AMS Domestic Hemp Production Program

Hemp eManagement Platform (HeMP) User Guide for USDA Licensed Producers

USDA
Agricultural Marketing Service
U.S. DEPARTMENT OF AGRICULTURE

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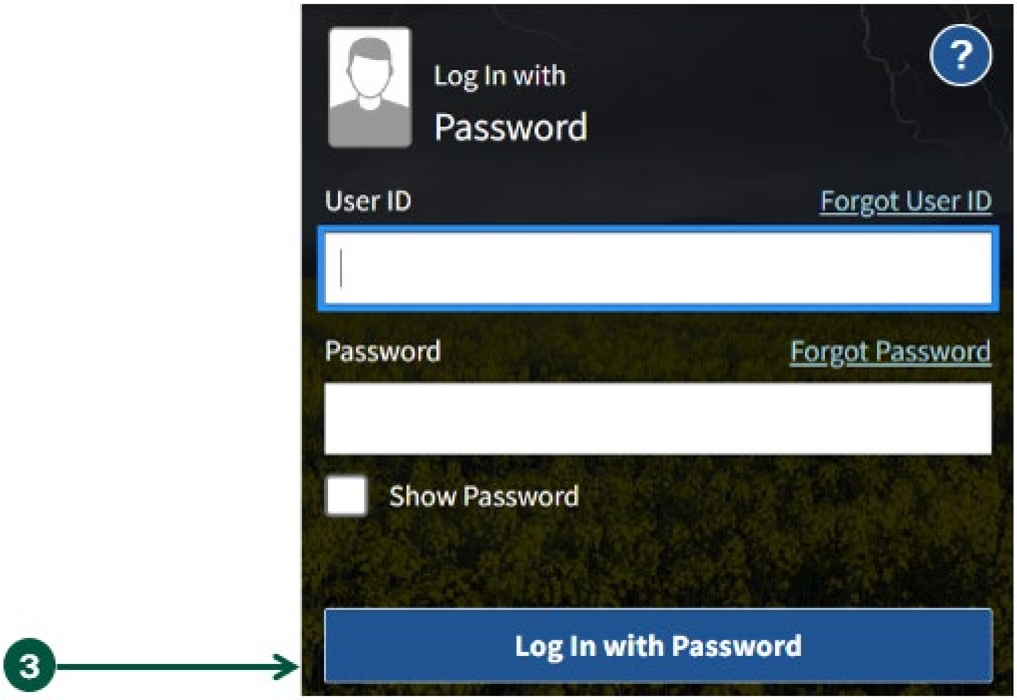
Create a HeMP Account (1 of 6)

If you have never sent hemp regulation forms to USDA's Domestic Hemp Production Program (DHPP), you can follow these steps to log in. If you have sent forms to DHPP in the past, go to Page 11.

1. **Go to** https://hemp.ams.usda.gov/s/.

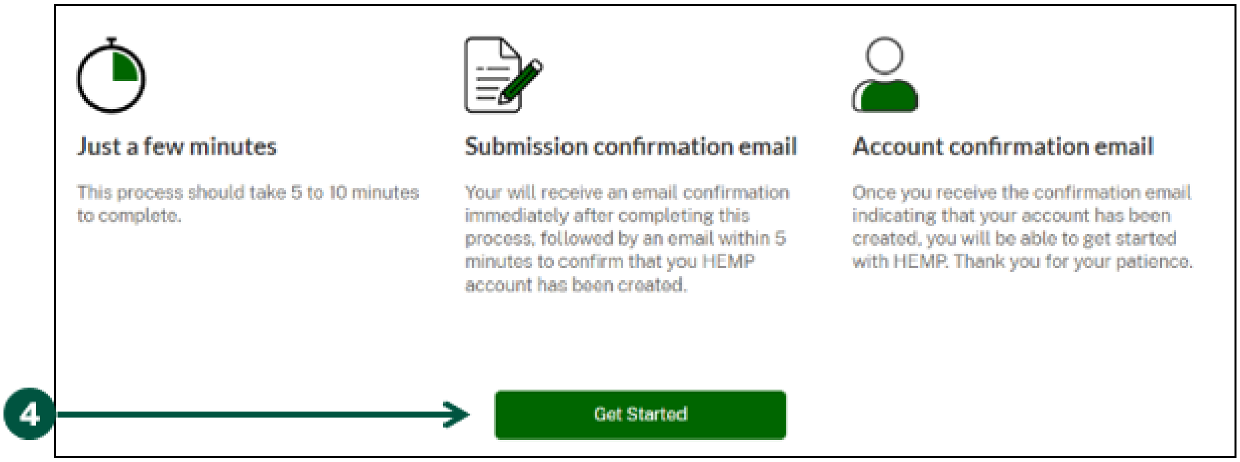
2. Under the "Is this your first time working with USDA's Domestic Hemp Production Program (DHPP) or are you a returning user to HeMP?" **click** "Sign Up".

3. You will be directed to login to HeMP using your USDA eAuthentication (eAuth) credentials. **Enter** your eAuth username and password, then **click** "Log In with Password" to log in.



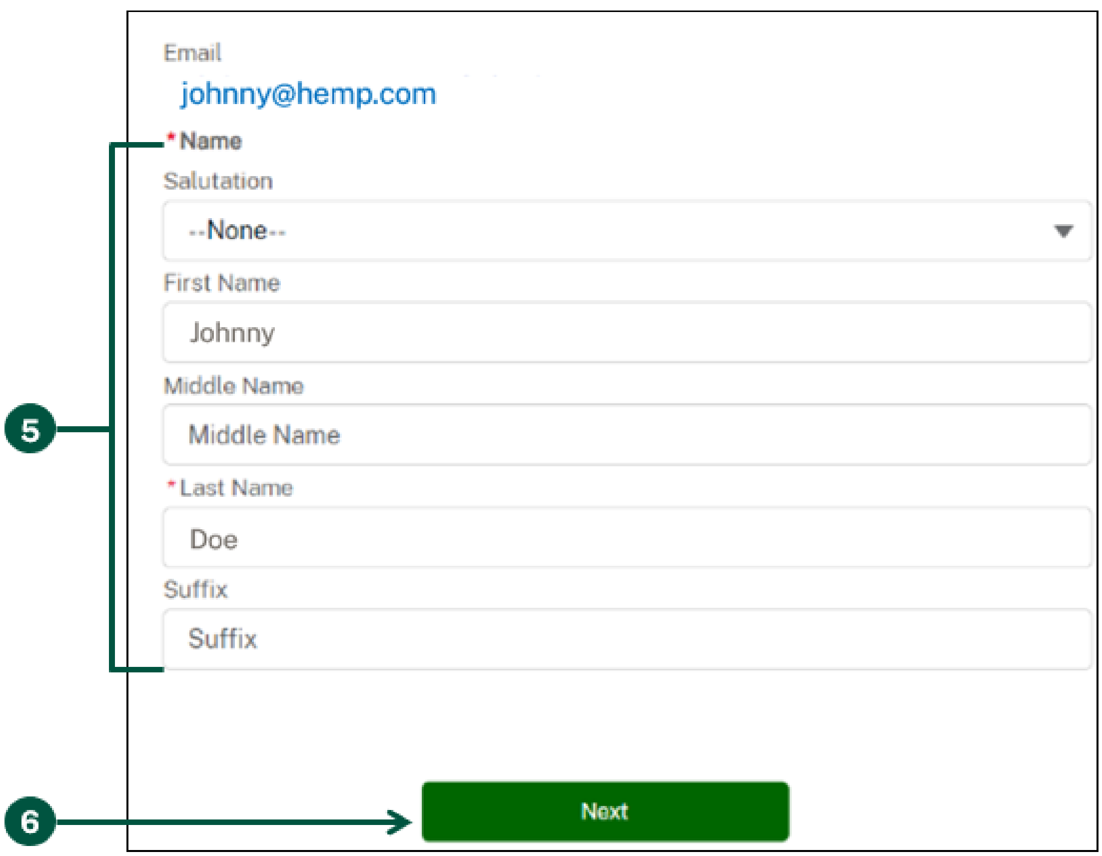
Create a HeMP Account (2 of 6)

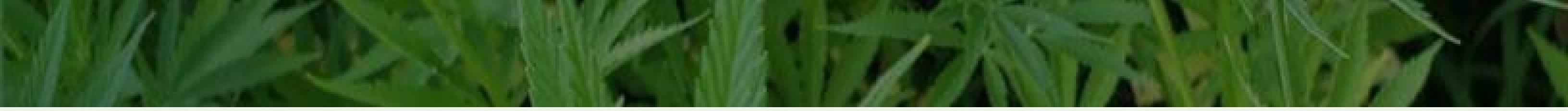
4. You will be directed to begin the Account sign up process, **click** “Get Started”.



5. Once you are on the “Your Information” page, **review** your contact information and **enter** additional details directly into the information field if needed. Note: HeMP is linked to your eAuth Account. If you need to update your email, username, or password, you will need to do so through your eAuth Account.

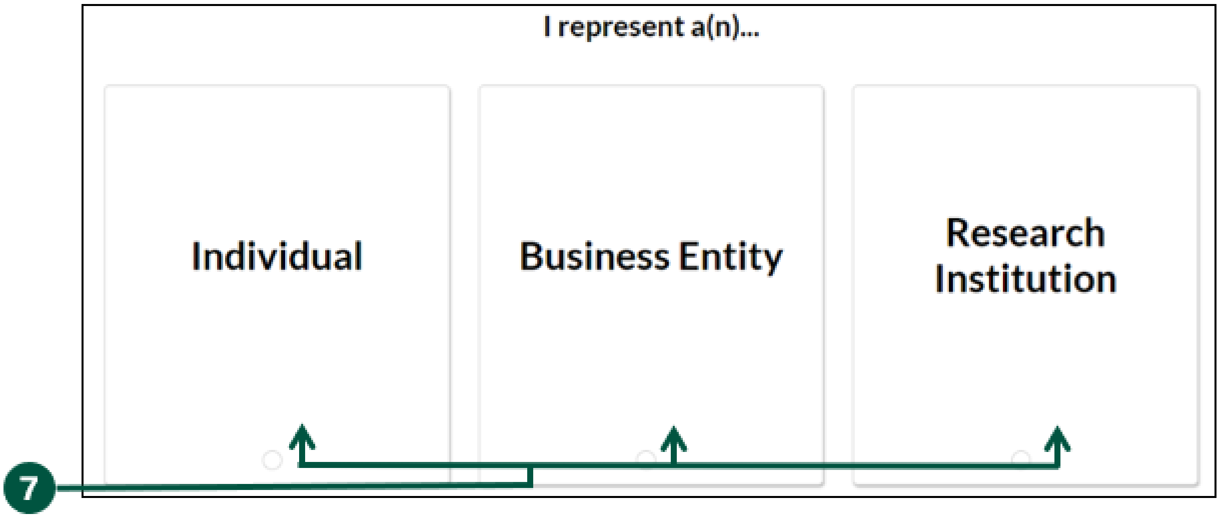
6. Once you have reviewed and/or updated your contact information, **click** “Next”.





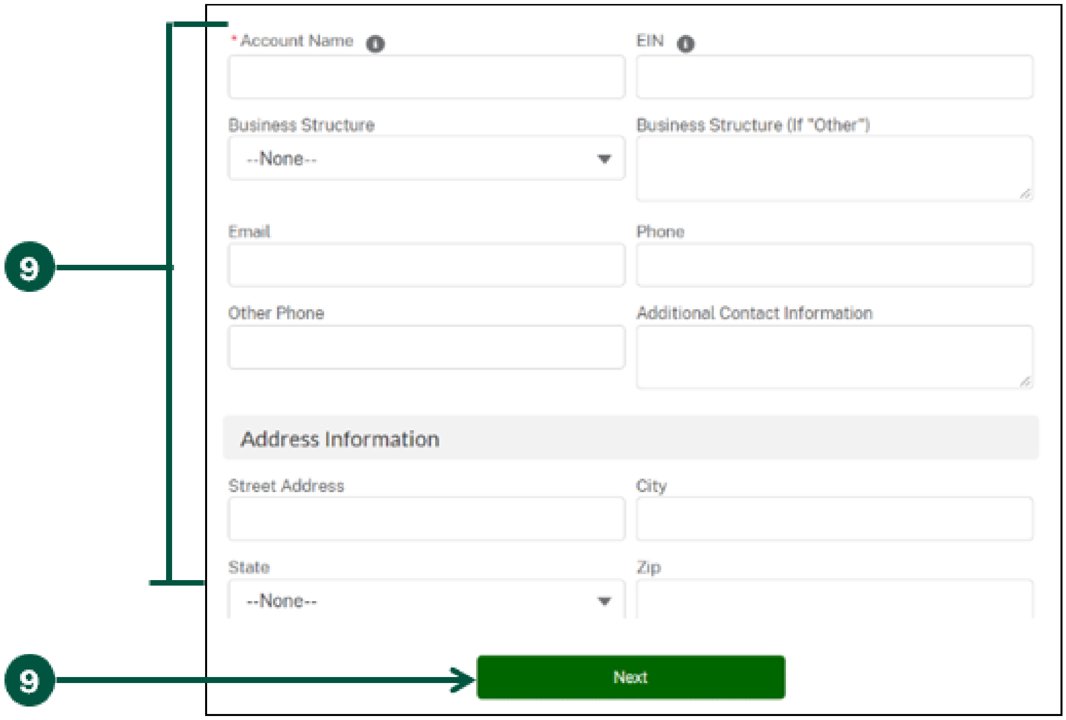
7. Once you are on the “Account Type” page, **click** “Individual”, “Business Entity”, or “Research Institution”.

8. **Scroll down** and **click** “Next”.



<u>If you represent a Business Entity or Research Institution, continue with the following steps. If you are an Individual Producer, go to Page 10.</u>

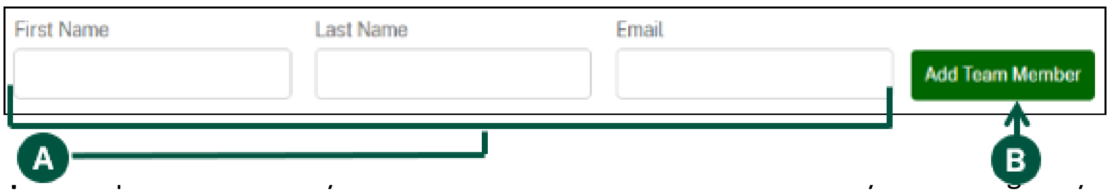
9. Once you are on the “Account Details” page**, enter** the requested information. Note: Account Name should be the name of your Business Entity or Research Institution (e.g., University of Hemp) and **click** “Next”.



10. Once you are on the “Add Team Members to Your Account” page, you can invite colleagues from your Business Entity or Research Institution to the Account. Note: The Account sign up process should only be used once per Business Entity or Research Institution. Additional users should access the Account through an invitation and should not go through the first time log in process detailed in Steps 1-9.

    A. **Enter** the name and email address of your colleague(s). The email address provided should be the one associated with the individual’s eAuth account.

    B. After you have entered your colleague’s information, **click** “Add Team Member”.



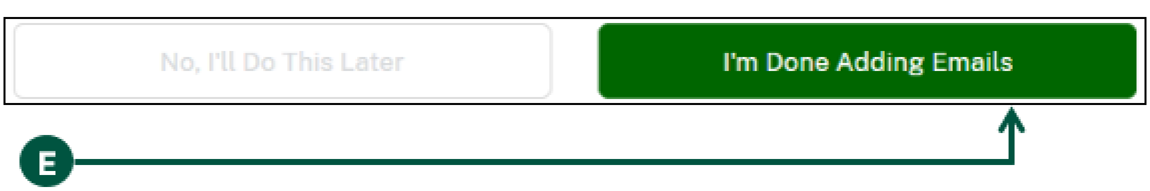
    C. **R** would like to have access to the Account. If you need to invite additional colleagues in the future, you will be able to do so later.

    D. **Review** the list of invitation recipients. Note: If the contact information for any of your colleagues is incorrect or you want to delete a recipient, click the trash icon to delete the contact.

Invitations are being sent to:

FIRST NAME	LAST NAME	EMAIL	
Chris	Franklin	chris@doestate.org	
Sherry	Johnson	sherry@doestate.org	
Jane	Smith	jane@doestate.org	

    E. When you are done reviewing the invitation recipients, **click “I’m Done Adding Emails”** at the bottom of the page. Note: You will be able to send additional Account invitations later. You can skip sending account invitations by clicking “No, I’ll Do This Later”, however it is recommended that you send invitations during this step.



Create a HeMP Account (5 of 6)

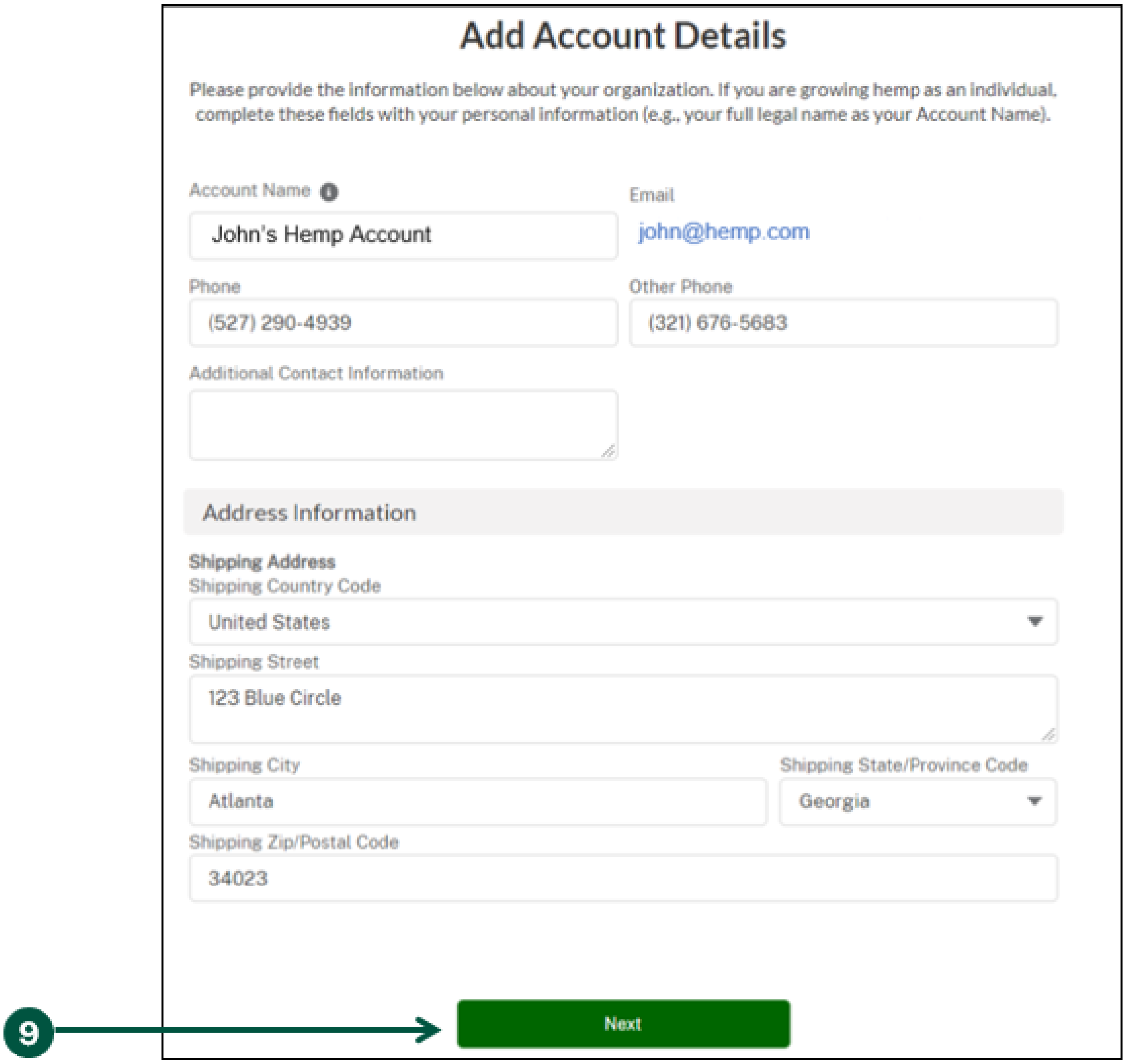
11. Once you are on the “Your account creation request has been received!” page, your Account request has been received by USDA. You will also receive an email confirming your Account request has been received.

12. Within 5 minutes of completing the Account sign up process, you will receive an email with the subject “USDA HeMP Account is Ready” indicating that you can now use your new Account.

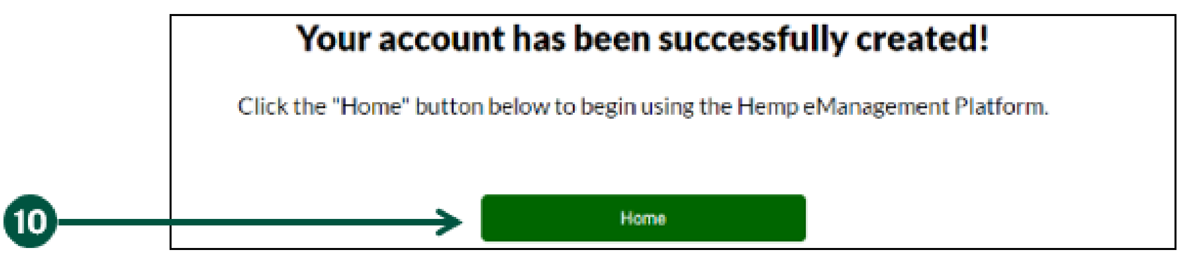
13. You can now **log in** to HeMP any time by going to https://hemp.ams.usda.gov/s/ and logging in using your eAuth username and password.

<u>If you are an individual producer, continue with these following steps:</u>

9. **Enter** the requested information on the "Account Details" page. Once you have provided your information, **click** "Next".



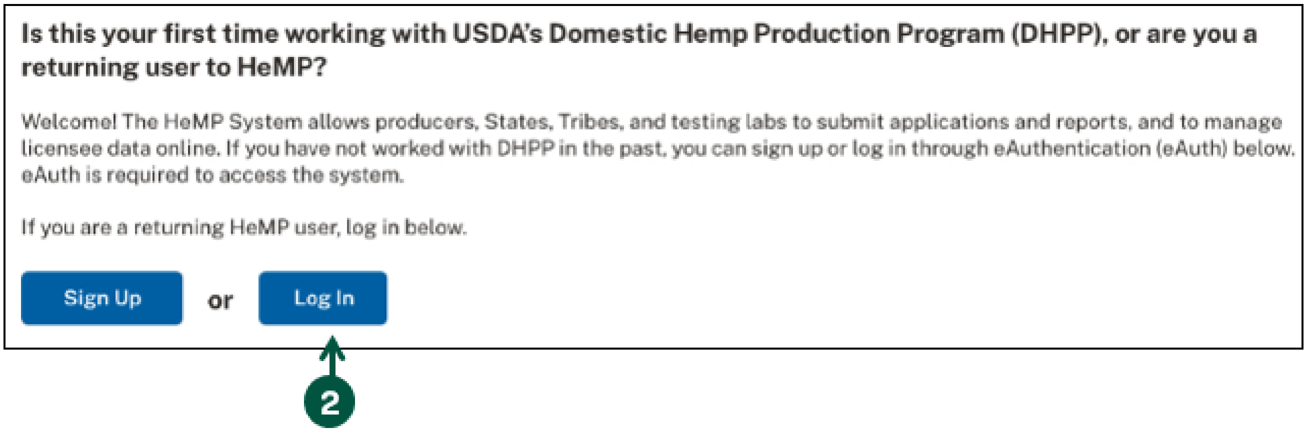
10. Once you see the "Your account has been successfully created!" message, your account is ready and you can begin using HeMP! **Click** "Home" to access your homepage. You can now **log in** to HeMP any time by going to https://hemp.ams.usda.gov/s/ and logging in using your eAuth username and password.



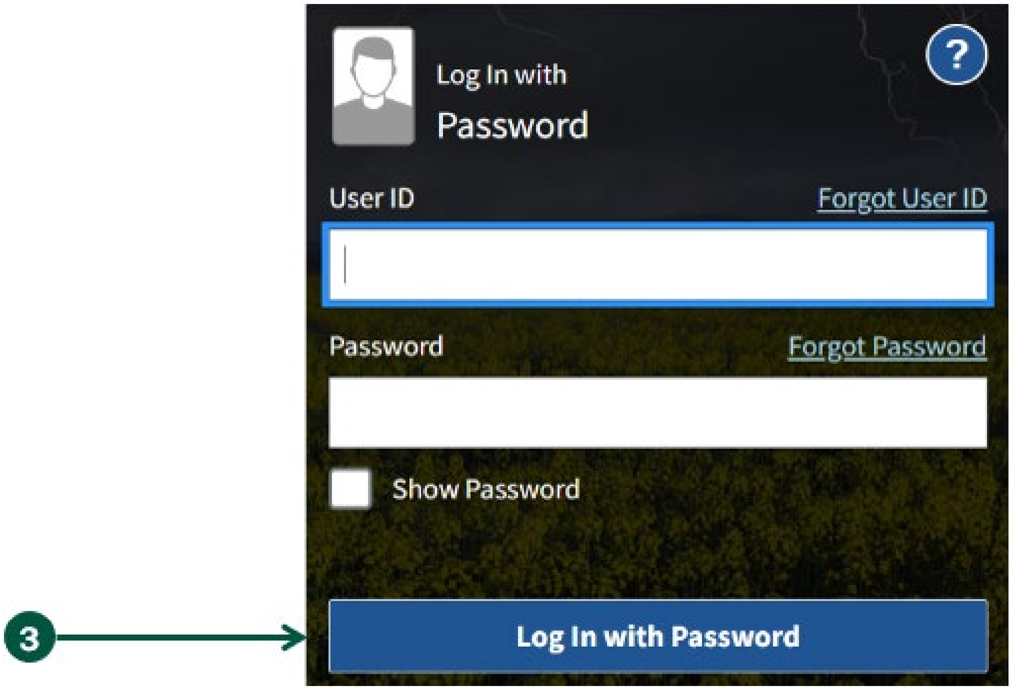
Log In to HeMP

1. **Go to** https://hemp.ams.usda.gov/s/.

2. Under the "Is this your first time working with USDA's Domestic Hemp Production Program (DHPP) or are you a returning user to HeMP?" **click** "Log In".



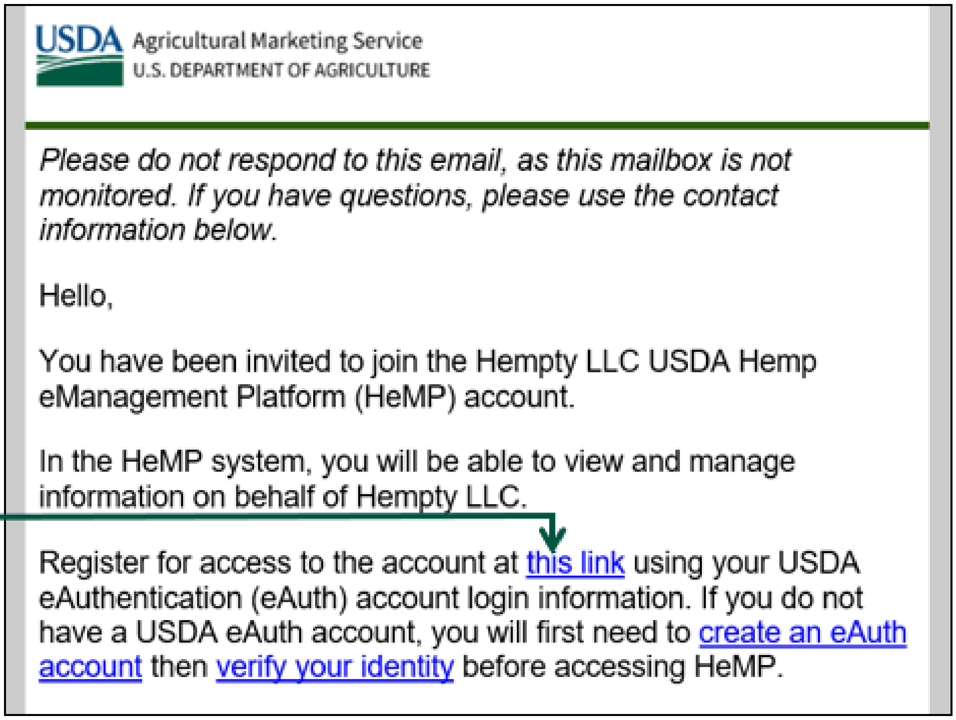
3. You will be directed to login to HeMP using your USDA eAuthentication (eAuth) credentials. **Enter** your eAuth username and password, then **click** "Log In with Password" to log in.



Log In to HeMP through an Account Invitation Email (1 of 5)

If you have sent any hemp regulation forms to USDA's Domestic Hemp Production Program (DHPP) in the past, you can follow these steps to log in. If you have not submitted to DHPP in the past, go to Page 5.

1. You should have received an email with the subject "USDA HeMP Account Invitation". **Open** that email and **click** the "this link" link provided to access your HeMP Account.
   - If you do not have an email invitation, send an account invitation request to DHPP via email at farmbill.hemp@usda.gov. Alternatively, if a colleague from your hemp organization/business has already logged in to HeMP, reach out to that individual for an invitation to join.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Please do not respond to this email, as this mailbox is not monitored. If you have questions, please use the contact information below.

Hello,

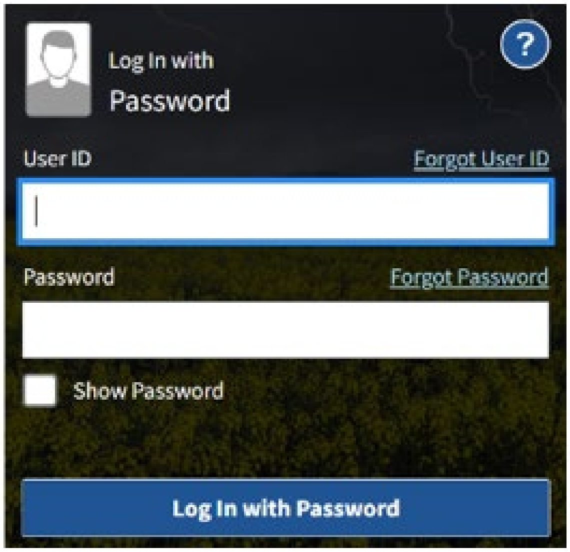
You have been invited to join the Hempty LLC USDA Hemp eManagement Platform (HeMP) account.

In the HeMP system, you will be able to view and manage information on behalf of Hempty LLC.

Register for access to the account at this link using your USDA eAuthentication (eAuth) account login information. If you do not have a USDA eAuth account, you will first need to create an eAuth account then verify your identity before accessing HeMP.

1

2. You ... ntials. **Enter** your eAu...



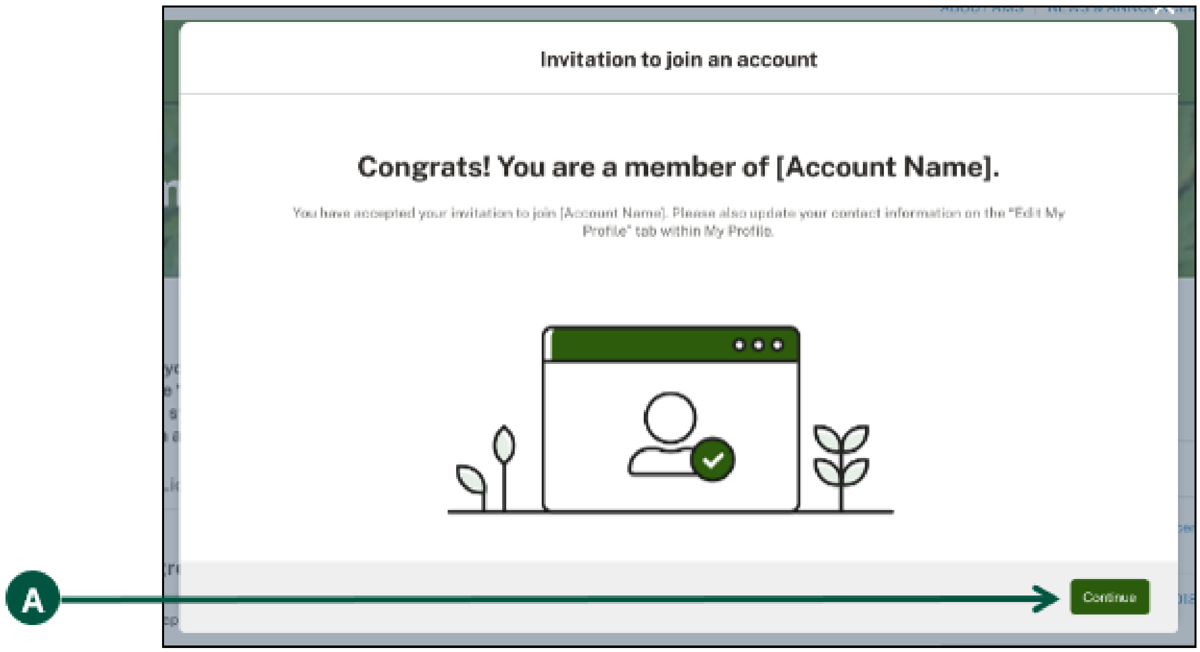
2

Log In to HeMP through an Account Invitation Email (2 of 5)

3. After logging in, you will receive one of the four following messages.

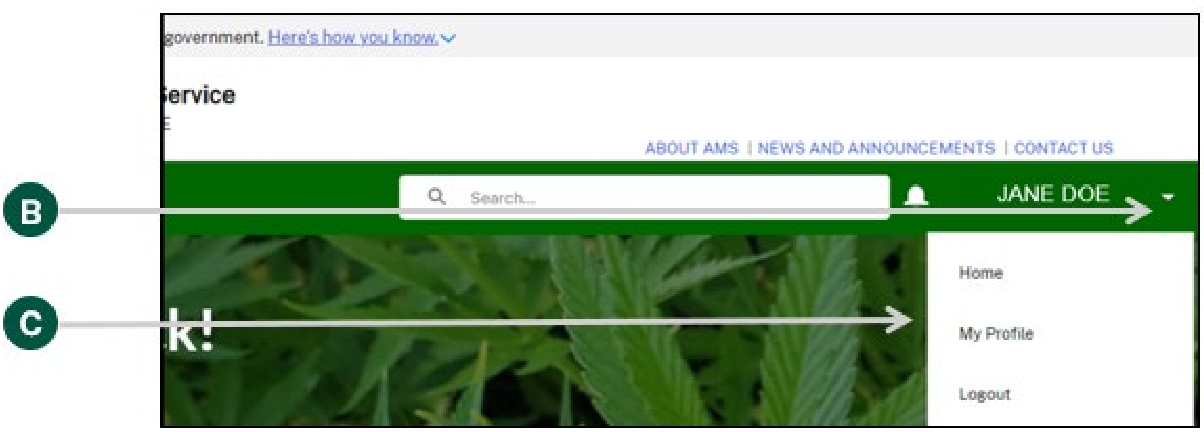
    - **Message 1:** If you see the “Congrats! You are a member of [Account Name]” message below, you have successfully accepted your Account invitation.

        A. After seeing this message, **click** “Continue”.



        B. **Click** your Account dropdown on the righthand corner of the page.

        C. **Click** “My Profile” from the dropdown.



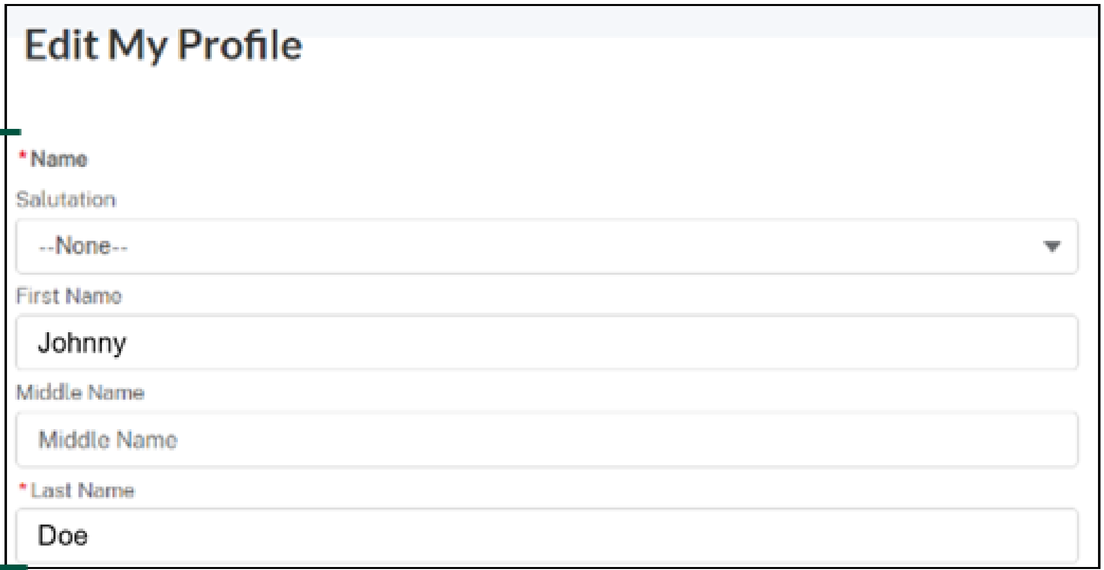
Log In to HeMP through an Account Invitation Email (3 of 5)

3. Continued: After logging in, you will receive one of the four following messages.

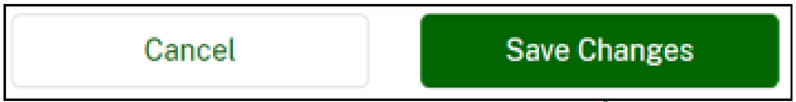
- Continued: **Message 1**

    D. You will be directed to your "Edit My Profile" tab, **click** "Edit Contact Details".

    E. **Review** and **update** your contact details by clicking into any of the fields listed on the page including "Name" and "Contact Information". Note: You cannot update your email address from the "Edit My Profile" page. Your HeMP Account is linked to your eAuth Account. If you need to update your email address, you will need to do it through your eAuth Account in [Update Account page]().



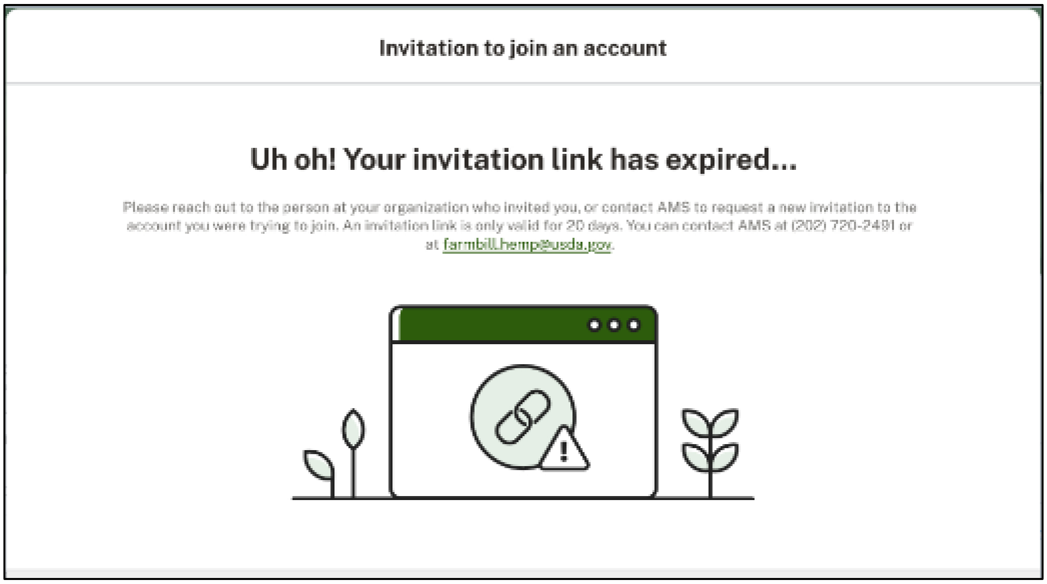
    F. **Click** "Save Changes" at the bottom of "Edit My Profile". Congratulations, your HeMP Account is now complete. You may now begin using your HeMP Account.



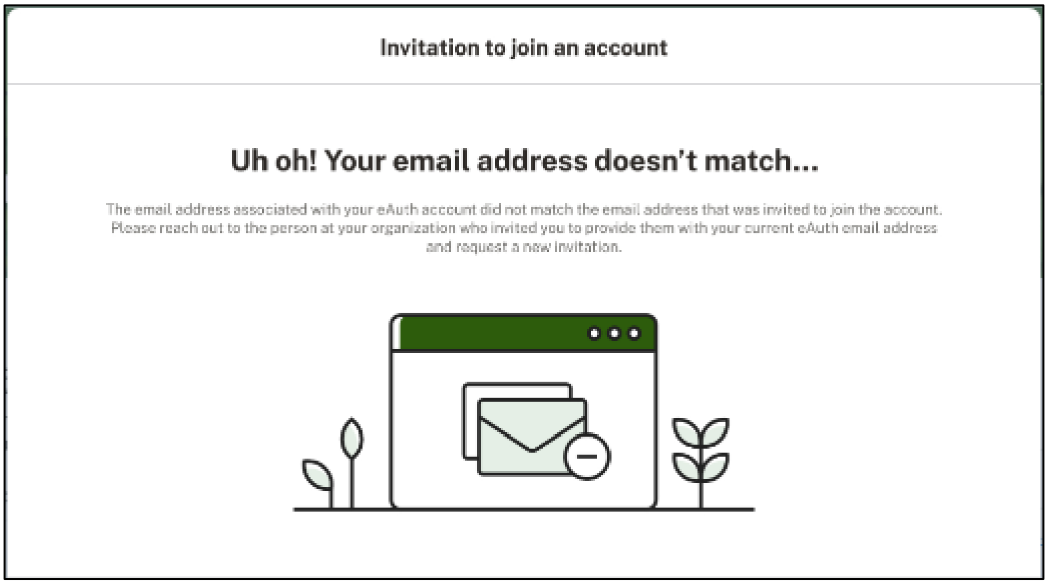
Log In to HeMP through an Account Invitation Email (4 of 5)

3. Continued: After logging in, you will receive one of the four following messages.

- **Message 2:** If you see the "Uh oh! Your invitation link has expired" message below, your invitation link has expired. If a colleague invited you to your organization's Account, **have them resend an Account invitation**. You can also **request a new invitation** by emailing DHPP at farmbill.hemp@usda.gov.



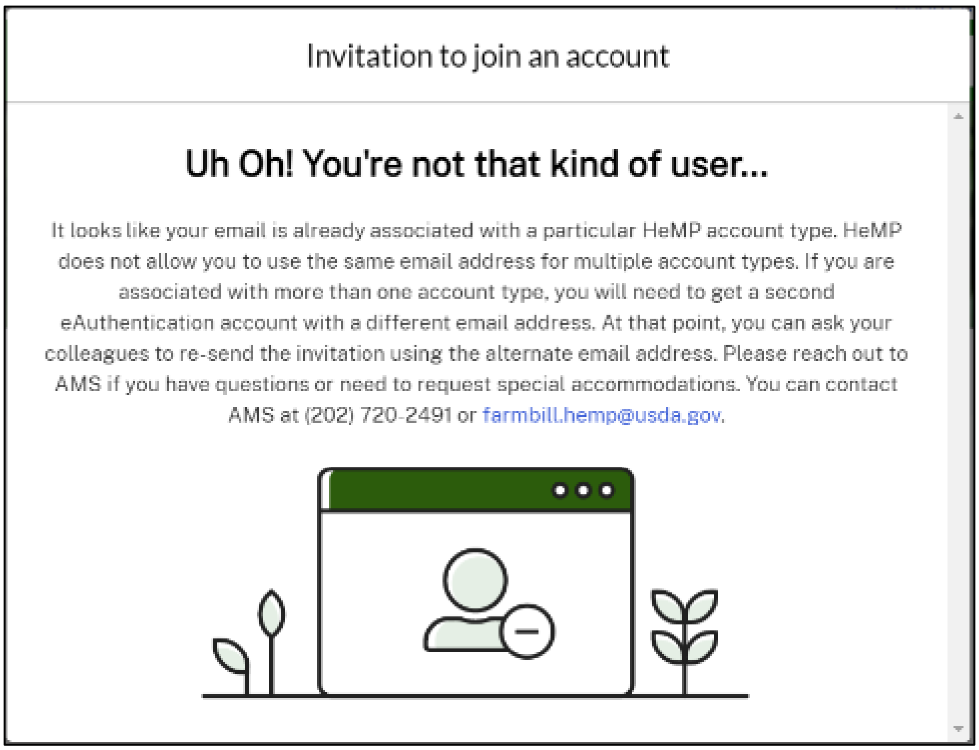
- **Message 3:** If you see the "Uh oh, Your email address doesn't match" message below, the email address associated with your eAuth Account does not match the email address invited to join the Account. If a colleague invited you to your organization's Account, **have them resend an Account invitation to the email address associated with your eAuth Account**. You can also **request a new invitation** by emailing DHPP at farmbill.hemp@usda.gov.



