



Instructions for the Wisconsin Hemp Program Processor License and 2021 Annual Registration Application Form:

Please note, there is inherent risk associated with participation in a research program focusing on a new crop and with participation in the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) Hemp Research Program (hemp program). There is no guarantee that a crop will pass DATCP's regulatory analysis of total delta-9 tetrahydrocannabinol (total delta-9 THC).

DATCP's hemp program is authorized by the [2014 Farm Bill](#), the [2018 Farm Bill](#), [Wis. Stat. § 94.55](#), [2017 Wisconsin Act 100](#), and [2019 Wisconsin Act 68](#). The hemp program regulates the growth, cultivation and marketing of hemp, pursuant to [Wis. Stat. § 94.55](#) and [Wis. Admin. Code ch. ATCP 22](#). DATCP conducts regulatory sampling and testing to confirm that the total delta-9 tetrahydrocannabinol (total delta-9 THC) content in hemp crops is 0.3 percent or below, and certifies the crop to be hemp or requires its destruction.

Future of the Hemp Program:

There will be significant changes to the hemp program in the upcoming year:

On October 1, 2020, Congressional action extended the authority of states to operate hemp pilot research programs until September 30, 2021. Due to this action, DATCP has converted and extended the current hemp program operated under the authority of the 2014 Farm Bill to September 30, 2021. Under federal rules, the hemp pilot research program was scheduled to end on October 31. The recently signed [Continuing Appropriations Act, 2021 and Other Extension Act, \(Public Law No: 116-159\)](#) allows states to extend their hemp pilot research programs until September 30, 2021.

Under state law ([Wis. Stat. § 94.55](#)), DATCP must regulate the Wisconsin hemp industry to the extent required under federal law and in a manner that allows the greatest opportunity to “plant, grow, cultivate, harvest, produce, sample, test, process, transport, transfer, take possession of, sell, import, and export hemp in this state to the greatest extent allowed under federal law.” DATCP has determined that the hemp research program currently provides the Wisconsin hemp industry the greatest opportunity and has made the decision to continue implementing the state hemp program under the authority of the 2014 Farm Bill, instead of operating under the authority of 2018 Farm Bill and the federal Interim Final Rule. With support from Wisconsin's hemp industry, DATCP continues to focus on ways to best serve and support the hemp grower and processor communities.

In Wisconsin, a new hemp emergency rule is effective October 29, 2020. This emergency rule for [Wis. Admin. Code ch. ATCP 22](#) converts the Wisconsin hemp pilot research program to the hemp program. The hemp



program is consistent with the pilot program and allows Wisconsin's hemp growers to plant, grow, and process hemp. The hemp program continues to operate under the 2014 Farm Bill research program.

General Information

This is the 2021 application packet for the hemp program processor license and registration. Initial application will cover a hemp processor license and 2021 annual registration, from January 1, 2021 – September 30, 2021. To process hemp in Wisconsin requires **both** a processor license and annual registration for each year in which you plan to process hemp. Changes made to your license or annual registration is issued will result in additional fees, as detailed below.

Invoiced Fees for Future Modifications to a Hemp Processor License / 2021 Annual Registration

In addition to your annual registration fee, there are several hemp program fees that will be invoiced as appropriate. Any changes to your Hemp Processor License after it has been issued, will result in the following fees.

Fee Type	Fee Amount	Fee Purpose
License amendment	\$50	Any amendment to the application made after the license is issued, including processing location changes. Each license amendment will incur a license amendment fee of \$50.
Change of operations manager	\$15	For the actual cost of a new background check if a licensed grower changes the operation manager named on the license. Only a license holder that is a business can change an operations manager.

Consider current needs and future plans when completing this application packet.

You must complete the hemp processor license application form. Hemp program staff will provide instructions for submitting a 2021 hemp research program research agreement (research agreement) and background check consent form after the completed hemp processor application form is received. A 2021 research agreement is required for each existing licensee or new applicant who will be processing hemp in 2021. A background check consent form is required for each new applicant, and for those existing business licensees changing their designated Operations Manager for the 2021 license year.

