

2023 Farm Service Agency

Hemp Acreage Reporting Instructions

Beginning in 2022 all licensed West Virginia hemp farmers are required to report their planted hemp acreage with their local Farm Service Agency (FSA). FSA will issue lot numbers for each field and or subfield. ***The licensed grower must have the FSA lot numbers prior to scheduling THC compliance sampling with a WVDA inspector.*** **Acreage reporting deadline to FSA is JULY 31st, 2023.** To properly file an acreage report, follow these steps.

1.) **Obtain a 2023 Industrial Hemp Cultivation license from WVDA.**

2.) Contact Local FSA office to schedule an appointment to report 2023 planted hemp crop acres.

A.) Local FSA Office locator online: <https://offices.sc.egov.usda.gov/locator/app>

3.) **File an acreage report with FSA, including the authorization number and identifying each field or subfield where hemp is planted.** These fields could be referred to as a “lot” and includes greenhouses.

A.) License holders must designate the location and number of lots intended to be planted. For FSA purposes, the term “lots” refers to the specific subfield located within the field on the tract. Lots may be subsections of a field, without physical boundary. Growers must report each hemp variety or strain as a separate “lot”.

4.) How to create an **authorization number** to report with your hemp acreage.

Instructions on how to obtain/create an authorization number:

A.) An authorization code for WV hemp farmers will always begin with the number “54” which is West Virginia’s designated state number.

B.) The second part of the authorization code is **your WVDA issued license number**. This number must include four digits, if your hemp license number is less than four digits add zeros at the beginning. Example: WVDA license # 25, to create authorization number must add zeros to make 4 digits, therefore 0025 would be correct.

C.) These two numbers make up your authorization code, between these two numbers (A & B) put an underscore to separate them. Here is an example for a 2023 Licensed WVDA Hemp Farmer; WVDA License #123, **Authorization number 54_0123** would be correct.

5.) **Additional information needed to report hemp acreage to local FSA Office.**

A.) **Street address and geospatial location of the lot, greenhouse, building, or site where hemp will be propagated, planted and or grown.**

B.) **Copy of deed and if applicable lease agreement.**

C.) Number of **acres** to be planted in each lot.

D.) Approximate crop boundaries, planting patterns and dates, irrigation practices.

E.) Social Security Number, contact information.

6.) **Identify the intended use** of the reported hemp acreage:

- A.) Cannabinoids – grown for extraction of plant resin, which includes CBD and other phytocannabinoids to be extracted from the flower and other plant material.
- B.) Fiber – used for cloth, pressed plastics, ropes, animal bedding, paper, biofuel, packaging, concrete additives, spill cleanup.
- C.) Grain – used for hemp hearts, crushed seed oil, protein supplements (human or animal consumption).
- D.) Seed – used for propagation stock, hybrids (non-human consumption).
- E.) Sets – Seed propagation for sale.

7.) Hemp Grown in a **Greenhouse, Warehouse, or similar indoor facility.**

- A.) Growers who plant hemp in a greenhouse or indoor facility with the intention of **transplanting or propagating** the plant into an outdoor field before harvest are not required to report the initial indoor planting. The crop must only be reported when it is moved and planted in the field.
- B.) **A licensed farmer growing, managing, and harvesting the crop in a greenhouse or indoor facility must follow the same guidelines as a traditional grower (listed above).** The hemp must be reported by location, subfield(s), and planting date(s) for all varieties and end uses.
- C.) A producer growing the crop for **propagation purposes to sell to other producers** will report the crop using SE as the intended use when it is seeded in the greenhouse or similar facility. Because the producer will not be growing the crop to harvest and testing may not be required, the crop may be reported using the same method as a research grower (see below).

8.) Research Lots.

- A.) Hemp may be grown for **research purposes only with explicit approval from the WVDA.** Because the crop will never be sold commercially, the acreage report is not required to be broken down by lots. If the field was planted over several days, growers will report the average planting date.

9.) **The FSA issued lot numbers will be required by WVDA when performing on-site hemp sampling and testing.**

10.) **Acreage reporting deadline date: JULY 31st, 2023**

- A.) All planted acreage reports to FSA after July 31st must pay a \$45 late reporting penalty.
- B.) Plants planted after deadline must be reported 30 days before harvesting and are subject to \$45 late reporting fee.

11.) Locate your local Farm Service Agency Office and sources of additional information.

A.) Local FSA Office locator online: <https://offices.sc.egov.usda.gov/locator/app>

B.) FSA State Office Address and contact information

1550 Earl L Core Rd. Morganton, WV 26505

Phone # (304) 284 - 4800

C.) West Virginia FSA Website: www.fsa.usda.gov/state-offices/West-Virginia/index

D.) WVDA Hemp Cultivation Webpage:

<https://agriculture.wv.gov/divisions/plant-industries/industrial-hemp/>

E.) John Moredock, WVDA Hemp Program Coordinator jmoredock@wvda.us 304 558 - 2212