Log In to HeMP through an Account Invitation Email (5 of 5)

3. Continued: After logging in, you will receive one of the four following messages.

- **Message 4:** If you see the "Uh Oh! You are not that kind of user" message below, your email address is being used for another Account type (e.g., you have a testing lab Account using the email provided). **You will need to create a second eAuth Account with a different email address to access your USDA producer Account.** After your new eAuth Account is created, **have your colleague resend an Account invitation to the email address associated with your new eAuth Account**. You can also **request a new invitation** by emailing DHPP at farmbill.hemp@usda.gov.



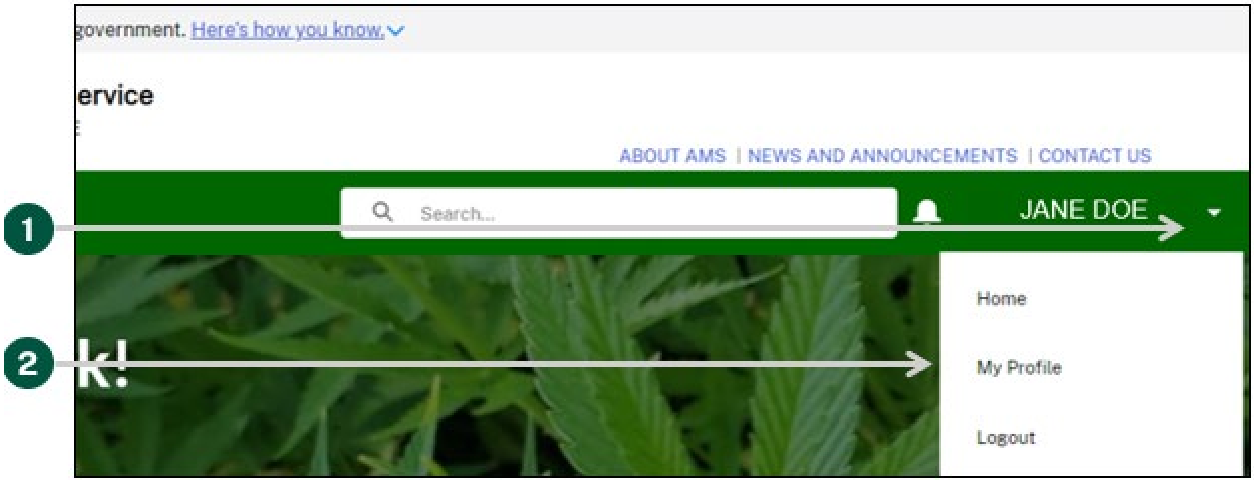
Modify My Profile

- ☐ **Modify Contact Information**
- ☐ **Modify Account Information**
- ☐ **Update Account Contacts**
- ☐ **Invite a Colleague to Account**
- ☐ **Add a Sub-Account to My Profile**

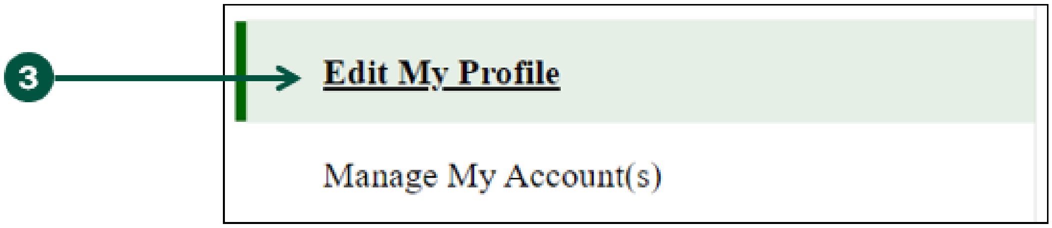
Modify Contact Information (1 of 2)

1. **Click** your account dropdown on the righthand corner of HeMP.

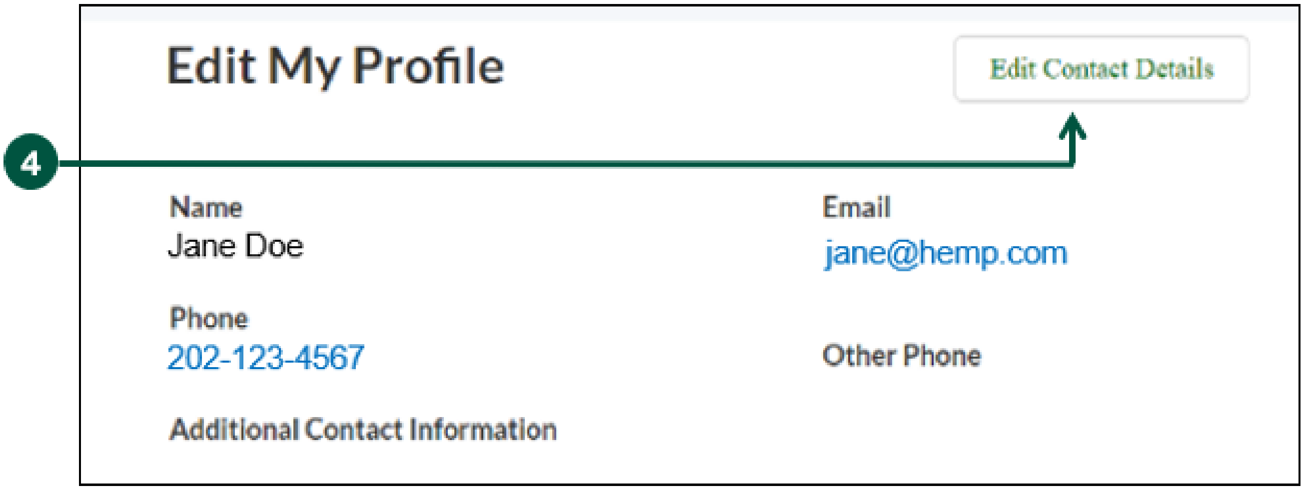
2. **Click** "My Profile" from the dropdown.



3. **Click** the "Edit My Profile" tab on the left of the page.

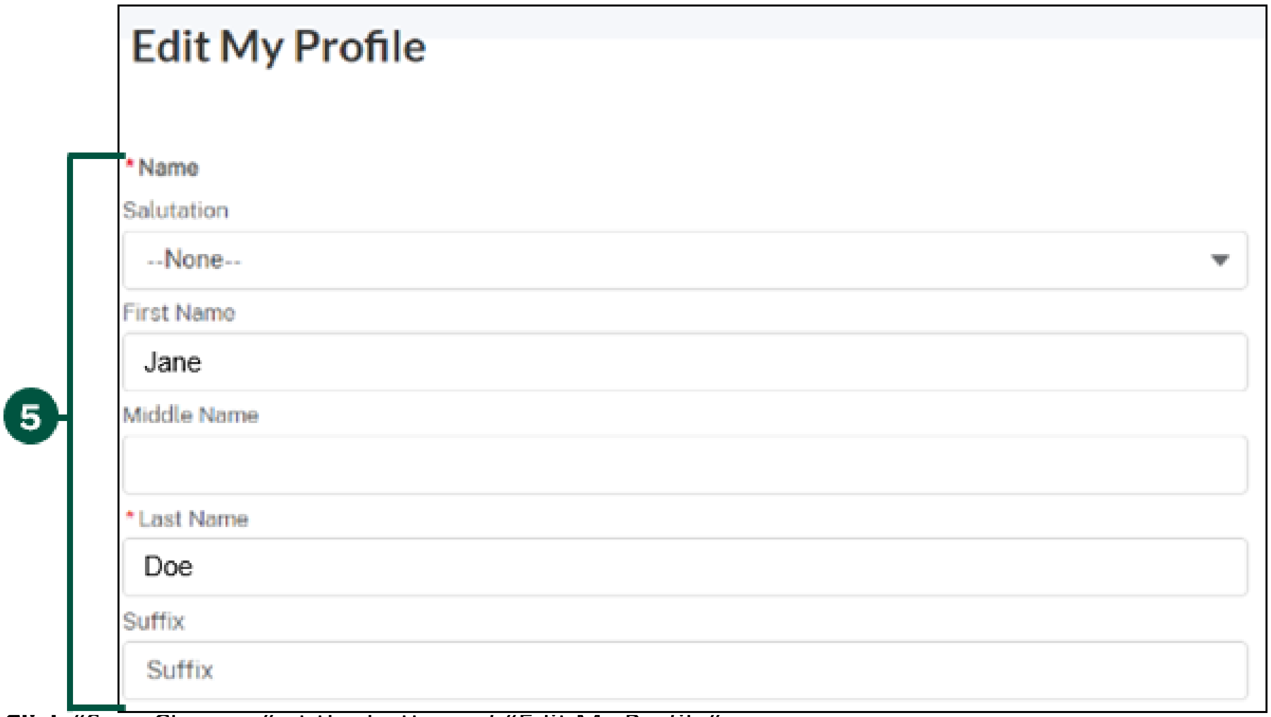


4. Once you are on the "Edit My Profile" page, **click** "Edit Contact Details".

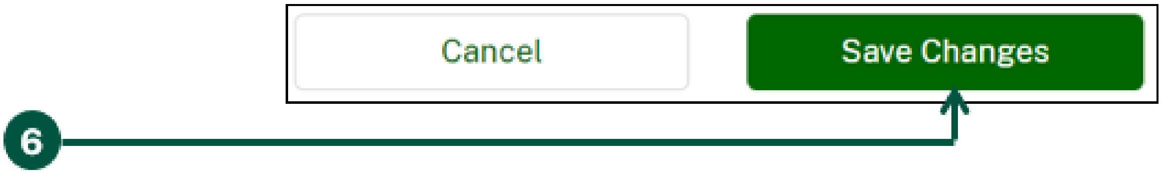


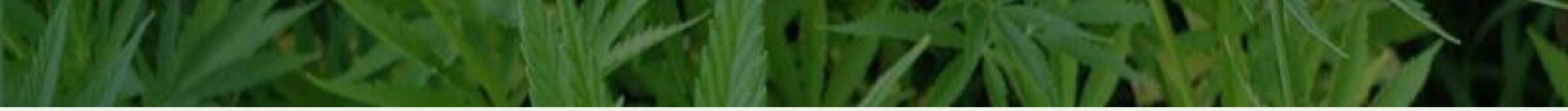
Modify Contact Information (2 of 2)

5. **Review** and **update** your contact details by clicking into any of the fields listed on the page including Name and Contact Information. Note: You cannot update your email address from the "Edit My Profile" page. Your HeMP account is linked to your eAuth account. If you need to update your email address, you will need to do it through your eAuth account in [Update Account page](#).



6. **Click** "Save Changes" at the bottom of "Edit My Profile".

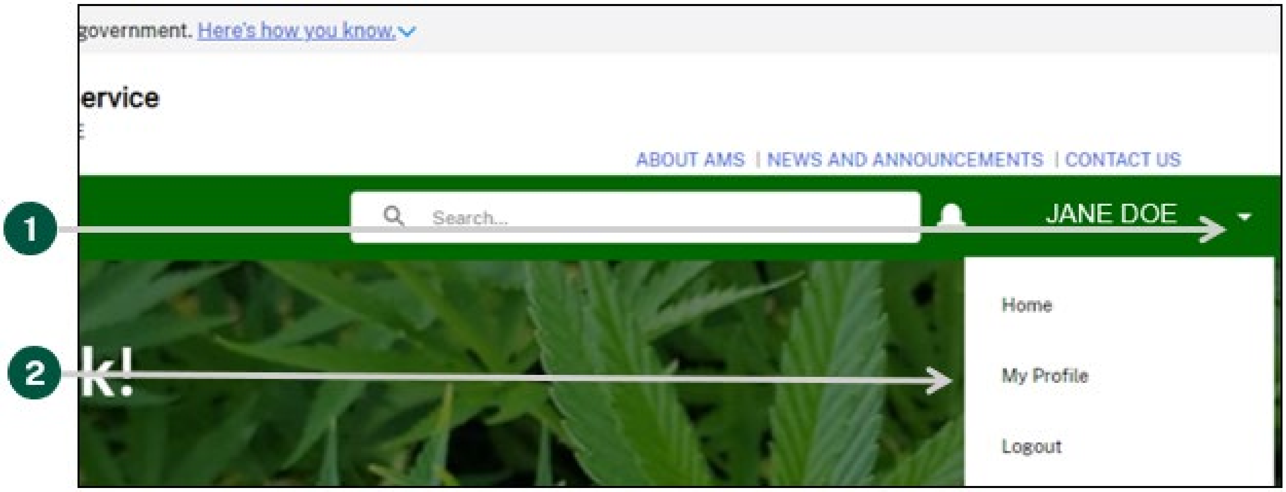




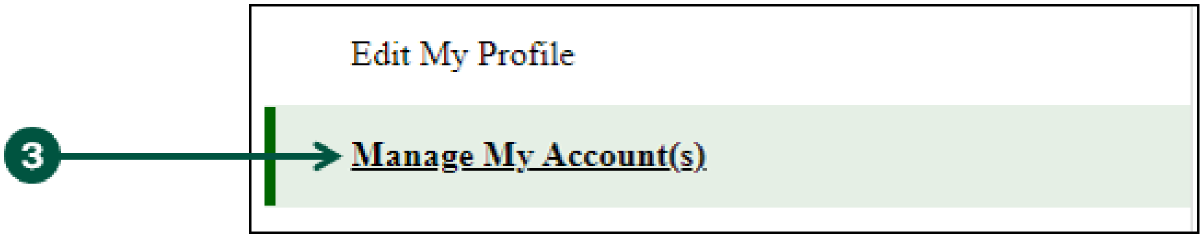
Modify Account Information (1 of 2)

1. **Click** your account dropdown on the righthand corner of HeMP.

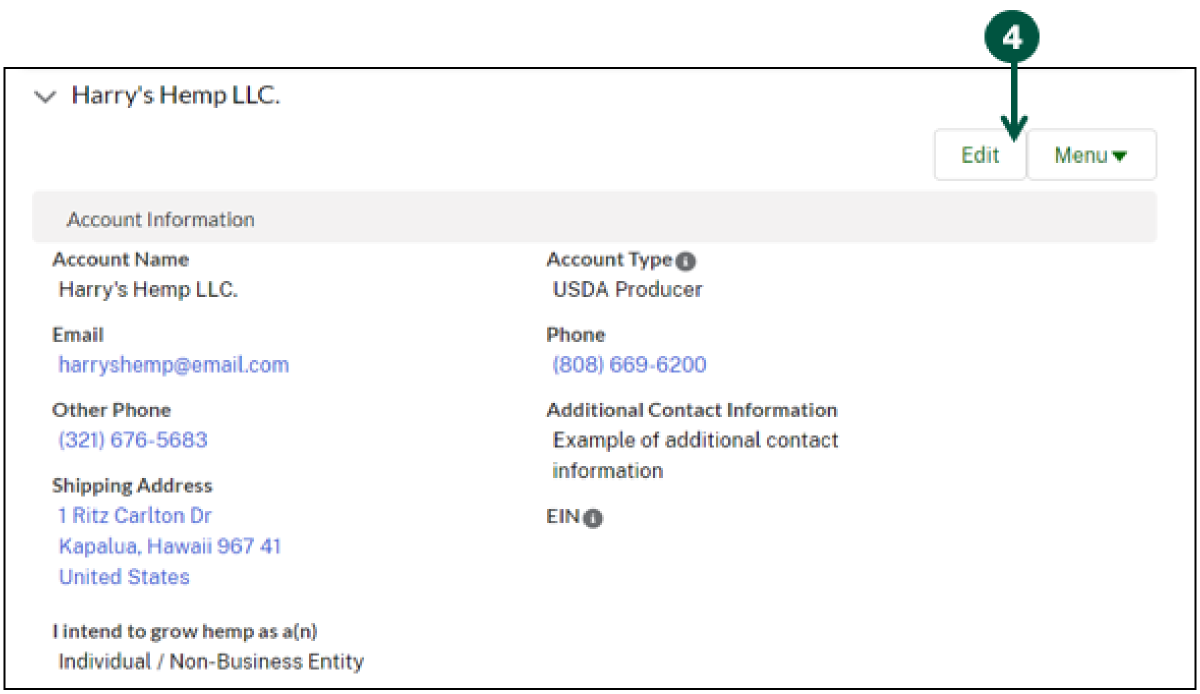
2. **Click** “My Profile” from the dropdown.

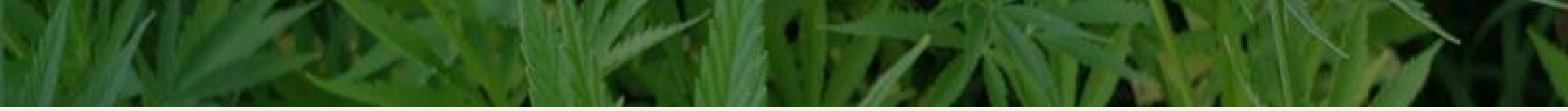


3. **Click** the “Manage My Account(s)” tab on the left of the page.



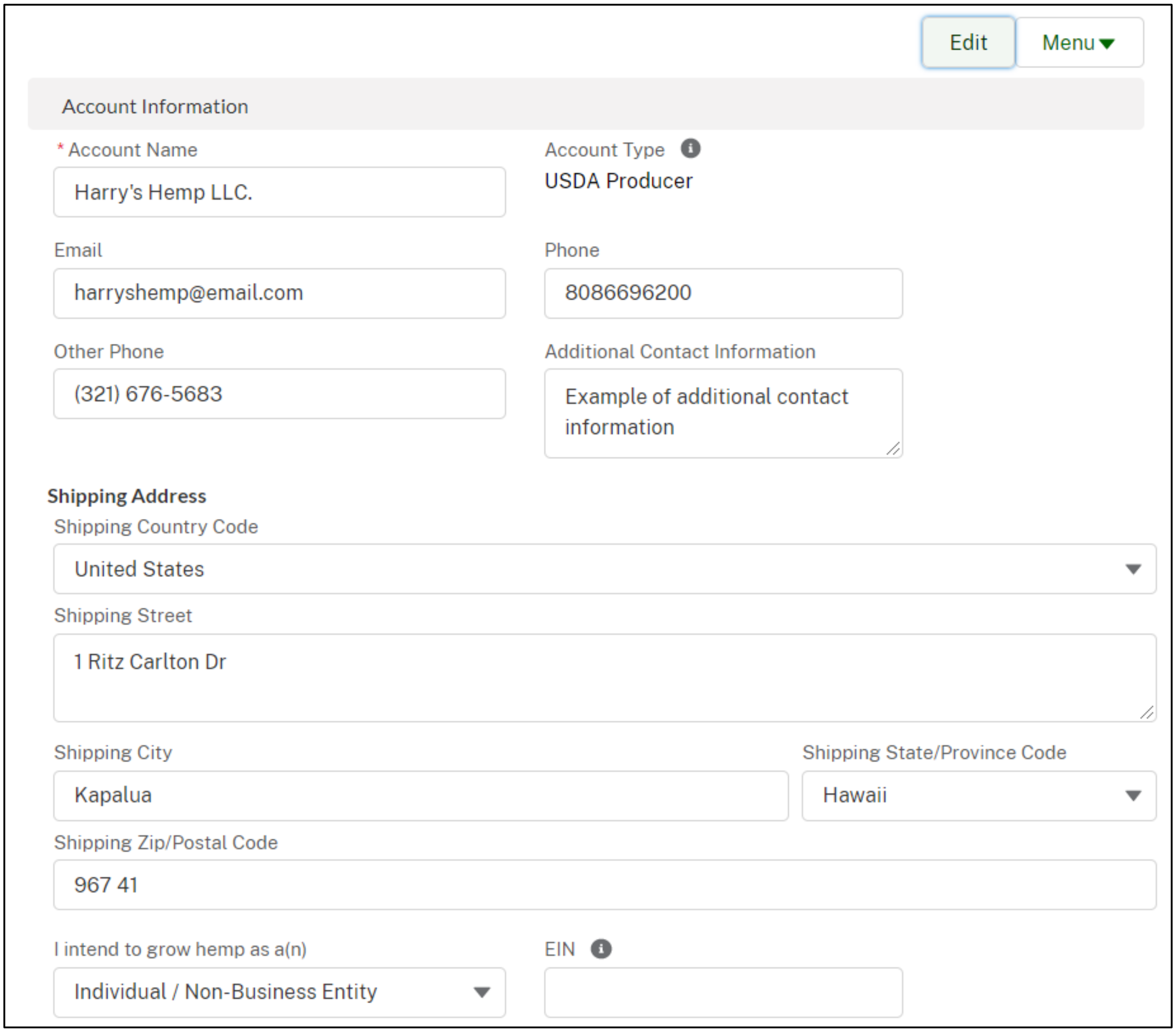
4. **Review** your account details listed under “Account Information” to identify the information you would like to update and **click** “Edit”.





Modify Account Information (2 of 2)

5. **Review** and **update** your account information by clicking into any of the fields listed under "Account Information".

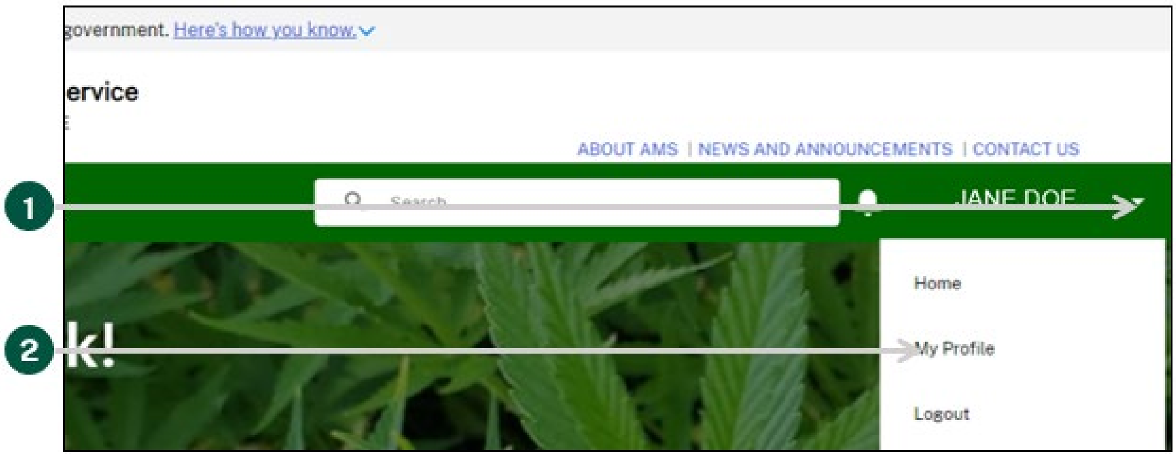


6. Once you have updated your account information, **click** "Save Changes" at the bottom of the "Account Information" section.

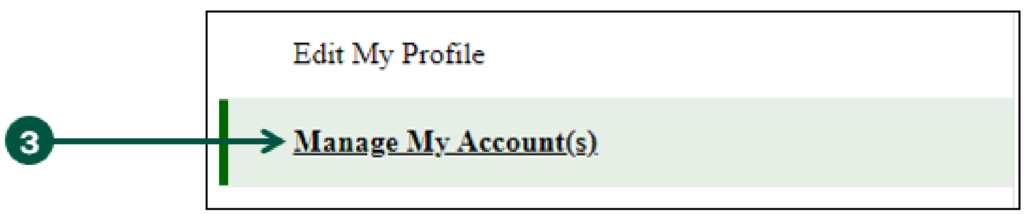
Update Account Contacts (1 of 6)

1. **Click** your Account dropdown on the righthand corner of HeMP.

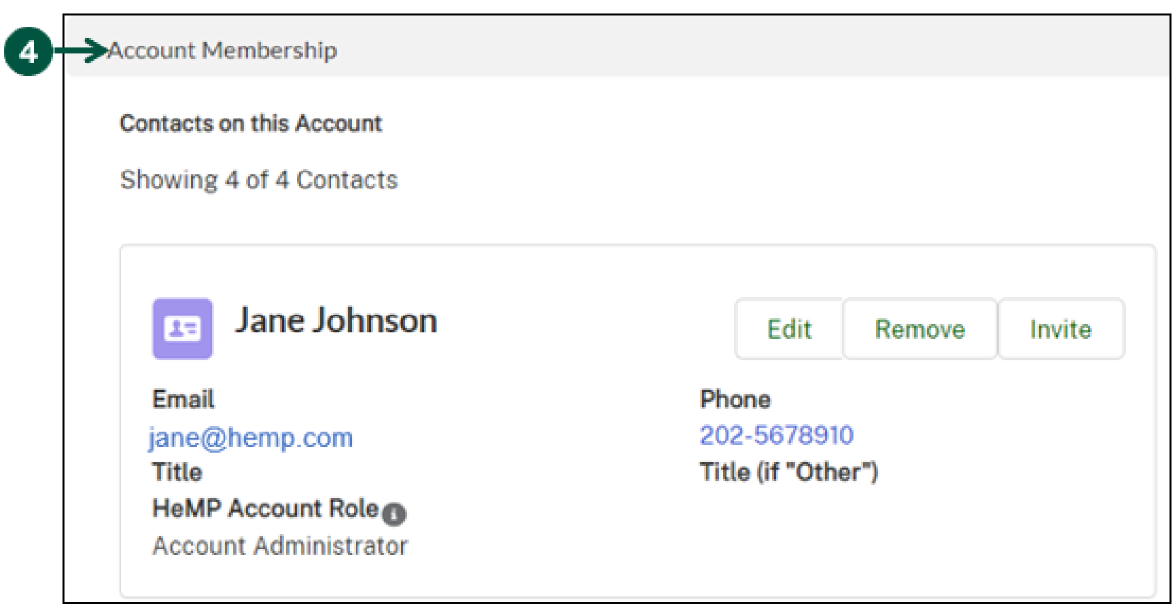
2. **Click** “My Profile” from the dropdown.



3. **Click** the “Manage My Account(s)” tab on the left of the page.

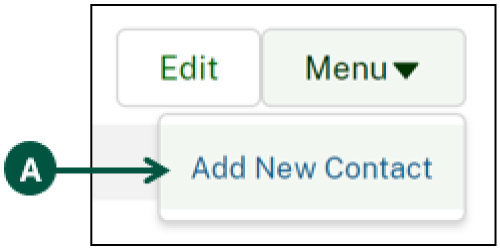


4. **View** your Account’s Contacts under “Account Membership”.



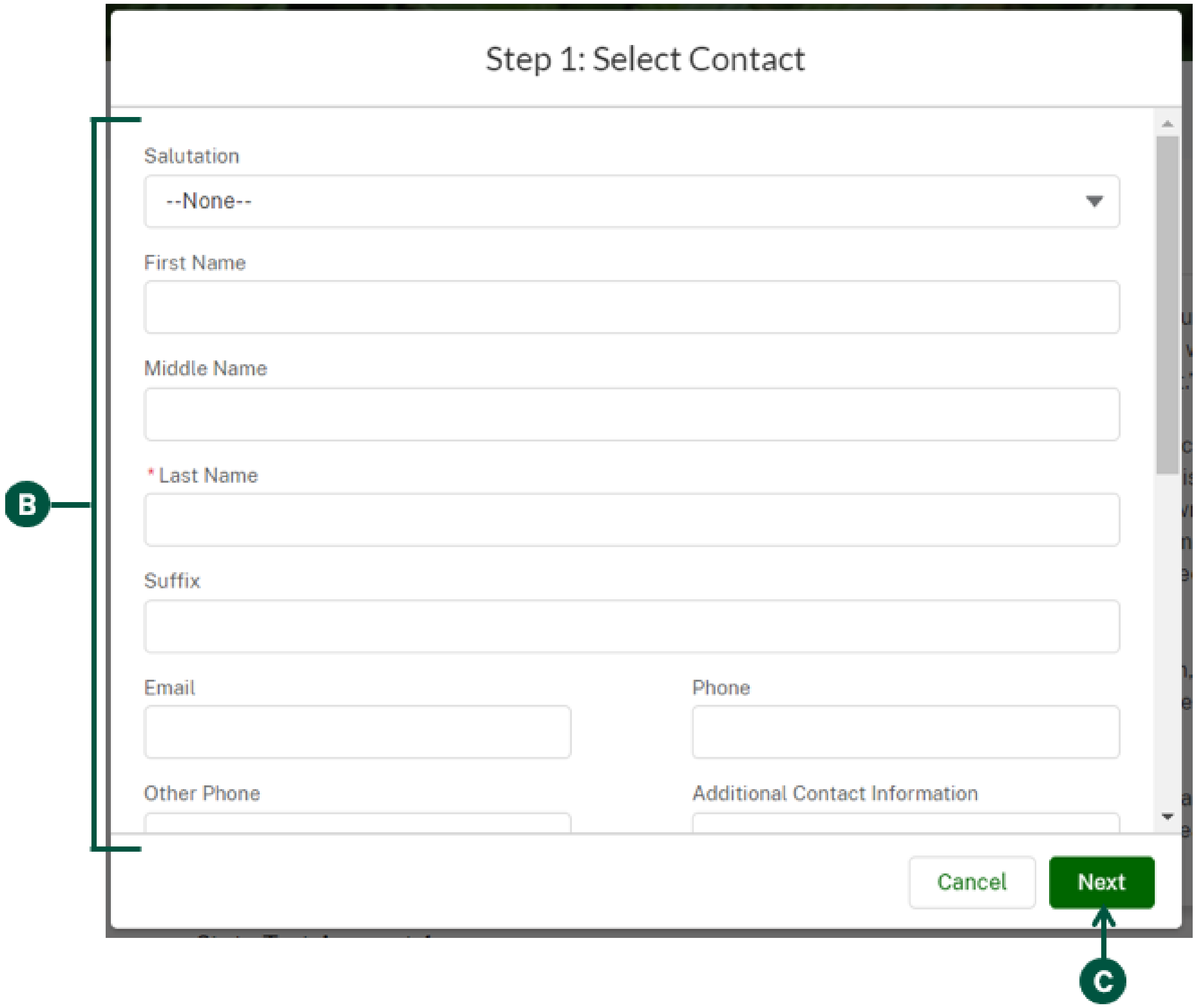
Update Account Contacts (2 of 6)

- <u>To add an Account Contact:</u>
    A. **Click** the "Menu" dropdown above "Account Information" and then **click** "Add New Contact".

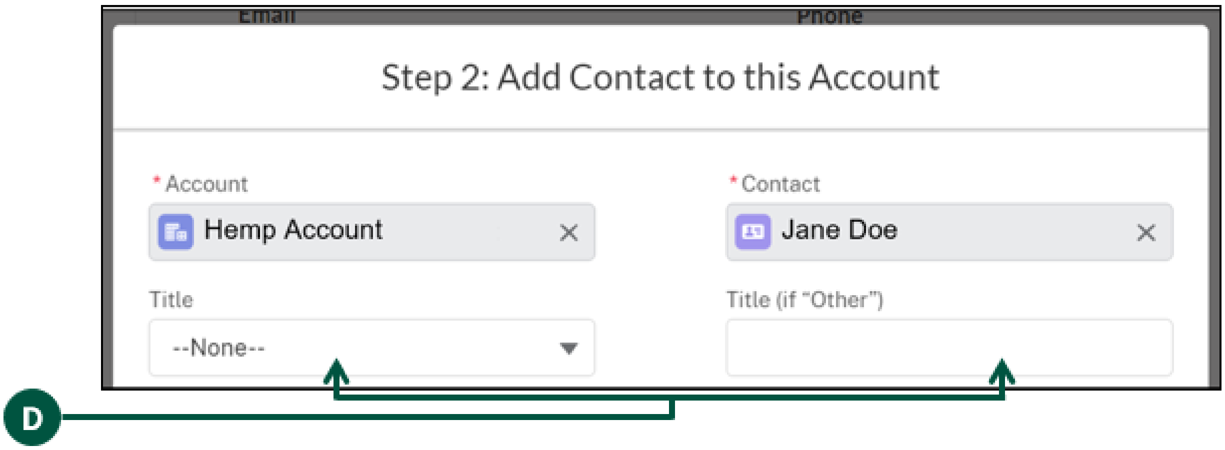


B. Once you see the "Step 1: Select Contact" pop-up, **enter** your new Contact's information into the pop-up fields.

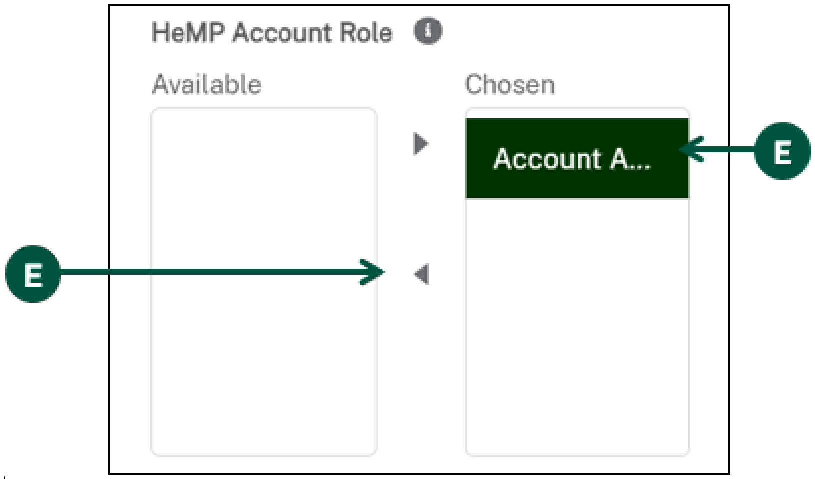
C. Once you have entered all of you new Contact's information, **click** "Next".



- <u>Continued: To add an Account Contact:</u>
  D. Once you see the “Step 2: Add Contact to this Account” pop-up, you can **select** a title for the contact under “Title”. If none of the titles provided fit for your Contact, you can select “Other” and enter a title under “Title (if “Other”).



  E. <u>Optional:</u> Under “Hemp Account Role”, you can remove the Account Administrator permissions for the contact. All Contacts are automatically defaulted as Account Administrators, this enables them to edit all HeMP Account information. If you would like to remove these permissions, **click** “Account Administrator” and then **click** the arrow pointing to the left.

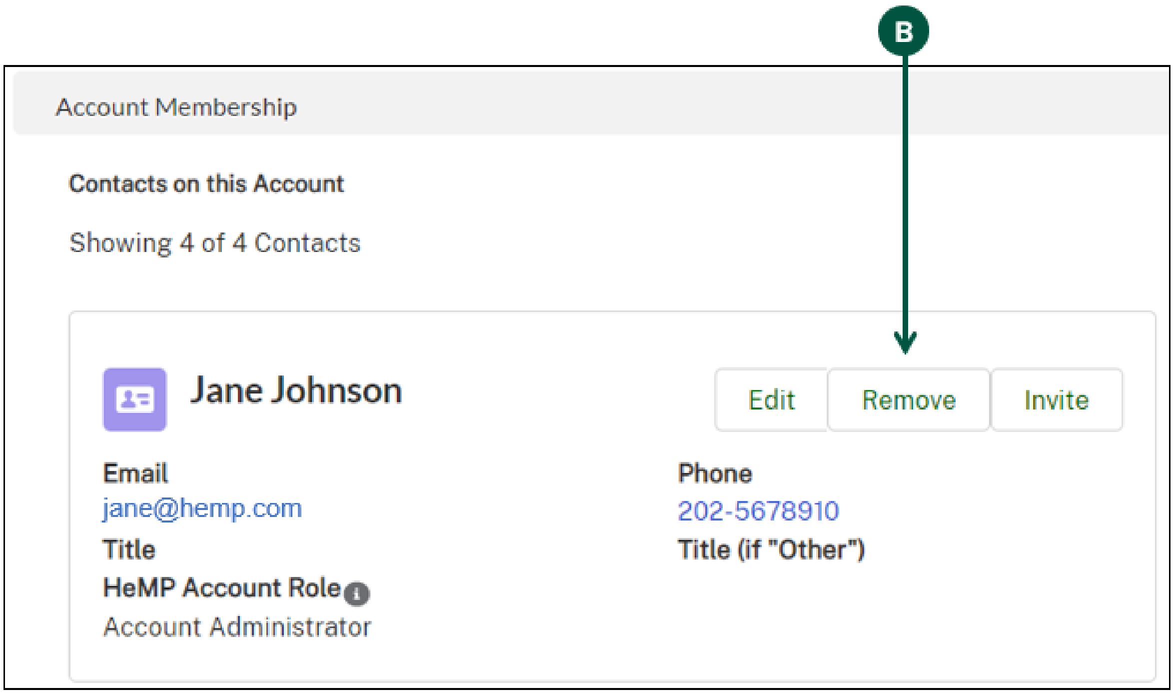


  F. **Click** “Save & Close” at the bottom of the pop-up to add the new Contact to your Account.

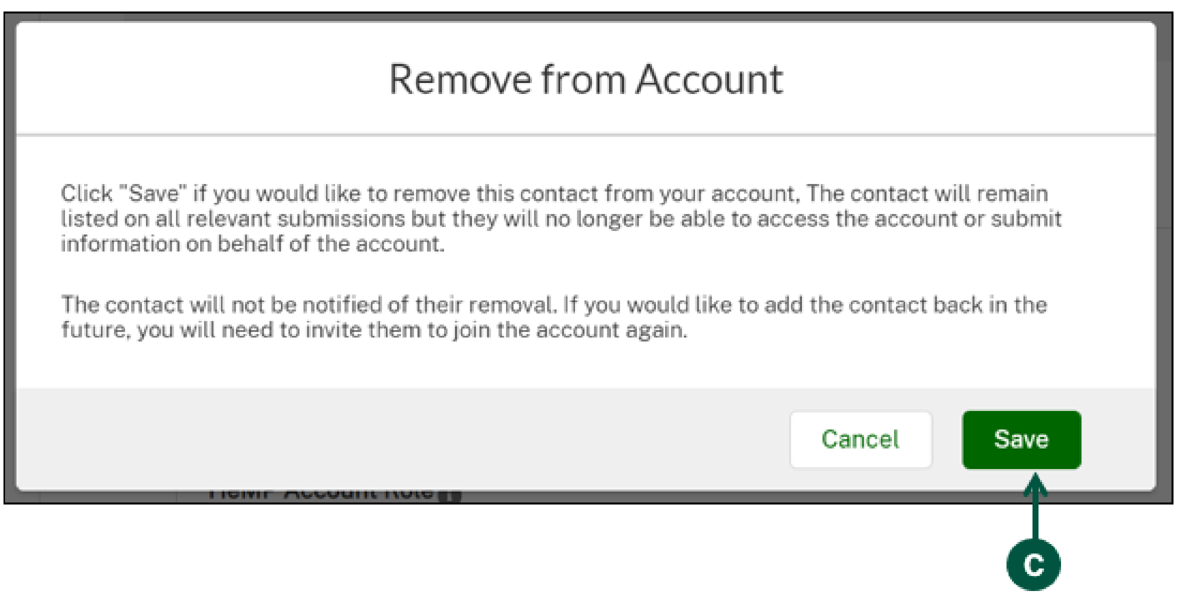
Update Account Contacts (4 of 6)

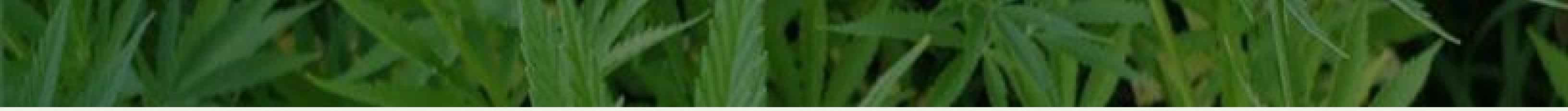
- <u>To remove an Account Contact:</u>
  A. **Find** the Contact you would like to remove under “Account Membership”.

  B. **Click** “Remove” on the Contact card of the Contact you would like removed from the Account.



  C. Once you see the “Remove from Account” pop-up, **click** “Save”.

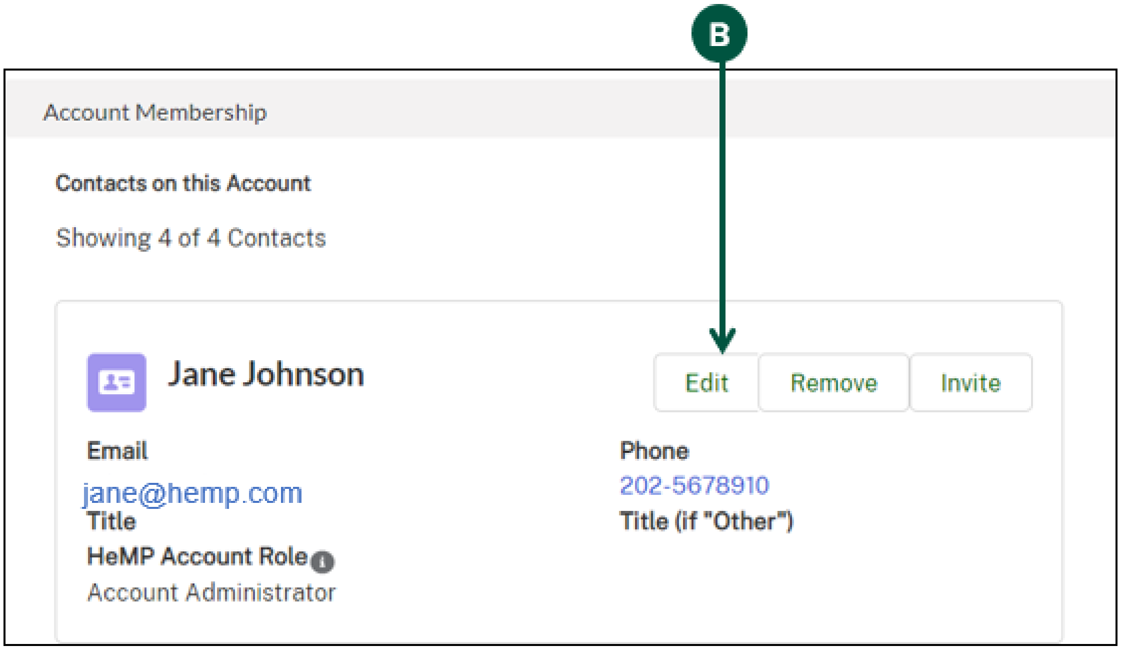




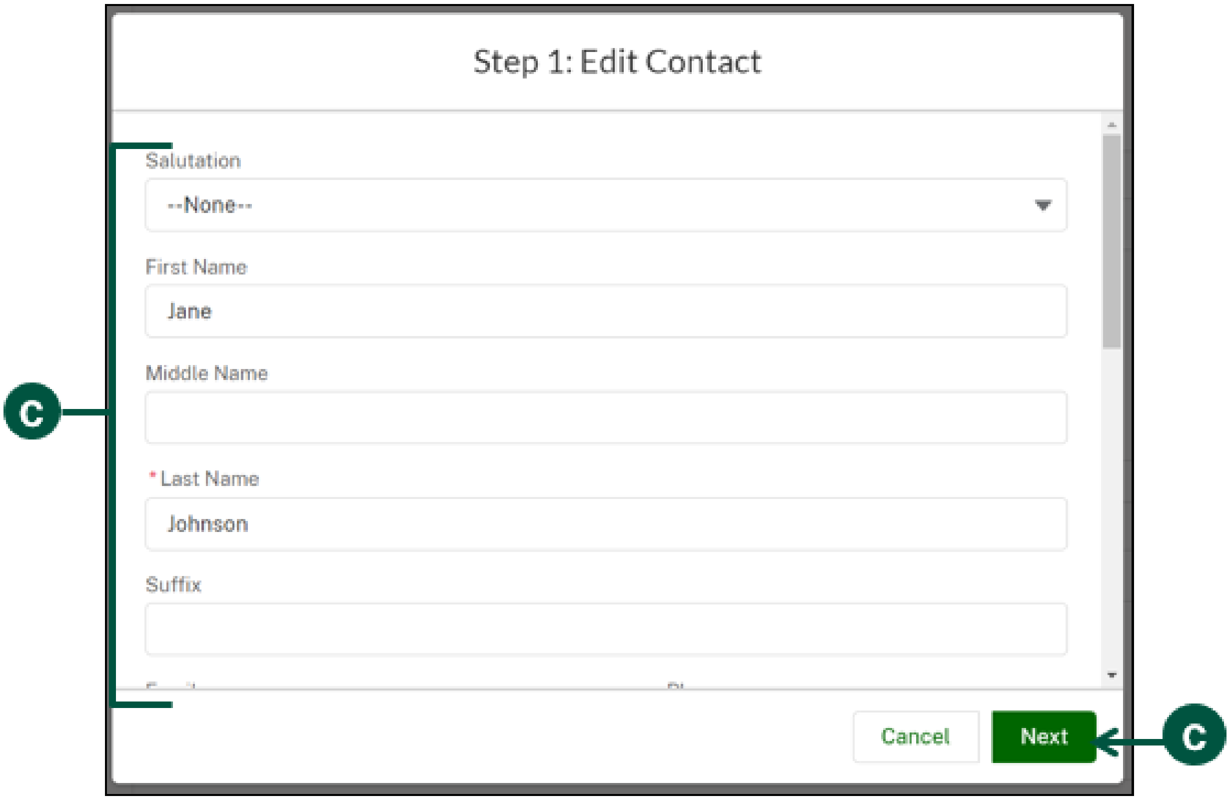
Update Account Contacts (5 of 6)

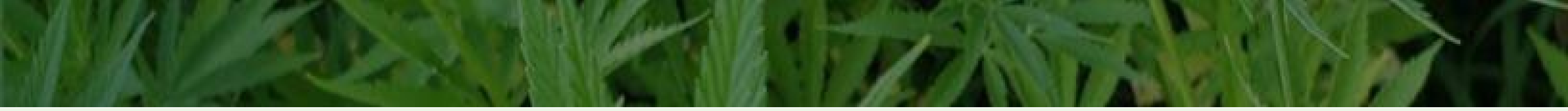
- <u>To edit an Account Contact's information:</u>
  A. **Find** the Contact you would like to edit under "Account Membership".