Instructions for submitting a background check consent form and 2021 research agreement will be sent to the existing license holder or new applicant upon receipt of the completed license application form(s). Please contact license staff via email at DATCPIndustrialhemp@wisconsin.gov with any questions or concerns regarding the hemp licensure process or forms. The direct line for the hemp program is (844) 449-4367. Please leave a voicemail for a return call as soon as time allows.



Detailed instructions for completing the hemp processor license/ annual registration application form:

Section 1 – Business and Contact Information

In the section marked “*Applicant Type*”, specify which of the two applicant types you are. In the field marked “*Legal Name of Applicant*”, provide the applicant's legal name or legally formed business name. Provide your principal Wisconsin business location address in the following fields: “*Business Headquarters County*”, “*Business Headquarters Address*”, “*City*”, “*State*”, and “*Zip*”. If you do business under any other name, provide that in the field marked “*Doing Business as Name or Trade Name*”. If you are applying as an individual, your operations manager must be the same person as the individual who is applying for this license. If you are applying as a legally formed business, provide the full name of the individual who is authorized to sign on behalf of your business entity in the field marked “*Operations Manager*”. Also provide the operations manager’s phone number and their email address. If you are applying as a legally formed business entity, the individual named in the field marked “*Operations Manager*” must later complete the background check consent form. If you are applying as individual, the person applying for this license will later complete the background check consent form.

Section 2 – Consent to Publically Share License Holder Information

Use the check boxes to indicate which information you will allow DATCP to make publically available. You do not have to select anything. DATCP will only share the information you specify by checking the specific box. The specified information will be shared on our website, and updated regularly.

Section 3 – Summary Information

Please indicate if you plan to process hemp during the 2021 license year. If you plan to process hemp in 2021, and this is not the first year you are processing hemp under this license, make sure to pay for the 2021 annual registration. To process hemp in Wisconsin in the 2021 license year, you need a hemp processor license and 2021 annual registration.

Section 4 – Processing Location(s)

If you have more than two locations, use additional sheets to include the location information as indicated on the application form.

This section is required if you are processing hemp in the 2021 license year. In the field marked “*Location Name*”, provide the location name that you use for each hemp processing location. Provide the Address, City, State, ZIP, Town or Municipality, and County of your hemp processing locations. The GPS coordinates (Latitude and Longitude, in decimal degrees) of the center of your processing location are required in the field marked “*Processing Location GPS Points*”. In the field marked “*Exact Road Directions to Processing Location*”, provide the driving directions from a major intersection to your processing location. Attach plat maps or other maps on a separate sheet. Specify if you own or lease the property on which your processing facility is located. If the location's property owner is different from the applicant for this license, specify their



name in the field marked “*Name of the Property Owner*”. Include the property owner's email address and phone number in the fields marked “*Property Owner Phone*” and “*Property Owner Email*”.

Section 5 – Applied Research Information

Affiliation with a college or university:

Indicate if you are affiliated with a college or a university, and name the institution. You may need to work with the college or university governing board to complete these application materials. Hemp program staff will follow up with you about this.

Participation in another state or tribal program:

Indicate if you have been a participant in another state or tribal hemp program, USDA-approved state program, or USDA program. If so, please specify which state or tribe, and which program.

Applied research description and research summary:

The applied research description and research summary are mandatory if you are processing in hemp in 2021. Under “*Applied Research Description*”, check all the boxes which apply to the nature of your proposed research. Under “*Research Summary*”, provide a brief, overall summary of the hemp research you are conducting, attach additional pages if needed. If you are processing hemp in the 2021 license year, hemp program staff will contact you with instructions for submitting your research agreement, which is separate from the research summary.

Section 6 – License Fee / Registration Fee and Calculation

If you are applying for this hemp processor license for the first time, pay the hemp processor initial application fee listed in Table 1. The initial application fee is \$150. Please note that the initial application fee for hemp processors is not refundable, and it is required of all new applicants regardless of whether or not a license is issued. If you intend to process hemp in the 2021 license year, and it is not your first year processing hemp under this license number, pay annual registration fee listed in Table 1. The annual registration fee to process hemp in 2021 is \$100. The annual registration fee is waived for first-time applicants who are also processing hemp during that same year. The supplemental federal background check fee only applies to new applicants or a new operations manager. If you are a new applicant and if you have not already paid this fee as part of a hemp grower application, hemp program staff will invoice you for \$21.25 for the federal background check later on in the application process.

