



# West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner  
Joseph L. Hatton, Deputy Commissioner

Dear Applicant,

The West Virginia Department of Agriculture (WVDA) will be accepting applications to grow Industrial Hemp in **October and November**. Due to the time required for review of the applications, completion of background checks, application for required permits, and shipping, no applications will be accepted after November 30, 2017 for the 2018 growing season. (*Applications for larger acreage may be favorable.*)

Once applications have been reviewed a decision will be made to:

- 1) Issue a Provisional License. The WVDA will then deposit your registration fee and send you further instructions and additional requirements.
- 2) Decline to issue, for whatever reason. The WVDA will refund your payment with a brief description.

An application fee of 100 dollars is required in addition to 5 dollars for every acre of crop you intend to grow. A check for the total amount should be included with the completed application upon submission. Applications without a check included will be considered incomplete and will not be considered.

Additional **sampling/testing fees will apply later in the growing season** to verify the chemical content in the crop is below the allowed THC concentration for Industrial Hemp. Currently, the testing fee = \$150 /sample (multiple samples may be required). Driving and sampling time will be charged at the rate of \$70/hour (Two inspectors at \$35.00/hour). Driving time will be measured from Charleston to your location/s and return to Charleston. (See the *Projected Sampling Cost* spreadsheet on the following page for more details.

**Application packages, comments or questions may be directed to:**

Mike Arnold	Andy Stotts
marnold@wvda.us	astotts@wvda.us
Plant Industries Division/WVDA	
1900 Kanawha Blvd., East	
Charleston, WV 25305	
(304) 558-2212	

Regards,  
Michael C. Arnold  
Plant Regulatory Programs Coordinator  
[marnold@wvda.us](mailto:marnold@wvda.us) (304) 558-2212

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0170

physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312

telephone: 304-558-3550 • fax: 304-558-2203

[www.agriculture.wv.gov](http://www.agriculture.wv.gov)

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## Projected Sampling Cost

<b>Applicant:</b>	
<b>Industrial Hemp License Number:</b>	

Number of miles, round trip, starting at Guthrie to each sampled location and then returning to Guthrie. <i>(Describe route taken on back of form.)</i>	
Miles divided by 50 to estimate driving time in hours:	
Driving time multiplied by \$70. (2 inspectors at \$35 per hour.)	
<b>Total Driving Cost =</b>	
Number of individual samples to collect:	
Estimated sampling time = 0.5 hours per inspector * 2 inspectors = <b>1 hour per sample</b> (\$35.00 per hour)	<b>35.00</b>
<b>Total Sampling Cost =</b>	
Lab Testing Fee <b>per sample:</b>	<b>150</b>
Number of Samples submitted to the Lab for Testing:	
<b>Total Lab Testing Cost:</b>	
<b>GrandTotal for Sampling/Testing:</b>	

<p><b>Please return payment within 30 days of this invoice. Failure to do so may result in the revocation of your license to produce industrial hemp.</b></p> <p><b>Attn: Mike Arnold</b> <b>Plant Industries Division/WVDA</b> <b>1900 Kanawha Blvd., East</b> <b>Charleston, WV 25305</b></p>	<p><b>List all sample numbers collected:</b></p>

Applicant's Signature:	
WVDA's Signature:	
Date of Sample:	

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0170  
 physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312  
 telephone: 304-558-3550 • fax: 304-558-2203

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**WEST VIRGINIA DEPARTMENT OF AGRICULTURE  
 PLANT INDUSTRIES DIVISION  
 PLANT PEST REGULATORY PROGRAM  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV 25305-0191  
 (304) 558-2212**

Kent Leonhardt  
 Commissioner

**Application for Research and Marketing Cultivation of Industrial Hemp**

The West Virginia Industrial Hemp Development Act (Chapter 19, Article 12 of the Code of West Virginia, as amended) governs the production and distribution of plant material commonly known as Industrial Hemp. Under the provisions of the Industrial Hemp Development Act, plants specifically identified as *Cannabis sativa* L. containing no more than 1% tetrahydrocannabinol, or the current limit allowed by federal law (whichever is more restrictive), and are used solely for the purposes authorized by the Act, are regulated by the West Virginia Department of Agriculture (WVDA). It is unlawful for anyone to produce or distribute plants or parts of plants commonly known as industrial hemp unless that person has first secured a certificate of registration from the Commissioner of Agriculture.

**SECTION 1:**

**Business Name:** \_\_\_\_\_ **Proprietor:** \_\_\_\_\_

**Proprietor Date of Birth:** \_\_\_\_\_ **Proprietor SSN:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Do you have cooperators besides the WVDA who you expect to participate in this project?**  Yes  No  
**If Yes, please list the cooperator(s) and provide copies of any contracts or other agreements related to your project:**

\_\_\_\_\_  
 \_\_\_\_\_

**SECTION 2: DESCRIPTION OF PRODUCTION SITE**

**County of Production:** \_\_\_\_\_ **District:** \_\_\_\_\_

**GPS Coordinates of Production Site:** \_\_\_\_\_

**Parcel(s):** \_\_\_\_\_ **Map(s):** \_\_\_\_\_ **Total Acreage in Production:** \_\_\_\_\_

**Do you have security measures at the production site?**  Yes  No  
**If yes, please describe these measures including signage, fencing, etc.:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION 3: DESCRIPTION OF RESEARCH PROJECT** (Include your plans for site selection, planting, maintenance, harvesting and post-harvest utilization of industrial hemp. Also include your proposed seed source and if you have confirmed availability of seed. Please attach additional pages if needed.)

**SECTION 4:**

By signing below, the applicant acknowledges that industrial hemp is a Schedule 1, Federally Controlled Substance and agrees to the following terms and conditions:

- A. Any information provided to the Department, except criminal history records provided to the Department under this section, may be publicly disclosed and be provided to law enforcement agencies without further notice to the applicant;
- B. The applicant agrees to allow any inspection and sampling that the Department considers necessary;
- C. The applicant agrees to pay for any sampling and analysis costs that the Department considers necessary; and
- D. The applicant agrees to submit all required reports by the applicable due-dates specified by the Commissioner.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Title: \_\_\_\_\_

\*Registration Fee: \$100 plus \$5.00 per acre in production: \$\_\_\_\_\_

\*Make check or money order payable to **West Virginia Department of Agriculture** and return with this application.

Mail to:  
WV Department of Agriculture  
Plant Industries Division  
c/o Mike Arnold  
1900 Kanawha Blvd., East  
Charleston, WV 25305

If you have any questions or need assistance, please call (304) 558-2212 or email [marnold@wvda.us](mailto:marnold@wvda.us)