  B. **Click** "Edit" on the Contact that you would like to update.



  C. Once you see the "Step 1: Edit Contact" pop-up, **enter** the updated Contact information into the selected fields and then **click** "Next".

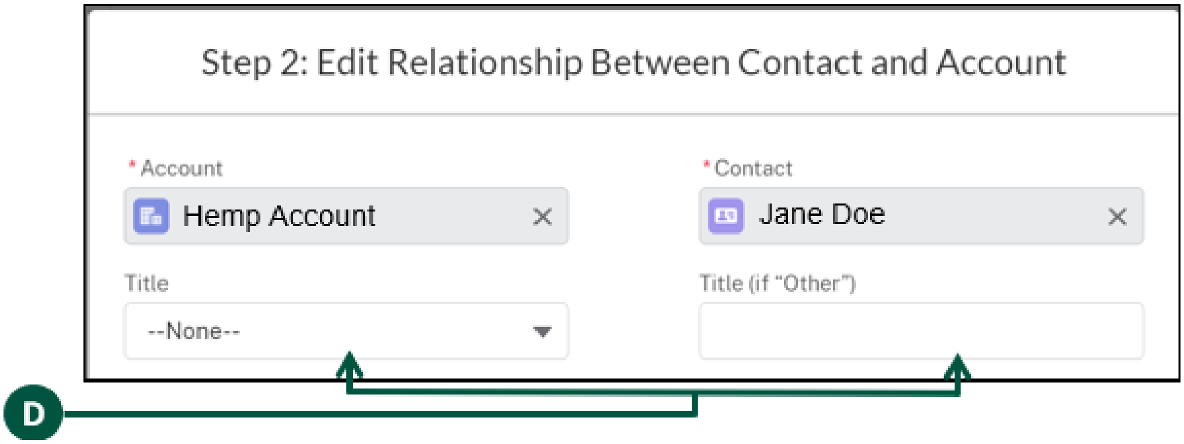




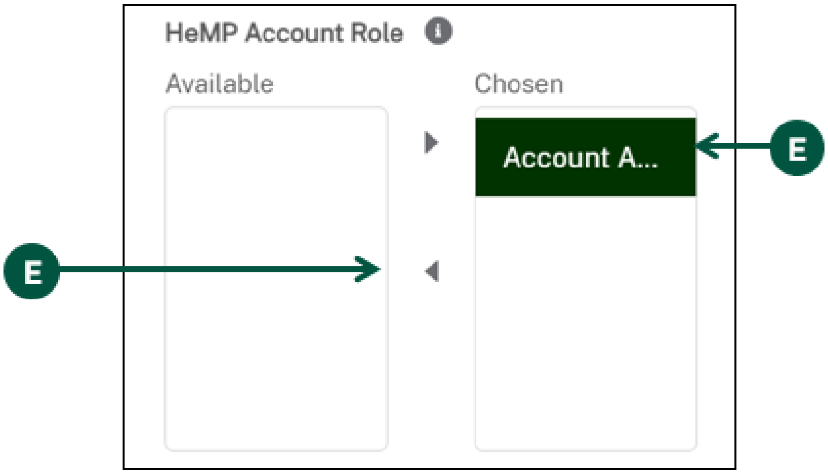
Update Account Contacts (6 of 6)

- <u>Continued: To edit an Account Contact's information</u>

  D. Once you see the "Step 2: Edit Relationship Between Contact and Account" pop-up, you can **select** a title for the Contact under "Title". If none of the titles provided fit your Contact, you can select "Other" and enter a title under "Title (if "Other")).



  E. <u>Optional:</u> Under "Hemp Account Role", you can remove the Account Administrator permissions for the Contact. All Contacts are automatically defaulted as Account Administrators, this enables them to edit <u>all</u> HeMP Account information. If you would like to remove these permissions, **click** "Account A…" and then **click** the arrow pointing left.



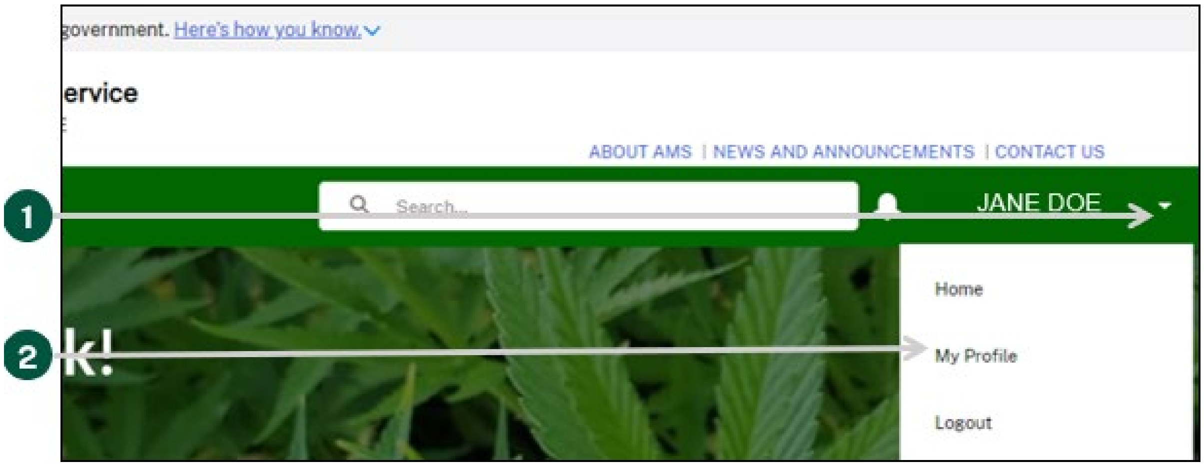
  F. **Click** "Save & Close" to save the updated Contact information.

Invite a Colleague to Account (1 of 2)

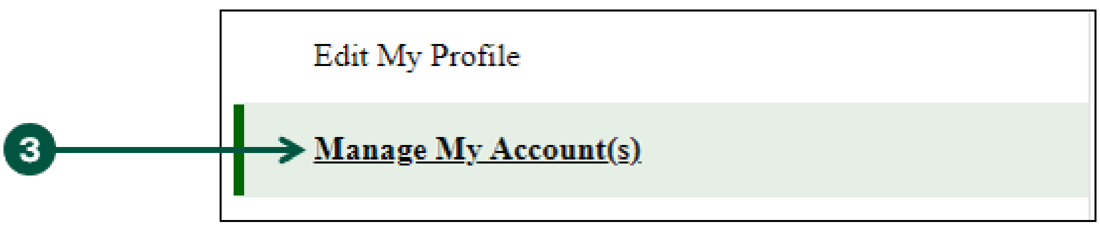
To invite a colleague to your HeMP account, you will first need to add their contact information, see Page 23 to view steps on adding their Account information.

1. **Click** your Account dropdown on the righthand corner of HeMP.

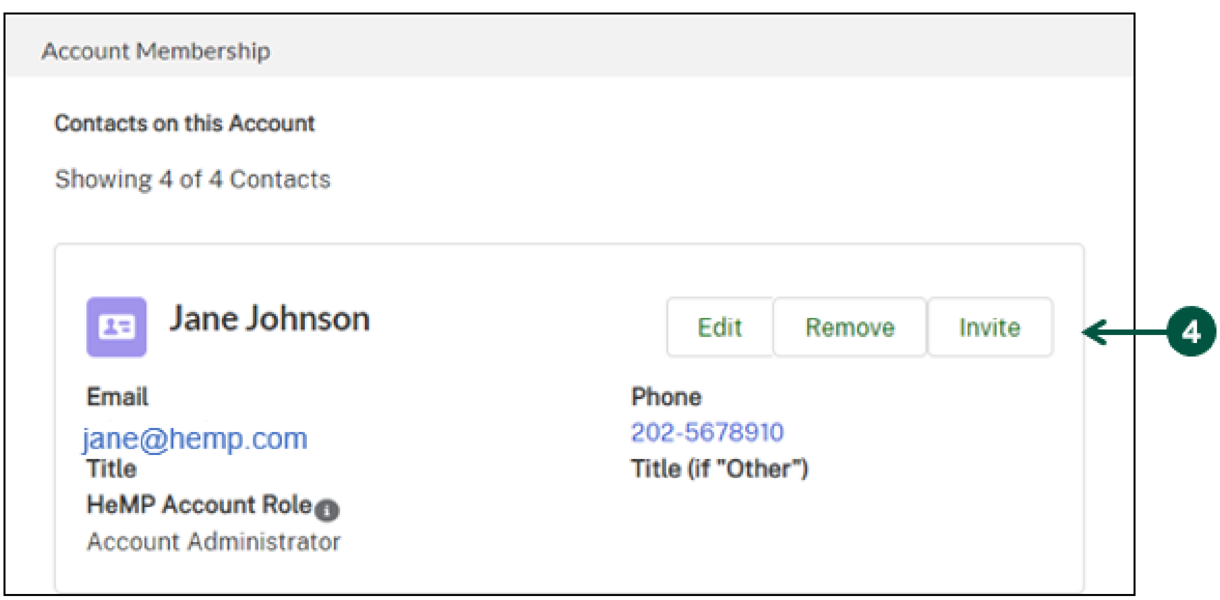
2. **Click** “My Profile” from the dropdown.



3. **Click** the “Manage My Account(s)” tab on the left of the page.

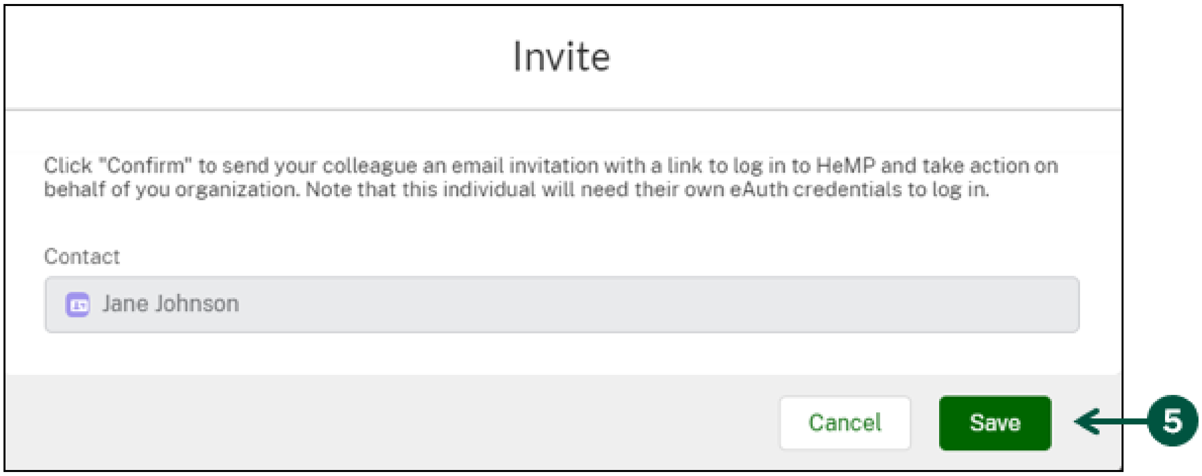


4. **Find** the contact you would like to invite under “Account Membership”, then **click** “Invite” to send your colleague an invitation to create a HeMP Account.

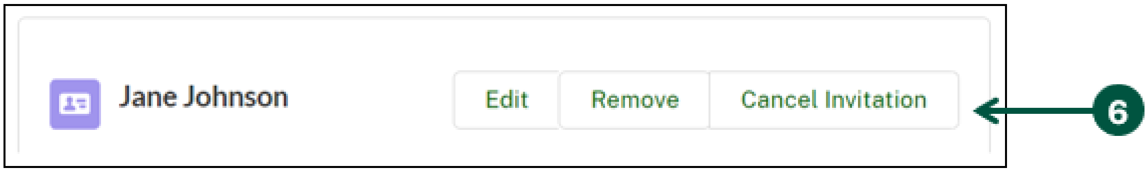


Invite a Colleague to Account (2 of 2)

5. In the following “Invite” pop-up, **click** “Save”. Your colleague will then receive an invitation to the HeMP Account via email. Your colleague should use the instructions provided in the invitation to access the HeMP account. Note: Account invitations will expire 20 days after they are sent.



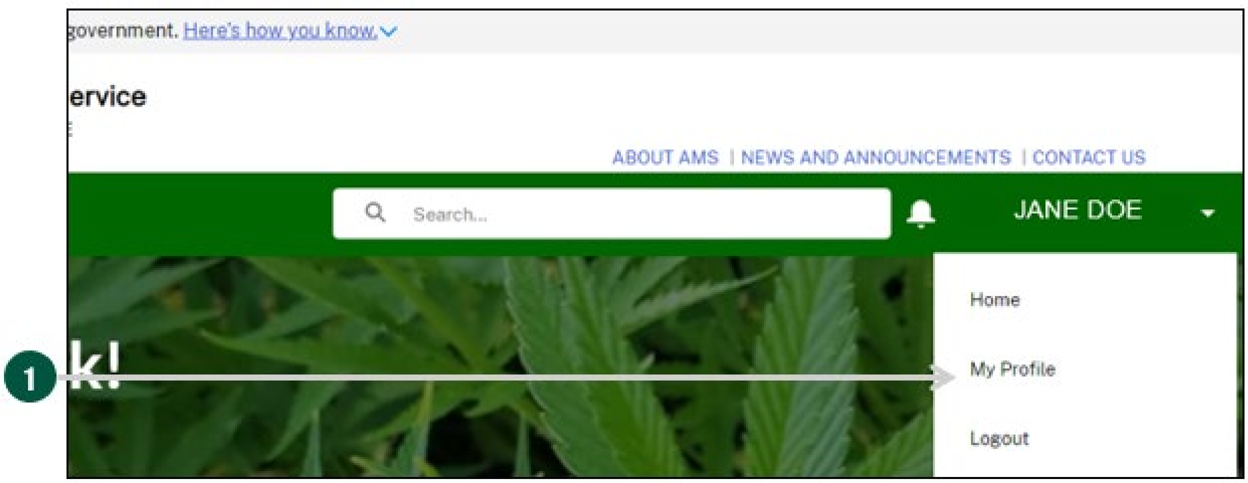
6. If at any time you would like to cancel the invitation, **click** “Cancel Invitation” next to the Contact information of the person whose invite you would like to cancel.



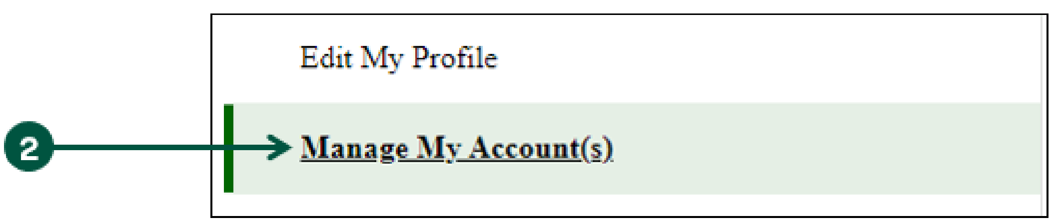
Add a Sub-Account to My Profile (1 of 2)

If you have multiple USDA hemp producer licenses associated with your HeMP Account, you can request to add a sub-Account from your HeMP My Profile page. Sub-Accounts are recommended for larger institutions with multiple employees and can be used to help manage your licenses. For example, if a Research Institution has multiple departments that each have a hemp license, that Institution may choose to create sub-Accounts for each department.

1. **Click** your account dropdown on the righthand corner of the page and **click** "My Profile" from the dropdown. Important Note: Only Business Entities and Research Institutions can create sub-Accounts, and only those users, within a Business entity and research institution, listed as account administrators can add sub-accounts. Individual producers cannot create sub-accounts. An example of when to use a sub-account would be when separating departments within a research institution.

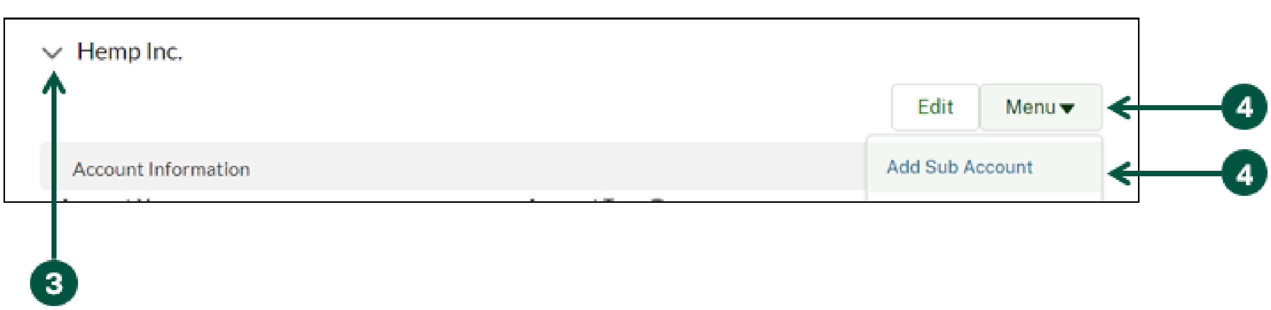


2. **Click** the "Manage My Account(s)" tab on the left of the page.



3.

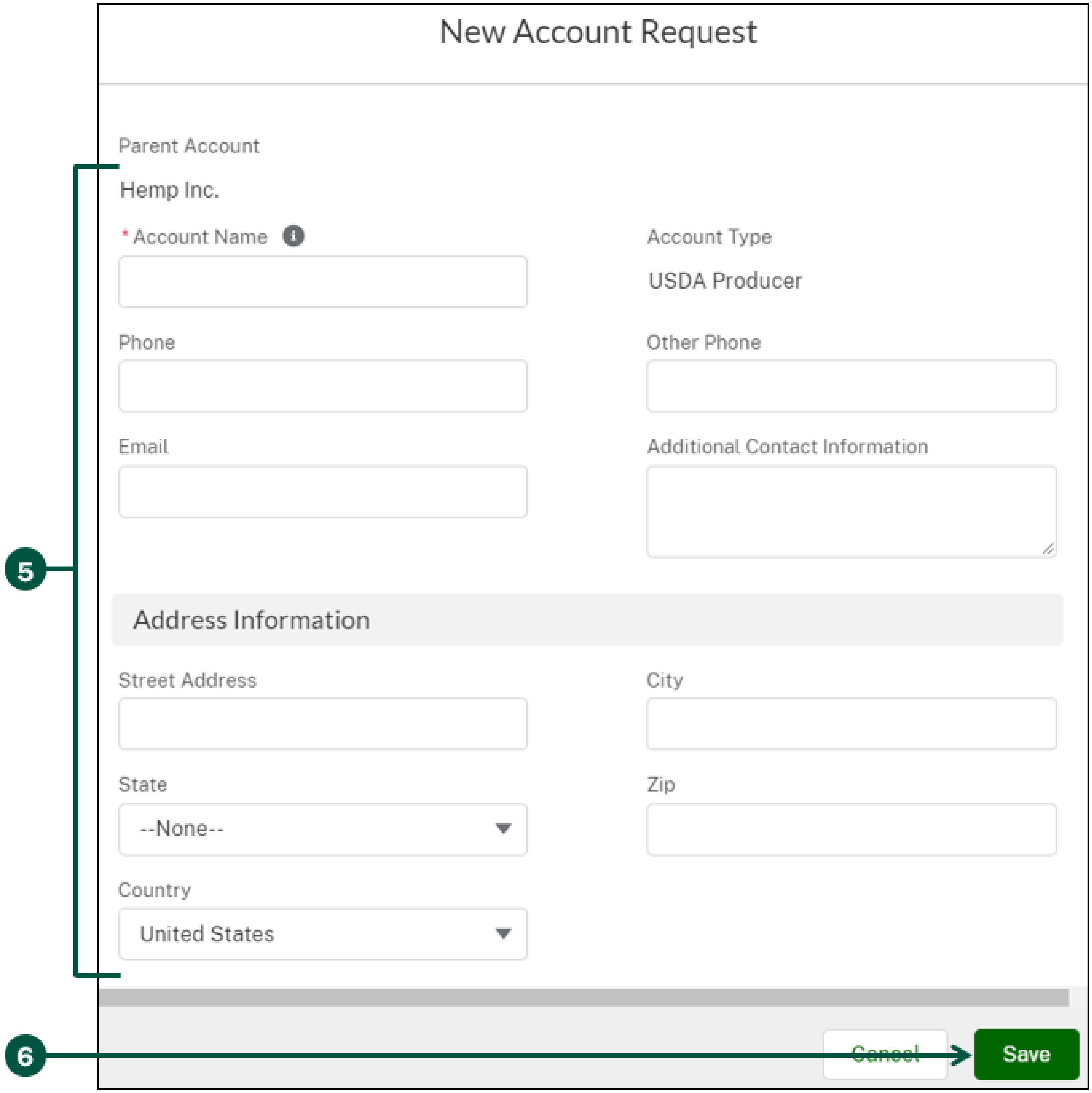
4. **Click** "Menu", then **select** "Add Sub Account".



Add a Sub-Account to My Profile (2 of 2)

5. Once you see the “New Account Request” pop-up, **enter** your sub-account information into the pop-up fields.

6. Once you’ve entered the sub-account information, **click** “Save”.



7. **Wait** about 5 minutes. Then, you will see the newly created account under the “Sub-Accounts” section of your “Manage My Account(s) page.

Navigate HeMP

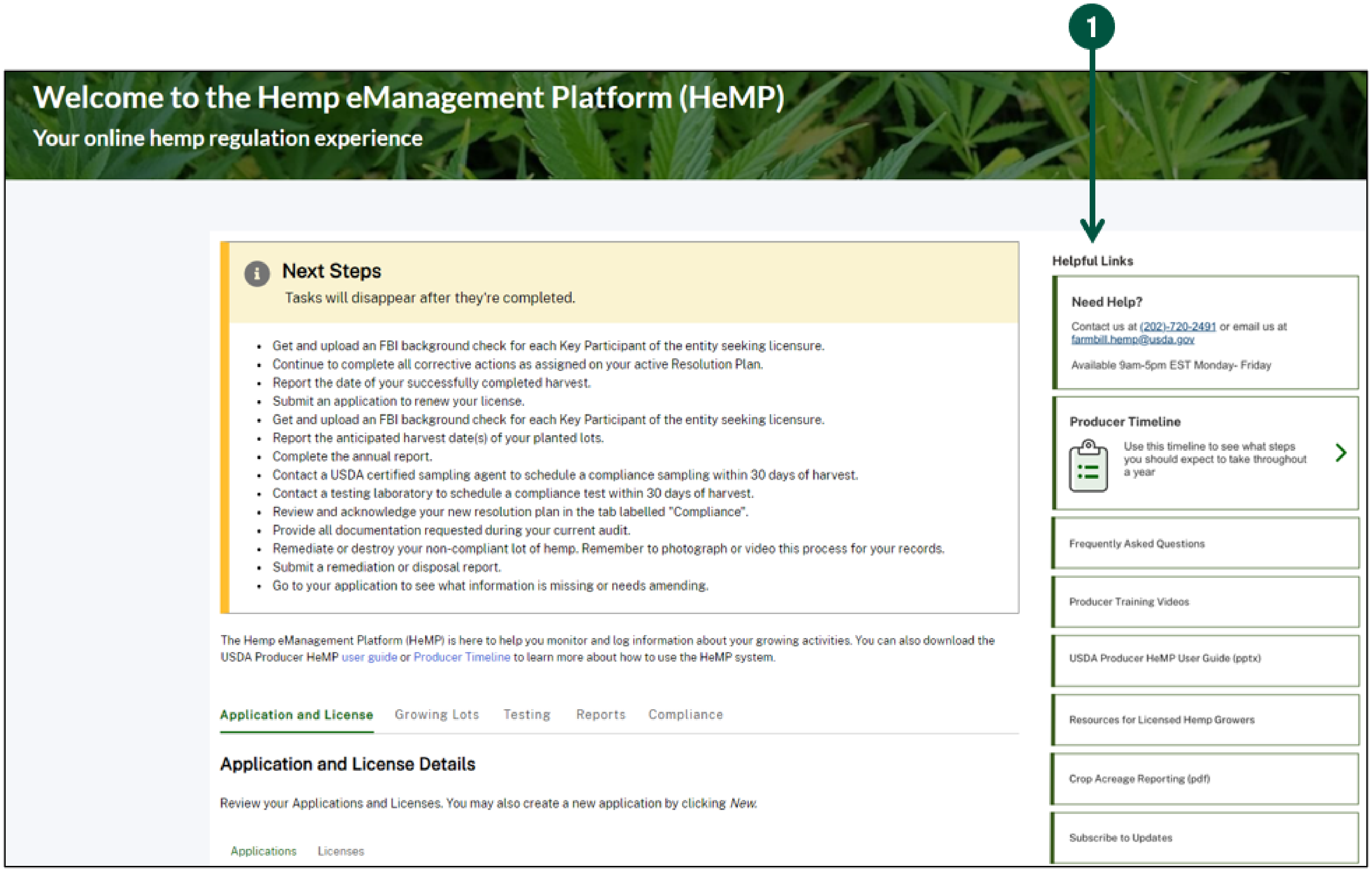
- [ ] **Find Helpful Links**
- [ ] **Contact DHPP for Help**
- [ ] **Email Notifications**
- [ ] **Homepage Guidance**

Find Helpful Links

Helpful links are available to easily provide resources relating to using HeMP and the Domestic Hemp Production Program. The following instructions describe where to find the Helpful Links section and how to use them.

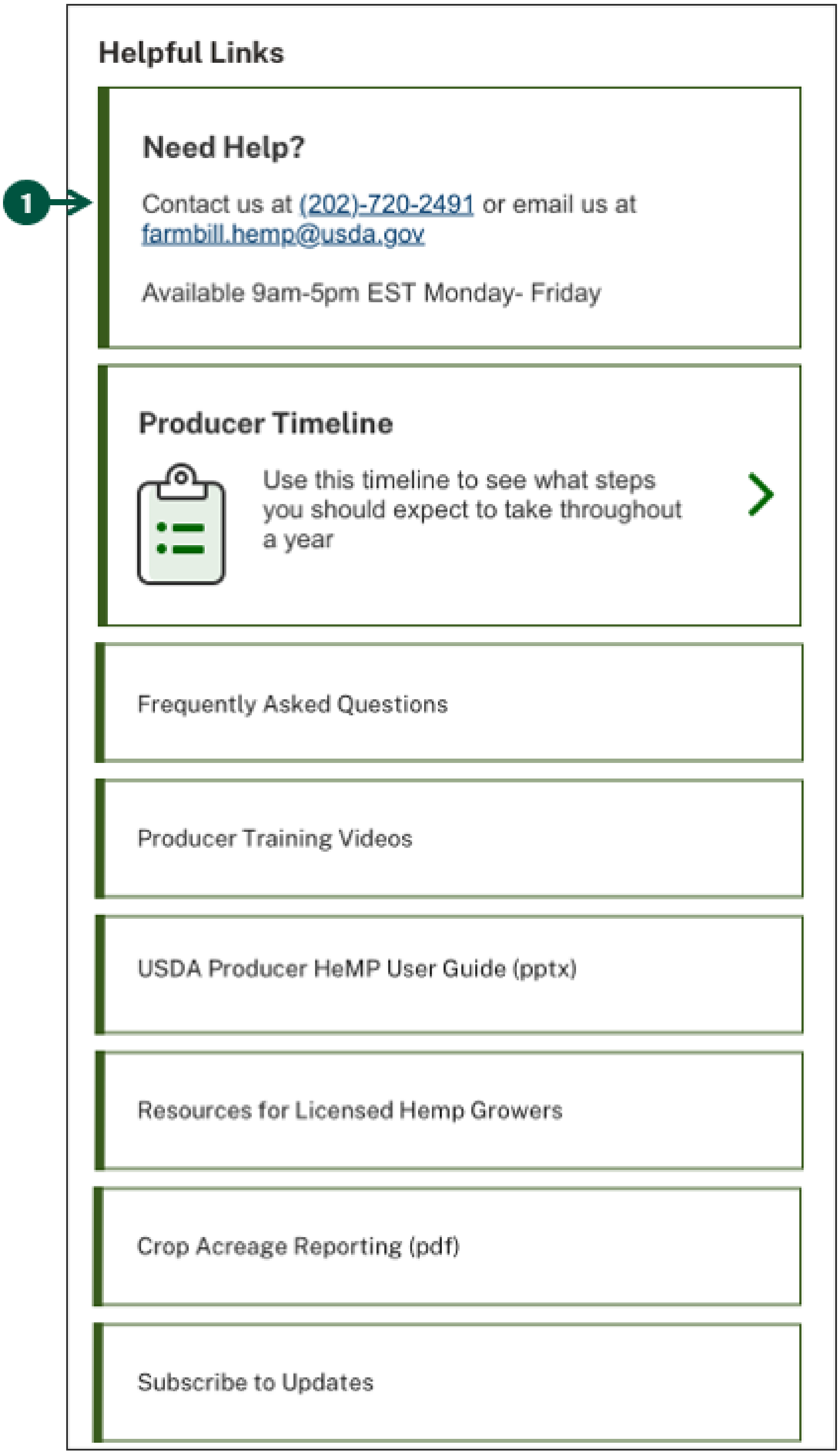
1. **Navigate** to your homepage and **find** the Helpful Links menu located along the right side of the page.

2. To access a link, **click** the box of that link you would like to access.



Contact DHPP for Help

1. Under the “Need Help” card, you can use the information provided to contact the Domestic Hemp Production Program.



Email Notifications (1 of 4)

HeMP uses notifications (email and in-application notifications) to provide confirmation of completion, notification of a status change, and reminders. For example, an email may be sent when your license is changed, or when a deadline has passed. An email notification will be sent to the Primary Contact listed on your HeMP account. See below for a list of emails you may receive.

Onboarding Emails

Email Subject	Recipient(s)	Email Trigger
Invite to HeMP Account	Invitee	When a user is invited to an account within the HeMP system.
Account Creation	Account Requestor	When a new HeMP user requests an account type of "Business Entity".
Account Creation	Account Requestor	When a HeMP user requests an account.
New Contact Added to Account	Inviter/Creator of the Invitation	When a HeMP user has invited a contact within the HeMP system, and they have accepted their email invitation.
Email for New Account Member	Invitee	When an Account Admin invites a new account member and that invitee has successfully logged in to accept the invitation, then has been added to the account.

Application and License Emails

Email Subject	Recipient(s)	Email Trigger
Application Submitted	Application Signatory	When a new application is submitted.
New Application Denied	Application Signatory	When an application is denied.
Revisions Required to Application	Application Signatory	When an application needs to be revised and returned with corrections.
Application Withdrawn	Application Signatory	When an application is "Withdrawn" either by the Producer or USDA employee.

Email Notifications (2 of 4)

Application and License Emails Continued

Email Subject	Recipient(s)	Email Trigger
Draft App Pending Deletion Email to Producer	Application Signatory	When a license application has remained in "Draft" status for 45 consecutive days.
New License Issued	All License Key Participants	When an application has been approved and a new license is issued.
License Amendment Application Submitted	Amendment Application Signatory	When a license applicant submits a license amendment application or when an AMS employee submits one on their behalf.
License Amendment Approved	All License Key Participants	When an application amendment for an existing license has been approved.
License Expired	All License Key Participants	When a USDA Producer's active license automatically expires in the system or when an AMS employee changes the status to "Expired".
License Revoked	All License Key Participants	When an AMS Employee changes the status of the license to "Revoked".
License Surrendered	All License Key Participants	When a USDA Producer surrenders their active license or when an AMS employee changes the status to "Surrendered" on their behalf.
License Suspended	All License Key Participants	When an AMS employee changes the license status to "Suspended".
License Reactivated	All License Key Participants	When an AMS employee has reviewed a Suspended or Revoked license and changed the License Status back to "Active".
License Amendment Application Denied	Plan Amendment Signatory	When a license applicant submits a license amendment, and it has been denied.

Email Notifications (3 of 4)

Application and License Emails Continued

Email Subject	Recipient(s)	Email Trigger
License Renewal Application Submitted	Renewal Application Signatory	When a USDA Producer submits a license renewal application.
License Renewal Approved	All License Key Participants	When an AMS Employee approves a USDA Producer's license renewal application.
License Renewal Application Denied	Renewal Application Signatory	When an AMS Employee denies a USDA Producer's license renewal application.

Reporting and Compliance Emails

Email Subject	Recipient(s)	Email Trigger
Producer Audit Results Available	Contact Listed on the Audit in Auditee information	When AMS employee resolves an audit, and those results are available for a USDA Producer to review.
Producer Annual Report Reminder	License Signatory	When a USDA Producer has an annual report due in 14 days.
Producer Annual Report Past Due Email	License Signatory	When a USDA Producer has an annual report that is past due by 5 days.
Producer Disposal Report Submission Email	Report Signatory	When a USDA Producer submits a disposal report in HeMP, or an AMS employee submits a report on their behalf.
Producer Annual Report Submission Email	Signatory Contact from the Annual Report Record	When a USDA Producer has submitted an annual report in HeMP, or an AMS employee has submitted an annual report on their behalf.
USDA Hemp Production Program: Please Respond to your Resolution Plan	Resolution Plan Contact	When a USDA Producer has been put on a Resolution Plan that requires Corrective Actions and needs to be responded to in HeMP.
USDA Hemp Production Program: Reminder to Respond to your Resolution Plan	Resolution Plan Contact	When a USDA Producer has not responded to their Resolution Plan, and it is 10 calendar days before the response deadline.

Email Notifications (4 of 4)

Reporting and Compliance Emails Continued

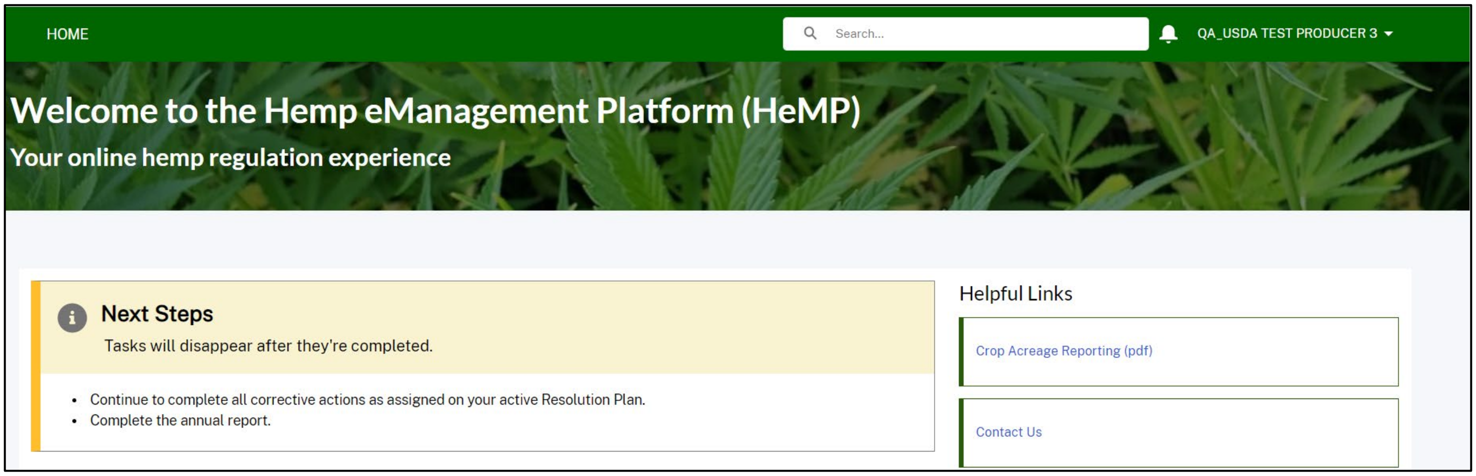
Email Subject	Recipient(s)	Email Trigger
USDA Hemp Production Program: Your Resolution Plan is Now Active	Resolution Plan Contact	When a USDA Producer has accepted their Resolution Plan and the Plan is now active.
USDA Hemp Production Program: Resolution Plan has been Enhanced	Resolution Plan Contact	When a USDA Producer's Resolution Plan has been enhanced due to additional Violations/Corrective Actions and/or the end date of the Plan has been updated.
USDA Hemp Production Program: Resolution Plan Has Been Resolved	Resolution Plan Contact	When a USDA Producer has successfully completed their Resolution Plan and no further action needs to be taken.
USDA Hemp Production Program: Failed Resolution Plan	Resolution Plan Contact	When a USDA Producer has failed their Resolution Plan.

Harvest and Sampling Activity Emails

Email Subject	Recipient(s)	Email Trigger
New Acreage Reporting Received	Primary Contact on License	When a new harvest record has been created in HeMP.
Please Confirm Harvest Status	Primary Contact on License	5 days after your anticipated harvest date has passed.
Reminder to Document Sampling Activity	Primary Contact on License	30 days prior to anticipated harvest start date.
Sampling Event Received	Primary Contact on License	When a sampling event has been submitted in HeMP.
A New Sampling Event is Available to You	Primary Contact on License	When a sampling agent has submitted the sampling event.

Homepage Guidance: Next Steps (1 of 2)

Homepage guidance displays your next steps on your homepage to help you better stay on track. As you complete the tasks, they will disappear from the “Next Steps” list. See below for the list of notifications you may see.



Task Descriptions

Notification	Trigger
“Get and upload an FBI background check for each Key Participant of the entity seeking licensure.”	When you have an application in “Draft” status, and you have not uploaded an FBI background check for each of your Key Participants associated with the application.
“Submit an application.”	When you are not associated with an active license and there is no associated application or if your application is in “Draft” or “With Applicant for Revisions” status.
“Go to your application to see what information is missing or needs amending.	When your license application requires revisions.
“If you have never been to the Farm Service Agency (FSA), plan a trip as soon as possible to establish your farm records.”	When you have an active license and there are no lot records associated with your license.
“Immediately after planting, report your crop acreage to the Farm Service Agency (FSA).” “If you have reported a planting to FSA but do not see the reported lots in your system, call your county FSA office to ensure all information was recorded correctly.”	When you have no lot records related to your license in the current Program Year.

Homepage Guidance: Next Steps (2 of 2)

Task Descriptions Continued

Notification	Trigger
"Report the anticipated harvest start date(s) of your planted lots."	When you have registered your lot's Planting Date, but you have not entered your Anticipated Harvest Start and End Dates.
"Contact a USDA certified sampling agent to schedule a compliance sampling within 30 days of harvest." "Contact a testing laboratory to schedule a compliance test within 30 days of harvest."	When your harvest record is in the "Pending Harvest" status and the planting date is within the last 9 months.
"Call or email USDA to create an alternative sampling plan for any transplants, clones, seedlings, or microgreens under cultivation this year."	When you have an active license with lot records under cultivation this year with the intended use of propagative material or "Sets".
"Report the date of your successfully completed harvest."	When it is passed your anticipated harvest start/end dates, the current status is "Pending Harvest", and the actual harvest date has not been filled out.
"Remediate or destroy your non-compliant lot of hemp. Remember to photograph or video this process for your records." "Submit a remediation or disposal report."	When you receive a hot test result.
"Provide all documentation requested during your current audit."	When you have an Audit record in progress that you need to submit documentation for.
"Review and acknowledge your new resolution plan in the tab labelled "Compliance"."	When you have been put on a Resolution Plan and the status is "Waiting on Producer, State, or Tribe Review".
"Continue to complete all corrective actions as assigned on your active "Resolution Plan."	When you have been put on an "Active" Resolution Plan.
"Complete the annual report."	When you have an active license, and the annual report is due for the current calendar year.
"Submit an application to renew your license." "Get and upload an FBI background check for each Key Participant of the entity seeking licensure."	When your license is expired or will soon expire, and you have not started or submitted a renewal application.

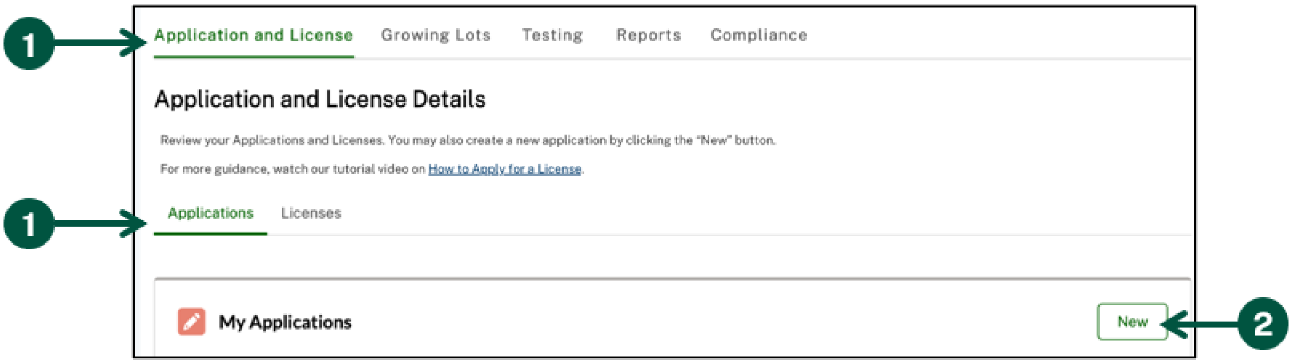
Submit a Producer License Application

- [ ] **Submit a Producer License Application**
- [ ] **Make Requested Revisions to a Reviewed Producer License Application**
- [ ] **Withdraw a License Application**

Submit a Producer License Application (1 of 6)

1. From your homepage, **click** the “Application and License” tab, then **click** the “Applications” subtab.

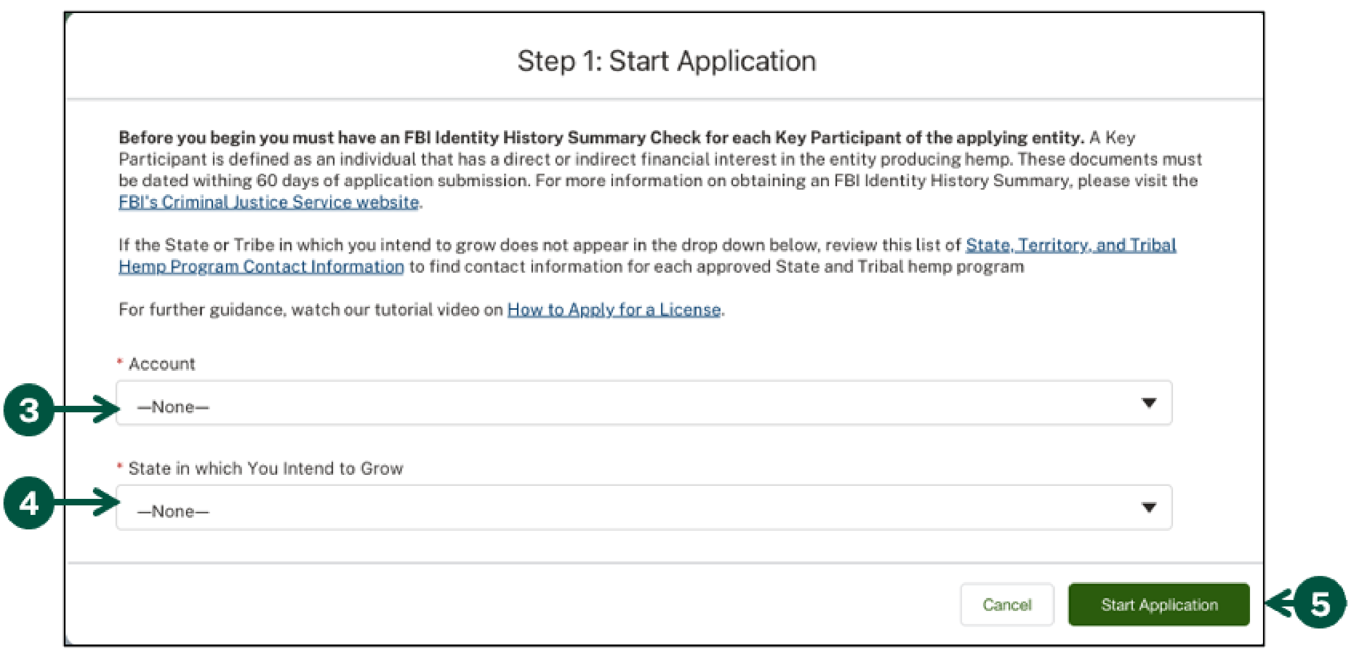
2. To start a new USDA producer license application, **click** the “New” icon next to “My Applications”.

