

Wisconsin Hemp Producer Checklist for Transitioning to the USDA Hemp Production Program

This information is provided by the U.S. Department of Agriculture

This document is to help current and new Wisconsin hemp producers transition to the U.S. Department of Agriculture (USDA) program. USDA will schedule a webinar in September 2021 to provide further guidance.

All information on the USDA Hemp Program is available at: <https://www.ams.usda.gov/rules-regulations/hemp/>.

Questions may be submitted to farmbill.hemp@usda.gov; or call at (202) 720-2491 for additional information.

Here are the first steps current Wisconsin licensees can take to ensure a smooth transition:

1. Create an eAuthorization Account: <https://www.eauth.usda.gov/eauth/b/usda/home>

Creating a USDA eAuthentication (eAuth) account is the first step in applying for a USDA license. Once your E-Auth account is established, you will be able to access to the Hemp eManagement Platform (HeMP).

HeMP is the secure online tool where you will apply for a USDA hemp production license and manage hemp reporting information for USDA.

2. Obtain a copy of your FBI criminal history report: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>

You will need to provide a copy of the criminal history report for yourself and each “key participant” under your license. If you have had a felony conviction related to a controlled substance during the last 10 years, your license application will be denied.

3. Register to use the Hemp eManagement Platform (HeMP): www.hemp.ams.usda.gov

Detailed instructions on how to use and register for this system will be published on USDA’s website at <https://www.ams.usda.gov/rules-regulations/hemp>.

HeMP is the secure online tool where you will apply for a USDA hemp production license and manage hemp reporting information for USDA.

4. Apply for a license

Follow the instructions on the HeMP online tool to apply for a USDA hemp production license. You will need to provide certain required information and upload a copy of your FBI criminal history report.

5. Designate your lots

A “lot” is defined as a **contiguous** area in a field, greenhouse, or indoor growing structure planted **with the same variety or strain** of hemp. You may establish as many separate lots as you wish, but each lot must be sampled and tested separately. If you plant different varieties or strains or plant across non-contiguous land areas, you must designate separate lots. You are responsible for all sampling and testing fees for each of your designated lots. There is no restriction on the size of a hemp lot or the number of lots designated.

This step is critical for indoor growers who will not have harvested prior to January 1, 2022. All hemp harvested after January 1, 2022, is subject to USDA sampling and testing requirements. If planting in the fall of 2021 with an anticipated 2022 harvest, you must designate your lot(s) per USDA requirements. Each lot will be sampled and tested separately.

6. Report Hemp Acreage to FSA

All USDA licensees must report the land area where hemp is planted. Immediately after planting hemp, contact your local [USDA Farm Service Agency \(FSA\) Service Center](#) and make an appointment to establish your farm record (if not already established) and report your hemp crop acreage.

You must provide a copy of your hemp license and documents showing ownership or lease on the land under hemp production. You will need to provide planting date, GPS coordinates, crop type, intended use, size of each growing location, and irrigation practice. FSA will assign an FSA lot ID for each of your planted hemp lots. The FSA lot ID is a combination of the following assigned numbers: Farm-Tract-Field-Subfield (if applicable). Each FSA lot ID must be sampled and tested separately.

7. Sampling and Testing

You are responsible for finding your own sampling agent and laboratory testing facility. USDA does not sample nor test hemp. First, identify a certified hemp sampling agent (a listing will be available on the USDA website). Licensees may not act as a sampling agent. Next, identify a laboratory to test your sample for Total THC. You may use any laboratory that meets the USDA [minimum performance requirements](#). Laboratories must test for total THC concentration and report all test results to you and USDA.

8. Reporting Requirements

As a USDA licensed hemp producer, you are required to submit certain information to USDA throughout the year. This will be explained during the webinar and in educational materials provided with your license.