


Pre-Harvest Report Guidance for Kansas Commercial Industrial Hemp Producers

Guidance for how to complete a [Pre-Harvest Report](#) is provided throughout this document. Please note that KDA can answer questions but will not provide direct assistance completing a [Pre-Harvest Report](#).

SECTION 1: Producer Information

Section 1 Example:

	PRE-HARVEST REPORT – INDUSTRIAL HEMP PRODUCER LICENSE	KANSAS DEPARTMENT OF AGRICULTURE PLANT PROTECTION AND WEED CONTROL PROGRAM
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KDA requires that before harvesting industrial hemp, each licensee must provide at least 30 days' notice of each intended harvest date. A licensee must not harvest any industrial hemp until receiving notice that the sample collected was shown to have a delta-9 tetrahydrocannabinol (THC) concentration of less than 0.3 percent on a dry-weight basis.

SECTION 1: Producer Information

Licensee's Name:
(as it appears on the license)

KDA License Number:
(Ex. 20-XXXX)

- **Licensee's Name-** Complete the licensee's name as it appears on the hemp producer license issued by KDA.
- **KDA License Number-** Complete the license number as it appears on the hemp producer license issued by KDA. The license number should begin with a 20.

SECTION 2: Pre-Harvest Information (Tables 2.1 – 2.3)

For each anticipated harvest of industrial hemp, provide the following information:

Table 2.1- Lot information

Table 2.1 Example:

Entry	Lot Name	GPS: Latitude Ex: 39.12345	GPS: Longitude Ex: -96.12345	Acres Planted	Date Planted (MM/DD/YYYY)
1	3.1	38.385424	-97.861962	5.18	05/27/2021
2	3.2	38.385447	-97.861202	4.55	05/27/2021
3	3.3	38.385482	-97.860512	9.26	05/27/2021
4					
5					

- Use the **Lot Name**, **GPS Latitude**, **GPS Longitude** as indicated on your planting report and as referenced in your approved application submission. If you cannot locate your submitted planting report or approved application submission, provide notice to kda.industrialhemp@ks.gov.

- Including initial and replants, provide the sum of ***Acres Planted*** for each entry in which the industrial hemp was planted. Do not report the number of acres licensed; only report the number of acres planted. For information on how to measure a field using GPS coordinates or by hand review the [Step by Step Tutorial How to Measure a Field](#).
- Example 1: As seen in Table 2.1 Example, a total of 9.26 acres were planted in Lot 3.3; this includes 4.63 which were initially planted and another 4.63 acres which were replanted due to initial stand failure.
- For ***Date Planted***, provide the date in Month, Day, and Year for when the industrial hemp was planted. If multiple planting dates occurred within the same location, provide the last date in which industrial hemp was planted.

Table 2.2- Variety and intended end-use information

Table 2.2 Example:

Table 2.2- Variety and intended end-use information

Entry	Variety	End-Use Information					
		Grain	Floral	Fiber	Seed	Seedlings	Clones
1	CBD Triploid 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	CBD Triploid 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Grain 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- For ***Variety Planted***, provide the name of the industrial hemp variety that was planted. The name of the industrial hemp variety should be consistent and match the named indicated on all supporting documents which includes the planting report, written certification, certificate of analysis, bill of lading receipt, and seed label.
- For ***End-Use Information***, provide the anticipated end-use of the industrial hemp being produced. Mark only the end-uses that apply. For instance, do not mark ***Floral*** and ***Fiber*** if the variety being produced is a floral variety. Additionally, do not mark ***Floral*** and ***Seed*** if a floral variety is being producing for seed propagation stock, only mark ***Seed***. If growing for biomass, mark ***Floral*** only.
- Examples
 - ***Grain***- used for hemp hearts, crushed seed oil (not CBD), protein supplements, etc. (human consumption).
 - ***Floral***- biomass or grown for extraction of cannabidiol (CBD) and other phytocannabinoids.
 - ***Fiber***- used for cloth, pressed plastics, ropes, animal bedding, paper, biofuel, packaging, concrete additives, etc.
 - ***Seed***- used for propagation stock, hybrids (non-human consumption).
 - ***Seedlings***- growing or cultivating industrial hemp seedlings for use or sale.
 - ***Clones***- growing or cultivating industrial hemp clones for use or sale.

Table 2.3- Intended harvest information

Table 2.3 Example:

Table 2.3- Intended harvest information

Entry	Acres Intended for Harvest	Intended Harvest Date (must provide at least 30 days' notice)
1	5.18	10/1/2021
2	4.55	10/1/2021
3	4.63	10/1/2021
4		
5		

- For ***Acres Intended for Harvest***, provide the measured area in which the industrial hemp is intended for harvest.
 - Example 1: Even though a total of 9.26 acres was planted in Lot 3.3; only 4.63 acres is intended for harvest since the initial planting of 4.63 was lost due to stand failure.
- For ***Intended Harvest Date***, provide the date in Month, Day, and Year for when the industrial hemp is intended for harvest. The licensee must provide at least 30 days' notice for each intended harvest date. If the licensee anticipates any changes to an intended harvest date, the licensee is required to provide updated notice to KDA. KDA suggests the licensee continually evaluates crop maturity and provides timely updates to KDA as necessary.
 - Provide updated notices to kda.industrialhemp@ks.gov.

SECTION 3: Licensee Certification

Complete certification regarding the accuracy and trueness of the completed document.

I hereby verify and affirm that the information contained above is true and accurate. I understand that if KDA determines this information to be false, misleading or incorrect, KDA may revoke any license and any future license applications that I submit may be denied. I acknowledge and will comply requirements in K.A.R. 4-34-23 and K.A.R. 4-34-24.

MUST SIGN HERE

Signature

08/15/2021

Date

How to Submit Report Forms to KDA

After completion of the [Pre-Harvest Report](#), attach all relevant documentation to support the report and submit the report to KDA.

by email:

kda.industrialhemp@ks.gov

Name the file: KDA license number: Licensee's Name – Hemp Producer, Report Type, date submitted (ex. 20_XXXX: First Name Last Name- Hemp Producer Pre-Harvest Report DDMMYYYY)

Acceptable file types: .pdf, .jpeg; .png

by mail:

Kansas Department of Agriculture
Commercial Industrial Hemp Program
1320 Research Park Drive
Manhattan, KS 66502
Acceptable file types: 8.5 x 11 in. paper copy

Your Industrial Hemp License Information Online: <https://portal.kda.ks.gov/>