3. 

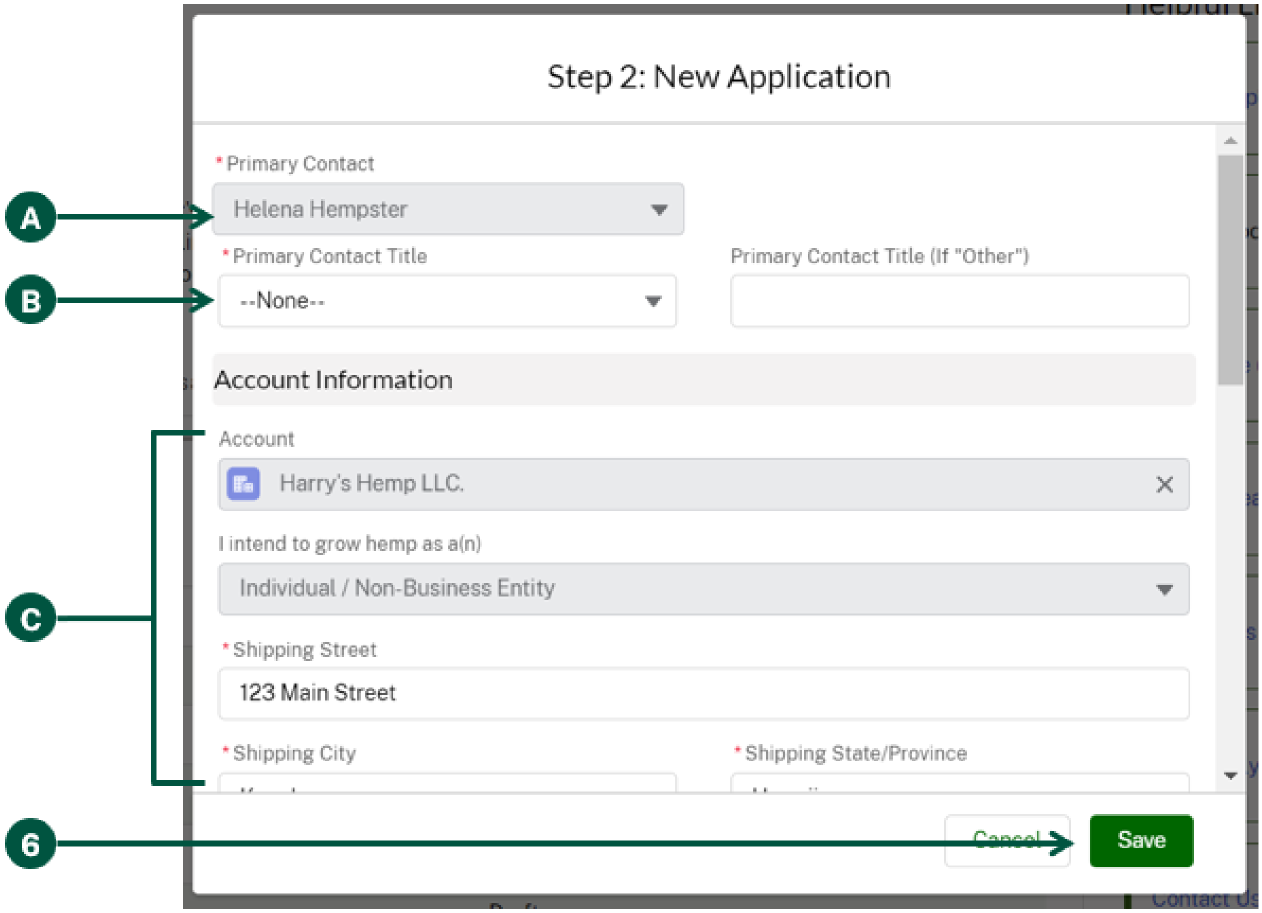
row

4. Using the “State in Which You Intend to Grow” dropdown, **select** the State/Territory where you intend to grow hemp. Note: If you intend to grow hemp in a State that is <u>not</u> listed in the dropdown, **click** the “State, Territory, and Tribal Hemp Program Contact Information” link listed in the second paragraph of the “Start Application” pop-up to find contact information for each approved State and Tribal hemp program.

5. **Click** “Start Application”.



6. In the following pop-up, **complete** all fields. Note: All required information is marked by a red asterisk. Then, **click** "Save".



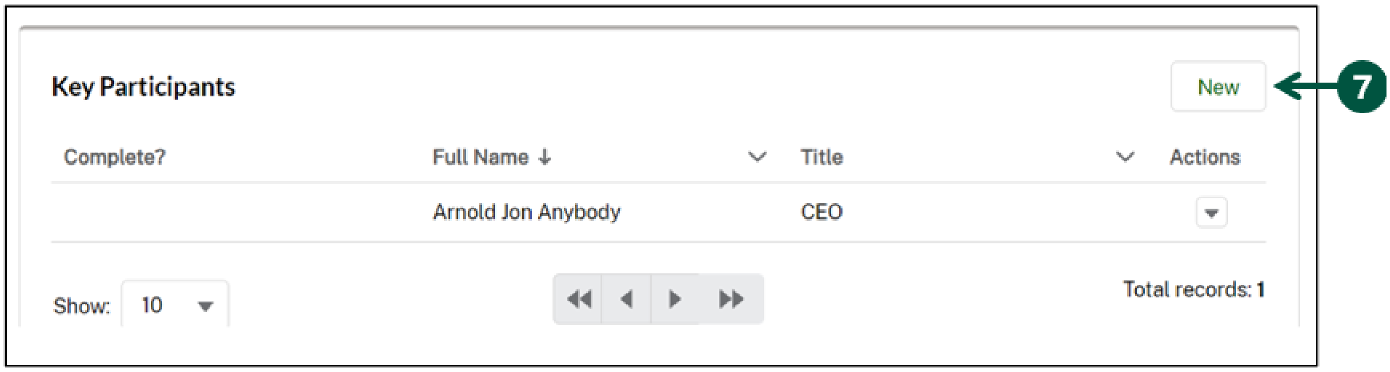
A. Your name will be auto-populated in the "Primary Contact" section as the individual submitting the application.

B. You can **select** a "Primary Contact Title" for the Primary Contact. If none of the titles provided fit, you can **select** "Other" and enter a title under "Title (if "Other").

C. The "Account Information" section fields will pre-populate, review the information before submitting.

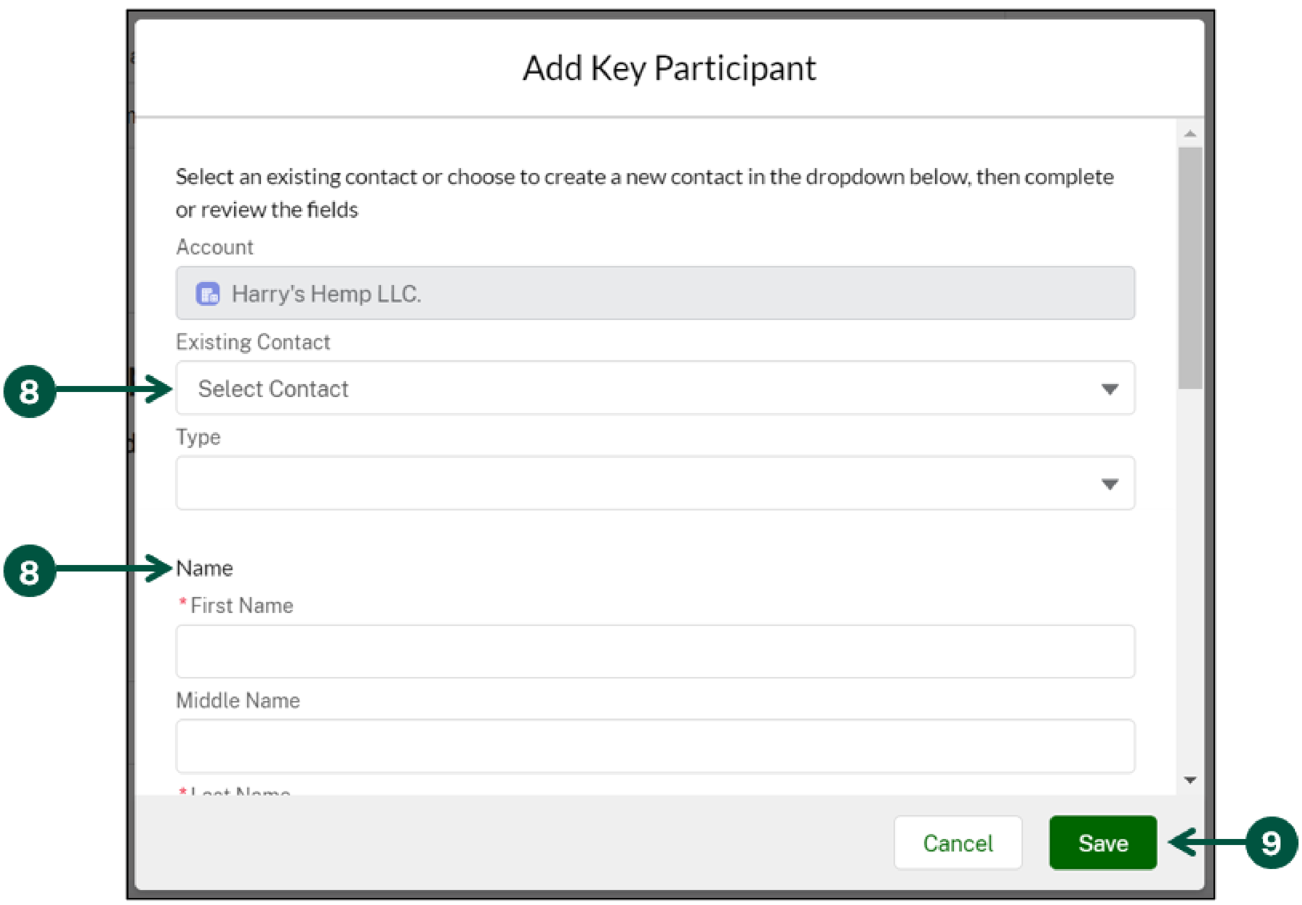
D. Use the "Only complete if applying as or growing on behalf of a research institution" if you are applying for a hemp license as a research institution.

7. You will be directed to an application page, use this page to add key participants. Key participants are persons who have a direct or indirect financial interest in the entity producing hemp, such as an owner or partner in a partnership. A key participant also includes persons at executive levels including chief executive officer, chief operating officer and chief financial officer. Each Key Participant must include a completed FBI Identity History Summary. The Primary Contact will be auto-populated as a Key Participant on the application. To add additional Key Participants, **click** the "New" button under the "Key Participants" section.



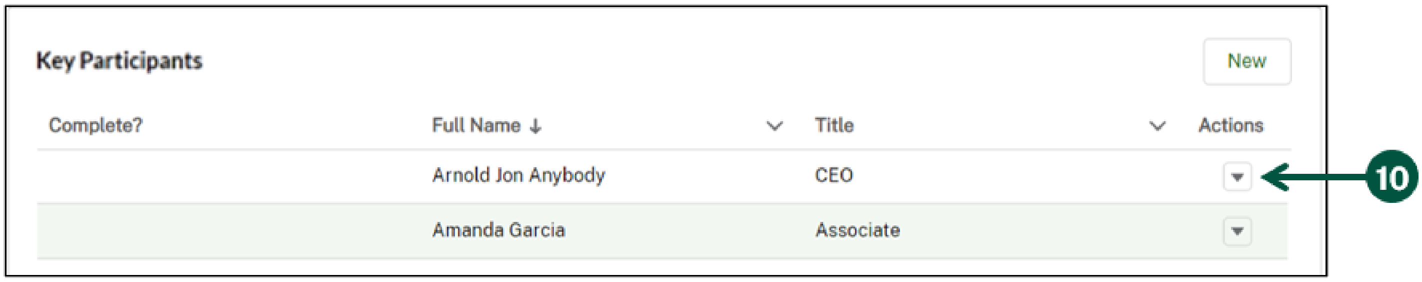
8. already associated with your account, use the "Existing Contact" field to select them. If this individual is not already associated with your account, choose "None" for this field.

9. **Click** "Save".

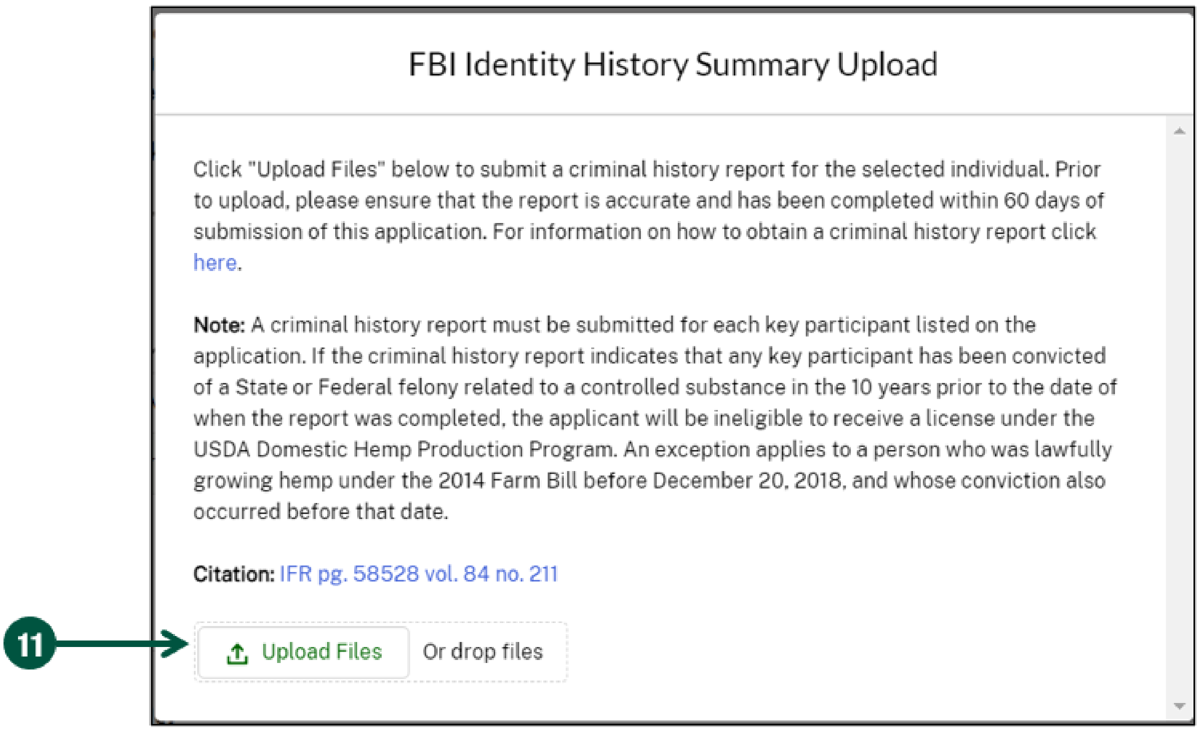


Submit a Producer License Application (4 of 6)

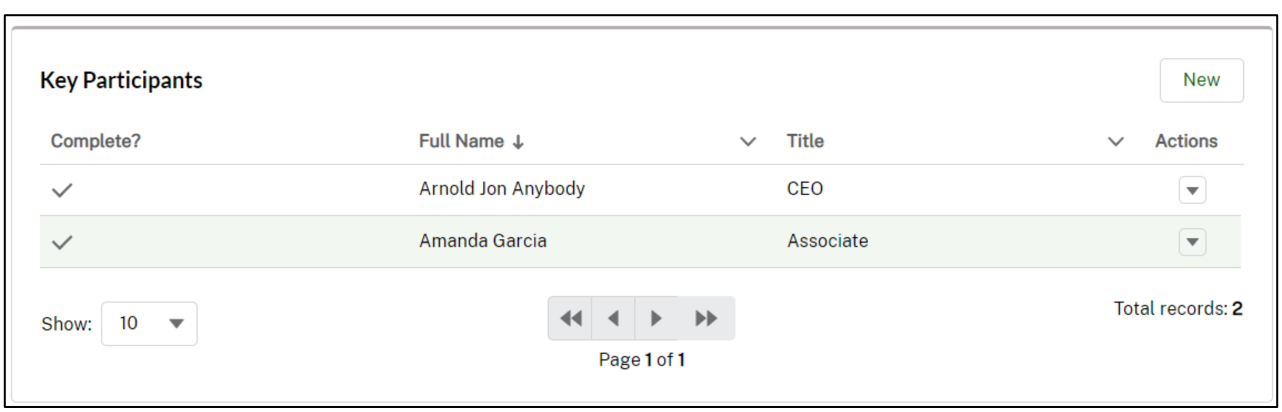
10. You must upload a criminal history report for each key participant. To do this, **click** the drop-down arrow to the right of their name and **click** “Add/Edit Criminal History Report”.

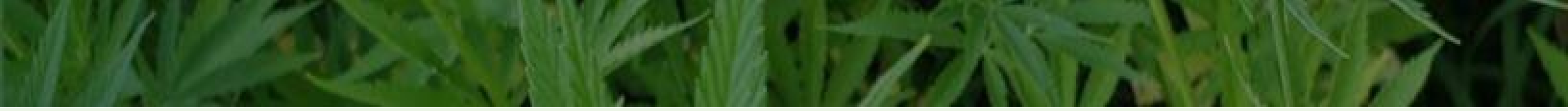


11. Once you see the “FBI Identity History Upload” pop-up, **click** upload and upload the criminal history report for the key participant.



12. Once the criminal background checks are uploaded, there should be a check mark to the left of each key participant under the “Complete?” section.





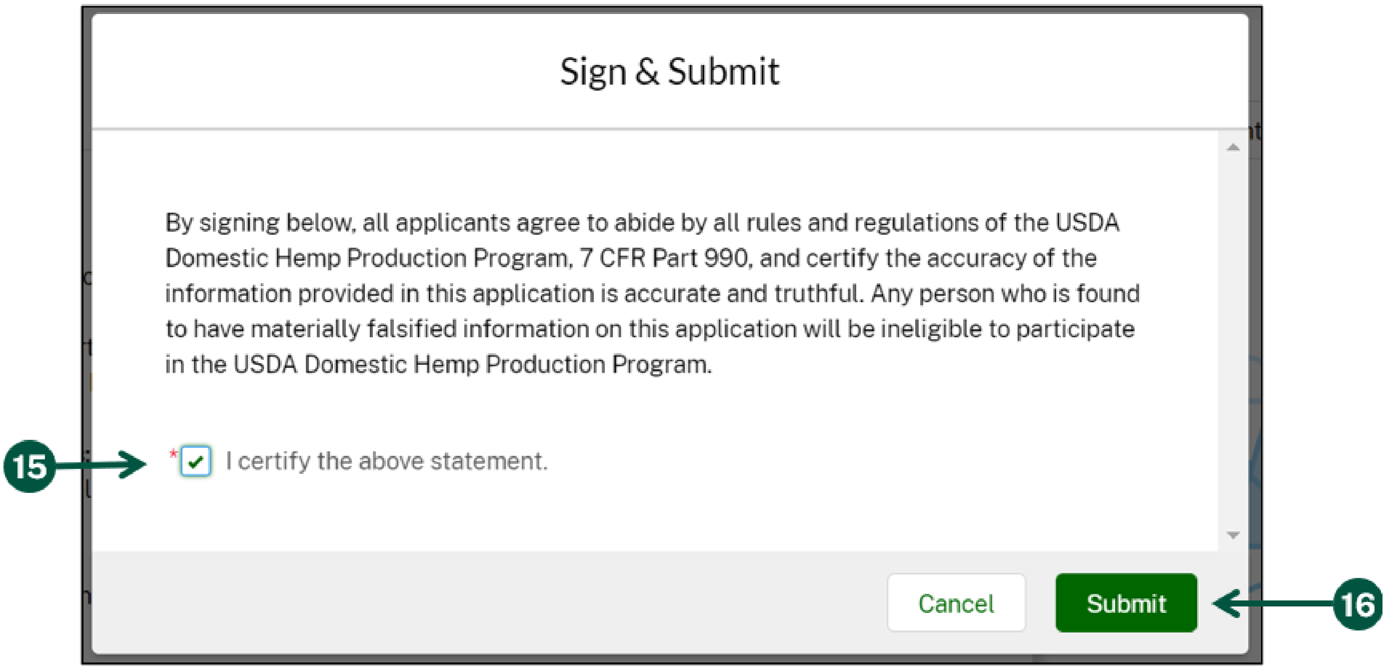
Submit a Producer License Application (5 of 6)

13. You may add additional documentation in the "Supporting Documents" section. Note: All FBI background checks should be submitted under the Key Participants section.

14. Once you've confirmed all information is accurate and correct, **click** the "Sign & Submit" icon in the top, right-hand corner of your page to complete your application.

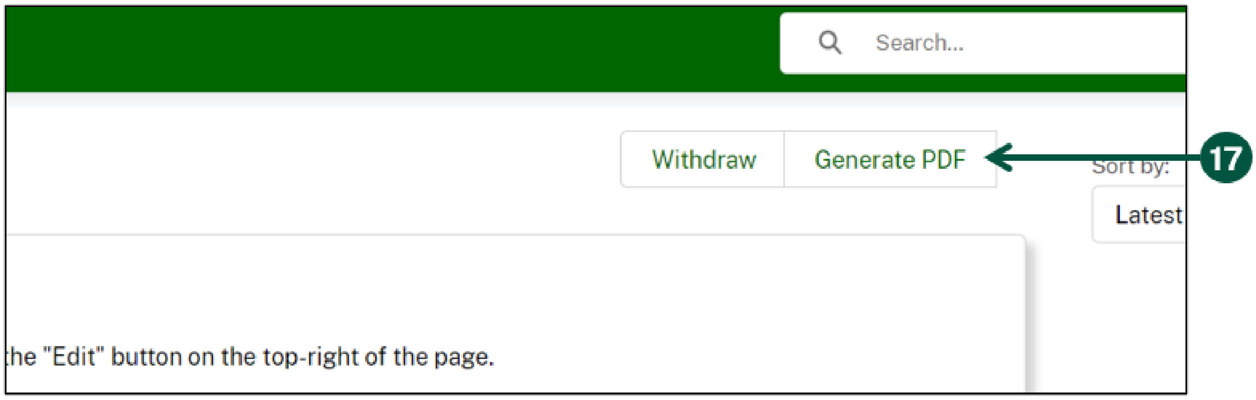
15. In the proceeding screen, **select** the checkbox next to "I certify the above statement."

16. **Click** "Submit" to complete your USDA producer license application. The "Application Status" will change to "Submitted" on the Producer Homepage. Once your USDA producer license application is approved you will receive an email from the Domestic Hemp Producer Program (DHPP) outlining your responsibilities as a license holder.



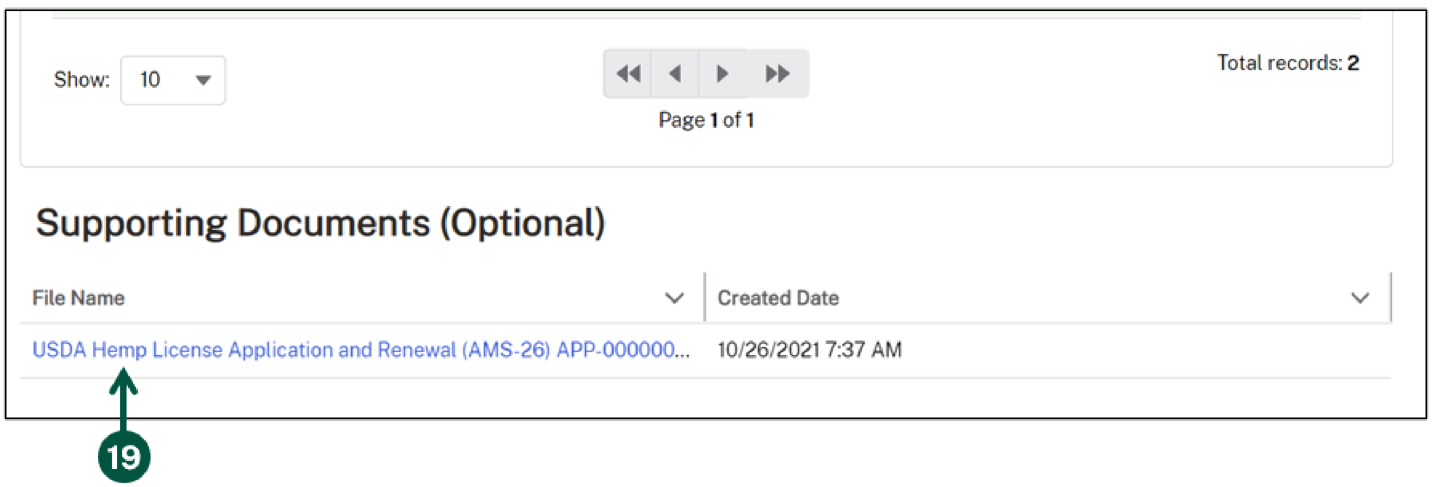
Submit a Producer License Application (6 of 6)

17. To create a PDF copy of your submitted license application, **click** the “Generate PDF” button from the top right of the license application page.



18. A notification at the top of the screen will appear stating “Your PDF is being generated. Please allow a few moments for it to appear. You may need to refresh this page.”. Once you see this notification, allow a couple of minutes for the PDF to be generated. You may need to also refresh your page.

19. **Scroll down** to find the “Supporting Documents (Optional)” section of the licensee application page. **Click** the blue File Name link to download the copy of your license application.



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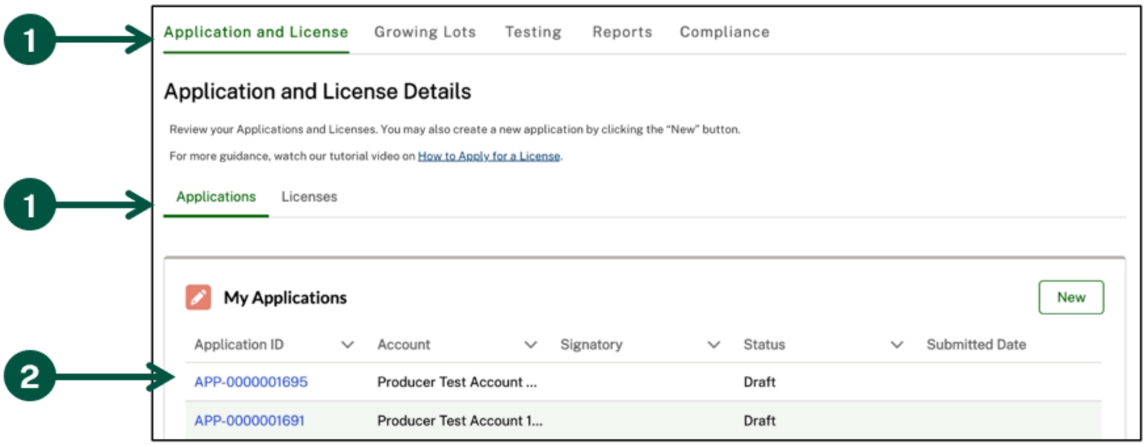
can be searched on your homepage search bar.

Make Requested Revisions to a Reviewed Producer License Application (1 of 3)

After USDA reviews your submitted application and determines that corrections must be made, you will receive an email notifying you that the requested revisions are available. You can either access the corrections by clicking the link in the email or logging into HeMP directly. Note, this process is identical for submitted license amendments.

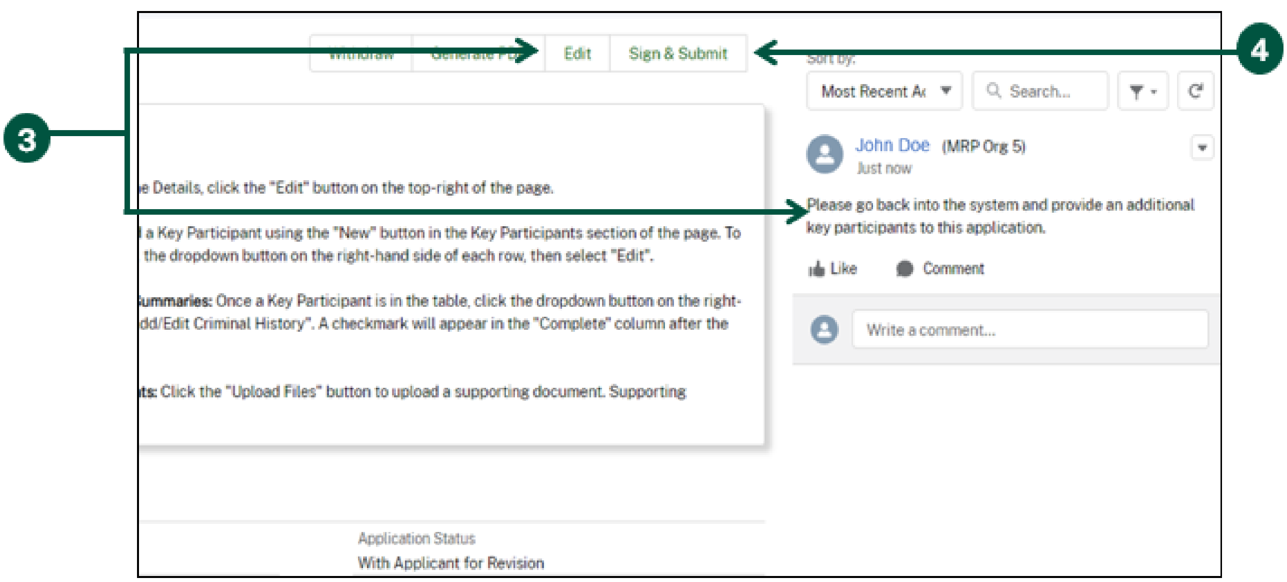
1. From your homepage, **click** the "Application and License" tab, then **click** the "Applications" subtab.

2. Under the "My Applications" section, **click** the Application ID requiring corrections and containing the "With Applicant for Revisions" status.

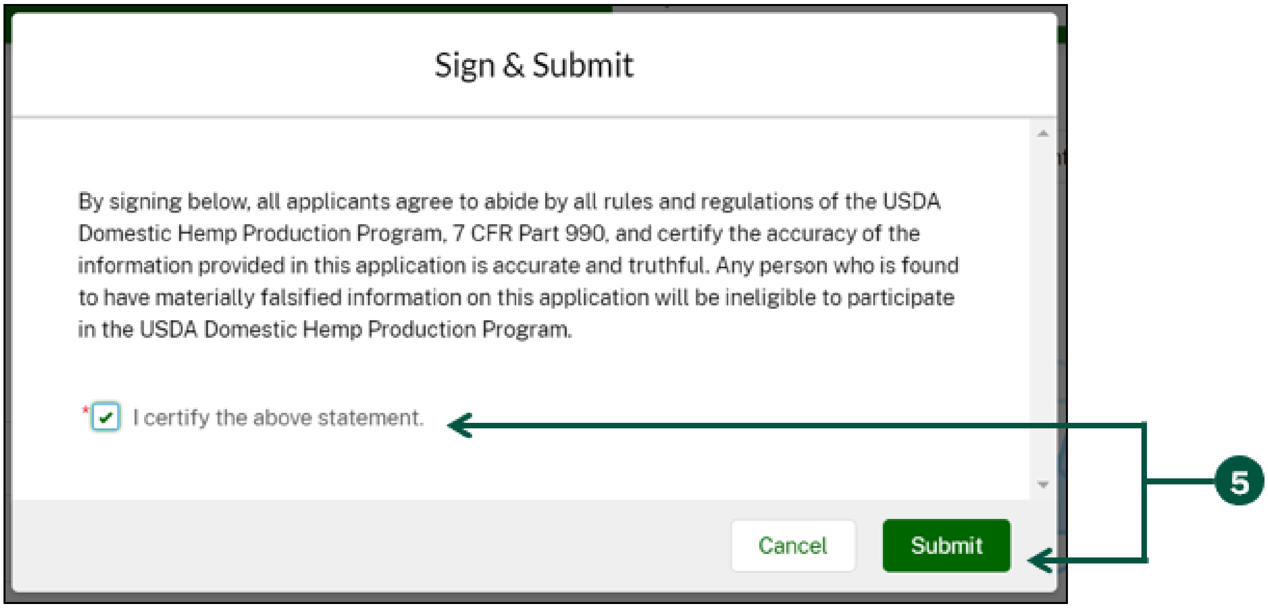


3. [illegible] o make the revisions.

4. After completing the revisions, **click** "Sign & Submit" in the top, right-hand corner of the page.



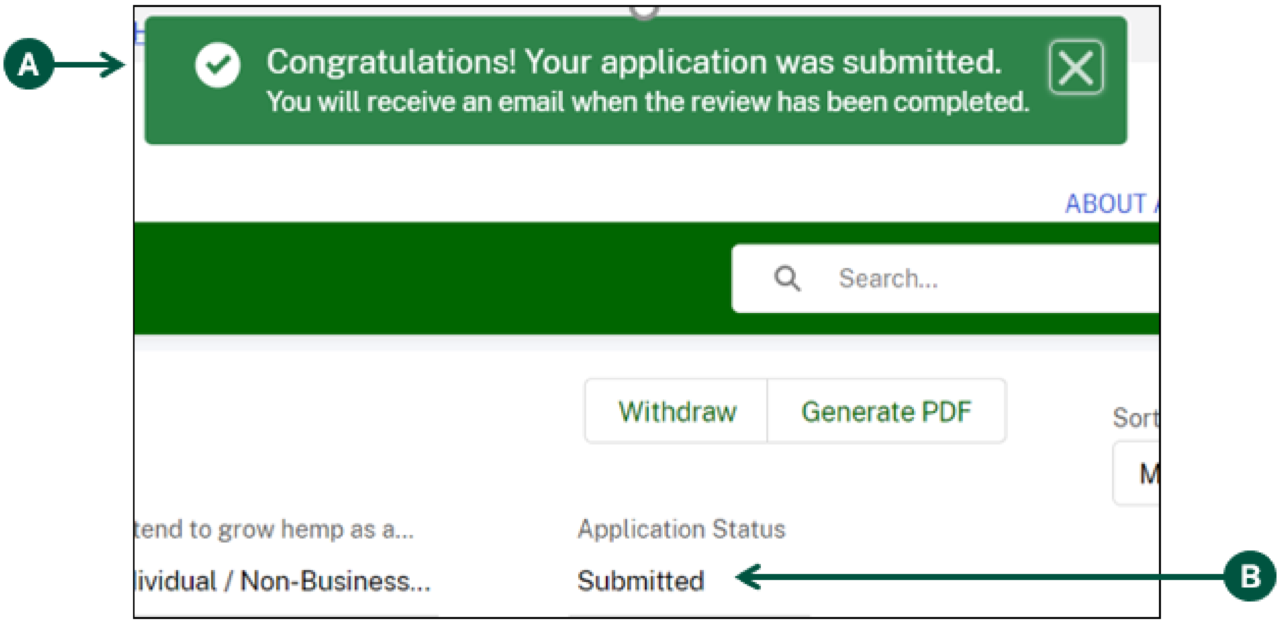
5. **Certify** that all information you submitted is accurate and truthful, then **click** "Submit".



6. Once you have submitted your required revisions:

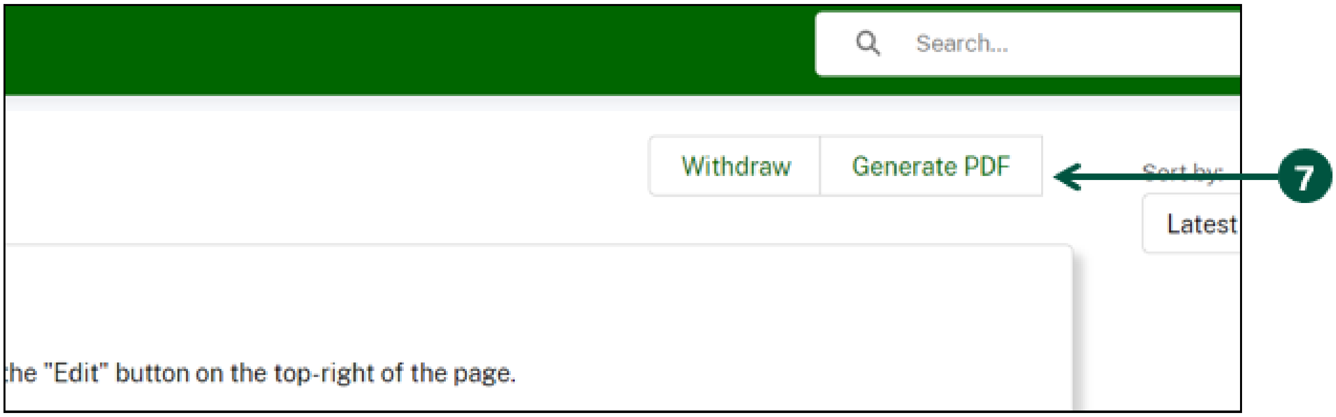
   A. You will receive a message at the top of your page confirming your submission.

   B. Your application will be returned to AMS for review, and your application status will change to "Submitted".



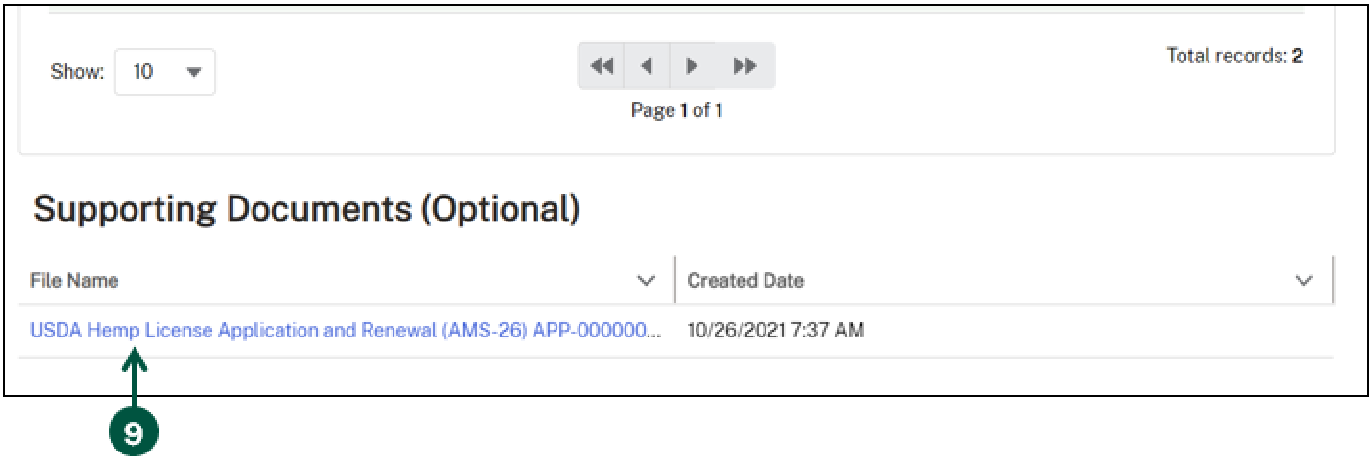
Make Requested Revisions to a Reviewed Producer License Application (3 of 3)

7. To create a PDF copy of your revised license application, **click** the “Generate PDF” button from the top right of the license application page.



8. A notification at the top of the screen will appear stating “Your PDF is being generated. Please allow a few moments for it to appear. You may need to refresh this page.”. Once you see this notification, allow a couple of minutes for the PDF to be generated. You may need to also refresh your page.

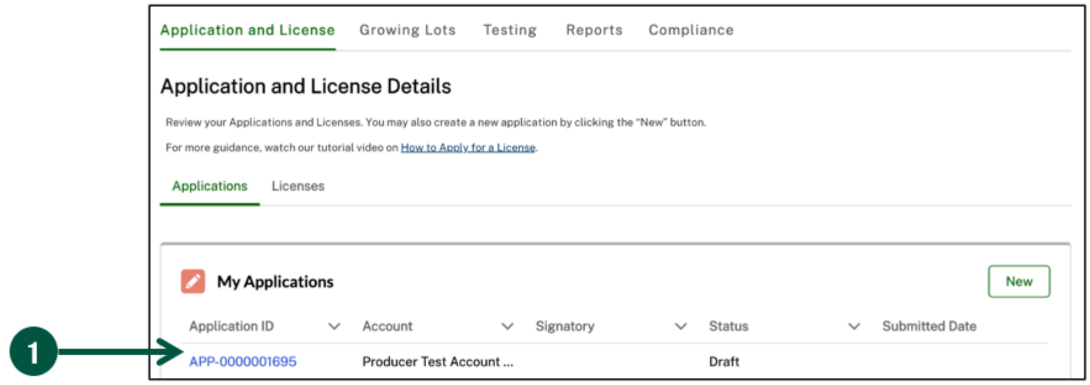
9. **Scroll down** to find the “Supporting Documents (Optional)” section of the licensee application page. **Click** the blue File Name link to download the copy of your license application.



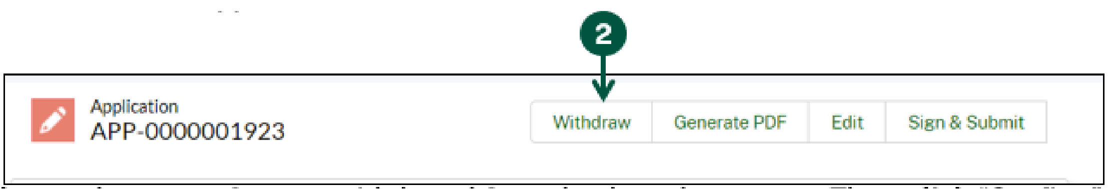
Withdraw a Producer License Application

The following instructions detail how to withdraw your USDA producer license applications. License applications should be withdrawn when you have determined you no longer want to apply to grow hemp.