Make your check payable to WDATCP

Return all necessary payment; the completed, signed and dated application form to:

**WDATCP
BOX 93598
MILWAUKEE WI 53293-0598**



Hemp Research Program

Revised: **October 29, 2020**

Instructions for submitting a background check consent form and 2021 research agreement will be sent to the applicant upon receipt of the completed application form.



WI Department of Agriculture, Trade and Consumer Protection
 Division of Agricultural Resource Management
 Bureau of Plant Industry
 Box 93598, Milwaukee WI 53293-0598
 Phone: (844) 449-4367 Fax: (608) 224-5775

<input type="checkbox"/> New License
<input type="checkbox"/> Existing License
Existing License Number: _____
-HP

WISCONSIN HEMP PROGRAM PROCESSOR APPLICATION

For initial license application and the 2021 annual registration period ending September 30, 2021. Wis. Stat. § 94.55, Wis. Admin. Code ch. ATCP 22

SECTION 1 - BUSINESS AND CONTACT INFORMATION

NAME OF BUSINESS OR INDIVIDUAL APPLYING FOR THIS LICENSE*		PHONE (Primary):*	PHONE (Alternate):
		() -	() -
APPLICANT TYPE - CHECK ONE - A legally formed business entity includes a Corporation (Corp.) and Limited Liability Company (LLC).			
<input type="checkbox"/> Individual / Sole Proprietor	<input type="checkbox"/> Legally Formed Business Entity - State of Formation (please specify):		
DOING BUSINESS AS NAME OR TRADE NAME*	APPLICANT E-MAIL*	FAX:	
		() -	
NAME OF OPERATIONS MANAGER IF APPLYING AS A BUSINESS - NOTE: Background Check Required	OPERATIONS MANAGER E-MAIL	PHONE (Operations Manager):	
		() -	
OPERATIONS MANAGER ADDRESS	CITY	STATE	ZIP
BUSINESS HEADQUARTERS COUNTY			
BUSINESS HEADQUARTERS ADDRESS	CITY	STATE	ZIP
MAILING ADDRESS (if different than business headquarters address)	CITY	STATE	ZIP

SECTION 2 - CONSENT TO SHARE LICENSE HOLDER INFORMATION - If you wish to share the information marked above with an asterisk *

I consent that the Department of Agriculture, Trade and Consumer Protection and the Hemp Program may publically share the following information - check all that apply:

<input type="checkbox"/> Name of Business or Individual Applying for this License	<input type="checkbox"/> Doing Business Name or Trade Name
<input type="checkbox"/> Primary Phone Number	<input type="checkbox"/> Applicant E-Mail

SECTION 3 - SUMMARY INFORMATION

ARE YOU PLANNING TO PROCESS HEMP FROM JANUARY 1, 2021 – SEPTEMBER 30, 2021?

- Yes (please complete information below and review the fee table on the back of this form before paying)
 No (If you are a new applicant this year, submit initial application fee only, no annual registration fee is required)

SECTION 4 - HEMP PROCESSING LOCATION(S) - If you have more than two locations, use additional sheets of paper for the location information. Attach maps of all processing locations.

FIRST PROCESSING LOCATION

LOCATION NAME	COUNTY	TOWN OR MUNICIPALITY	
STREET ADDRESS OR NEAREST ROAD IF NO ADDRESS:		CITY	STATE ZIP
CENTER GPS POINT OF PROCESSING LOCATION (Latitude and Longitude, in decimal degrees):	LATITUDE: N	LONGITUDE: W -	
EXACT ROAD DIRECTIONS TO FIELD OR PROCESING LOCATION (i.e., from a major intersection)			

PLEASE SPECIFY WHETHER YOU: OWN OR LEASE THIS PROPERTY (fill in owner information below if leased)

NAME OF PROPERTY OWNER (if different from applicant):	PROPERTY OWNER PHONE:	PROPERTY OWNER EMAIL:
	() -	

SECOND PROCESSING LOCATION

LOCATION NAME	COUNTY	TOWN OR MUNICIPALITY	
STREET ADDRESS OR NEAREST ROAD IF NO ADDRESS:		CITY	STATE ZIP
CENTER GPS POINT OF PROCESSING LOCATION (Latitude and Longitude, in decimal degrees):	LATITUDE: N	LONGITUDE: W -	
EXACT ROAD DIRECTIONS TO PROCESSING LOCATION (i.e., from a major intersection)			

