	
Co... USDA Test ...		9/7/2022, 5...	35KB	▼

[View All](#)

Note: If it is discovered that you have additional Violations and/or Corrective Actions that have been added to your Resolution Plan and/or the End Date of you plan has been updated, you will receive an email that your Resolution 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 for the entire duration of your Resolution Plan and you have reached the end date of your plan, you will receive an email notification that your Resolution Plan has been successfully resolved and that no further action is needed.