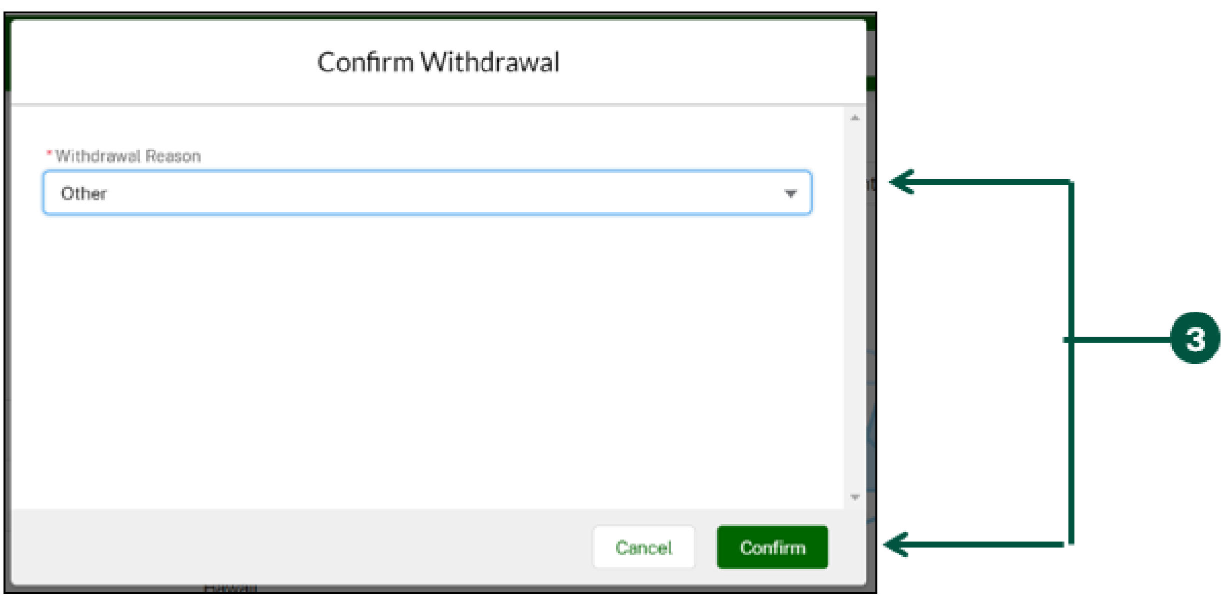
1. From your homepage, **select** the previously submitted application from the "My Applications" list.



2. producer license application.



3. **Choo**



4. You will rece

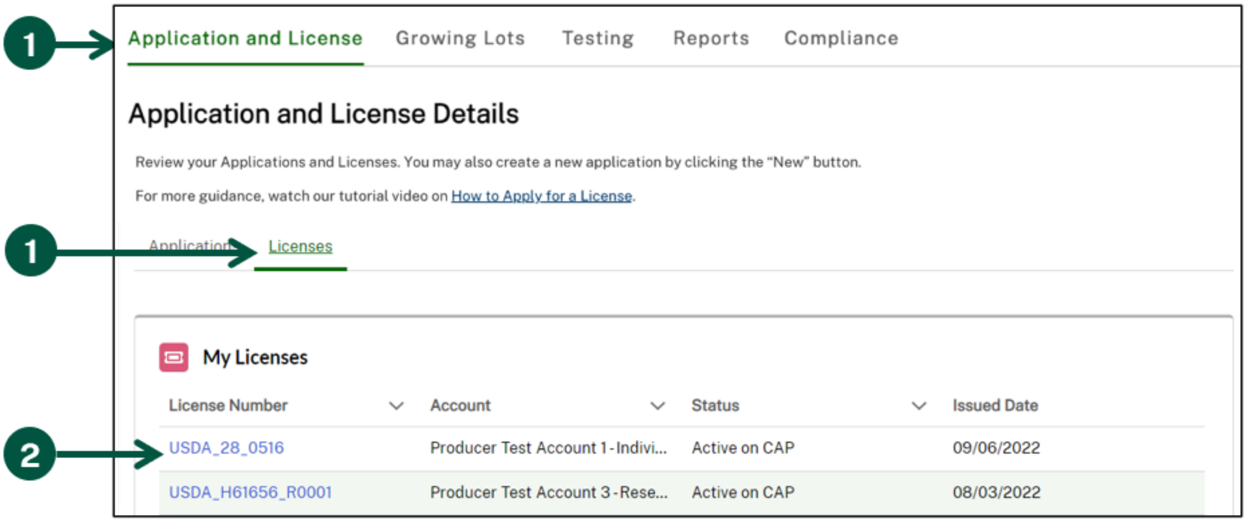
Manage an Approved Producer License

- ☐ View License Information
- ☐ Amend License
- ☐ Surrender License
- ☐ Renew License

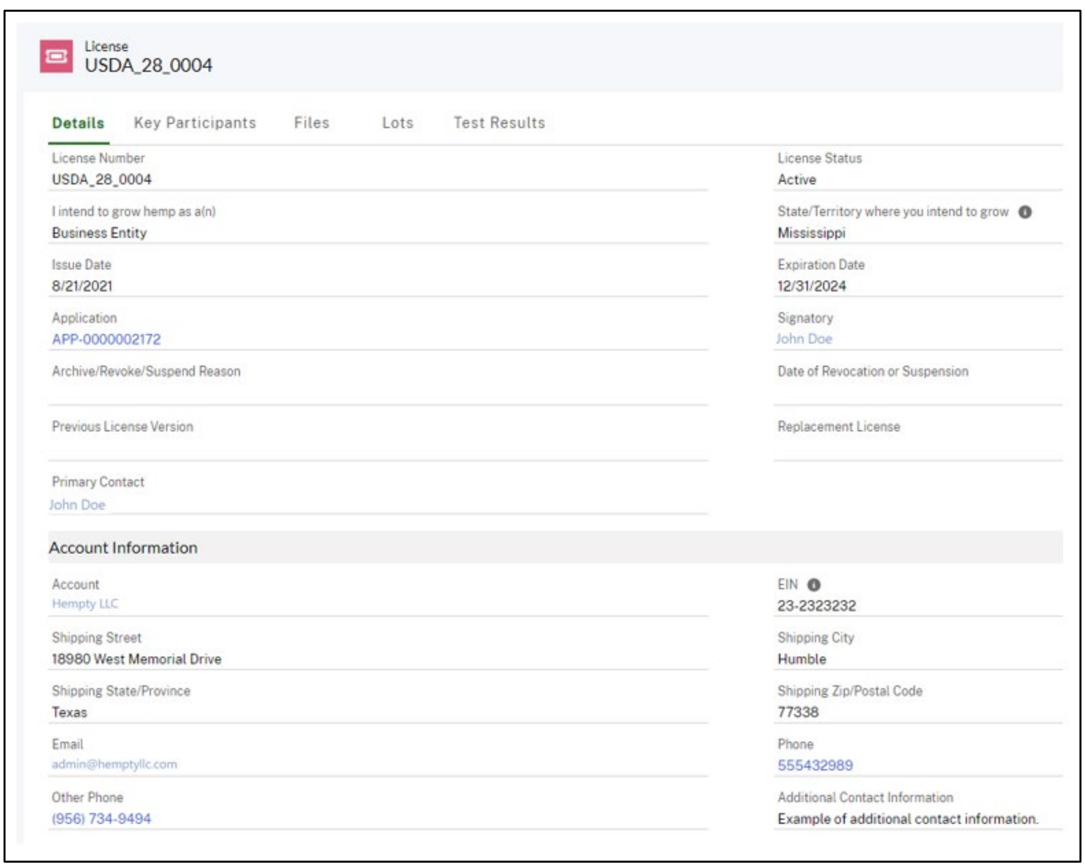
View License Information (1 of 2)

1. From your homepage, **click** the “Application and License” tab, then **click** the “Licenses” subtab to view your license information.

2. Then, **click** your License Number to view license details.

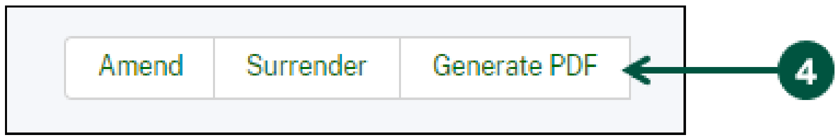


3. Once you are on the License page, you can view your license details which includes your license number, status, and issue date. You can also view the account information, key participants, files, lots, and hemp test results associated with your license.



View License Information (2 of 2)

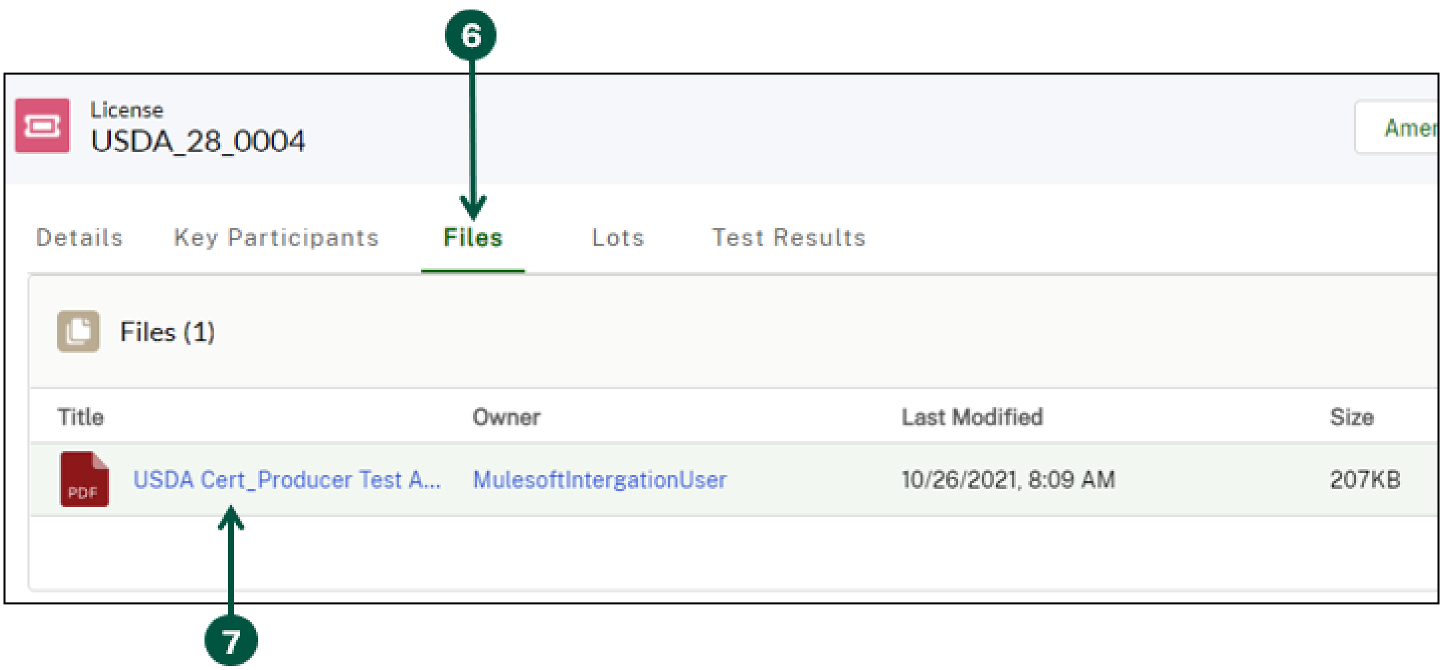
4. To create a PDF copy of your license certificate, **select** the “Generate PDF” button from the top right of the license page.



5. A notification at the top of the screen will appear stating “Your PDF is being generated. Please allow a few moments for it to appear. You may need to refresh this page.”. Once you see this notification, allow a couple of minutes for the PDF to be generated. You may need to also refresh your page.

6. **Click** the “Files” tab of the license page.

7. **Click** the blue File Name link to download the copy of your license certificate.

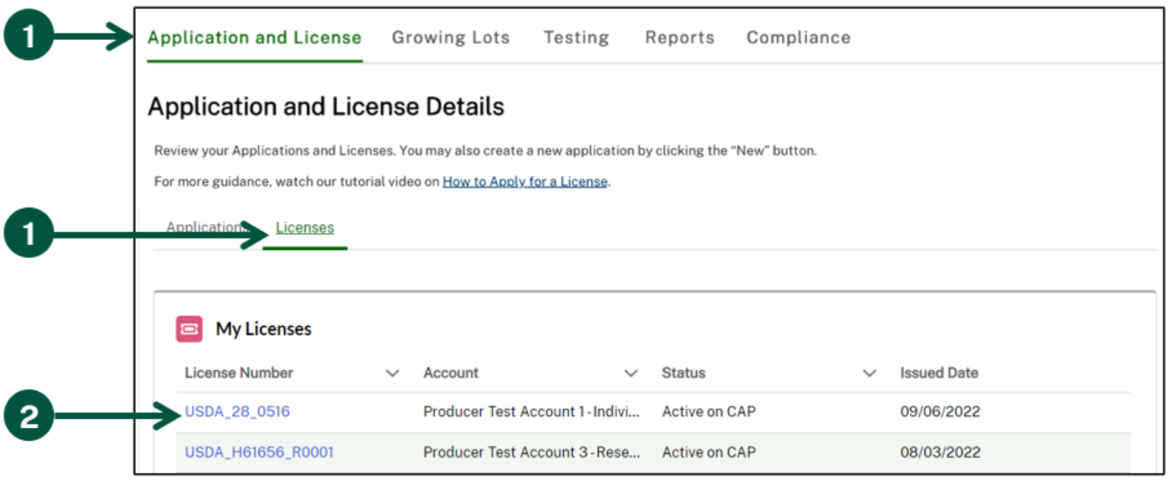


Amend License (1 of 4)

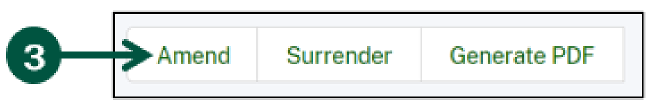
The following instructions detail how to amend your USDA producer license. Please note that licenses are not transferable. As such, you are not able to edit the account that owns the license. All other information is editable and, once submitted, will be sent to USDA for review. Additionally, if you are adding new key participants to your license or updating criminal history reports, have them saved to your computer before starting these steps.

1. From your homepage, **click** the “Application and License” tab, then **click** the “Licenses” subtab to view your license information.

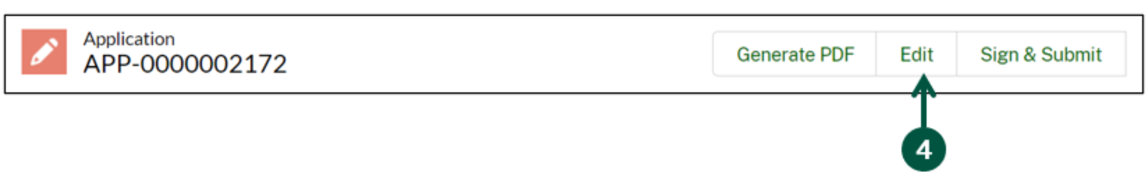
2. Then, **click** your license number to view license details.



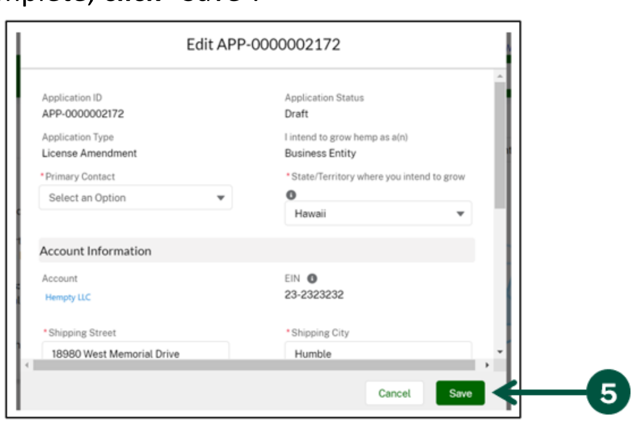
3. Once you are on the License page, **click** “Amend”. This will create an amendment application for you to use to make updates to your current license. Note: An amendment is not final until it is approved by the USDA.



4. **Click** “Edit” to change the information you would like to include in your amendment.



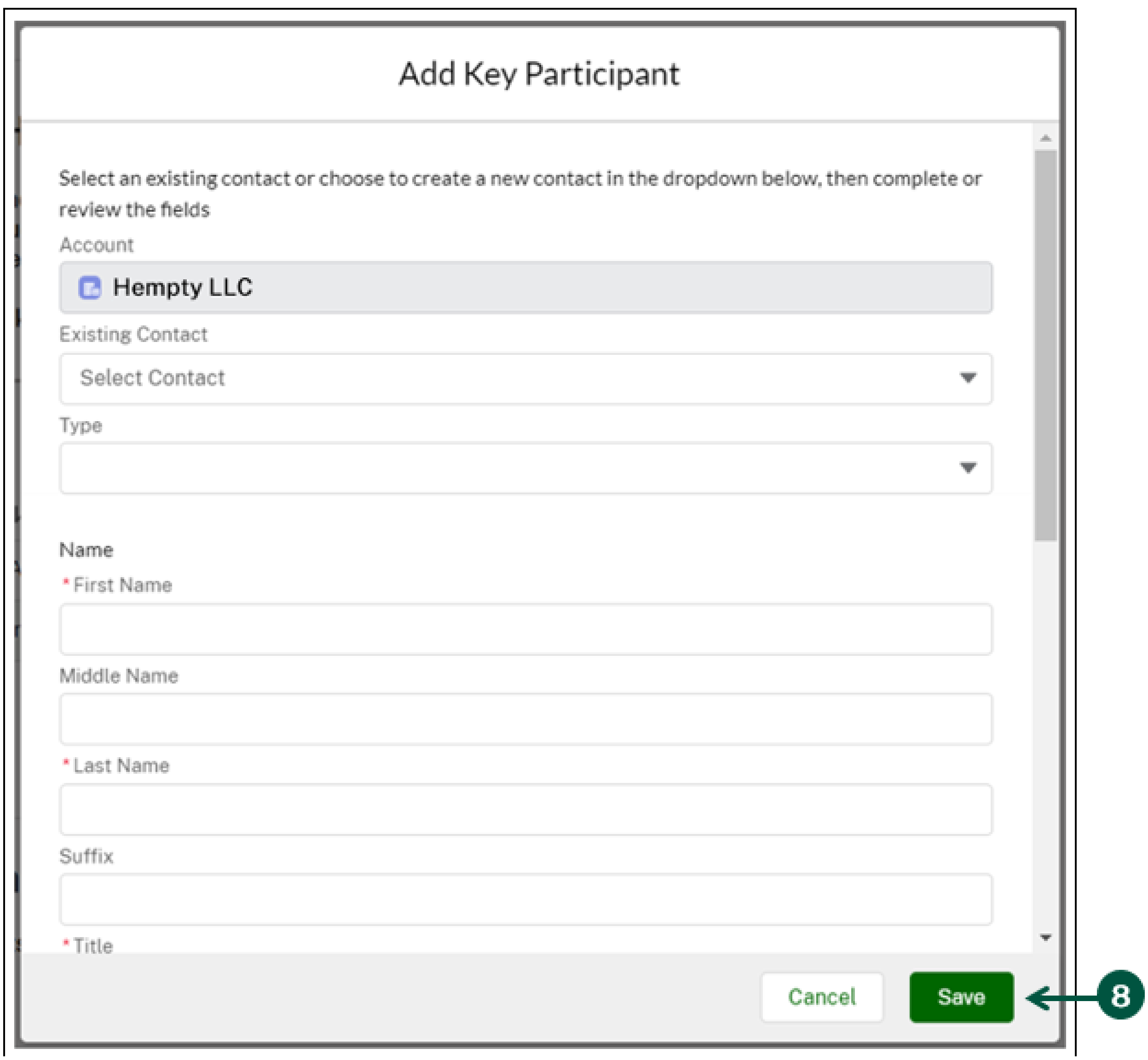
5. Once those changes are complete, **click** “Save”.



6. If you have new key participants to add to your amended license, **navigate** to the “Key Participants & FBI Identity History Summary” section. **Click** the “New” button to add a new key participant.

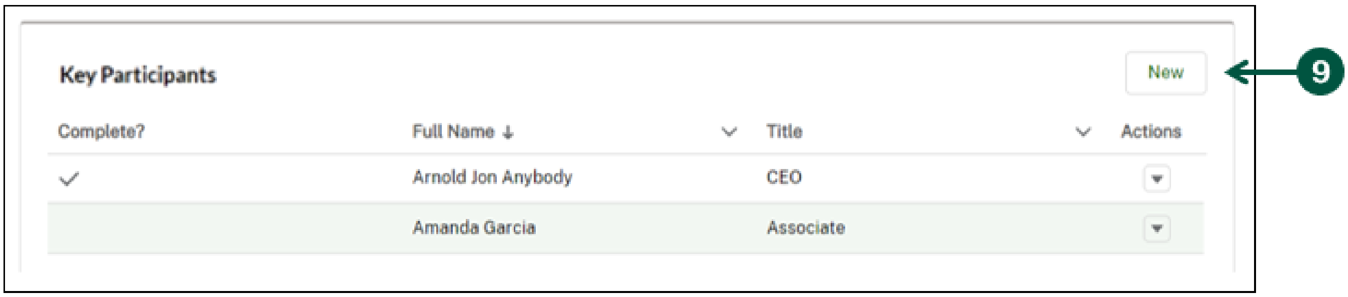
7. Once you see the “Add Key Participant” pop-up, **fill out** the pop-up fields. Note: If the key participant is already associated with your account, use the “Existing Contact” field to select them. If this individual is not already associated with your account, choose “None” for this field.

8. **Click** “Save”.

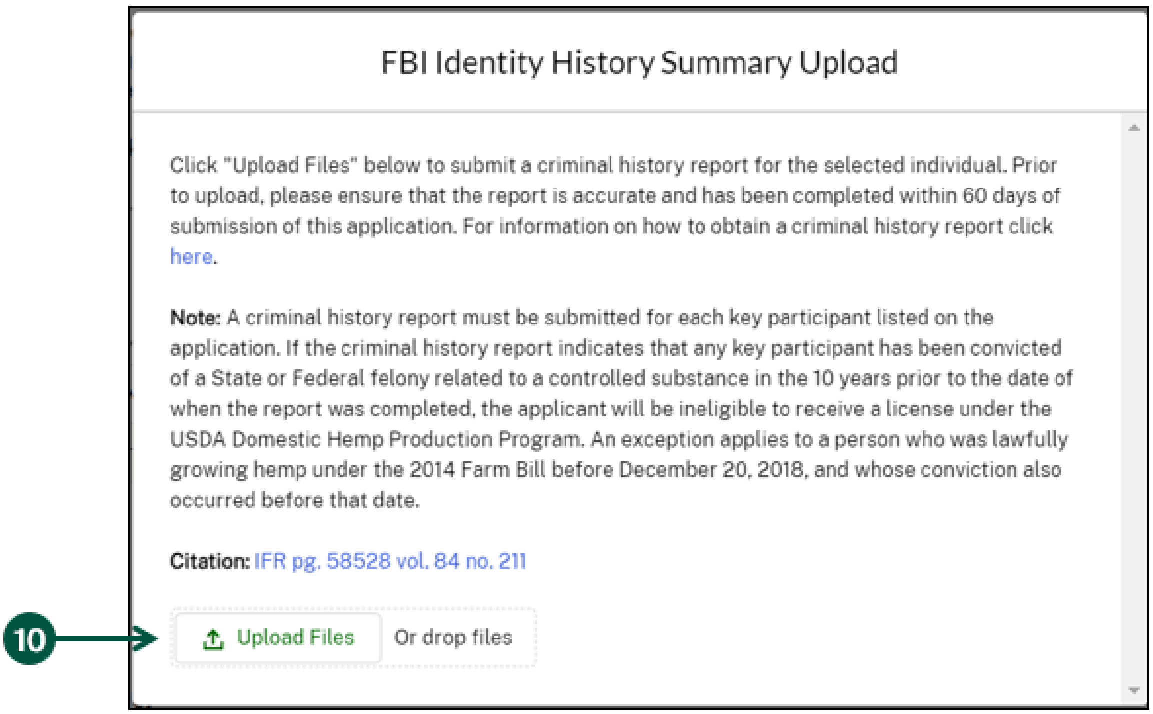


Amend License (3 of 4)

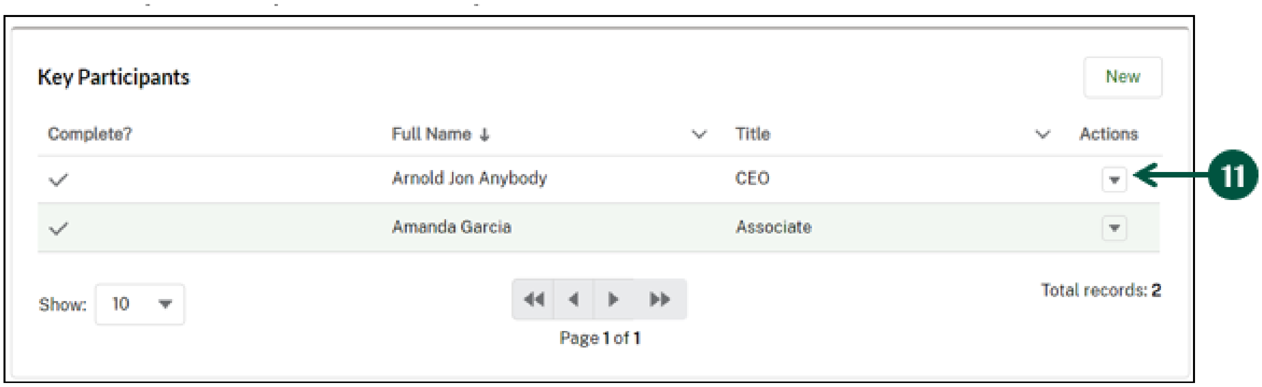
9. Once your new key participant is added, **upload** a criminal history report for them. Click the drop-down arrow to the right of their name and **click** "Add/Edit Criminal History Report".



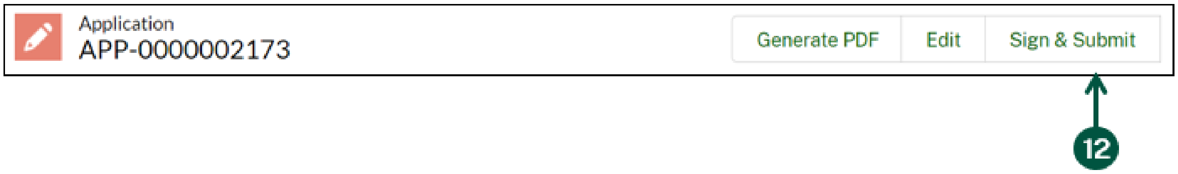
10. Once you see the "FBI Identity History Upload" pop-up, **click** upload and upload the criminal history report for the key participant.



11. If you would like to edit any of the key participants listed, **click** the drop-down arrow to the right of their name and click "Edit" to edit their information and "Add/Edit Criminal History Report" to upload a new report.

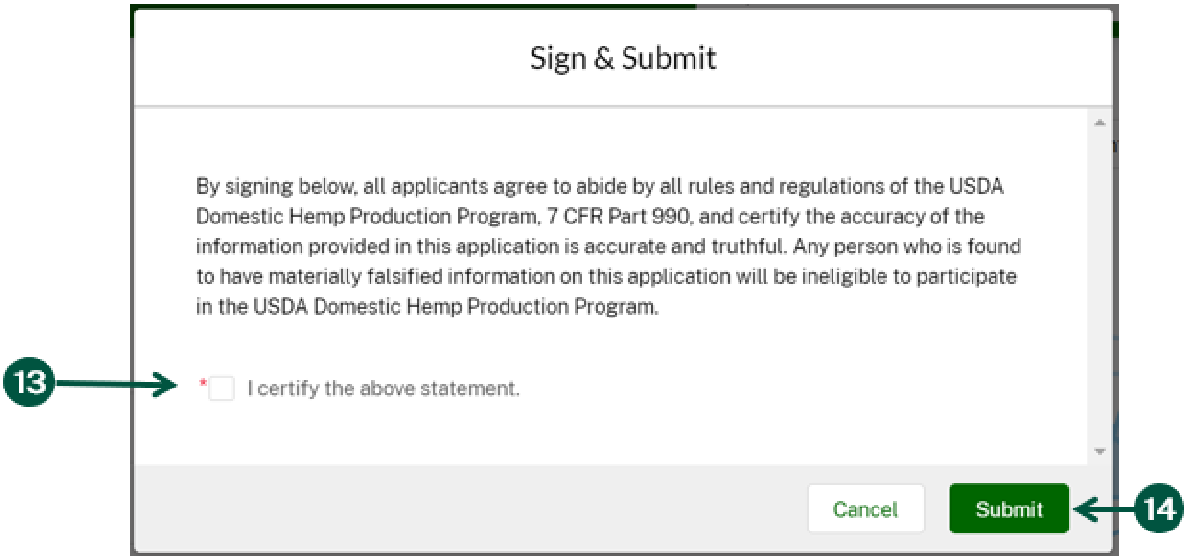


12. Once you've confirmed all information is accurate and correct, **click** the "Sign & Submit" icon in the top, right-hand corner of your page to complete your application.



13. **Select** the checkbox next to "I certify the above statement".

14. **Click** "Submit" to complete your application edits. The "Application Status" will change to "Submitted" on your homepage.

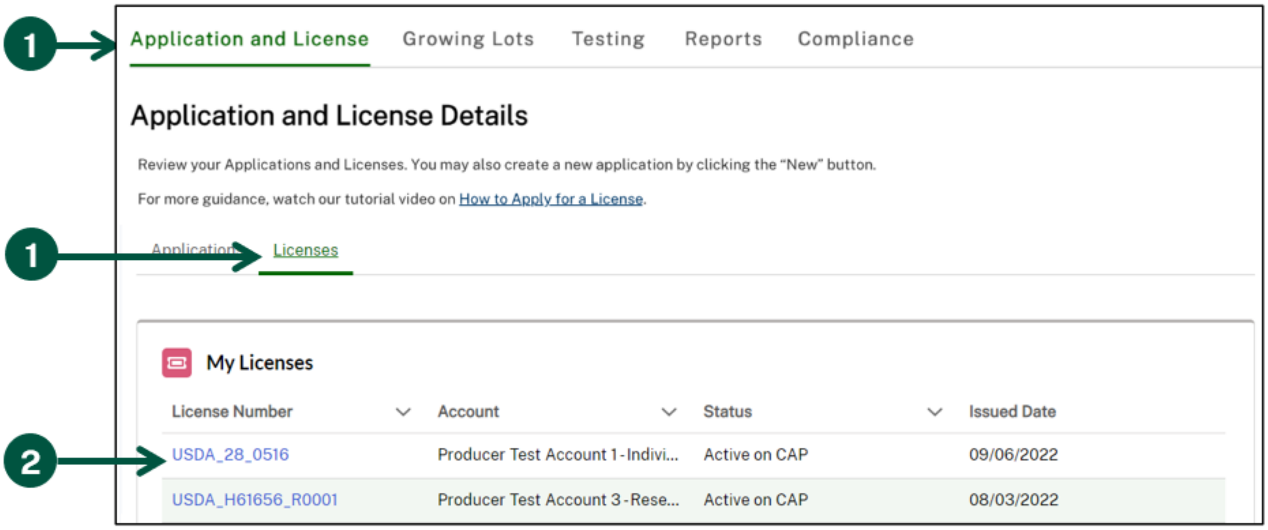


Surrender License

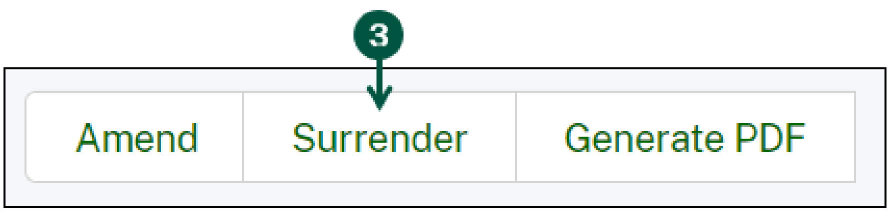
The following instructions detail how to surrender your USDA producer license. Licenses should be surrendered when you have determined you no longer want to grow hemp.

1. From your homepage, **click** the “Application and License” tab, then **click** the “Licenses” subtab to view your license information and license history.

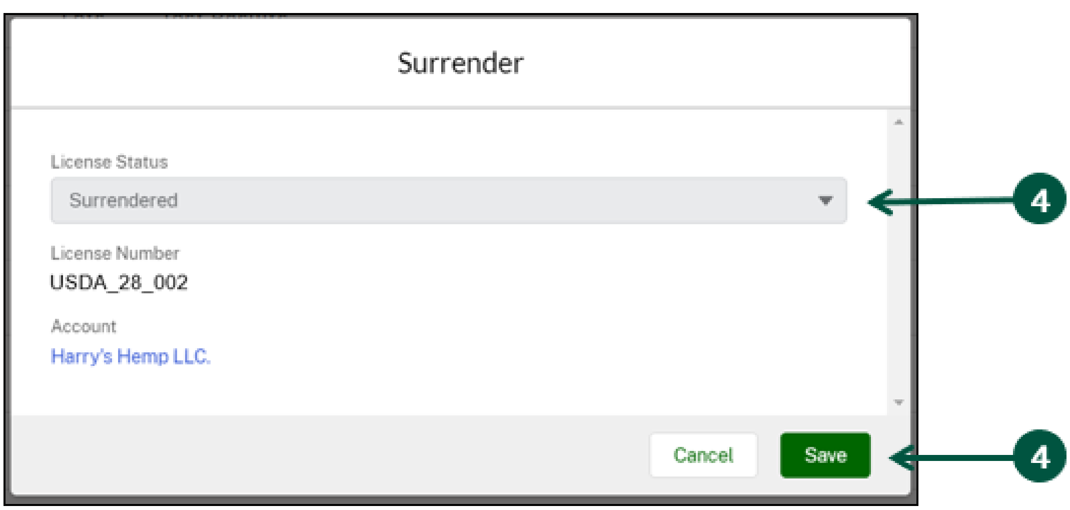
2. **Find** your current license and **click** the “License Number” associated with that license.



3. Once you are on your current license details page, **click** “Surrender” at the top right of the page.



4. You will then see the following pop-up where the license status displays as “Surrendered”. **Click** “Save” to surrender the license application. You will receive an email confirmation of the action and the status on your license will display as “Surrendered”.

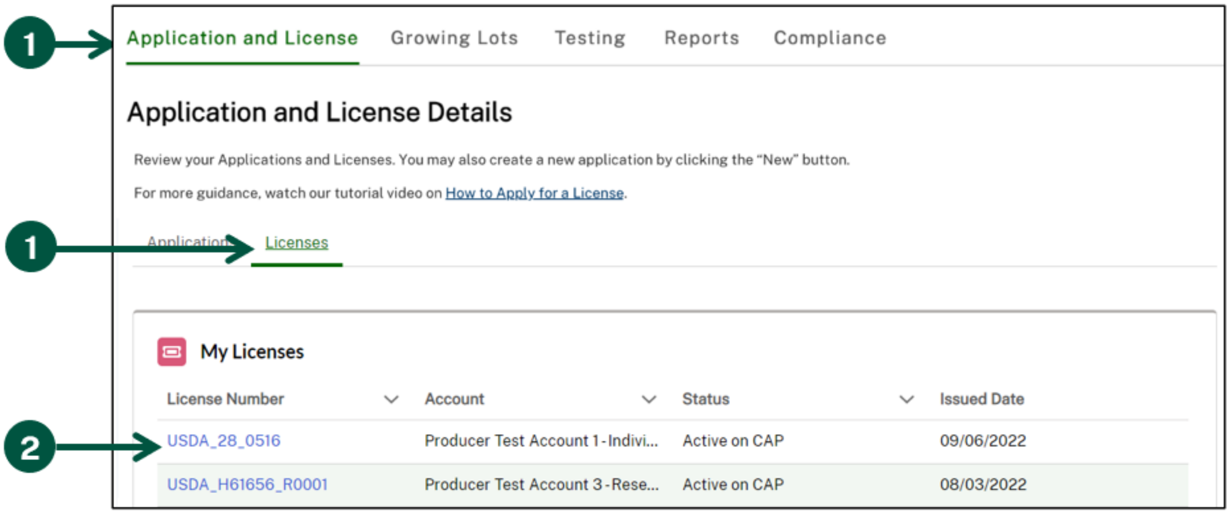


Renew License (1 of 5)

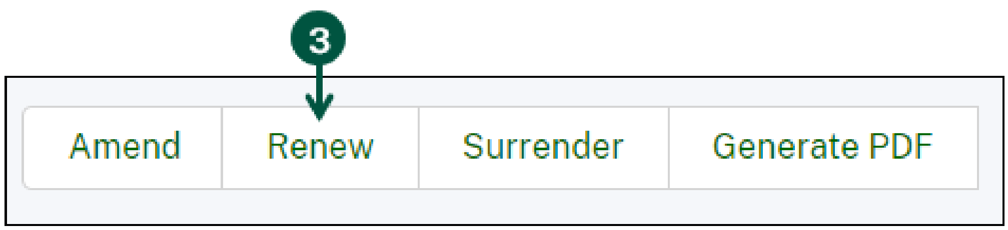
The following instructions detail how to renew your USDA producer license. Licenses can be renewed within 120 days of your expiration date.

1. From your homepage, **click** the “Application and License” tab, then **click** the “Licenses” subtab to view your license information and license history.

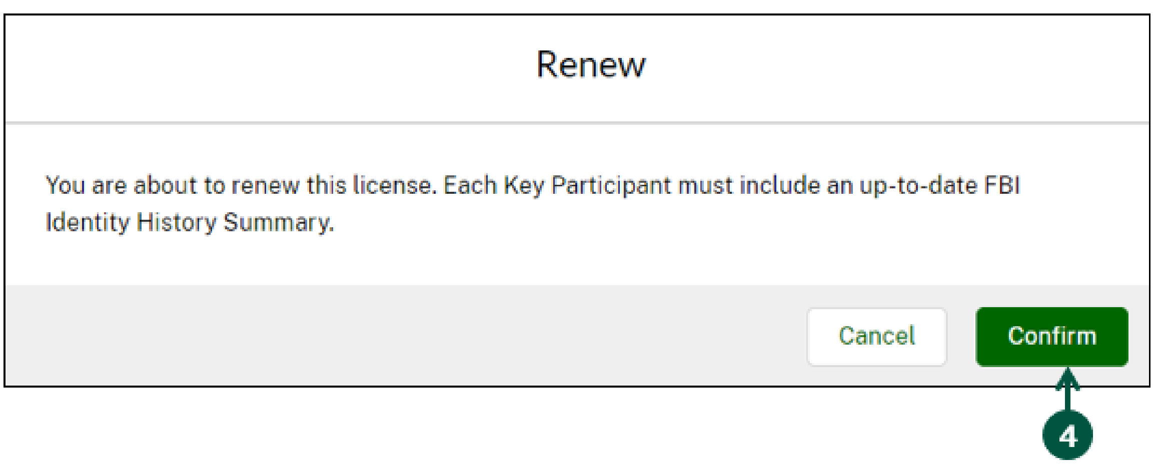
2. **Find** your current license and **click** the “License Number” associated with that license.



3. Once you are on your current license details page, **click** “Renew” at the top right of the page.



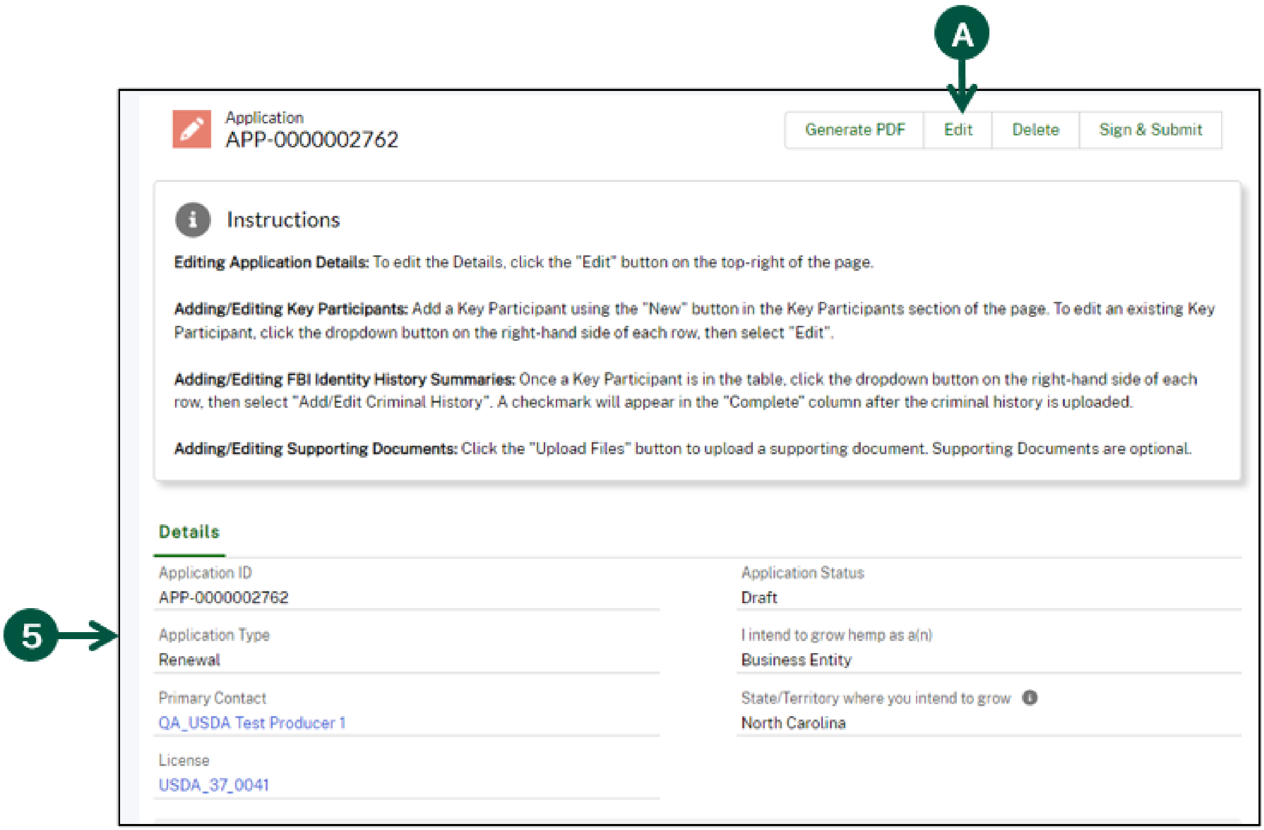
4. You will then see the following pop-up where the license status displays as “Renew”. **Click** the green “Confirm” to begin your renewal. Note: you must include an up-to-date FBI Identity History Summary with your renewal.



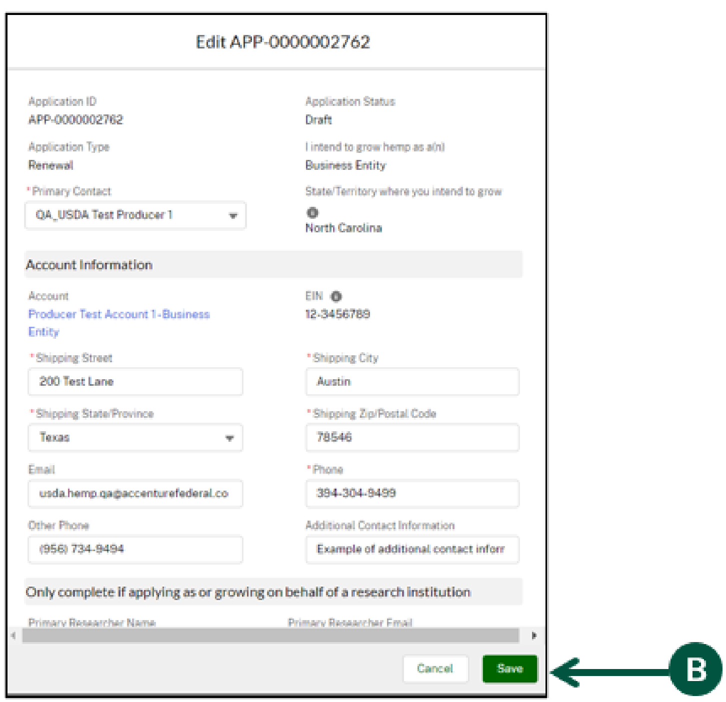
Renew License (2 of 5)

5. You will be taken to the new application record, where you will find all the details contained in your license record. Your application type will list as “Renewal.”

A. To update your information, **click** the “Edit” button at the top.



B. A pop up will appear with your application information. Make any needed adjustments and **click** the green “Save” button at the bottom right.

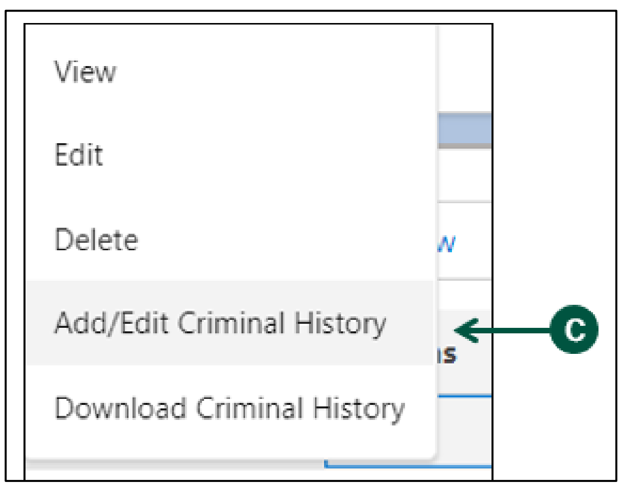


6. Scroll down to the "Key Participants" section to review, and update the key participants associated with the application.