PLEASE SPECIFY WHETHER YOU: OWN OR LEASE THIS PROPERTY (fill in owner information below if leased)

NAME OF PROPERTY OWNER (if different from applicant):	PROPERTY OWNER PHONE:	PROPERTY OWNER EMAIL:
---	-----------------------	-----------------------

SECTION 5 - APPLIED RESEARCH

Are you affiliated with a college or university? Yes (please name the institution): No

Have you grown or processed hemp in a regulatory program of another state or tribe, a USDA-approved state or tribal program, or the USDA program? Yes (please specify which program(s)): No

APPLIED RESEARCH DESCRIPTION - Check all that apply:

Storage Markets for the replication of seeds
 Processing conditions (humidity, temperature, light exposure, etc.) Markets for vegetative planting stock
 Grain Markets Fiber Markets Floral Markets
 Other (please explain):

NOTE: Applicant is solely responsible for determining the legal status of the hemp use (e.g. hemp is not permitted in commercial animal feed)

RESEARCH SUMMARY - Provide an overall summary of the hemp research you are conducting below, attach additional pages if needed:

RESEARCH AGREEMENT FOR JANUARY 1, 2021 - SEPTEMBER 30, 2021

Additional terms and conditions for the Processor License are specified in the Hemp Program’s Research Agreement for January 1, 2021 - September 30, 2021.
Instructions for submitting the Research Agreement will be sent to the applicant upon receipt of this application form.

SECTION 6 - LICENSE FEE / REGISTRATION FEE AND CALCULATION

Based on the definitions below, please complete the license fee table. Mark the correct fee for your initial application fee/license, as well as an annual registration IF you intend to process hemp from January 1, 2021 – September 30, 2021. See Wis. Admin. Code ch. ATCP 22.

DEFINITIONS:
Hemp Processor – Person who stores, handles, or converts hemp into marketable form under Wisconsin law.
Research Agreement – This document must be completed and signed by the department and applicant. The Research Agreement is required for an annual registration. *Instructions for submitting your Research Agreement will be sent to the applicant upon receipt of this application form.*
Background Check Form – For NEW applicants, this form must be completed by the applicant if the applicant is an individual or by the Operations Manager if the applicant is a business. Current licensees who are businesses who need to change their Operations Manager must complete this form. *Instructions for submitting the Background Check Form will be sent to the applicant upon receipt of this application form.*

TABLE 1) Hemp Processor Initial Application and Annual Registration Fee

SELECTION	FEE	
Initial Application Fee: Only remit if you are a NEW applicant	\$150	
Supplemental Federal Background Check Fee: Only remit if you are a NEW applicant and you have not already paid this fee as part of a new hemp grower application.	\$21.25	
January 1, 2021 – September 30, 2021 Annual Registration Fee: Only remit if processing from January 1, 2021 – September 30, 2021 and if you are a RETURNING applicant.	\$100	
If you are submitting a late annual registration within the first year, no annual registration fee is charged.	\$0	No Payment

For more information about the Hemp Program, visit our website: https://datcp.wi.gov/Pages/Programs_Services/Hemp.aspx

<p>Make check payable to: WDATCP Mail application and check to: WDATCP, BOX 93598, MILWAUKEE, WI 53293-0598 Instructions for submitting your Background Check Consent Form and/or January 1, 2021 - September 30, 2021 Research Agreement will be sent to applicant upon receipt of this application form.</p>	<p>LICENSE & REGISTRATION FEE TOTAL</p>
---	---

I CERTIFY ALL THE INFORMATION THAT I PROVIDE ON THIS FORM TO BE TRUE AND ACCURATE.

TYPE/PRINT NAME OF APPLICANT AND TITLE	APPLICANT SIGNATURE	DATE
--	---------------------	------

All applicants must comply with all applicable federal, state and local laws. It is the responsibility of the applicant to understand and comply with all federal and state regulations. Personal information that you provide may be used for purposes other than that for which it was originally collected (Wis. Stat. §15.04(1)(m)).