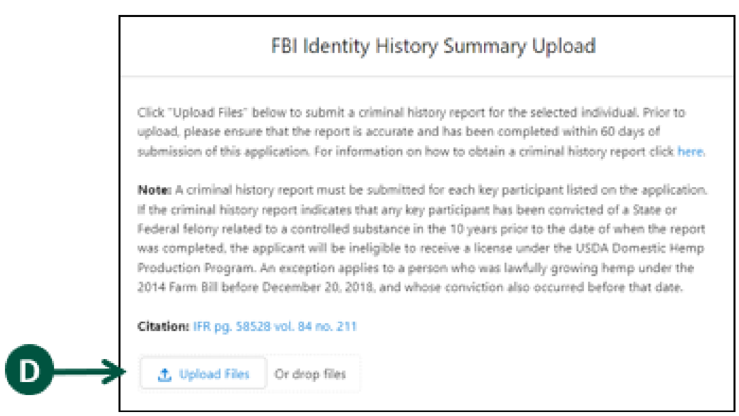
   A. If you need to add a new key participant, **click** the "New" button to enter in the additional participant's information.

   B. If you need to update the key participant record, **click** the arrow under the "Actions" column and **click** "Edit" to see the key participant's information.

   C. To add or update the criminal history report for the key participant, **click** the arrow under the "Actions" column and **click** "Add/Edit Criminal History."

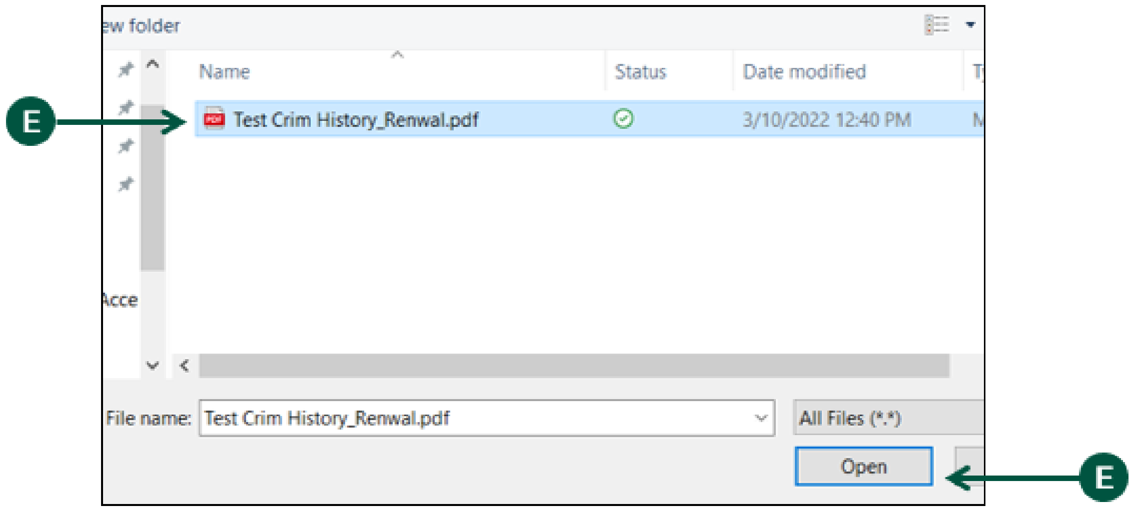


   D. **Click** the blue text "Upload Files" button in the "FBI Identity History Summary Upload" pop up.

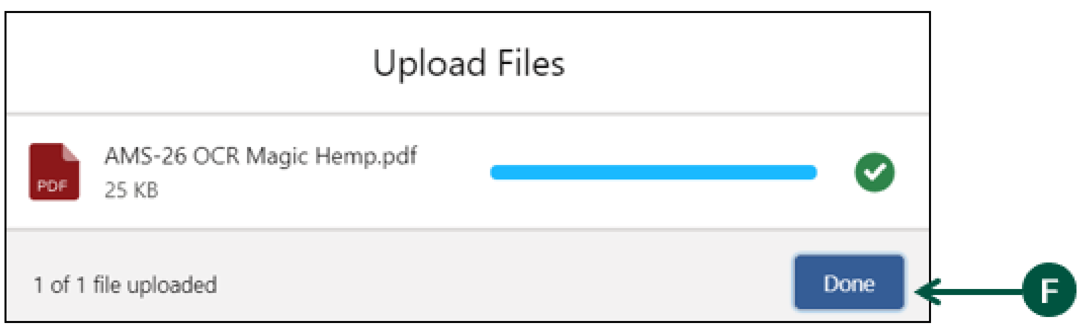


Renew License (4 of 5)

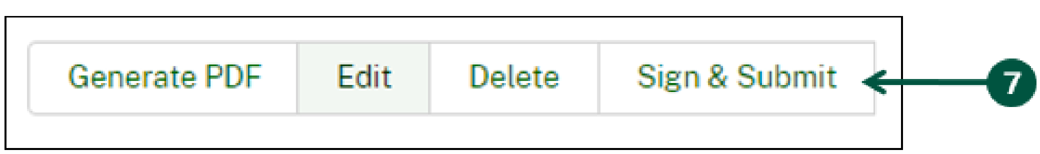
E. **Select** the updated criminal history report PDF and **click** “Open”.



F. When the file has been uploaded, **click** “Done” to complete and save the record.



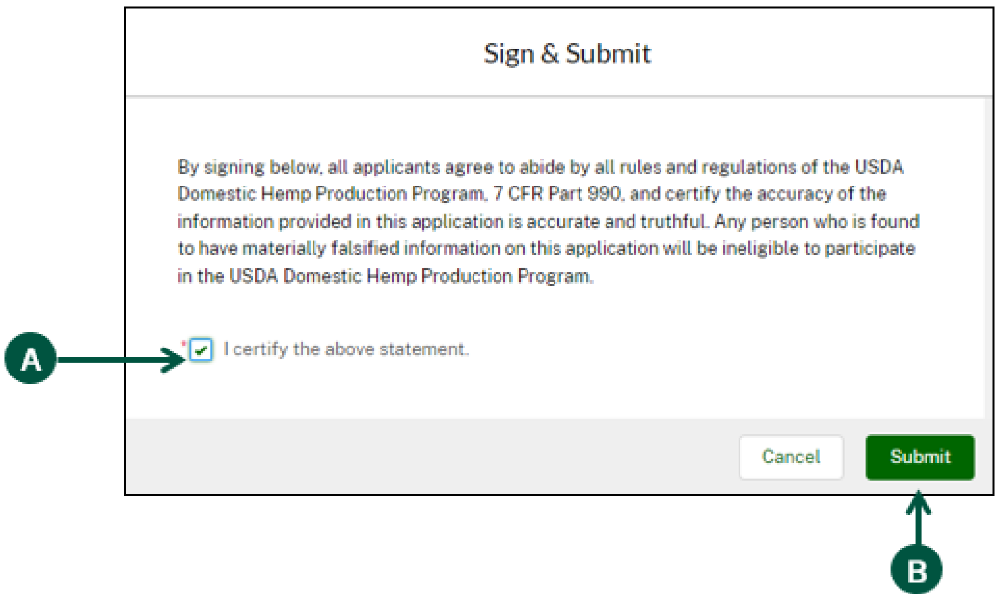
7. When you have completed your criminal history upload and are ready to submit your renewal, **click** the “Sign & Submit” button at the top of your screen.



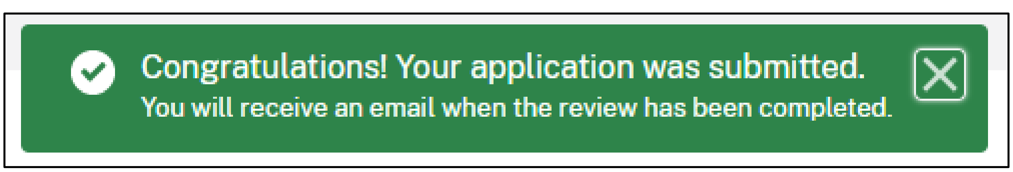
8. You will receive a "Sign & Submit" pop up, asking you to certify that the information you have submitted is accurate.

    A. First **click** the check box to certify the statement.

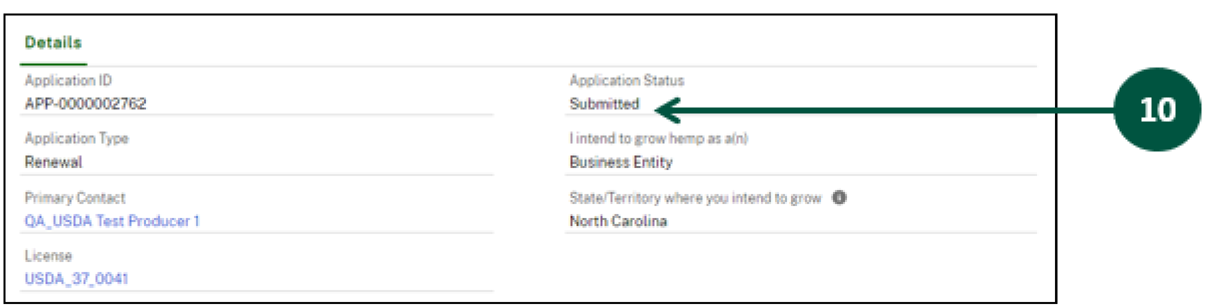
    B. To submit the renewal application, **click** the green "submit" button.



9. A confirmation of your submission will appear at the top of the screen.



10. Your application status will change to "Submitted"



Once the application is approved, on the date or your renewal you will receive an email confirming that the license has been issued.

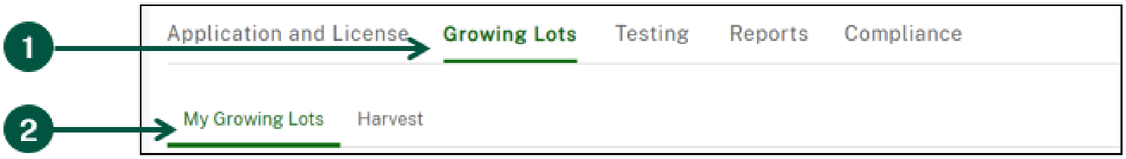
Manage Growing Lots and Harvests

- ☐ **View Growing Lot Details**
- ☐ **Edit Harvest Details**

View Growing Lot Details

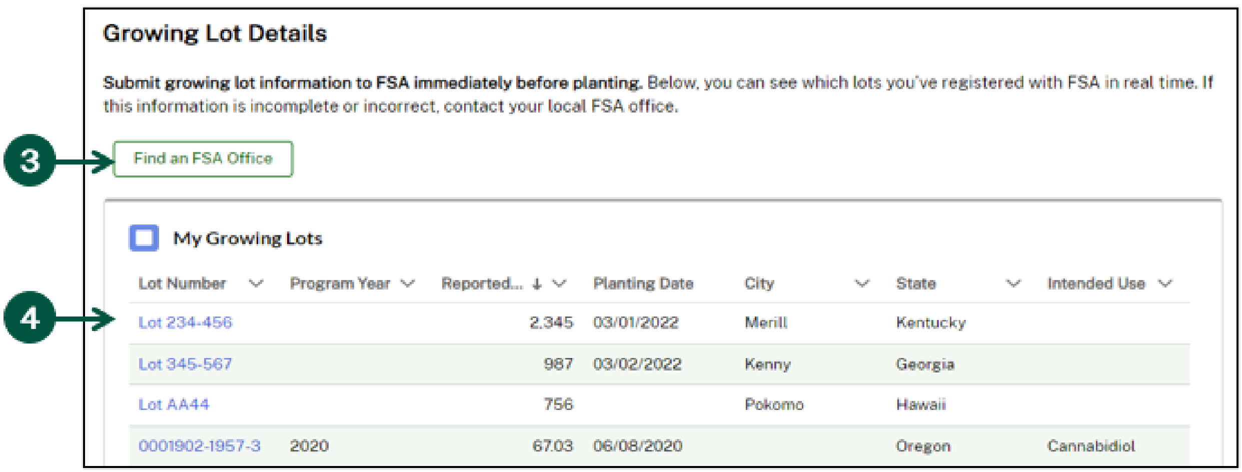
1. From your homepage, **click** the “Growing Lots” tab.

2. **Click** the “My Growing Lots” subtab.

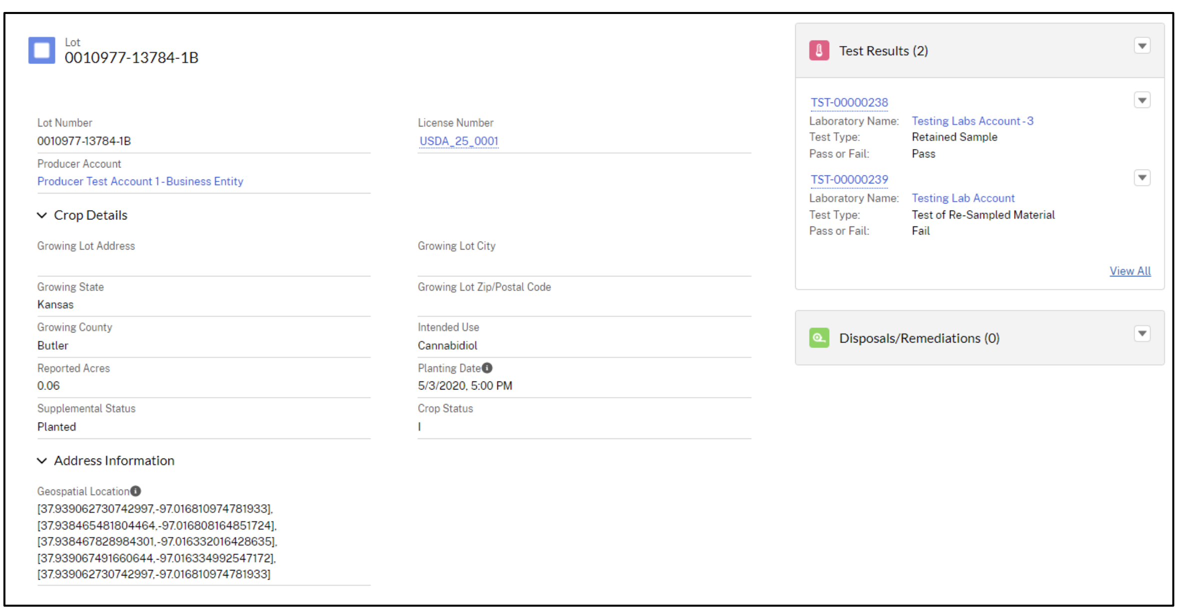


3. From here, you can see a list of all growing lots you have registered with FSA in real time. If your growing lot information is incomplete or incorrect, contact your local FSA office. Select “Find an FSA Office” which will direct you to the USDA’s Service Center Locator.

4. **Click** on any Lot Number to view additional details about a lot.



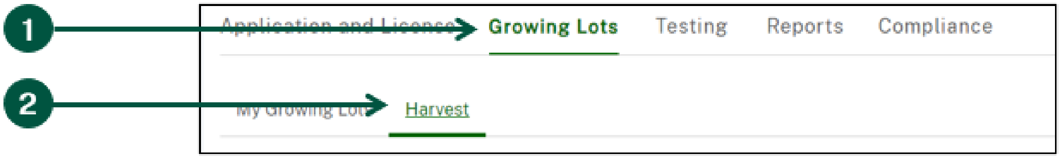
5. You will be directed to the Lot page where you can review the lot information as well as associated test results and Disposals/Remediations.



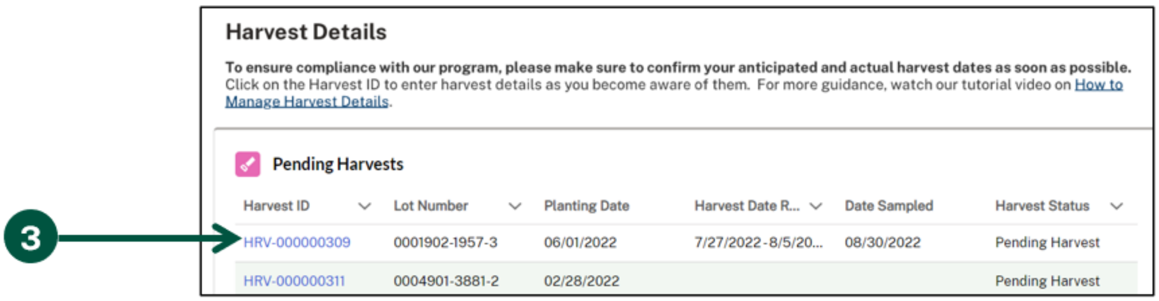
Edit Harvest Details (1 of 2)

1. From your homepage, **click** the “Growing Lots” tab.

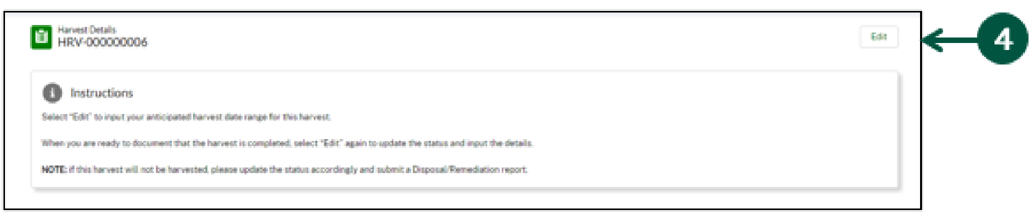
2. **Click** the “Harvest” subtab.



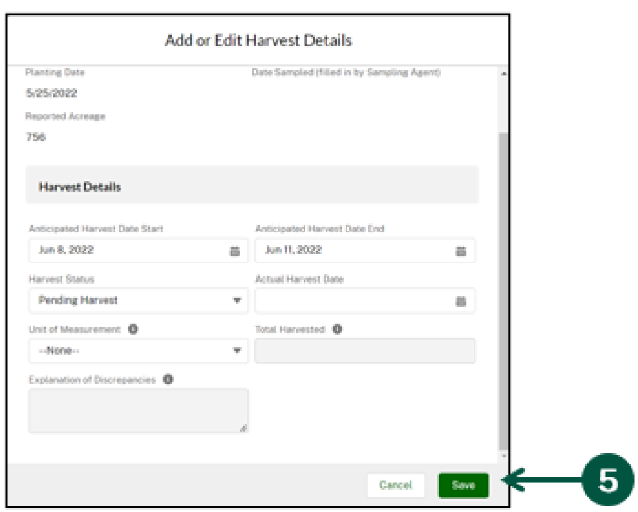
3. **Click** on the Harvest ID to enter harvest details as you become aware of them. Note: You will receive a “New Acreage Reporting Received” email notification when a new harvest record has been created in HeMP as a reminder to enter your anticipated harvest dates. A new harvest record is automatically created when new lots are reported and received in HeMP, or when a new planning date has been reported on an existing lot. If you are going to have multiple harvests for a single growing lot, **contact** USDA Domestic Hemp Production Program at farmbill.hemp@usda.gov or by calling 202-720-2491 to create another harvest record for you.



4.



5. Once you have completed the pop-up with your pending harvest details, click “Save”. Note: Once you have updated details or have completed your harvest, you must **repeat** Steps 1-4 and then see Step 6 on the next page.



Edit Harvest Details (2 of 2)

Note: You will receive a “Please Confirm Your Harvest Has Been Completed” email notification 5 days after your Pending Harvest’s anticipated harvest date has passed as a reminder to update your completed harvest details in HeMP.

6. **Enter** your updated harvest details in the pop-up:

    A. Harvest Status: Note: If your harvest will never be harvested, you must **submit** a Disposal/Remediation Report (AMS-27) see Page 86 for instructions.

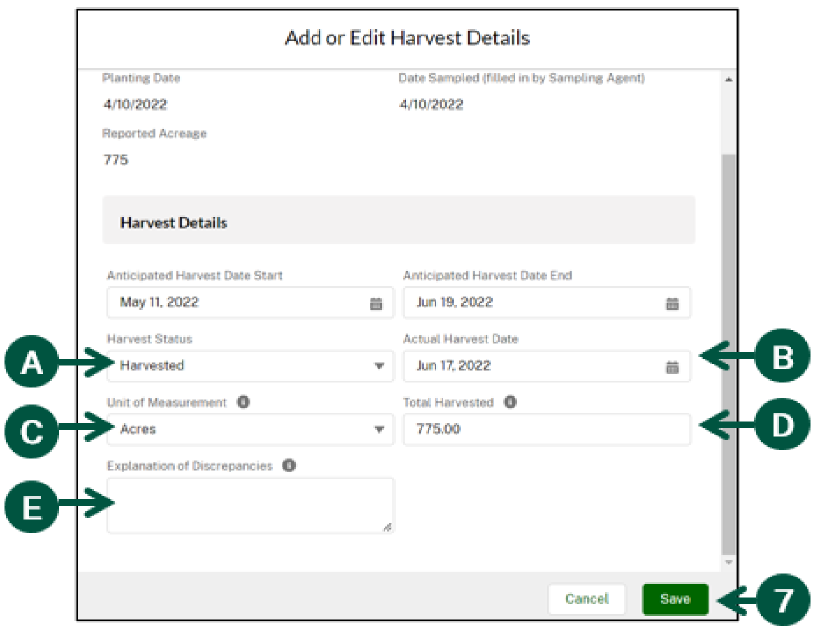
    B. Actual Harvest Date: The date in which your crop was harvested.

    C. Unit of Measurement: Indicate whether the size of the harvest is being reported in acres or square feet.

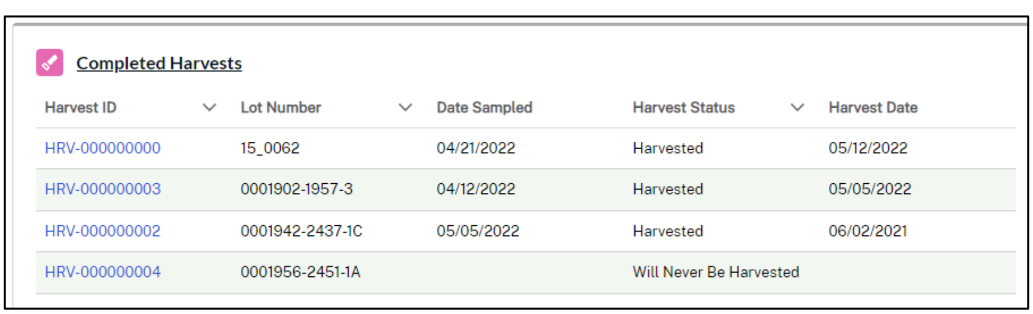
    D. Total Harvested: Total area harvested including any material that was successfully remediated through an approved remediation method.

    E. Explanation of Discrepancies: If the reported acreage is different than the harvested acreage you need to provide an explanation (e.g., “weather” or “poor germination”).

7. **Click** “Save”.



8. Your updated harvest information will now be displayed in the “Completed Harvests” section under the “Harvests” subtab.

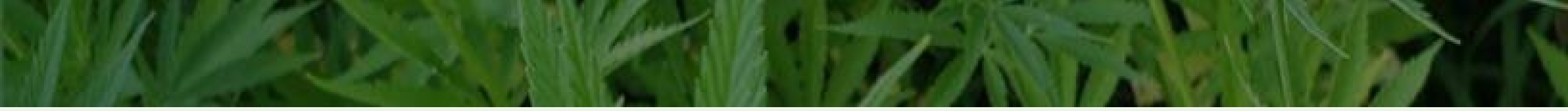


Completed Harvests

Harvest ID	Lot Number	Date Sampled	Harvest Status	Harvest Date
HRV-000000000	15_0062	04/21/2022	Harvested	05/12/2022
HRV-000000003	0001902-1957-3	04/12/2022	Harvested	05/05/2022
HRV-000000002	0001942-2437-1C	05/05/2022	Harvested	06/02/2021
HRV-000000004	0001956-2451-1A		Will Never Be Harvested	

Find a Sampling Agent and Testing Lab

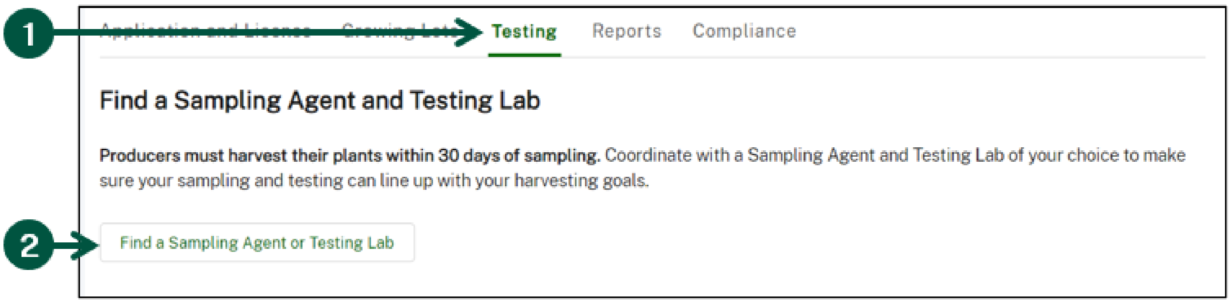
- [ ] **Find a Sampling Agent**
- [ ] **Find a Testing Lab**



Find a Sampling Agent (1 of 2)

1. From your homepage, **click** the “Testing” tab.

2. **Click** “Find a Sampling Agent or Testing Lab”.



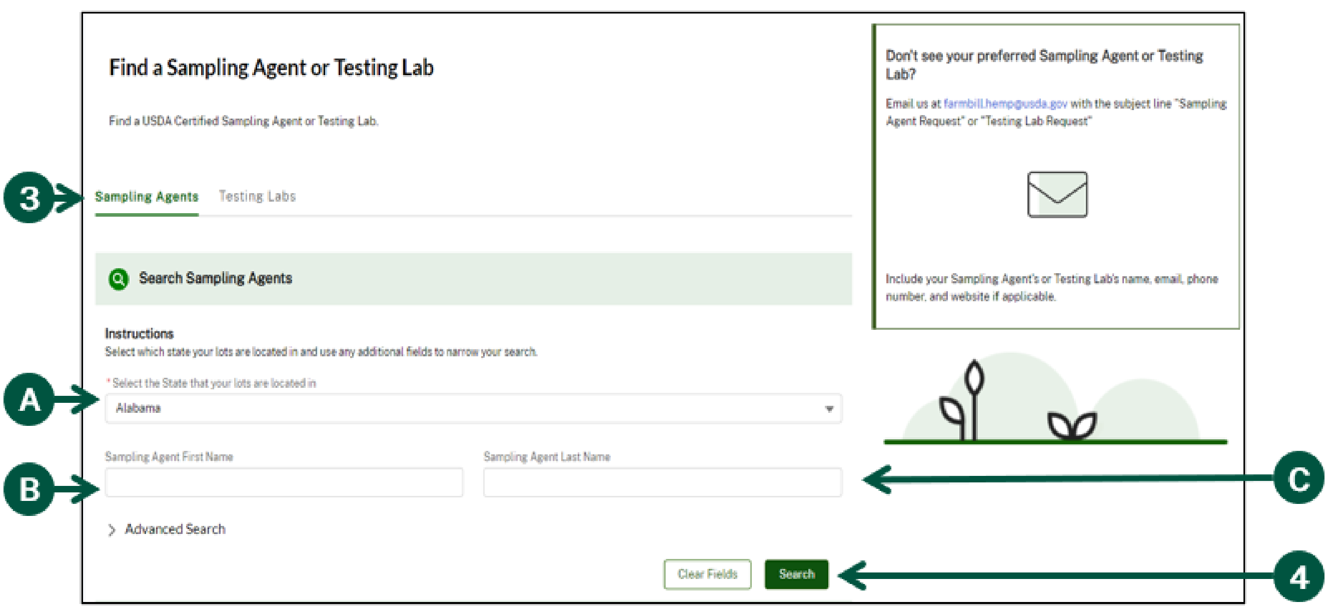
3. **Enter** your search criteria in one or more of the following fields under the “Sampling Agents” tab:

   A. **Select** the State where your Lots are located

   B. Sampling Agent First Name

   C. Samling Agent Last Name

4. When you have finished putting in your desired criteria, **click** “Search”. If you have additional criteria that you would like to use to find your results, see step 5 on the next page.



N

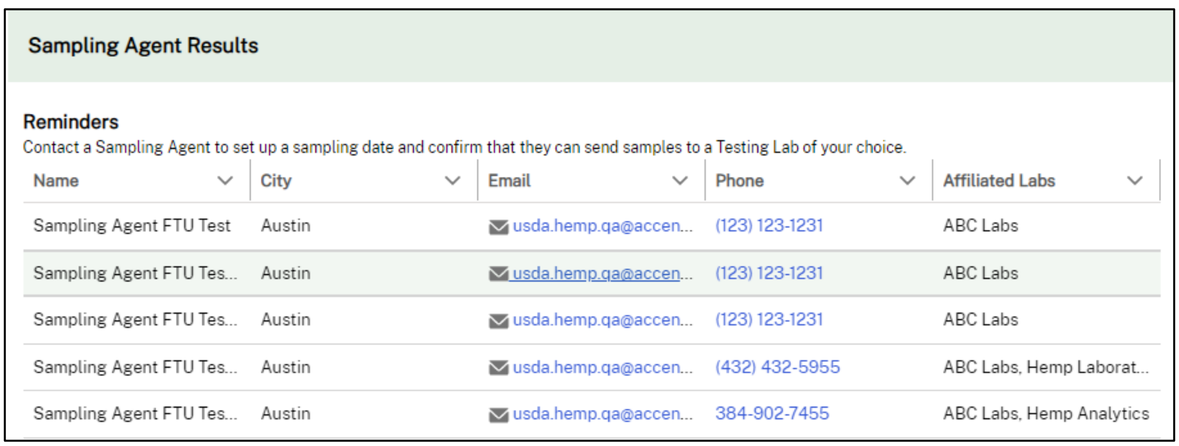
the subject line "Sampling Agent Request" and **include** your Sampling Agent's name, email, phone number, and website if applicable. You can also find this information on the top right corner of the window.

Find a Sampling Agent (2 of 2)

5. **Click** on “Advanced Search” to find more specific and exact results.

6. **Click** “Search”.

7. **Scroll down** to view your search results. Contact information for the resulting Sampling Agents will be shown.

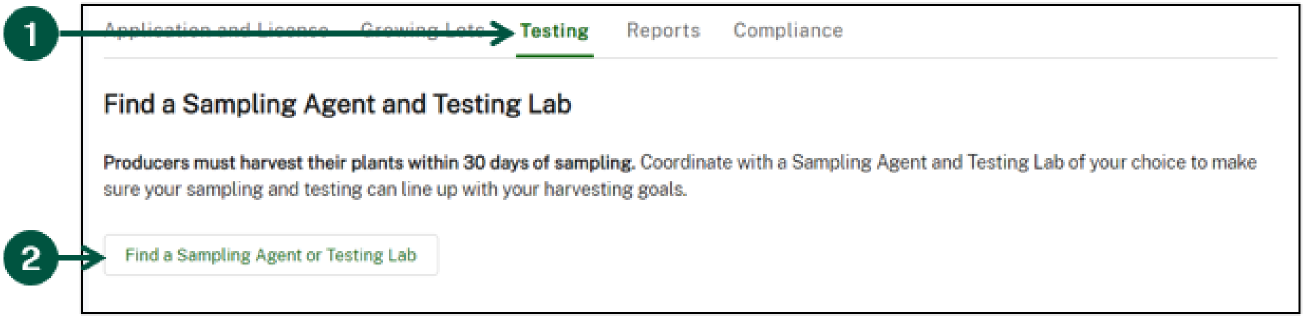


Note: It is the Producer’s responsibility to contact the chosen Sampling Agent by email or phone to set up a sampling date and confirm that the Sampling Agent can send the samples to a Testing Lab of your choice.

Find a Testing Lab (1 of 2)

1. From your homepage, **click** the “Testing” tab.

2. **Click** “Find a Sampling Agent or Testing Lab”.

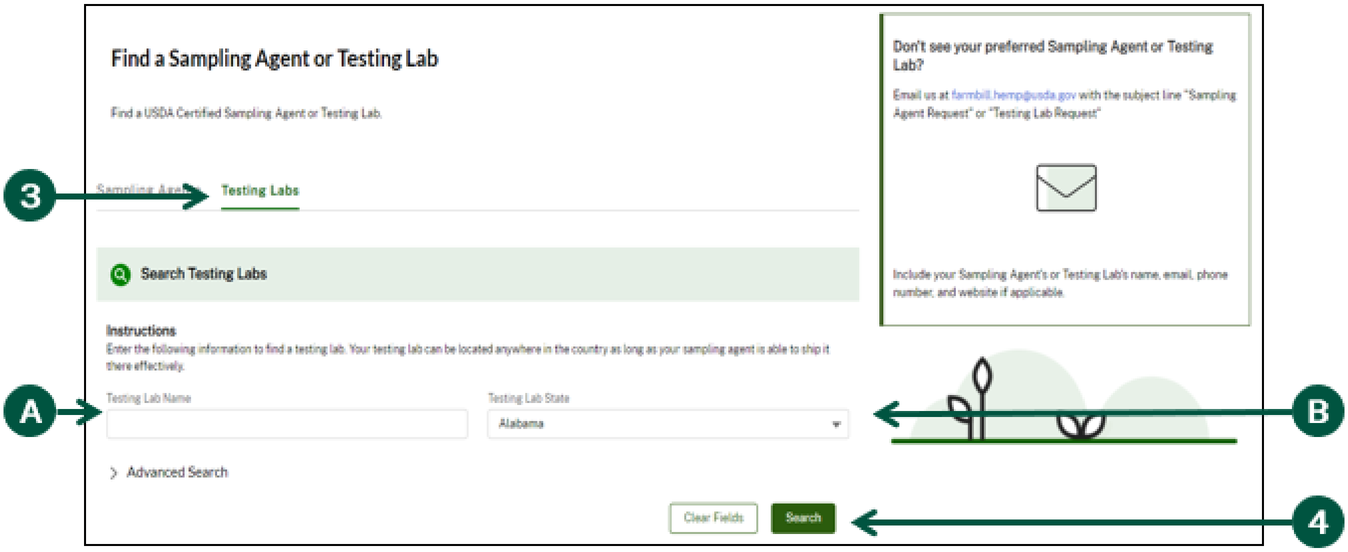


3. **Enter** your search criteria in one or more of the following fields under the “Testing Labs” tab:

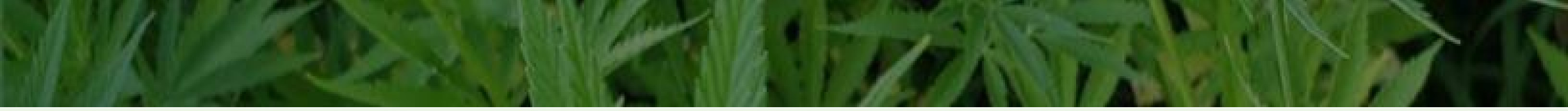
   A. Testing Lab Name

   B. Testing Lab State

4. When you have finished putting in your desired criteria, **click** “Search”. If you have additional criteria that you would like to use to find your results, see step 5 on the next page.



if applicable.



Find a Testing Lab (2 of 2)

5. **Click** on “Advanced Search” for the ability to expand your search criteria.

6. **Click** “Search”.

7. **Scroll down** to view your search results. Contact information for the resulting Testing Labs will be shown along with whether the Testing Lab is DEA Certified.

Testing Lab Results

Reminders
Drug Enforcement Administration (DEA) certified Testing Labs have been pre-approved by USDA. If you'd like to use a lab that is not DEA certified, contact the testing lab to ensure they are adhering to USDA regulations before sending samples to them.

Name	Email	Phone	Mailing Address	DEA Certified?
NAR Batch QA - Testing L...	444test@email.com	239-555-98435654	823 Elm Ct 45654 Tyler, ...	YES
One Of A Kind Testing Lab	weui943@weio598.c...	238-555-1199	283 Go St Gopher, AR 19...	NO
Testing Lab - Account B	testemail3@domain.c...	328-555-1067	543 Main St Little Rock, ...	YES
Testing Laboratory Acco...	usda.hemp.qa@accen...	318-555-8958	234 Main Cityville, AR 8...	YES

Return to top

Note: It is the Producer’s responsibility to contact the chosen Testing Lab by email or phone to confirm they can accept your samples. Your chosen Testing Lab can be located anywhere in the country if your Sampling Agent can ship the samples there effectively. In addition, Drug Enforcement Administration (DEA) certified Testing Labs have been pre-approved by USDA. If you’d like to use a lab that is not DEA certified, contact the Testing Lab to ensure they are adhering to USDA regulations before sending samples to them.

Create a Sampling Event

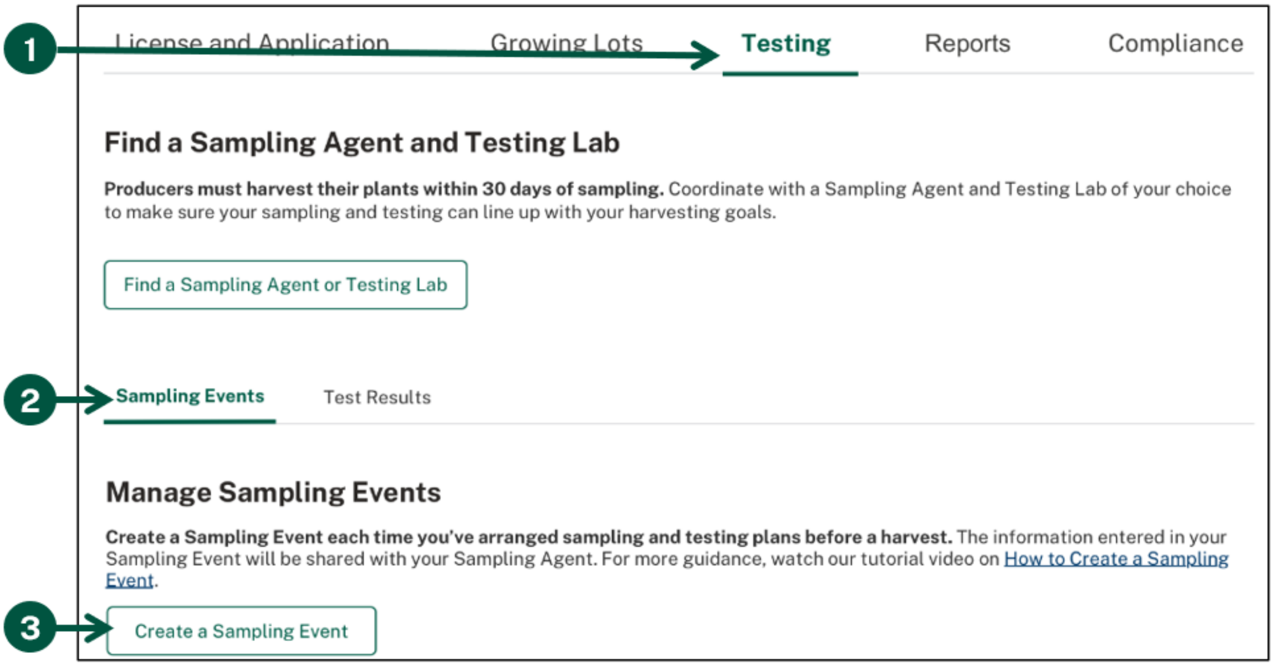
☐ **Create a Sampling Event**

Create a Sampling Event (1 of 8)

1. From your homepage, **click** the “Testing” tab.

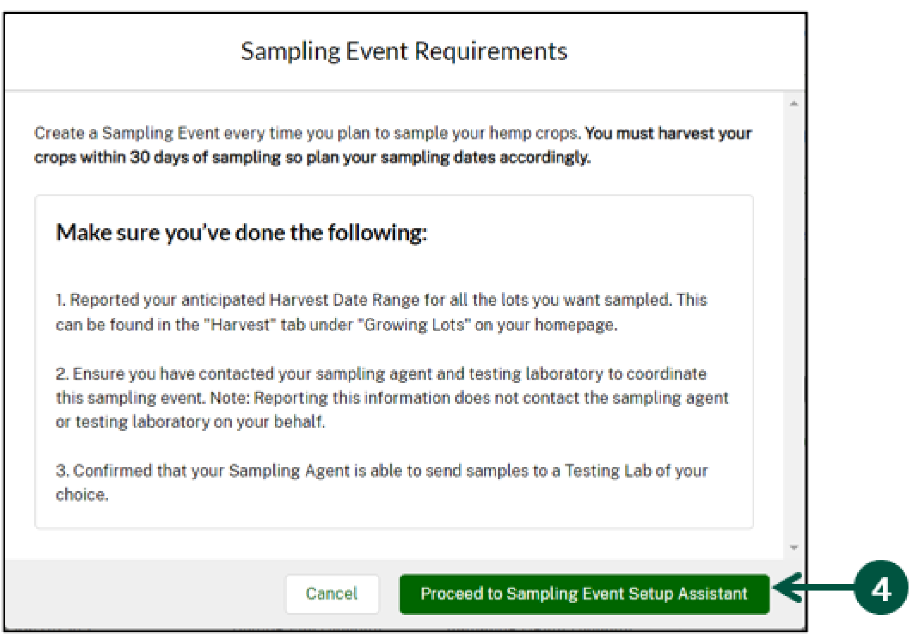
2. **Click** the “Sampling Events” subtab.

3. **Click** “Create a Sampling Event”.



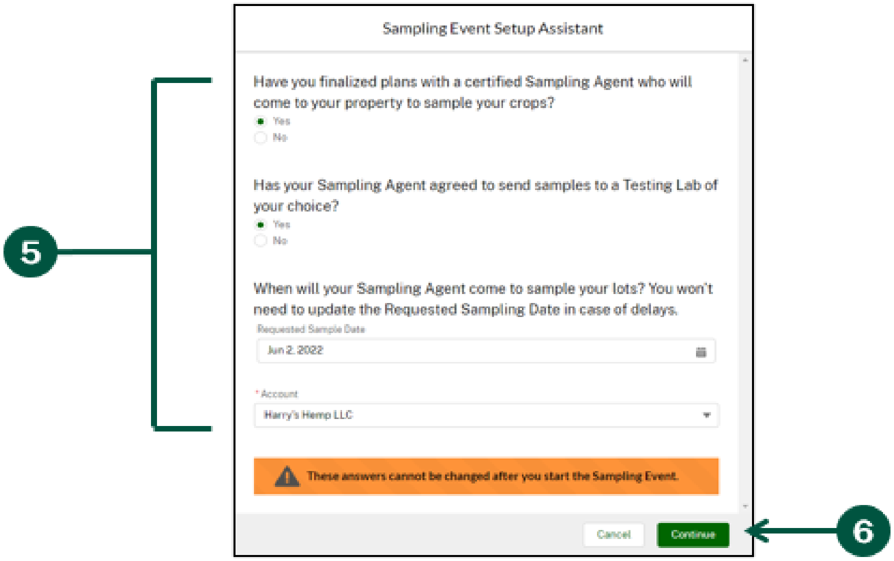
Note: You must create a Sampling Event each time you’ve arranged a sample and test before a harvest. You will receive a “Reminder to Document Sampling Activity” email notification 30 days prior to your anticipated harvest start date as a reminder to enter your sampling activity in HeMP.

4. **Verify** that you have completed the requirements shown in the pop-up. **Click** “Proceed to Sampling Event Setup Assistant”.



5. Fill out the informational fields in the “Sampling Event Setup Assistant” pop-up. Note: These answers cannot be changed after you start the Sampling Event.

6. **Click** “Continue”.



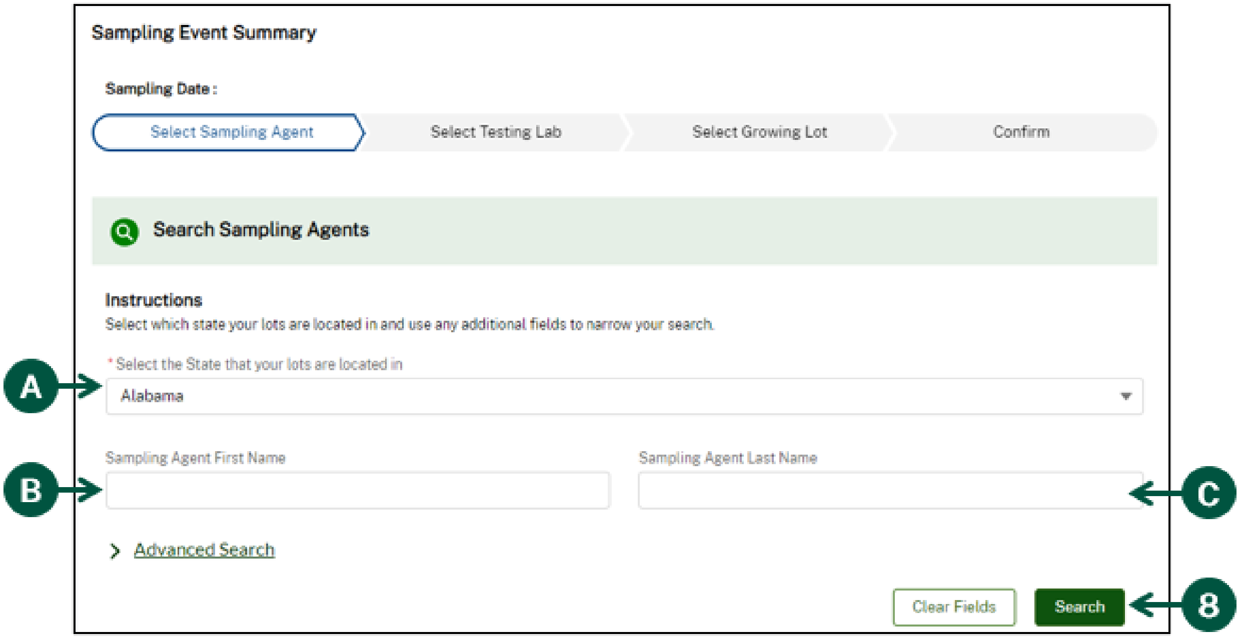
7. **Search** for your chosen Sampling Agent whom you have already coordinated and confirmed with:

   A. **Select** the State where your Lots are located

   B. Sampling Agent First Name

   C. Samling Agent Last Name

8. When you have finished putting in your desired criteria, **click** “Search”. If you have additional criteria that you would like to use to find your results, see Step 9.

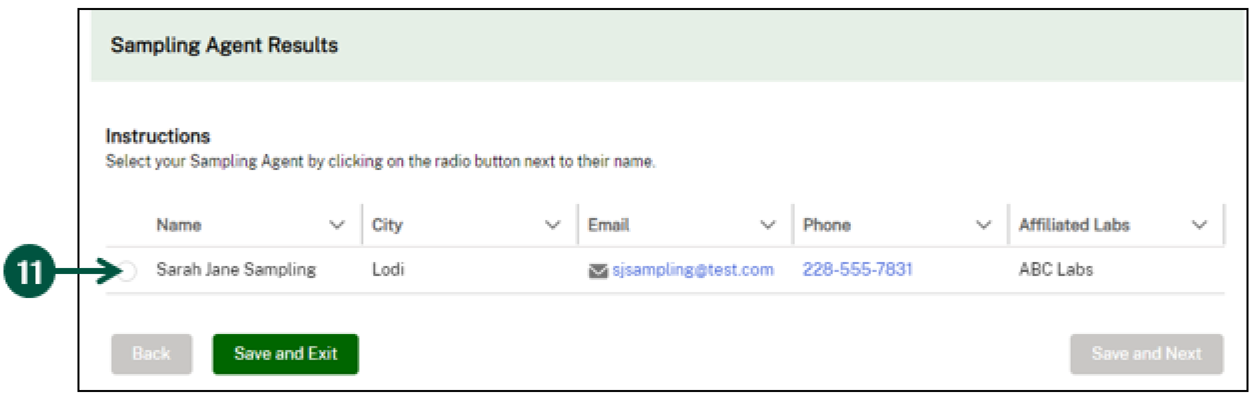


Create a Sampling Event (3 of 8)

9. **Click** on “Advanced Search” to find more specific and exact results.

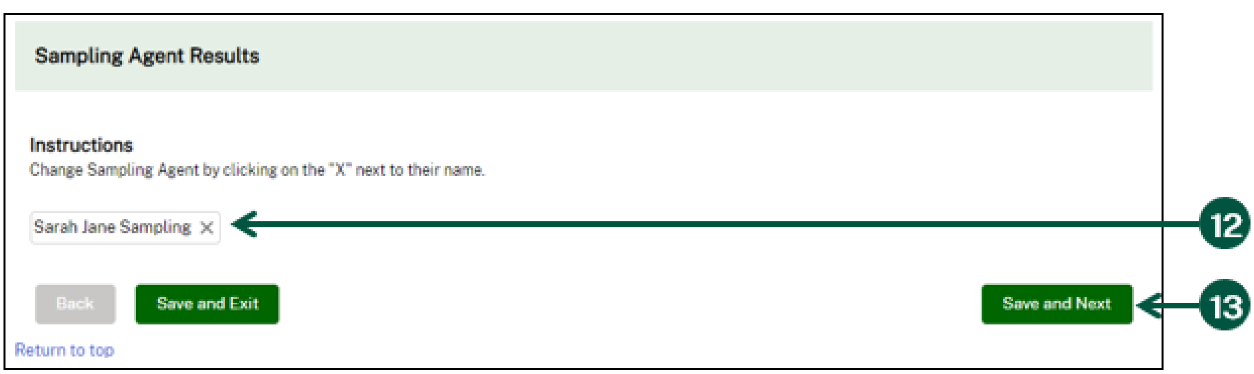
10. **Click** “Search”.

11. **Scroll down** to view your search results. **Select** your chosen Sampling Agent by clicking the circle next to their name.



12. If you need to change your selection, **click** on the “X” next to the Sampling Agent’s name.

13. Once you have the correct Sampling Agent, **click** “Save and Next”.



Note: If you would like to save your progress and complete the creation of the Sampling Event later, **click** “Save and Exit”. Your incomplete Sampling Event can be found in the “Draft Sampling Events” on your homepage under the “Testing” tab and “Sampling Events” subtab.

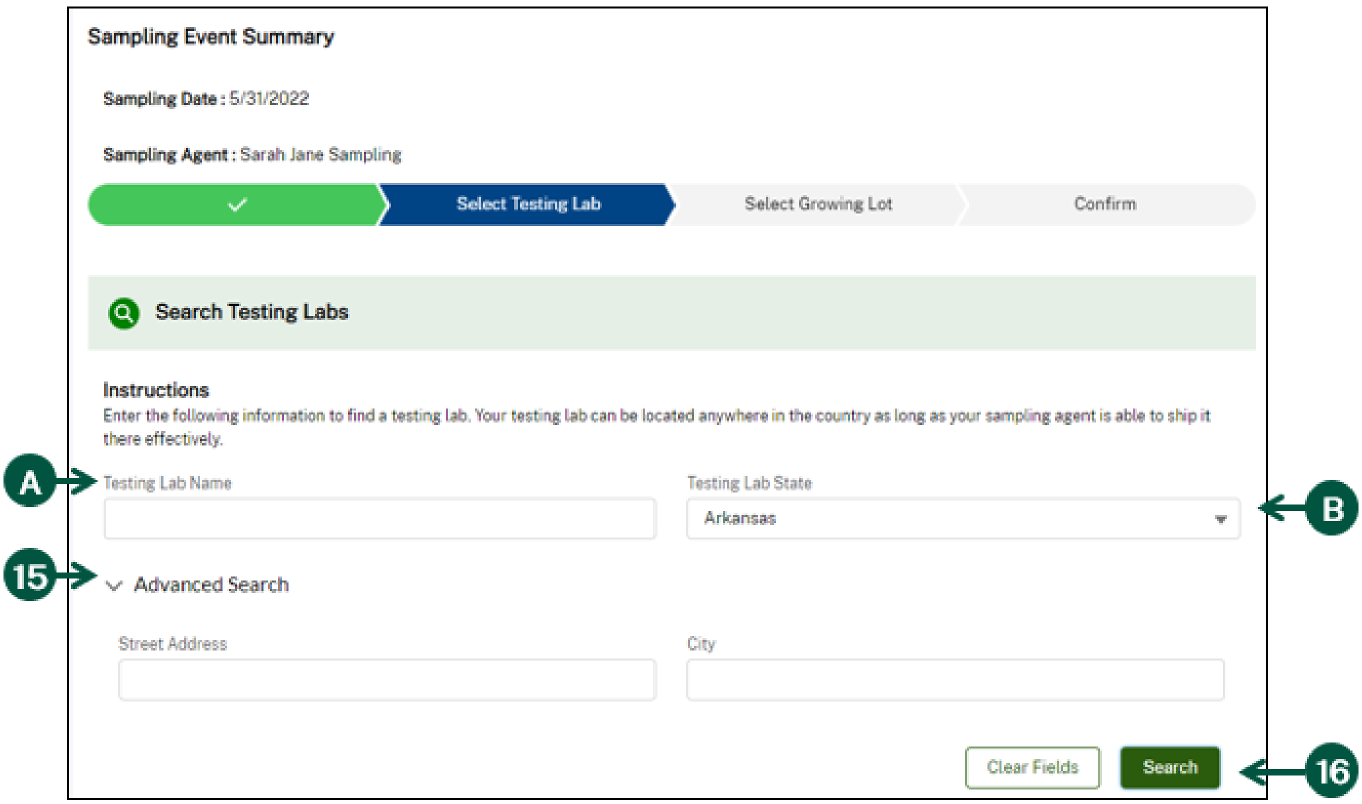
14. **Search** for your chosen Testing Lab whom you have already coordinated and confirmed with:

    A. Testing Lab Name

    B. **Select** the Testing Lab State

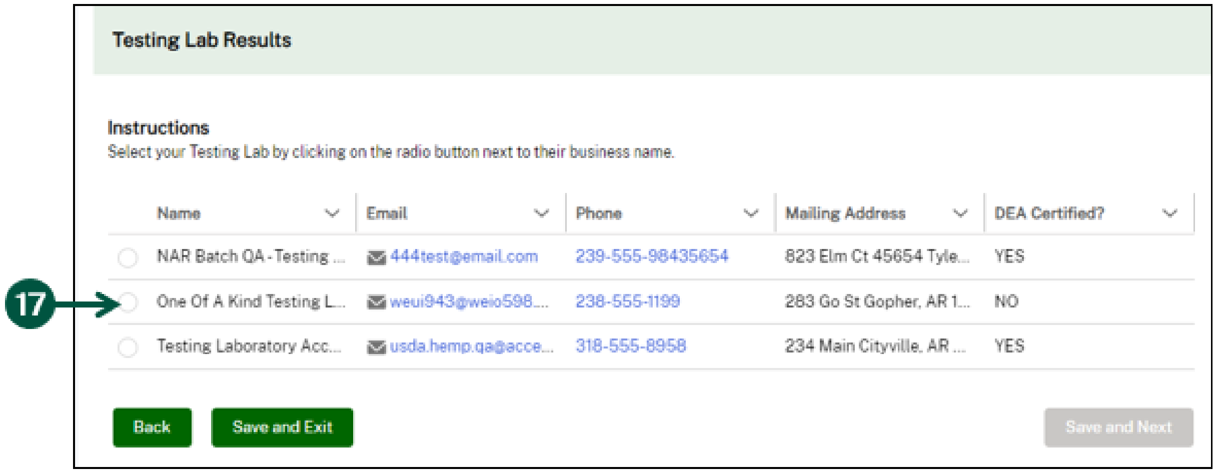
15. If you have additional criteria that you would like to use to narrow down your results, **click** on "Advanced Search" and **fill out** the informational fields.

16. When you have finished putting in your desired criteria, **click** "Search".



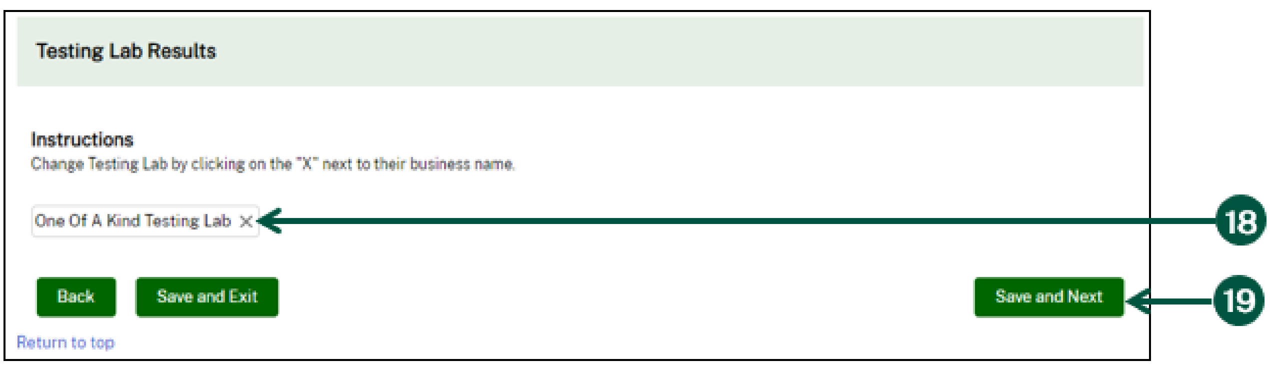
Note: As you progress through creating a Sampling Event, you can see the summary at the top of the page including event details, steps you have completed, and the current step you are on.

17. **Scroll down** to view your search results. **Select** your chosen Testing Lab by clicking the circle next to their name.

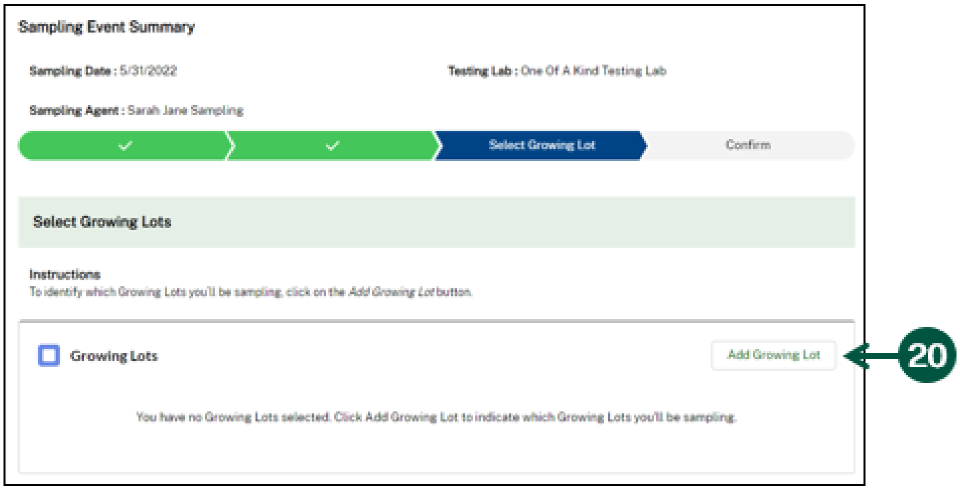


18. If you need to change your selection, **click** on the “X” next to their business name.

19. Once you have the correct Testing Lab, **click** “Save and Next”.



20. **Click** "Add Growing Lot". Note: Multiple growing lots can be added here if the sampling agent is going to sample multiple lots at the same time.



21. **Fill out** the pop-up informational fields for the growing lot you are scheduling the Sampling Event for:

   A. Lot Number

   B. Harvest ID

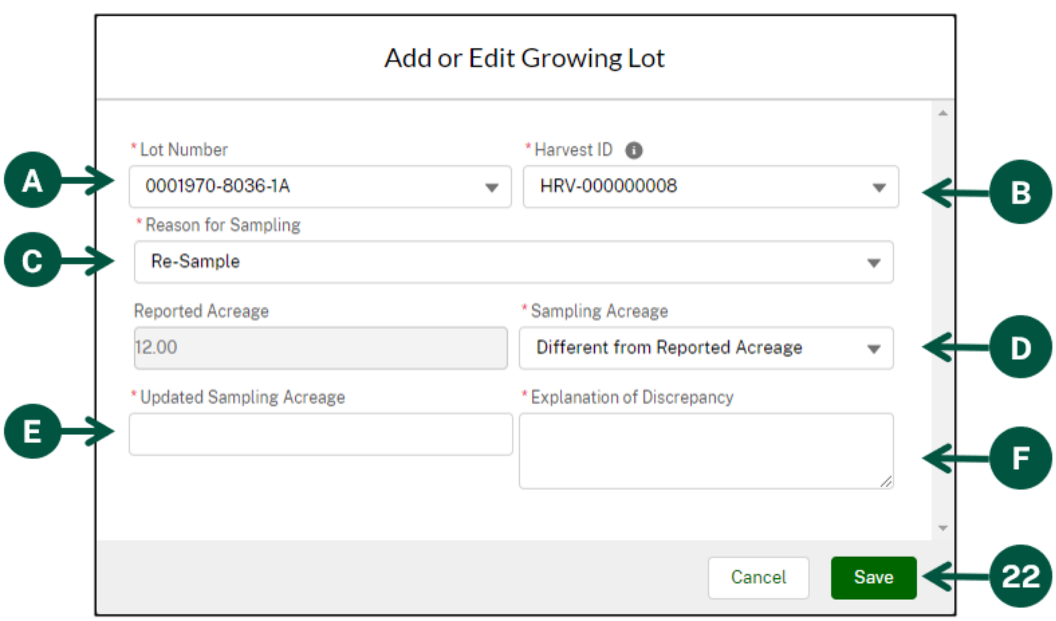
   C. Reason for Sampling

   D. Sampling Acreage: If this is "Same as Reported Acreage", **skip** to Step 22.

   E. Updated Sampling Acreage

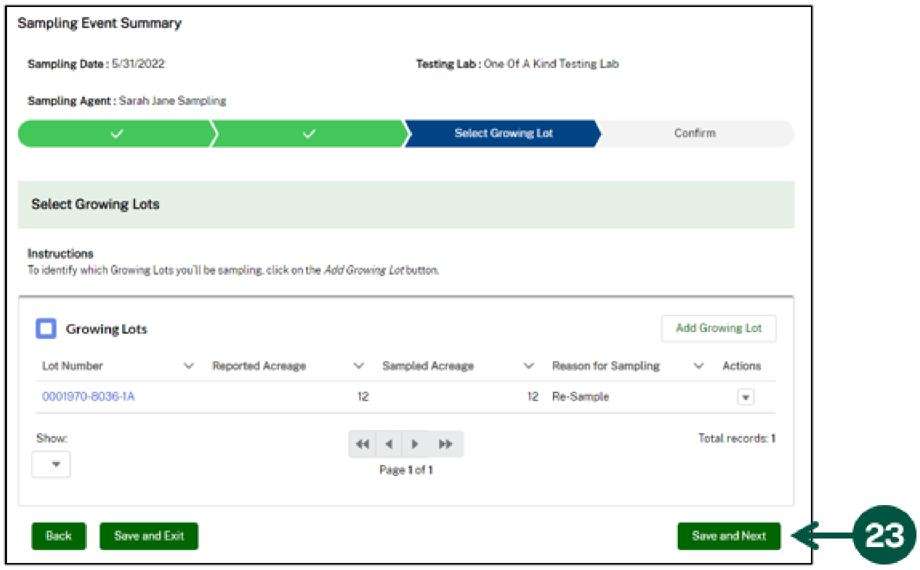
   F. Explanation of Discrepancy

22. **Click** "Save".



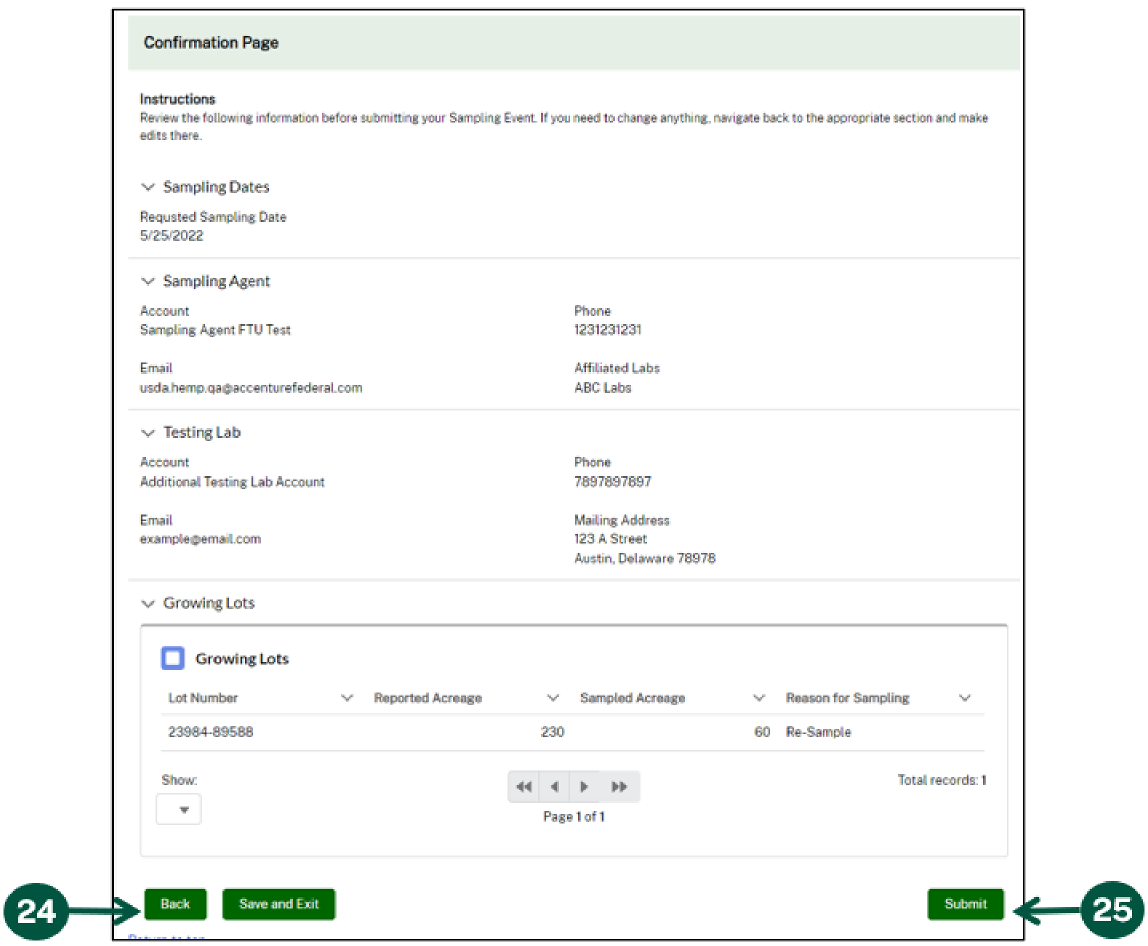
Create a Sampling Event (7 of 8)

23. **Click** “Save and Next”.



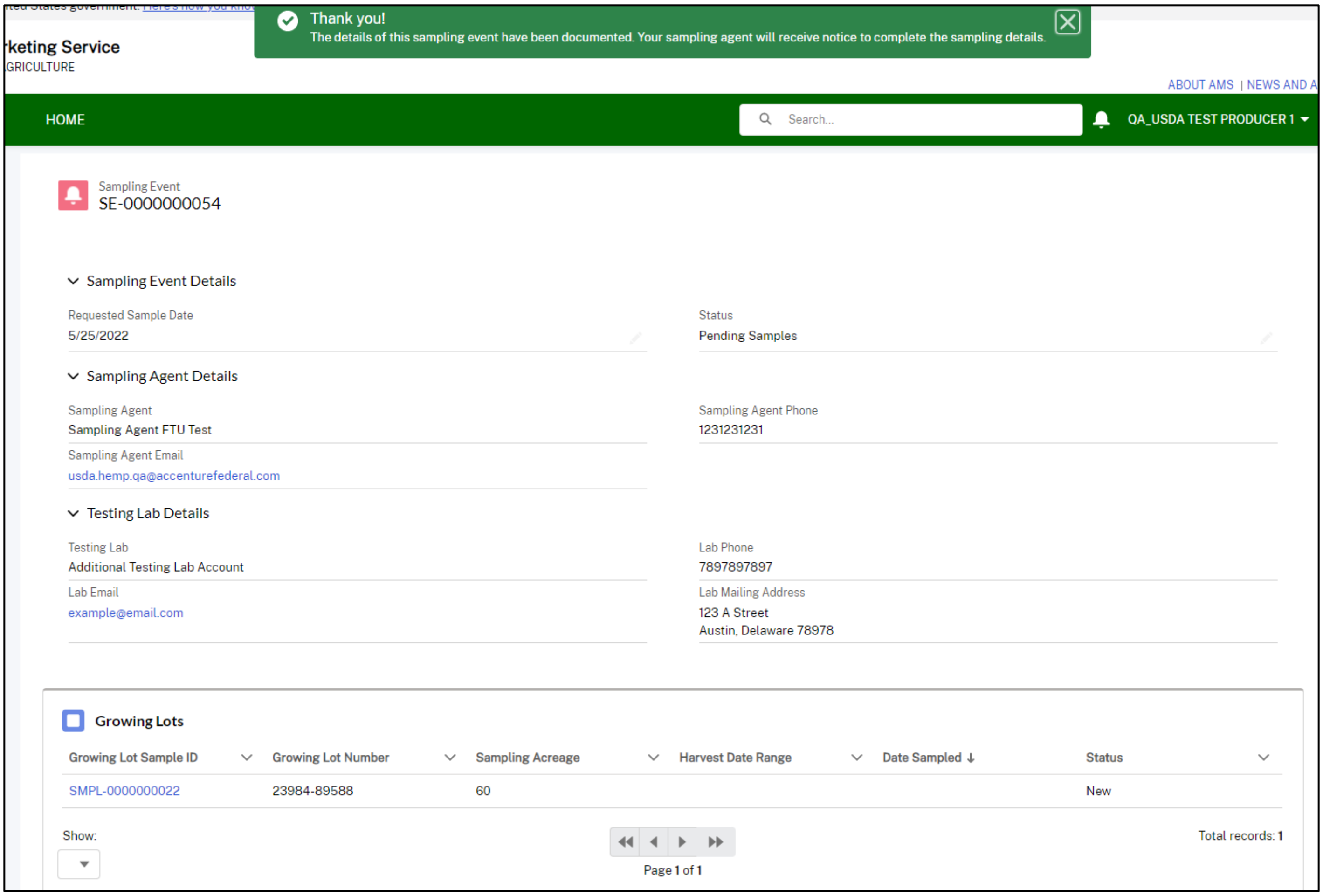
24. **Review** the Sampling Event information on the “Confirmation Page” before submitting your Sampling Event. If you need to change anything, **navigate** to the appropriate section and make edits there by **clicking** “Back”.

25. When you have confirmed the information is accurate, **click** “Submit”.



Create a Sampling Event (8 of 8)

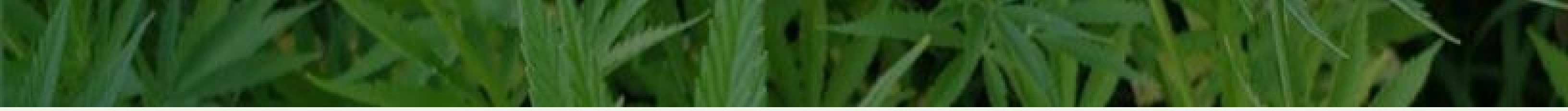
26. A “Thank You” notification will confirm that your information has been received and you will see your Sampling Event details in a read-only version. You will receive a “Sampling Event Received” email notification confirming that your sampling activity has been submitted and that the Sampling Event details have been sent to your chosen Sampling Agent.



Note: You can come back to this Sampling Event record anytime from your homepage. **Click** the “Testing” tab, click the “Sampling Events” subtab, and it will be under the “Submitted Sampling Events”. You will receive a “A New Sampling Event is Available to You” email notification when your Sampling Agent has submitted the Sampling Event, so that you can access and review the details in HeMP.

View Testing Results

☐ **View Test Results**



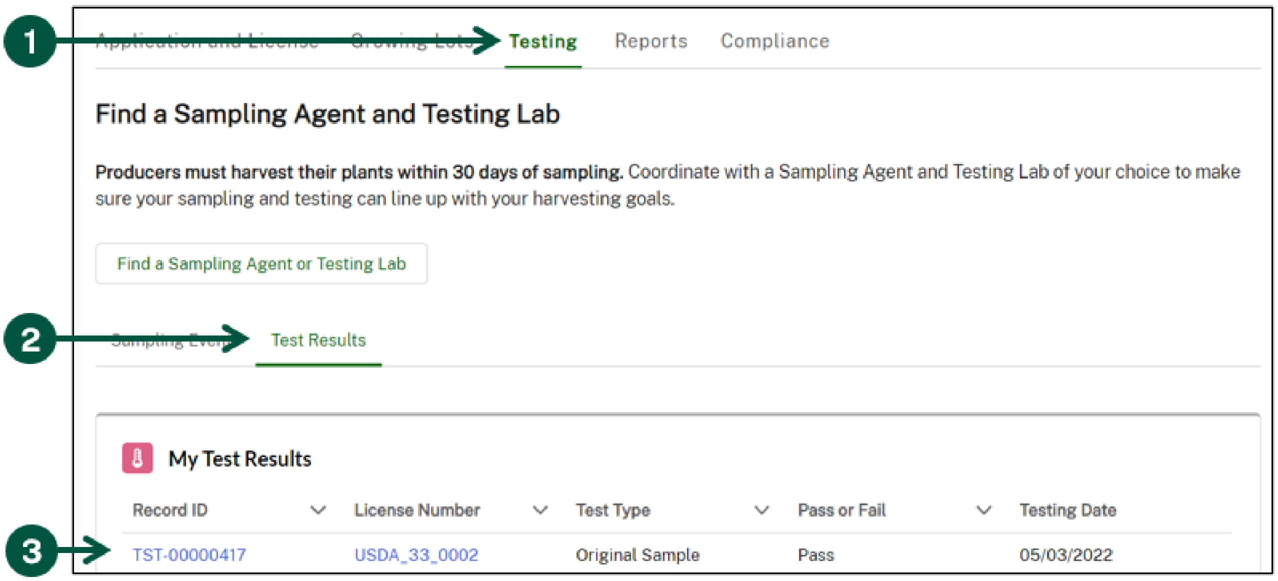
View Test Results

Testing labs that submit hemp test results associated with your license to USDA will be automatically populated into HeMP for you to view. Use the following steps to view the test results submitted for your license.

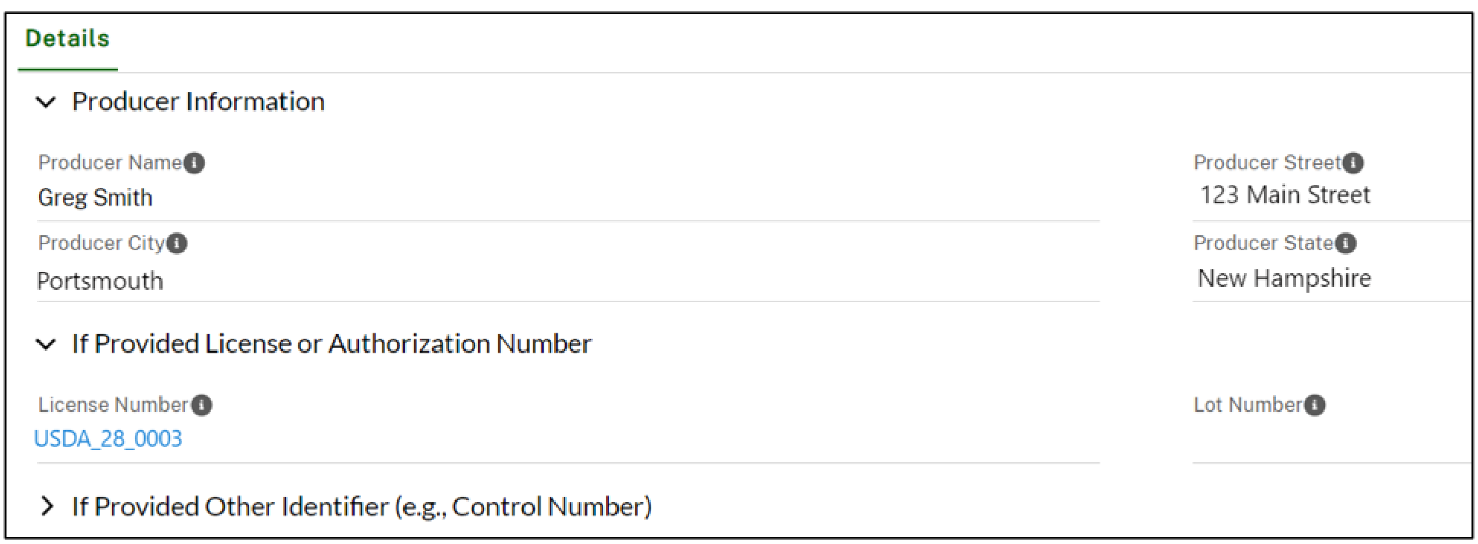
1. From your homepage, **click** the “Testing” tab.

2. **Click** the “Test Results” subtab.

3. From here, you can see a list of all test results submitted associated with your Account’s license(s). **Click** on any Record ID to **view** more details about a test result. Note: Each test result is associated with a unique Test Result Record ID which can be searched on your homepage search bar.



4. Once you see the “Test Result” page, you can **view** more details about the selected test result.



Submit Required Reporting

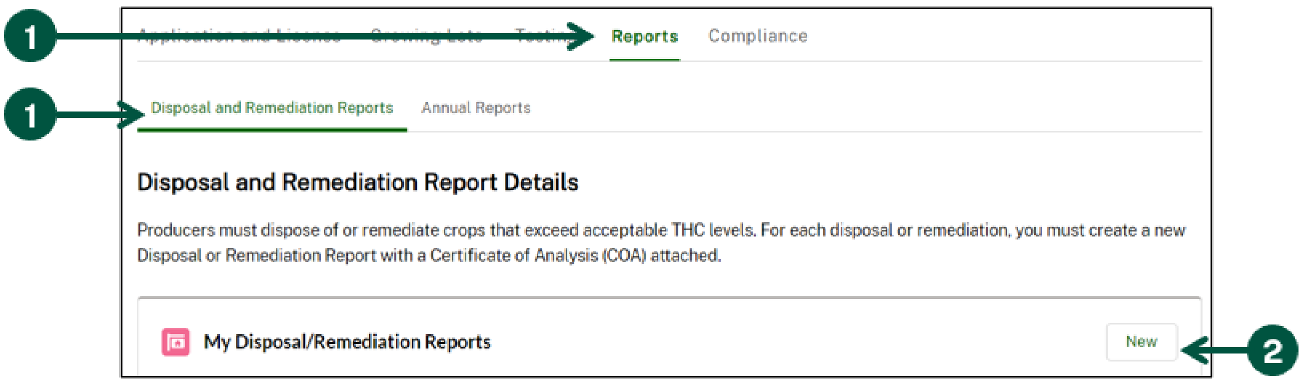
- [ ] **Submit a Disposal/Remediation Report (AMS-27)**
- [ ] **Submit an Annual Report (AMS-28)**

Submit a Disposal/Remediation Report (AMS-27) (1 of 5)

USDA licensed producers that have produced cannabis testing above the acceptable delta-9 tetrahydrocannabinol (THC) level, must dispose of or remediate that material to be in accordance with the Controlled Substances Act (CSA) and the Drug Enforcement Administration (DEA) regulations. A Disposal/Remediation Report (AMS-27) must be filed no later than 30 days after the disposal or remediation is completed. Each completed report will receive a unique report name which can be searched on your homepage search bar.

1. From your homepage, **click** the “Reports” tab, then **click** the “Disposal and Remediation Reports” subtab.

2. **Click** “New” to create a new Disposal/Remediation Report.

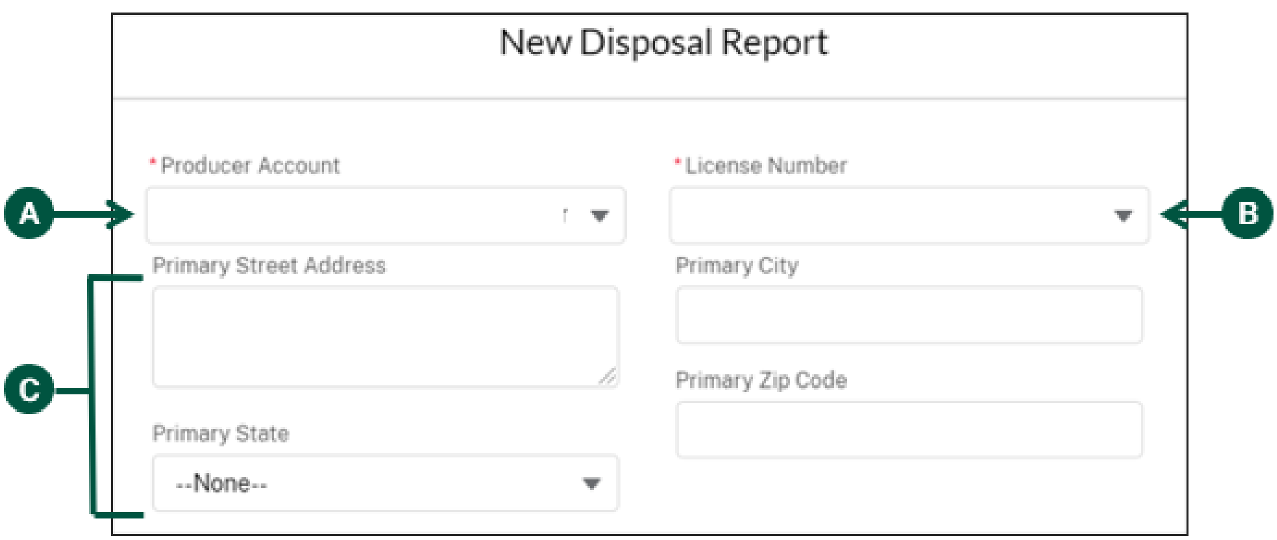


3. Once you see the “New Disposal Report” pop-up, **fill out** the fields. Note the following when filling out the fields:

   A. Producer Account: **Select** the Account associated with the Disposal/Remediation report you are submitting.

   B. License Number: **Select** the license associated with the Disposal/Remediation report you are submitting.

   C. Primary Street Address, City, Zip Code, State: **Enter** the license details related to your license.



4. **Click** “Save” at the bottom of the “New Disposal Report” pop-up.

5. You will be directed to a new “Producer Disposal/Remediation Report” page. You must document each instance of a disposal or remediation as a separate line in the report. To do this, scroll down to find the “Disposals/Remediations” section and **click** “New”.

6. Once you see the “New Disposal/Remediation” pop-up, **fill out** the pop-up fields and note the following fields:

   A. Lot Number: **Select** the lot associated with the disposal or remediation. The lot number is provided by the USDA Farm Service Agency (FSA) and will be in this format: Farm Number-Tract Number-Field/Subfield Number. Note: If the relevant lot number is not shown in the list, use the “Complete if unable to enter a “Lot Number” above section and see steps I-N.

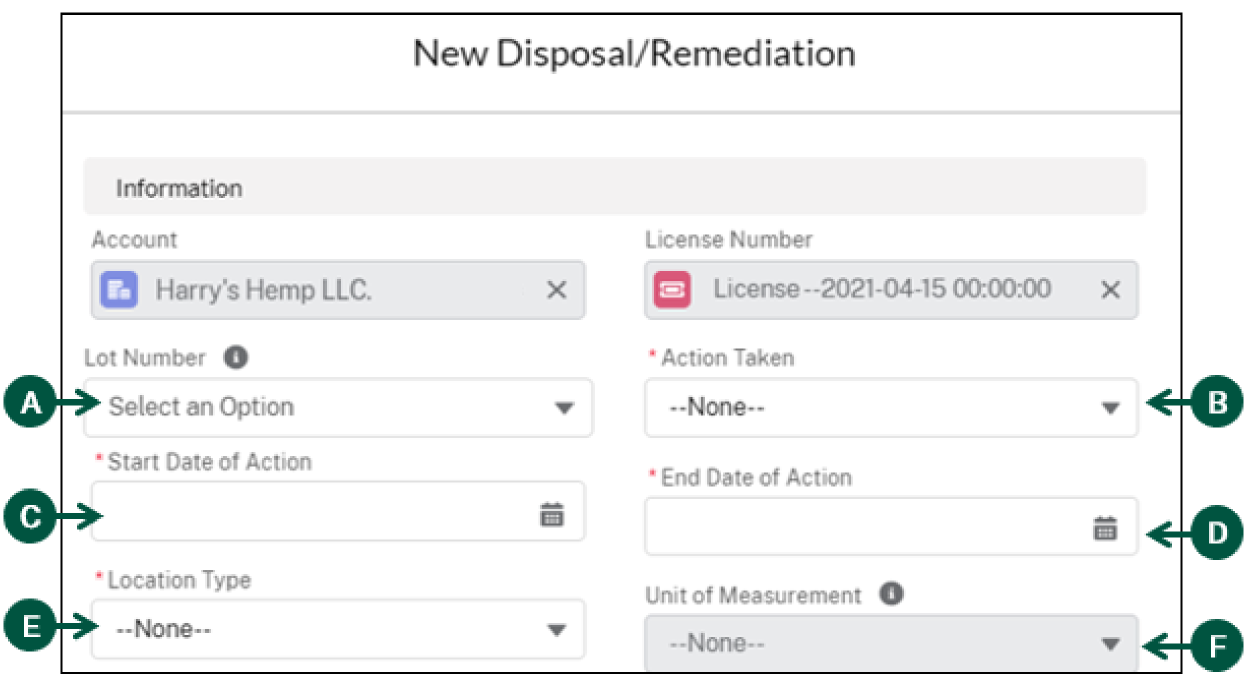
   B. Action Taken: **Select** this if you disposed of or remediated the material.

   C. Start Date of Action: **Select** the date when you started the remediation or disposal.

   D. End Date of Action: **Select** the date when you completed the disposal or remediation.

   E. Location Type: **Indicate** whether this material was grown indoors or outdoors.

   F. Unit of Measurement: **Select** the unit of measurement used to report the size of the remediation or disposal in the “Size” field.



Submit a Disposal/Remediation Report (AMS-27) (3 of 5)

6. Continued: Once you see the “New Disposal/Remediation” pop-up, **fill out** the pop-up fields and note the following fields:

   G. Method: **Select** the method used to dispose or remediate the material. Note: If the method is not listed, choose “Other” and use the “Method (if “Other”) field.

   H. Size: **Enter** the total growing area that was disposed of or remediated.

   <u>If your lot number was not listed in the pop-up, follow steps I-N.</u>

   I. FSA State Code: **Enter** the State Code provided to the licensee by the USDA Farm Service Agency (FSA).

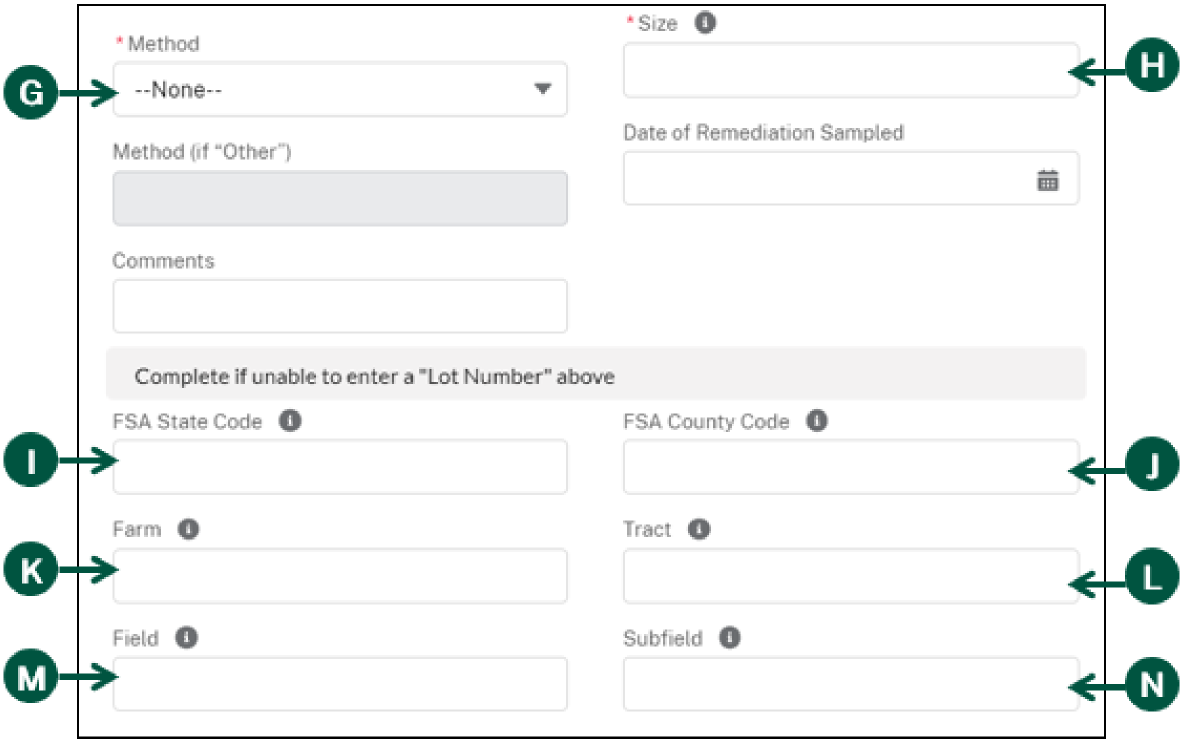
   J. FSA County Code: **Enter** the County Code provided to the licensee by the USDA Farm Service Agency (FSA).

   K. Farm: **Enter** the numeric Farm Number provided to the licensee by the USDA Farm Service Agency (FSA).

   L. Tract: **Enter** the numeric Tract Number provided to the licensee by the USDA Farm Service Agency (FSA).

   M. Field: **Enter** the numeric Field Number provided to the licensee by the USDA Farm Service Agency (FSA).

   N. Subfield: **Enter** the Subfield Letter provided to the licensee by the USDA Farm Service Agency (FSA). This may be blank if the producer’s field is not divided into subfields.

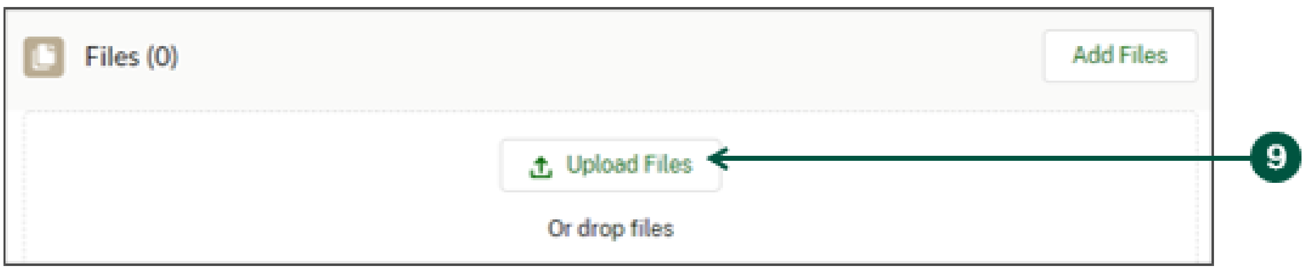


Submit a Disposal/Remediation Report (AMS-27) (4 of 5)

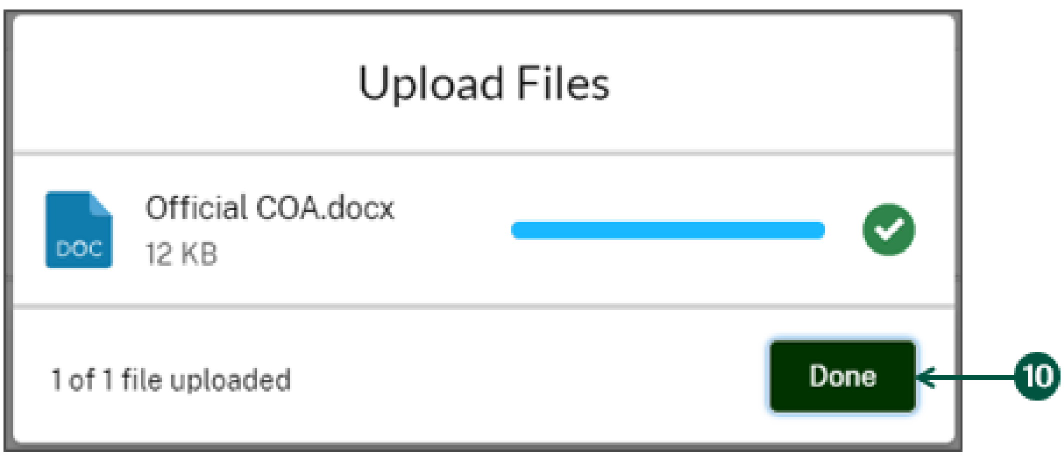
7. **Click** “Save” at the bottom of the “New Disposal/Remediation” pop-up.

8. You will then be directed to the new disposal or remediation you created. Review the information provided. Note: You can edit the information of the disposal or remediation using the “Edit” button on the top, right of the page.

9. For each disposal and remediation reported, you must attach a Certificate of Analysis (COA) and photo or video evidence of disposal or remediation. For a disposal, attach an official COA that shows a non-compliant test result and documentation of the disposal activity. For a remediation, attach an official COA that shows the initial non-compliant test result and one that shows the follow-up compliant test result of the remediated material in addition to documentation of the remediation activity. **Go** to the files section and **click** “Upload Files” to **import** documents from your computer.



10. **Confirm** your file uploaded successfully, then **click** “Done”.

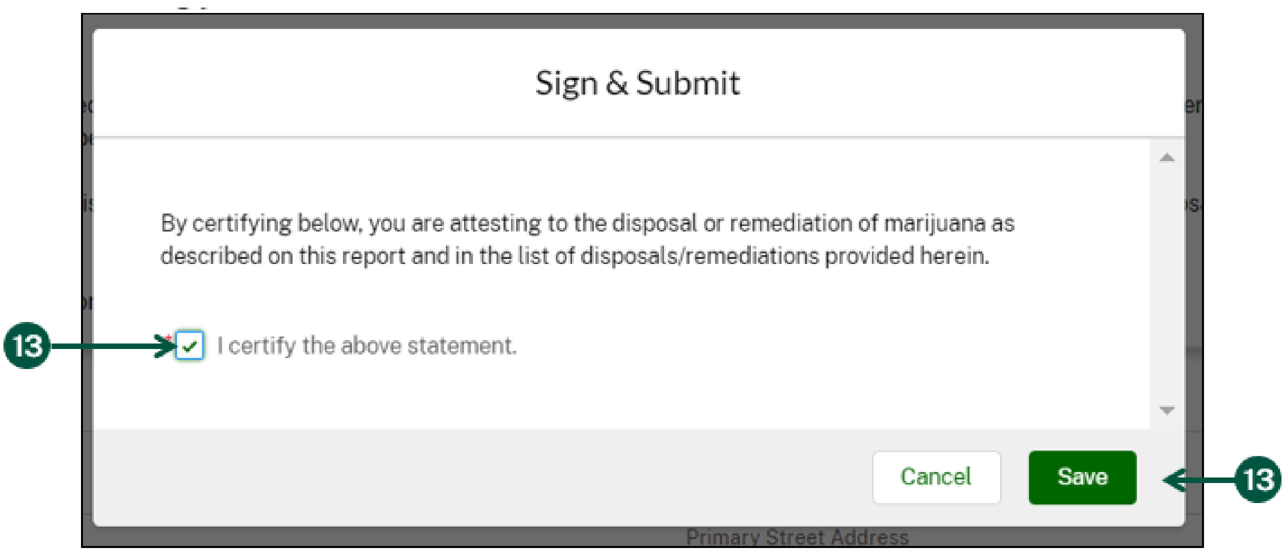


11. **Click** “Return to Report” to submit your report or add another instance of a disposal/remediation. To add another instance of disposal/remediation, use Steps 4-10.

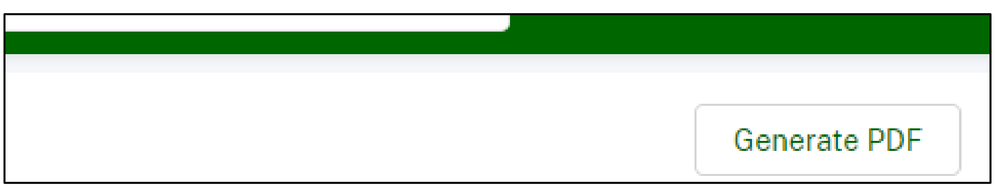
Submit a Disposal/Remediation Report (AMS-27) (5 of 5)

12. Once you are done entering your disposal and/or remediation line items, **click** “Submit” from the Producer Disposal/Remediation Report details page.

13. **Certify** your submission, then **click** “Save” to complete your Disposal/Remediation Report submission. You will receive a message at the top of your screen and an email from DHPP confirming your submission.



14. To create a PDF copy of your Disposal/Remediation Report, **select** the “Generate PDF” button from the top right of the report page.



15. A notification at the top of the screen will appear stating “Your PDF is being generated. Please allow a few moments for it to appear. You may need to refresh this page.”. Once you see this notification, allow a couple of minutes for the PDF to be generated. You may need to also refresh your page.

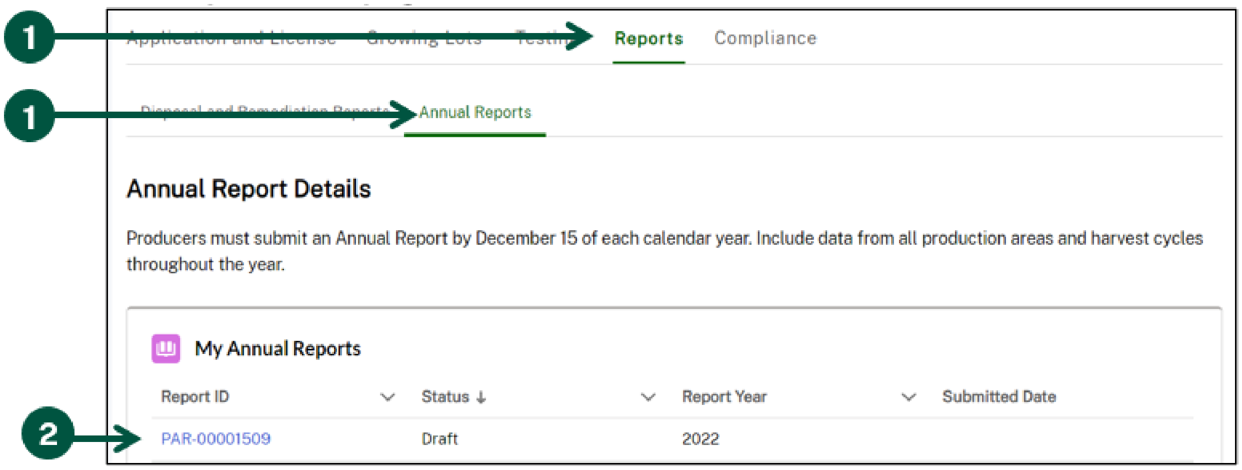
16. **Scroll down** to find the “Files” section of the report page. **Click** the blue File Name link to download the copy of your submitted report.

Submit an Annual Report (AMS-28) (1 of 4)

Hemp producers licensed by the U.S. Department of Agriculture (USDA) must submit an Annual Report (AMS-28) to USDA by December 15th of each calendar year. This report encompasses data from all production areas and harvest cycles throughout the year.

1. From your homepage, **click** the "Reports" tab, then **click** the "Annual Reports" subtab.

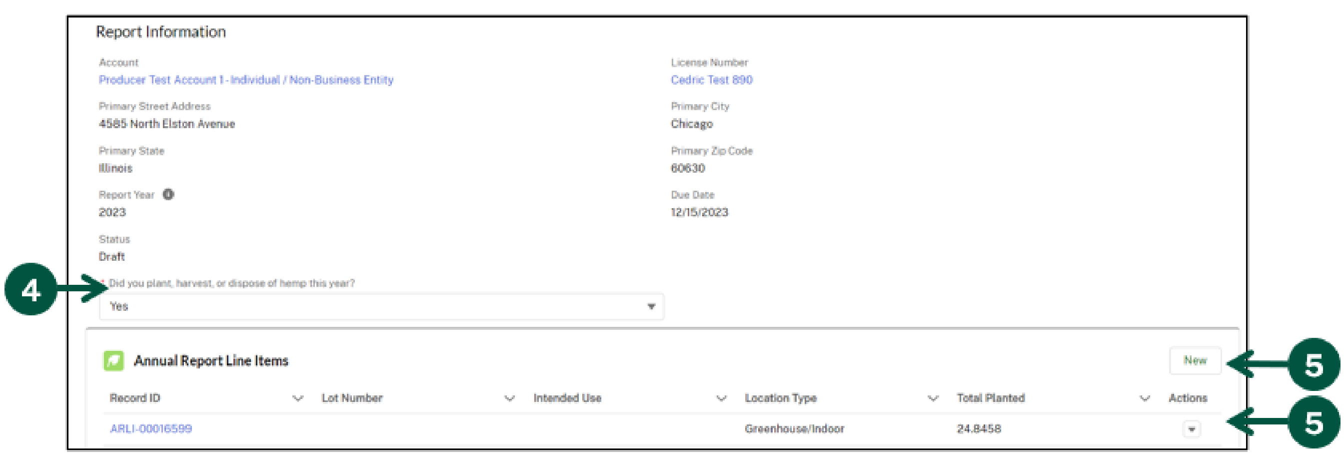
2. A blank Annual Report will be available to you to submit your report each year. To complete the Annual Report, **click** the Report ID associated with the reporting year. Note: Use the "Report Year" column to determine the appropriate report. Your Annual Report ID can be searched on your homepage search bar.



3. You will be directed to the Producer Annual Report page, where you will report data on hemp planted, disposed of, and harvested under your USDA license.

4. Under "Did you plant, harvest, or dispose of hemp this year?", **select** "Yes" from the dropdown. Note: If you do not have anything to report, **select** "No-I did not plant, harvest, or dispose of hemp this year" from the dropdown and **skip** to Step 10 on Page 93.

5. An Annual Report Line Item should be created for each lot under your license on the "Annual Report Line Items" section. Note: If there is a record you would like to edit, duplicate, or delete, you can do so under the "Actions" dropdown on the applicable line item. To create a new line item, **click** "New".



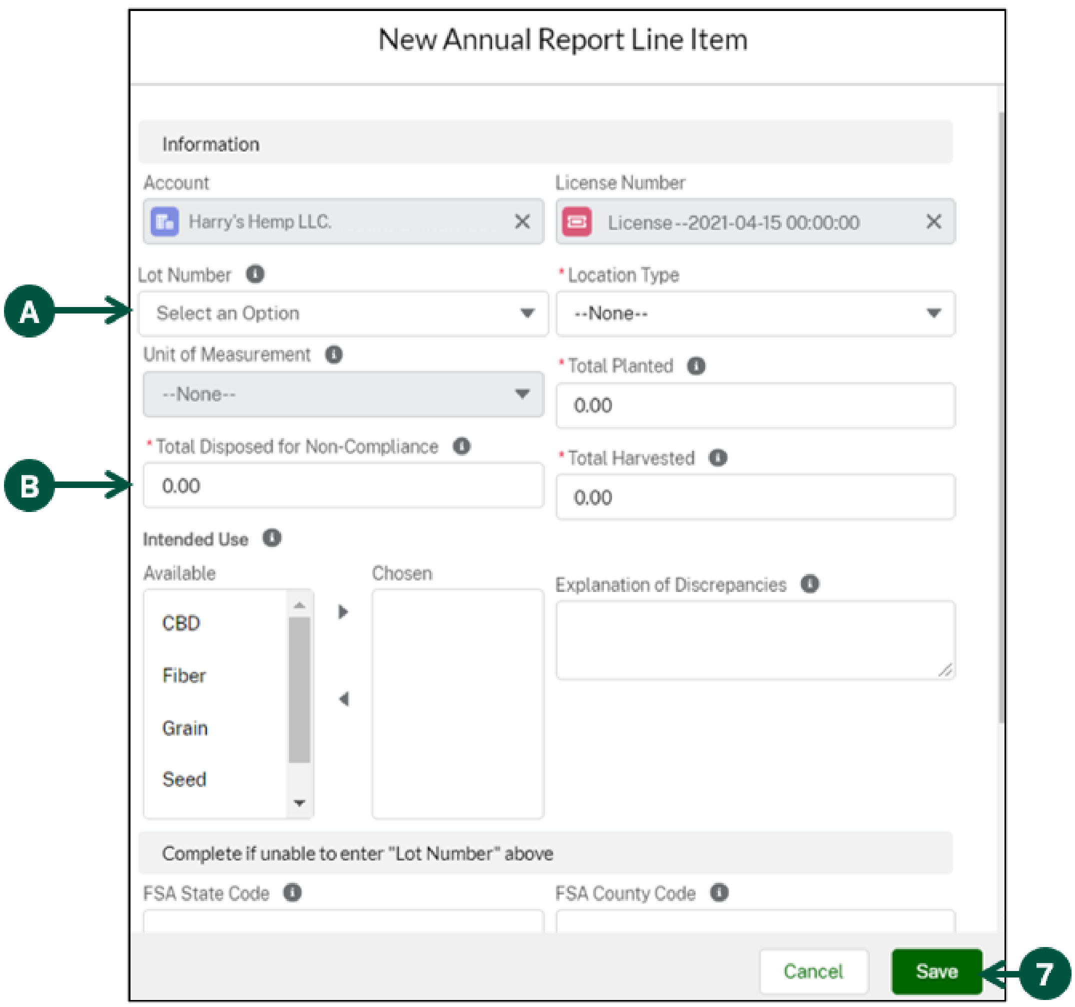
Submit an Annual Report (AMS-28) (2 of 4)

6. Once you see the “New Annual Report Line Item” pop-up, **fill out** the requested information. Note the following fields:

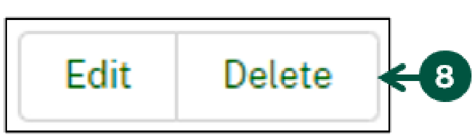
    A. Lot Number: **Select** the lot number that consists of 4 pieces of information provided to the licensee by the USDA Farm Service Agency (FSA) during the registration process. It will display in this format: Farm Number–Tract Number–Field/Subfield Number. Note: If the lot number does not appear in the list, use the “Complete if unable to enter “Complete if unable to enter “Lot Number” above”.

    B. Total Disposal for Non-Compliance: **Enter** the total area composed for non-compliant THC expressed for this lot in acres if measuring outdoor production or square feet if measuring indoor production.

7. Once you have completed the pop-up, **click** “Save” at the bottom of the pop-up.

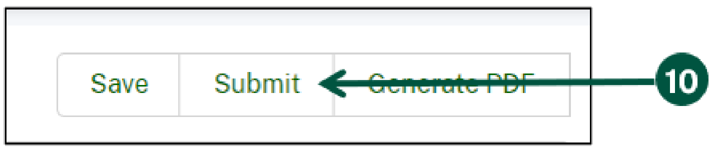


8. You will be directed to a page detailing the line item you just created. To **edit** or **delete** this line item, **click** the “Edit” or “Delete” buttons in the top, right corner of the page.

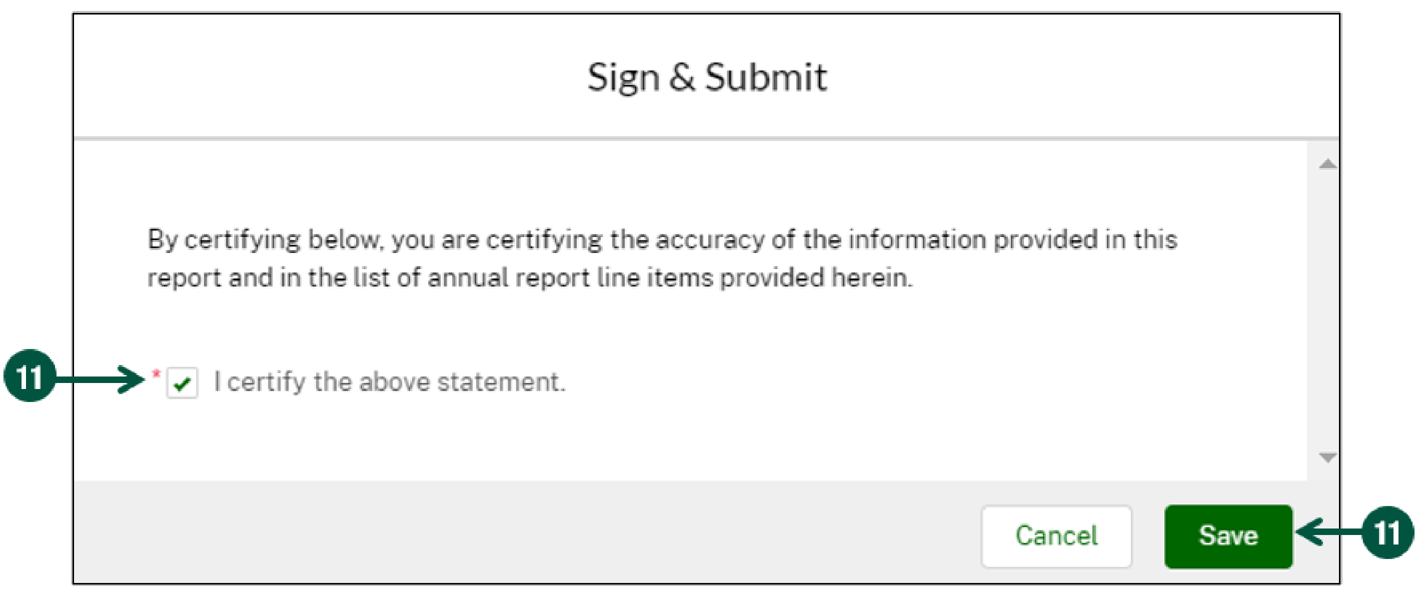


9. If you have multiple lots, you must create a line item for each lot. To **add** an additional annual report line item, **click** the “Return to Report” button at the top left of the page. Then, **repeat** steps 4-7. Otherwise, **select** “Return to Report” to complete your submission, and **move** to step 8.

10. Once you have added all line items and are ready to submit the Annual Report, **click** the “Submit” button at the top, right-hand corner of your screen.

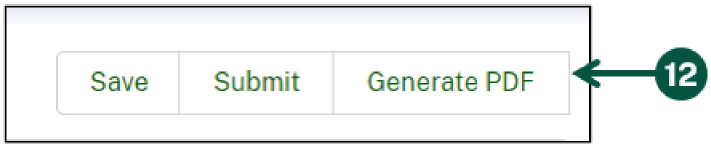


11. Once you see the “Sign & Submit” pop-up, **click** the checkbox to certify the accuracy of the information provided. Then **click** “Save” to submit the Annual Report. You will receive a confirmation message at the top of your screen and a confirmation email after submitting your report.



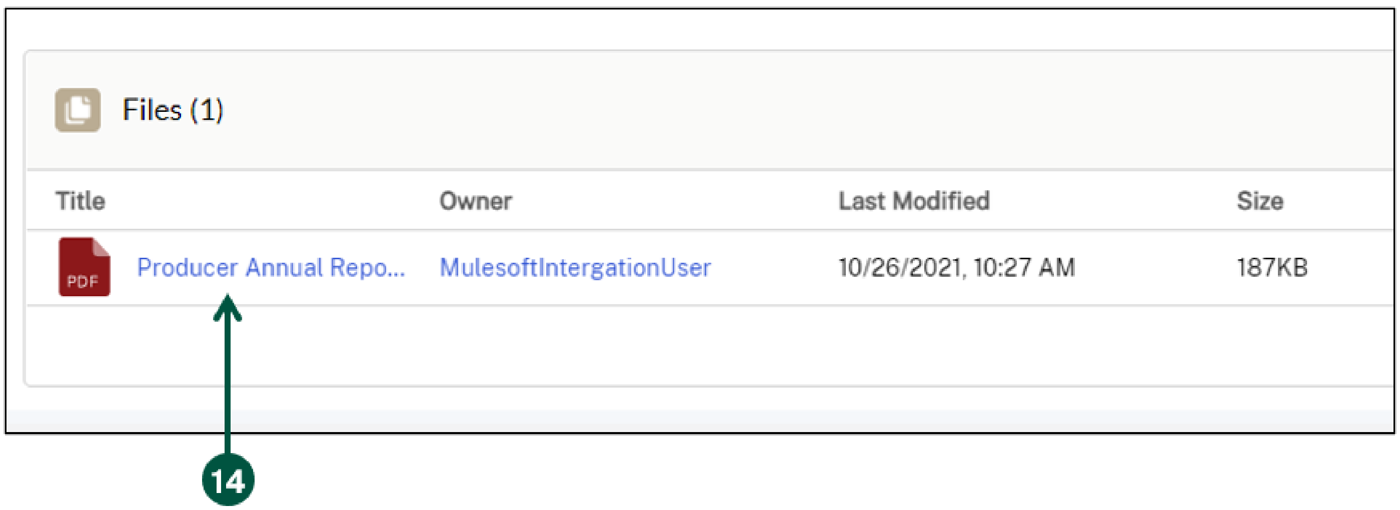
Submit an Annual Report (AMS-28) (4 of 4)

12. To create a PDF copy of your Annual Report, **select** the “Generate PDF” button from the top right of the report page.



13. A notification at the top of the screen will appear stating “Your PDF is being generated. Please allow a few moments for it to appear. You may need to refresh this page.”. Once you see this notification, allow a couple of minutes for the PDF to be generated. You may need to also refresh your page.

14. **Scroll down** to find the “Files” section of the report page. **Click** the blue File Name link to download the copy of your submitted report.



Manage Compliance Activities

- ☐ **View Audit Results**
- ☐ **View Violations**
- ☐ **Manage Resolution Plans**

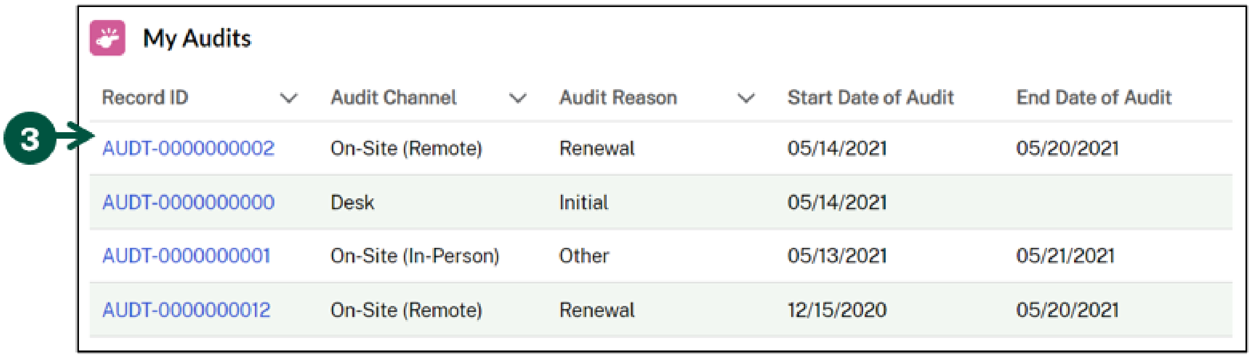
View Audit Results (1 of 2)

All audits will be conducted outside of HeMP. A record of the audit will be available in HeMP either while the audit is in progress or after the audit is completed. A member of your Account will receive an email notifying them that the audit results are available. The following instructions detail how you can access your audit results.

1. From your homepage, **click** the "Compliance" tab.

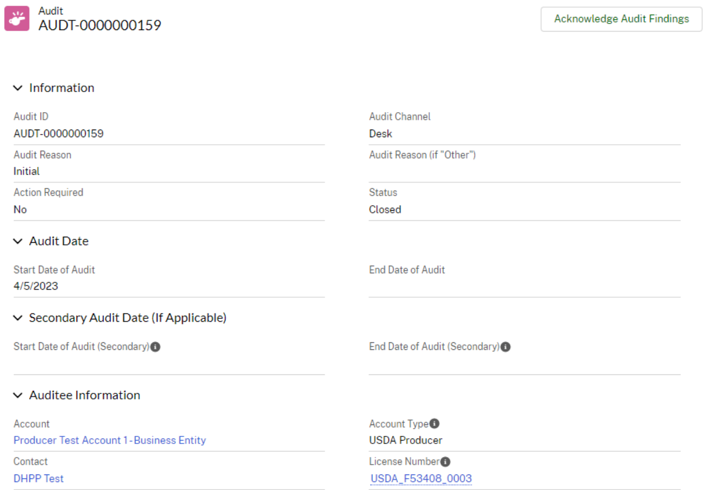
2. **Click** the "Audits" subtab.

3. To see the details of a particular audit, **choose** the associated Record ID.



Record ID	Audit Channel	Audit Reason	Start Date of Audit	End Date of Audit
AUDT-0000000002	On-Site (Remote)	Renewal	05/14/2021	05/20/2021
AUDT-0000000000	Desk	Initial	05/14/2021	
AUDT-0000000001	On-Site (In-Person)	Other	05/13/2021	05/21/2021
AUDT-0000000012	On-Site (Remote)	Renewal	12/15/2020	05/20/2021

4. You will be directed to the audit page, where you can review the audit information.

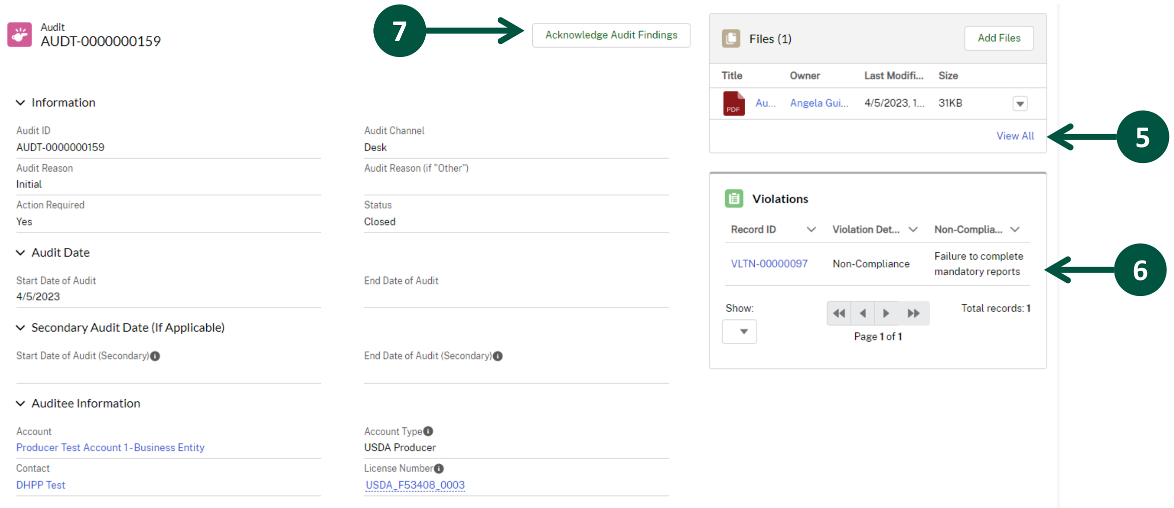


View Audit Results (2 of 2)

5. To view the files associated with the audit, **navigate** to the "Files" section on the right of the page. **Click** "View All" to view all associated files and access the files.

6. To view the Violations associated with the audit, **navigate** to the "Violations" section on the right of the page. **Click** on the Violation Record ID to view additional information about the Violation. Note: If there are no Violations associated with your audit, no records will populate on this list.

7. Once you have reviewed the Audit and associated File(s) and Violations(s), if applicable, click Acknowledge Audit Findings.



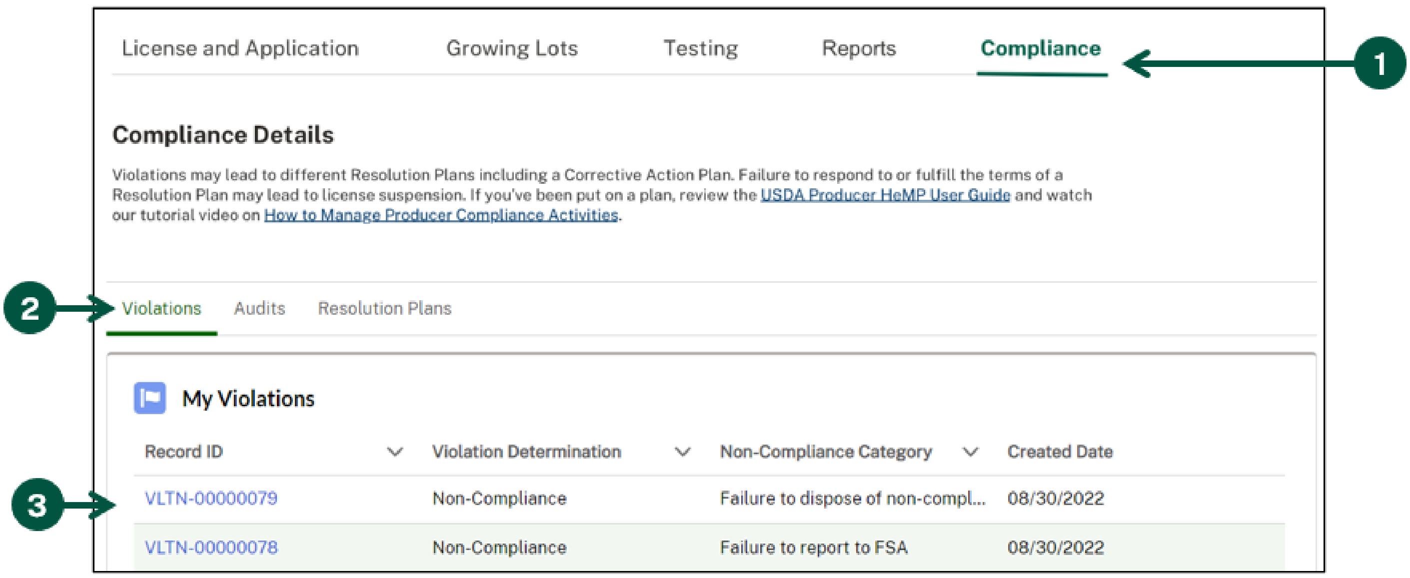
View Violations (1 of 2)

A Violation captures any non-compliances found related to your license. You will receive an email notification when a Violation is entered in HeMP. To view your Violations, use the following instructions.

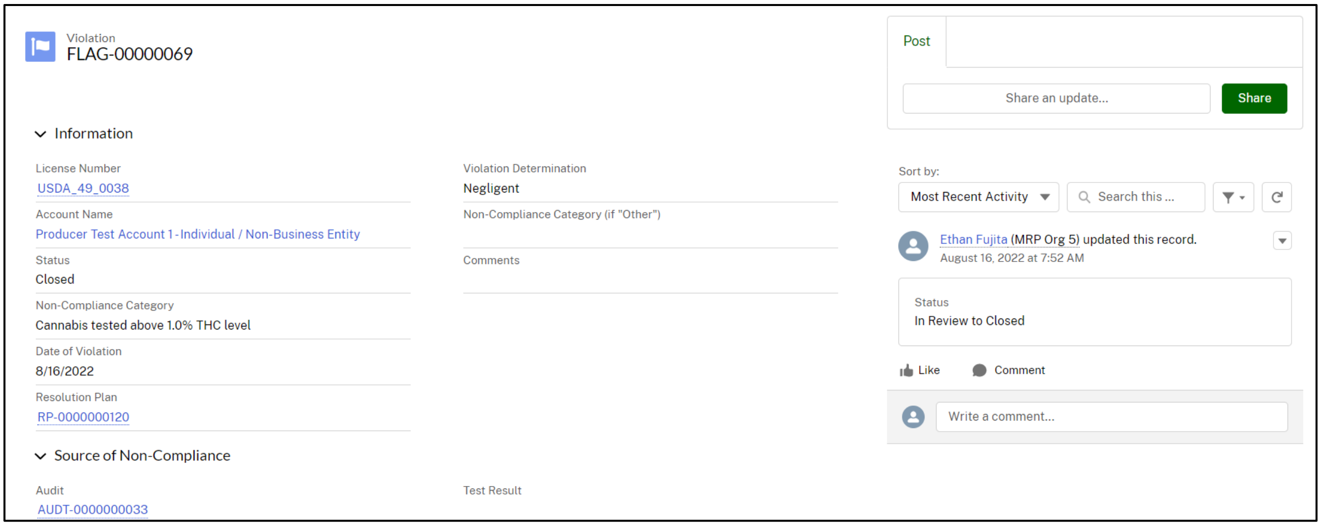
1. From your homepage, **click** on the “Compliance” tab.

2. **Click** the “Violations” subtab.

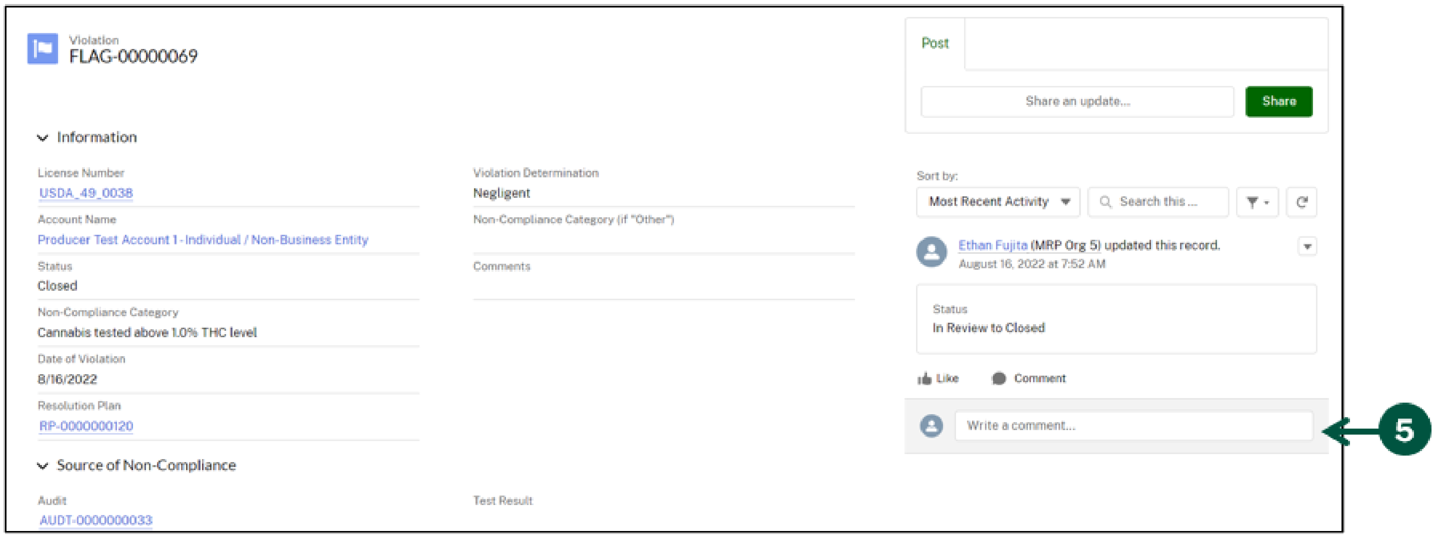
3. **Click** the Violation Record ID to to view details about the Violation.



4. You will be directed to the Violations Details page, where you can review additional information about the Violation.



5. To the right of the page, you will also be able to **view** if any comments have been left regarding your compliance flag. Note: You can use the “Write a comment…” field to respond to the comment.

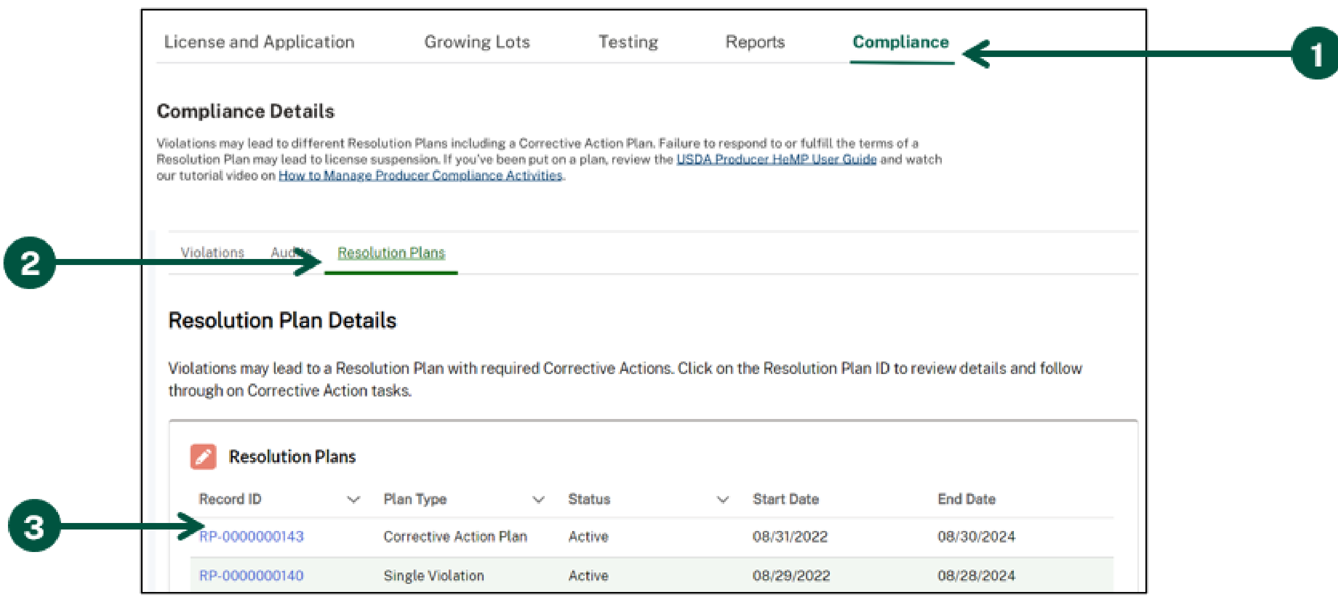


If you have been audited, inspected, or if USDA is made aware of a Violation, then you may be put on a Resolution Plan and have Corrective Actions you must report on. When you have been put on a Resolution Plan, you will receive an email notification letting you know that you must respond to the Resolution Plan in HeMP within 30 calendar days or risk suspension of your license.

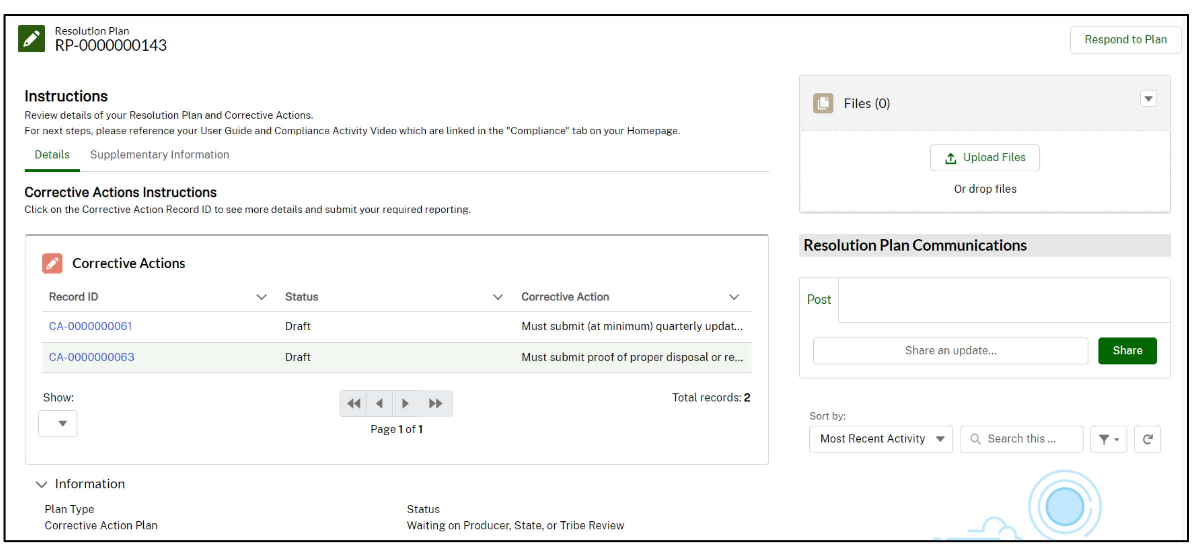
1. From the homepage, **scroll down** to find and **click** the “Compliance” tab.

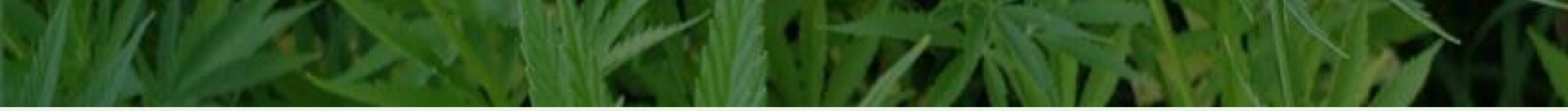
2. **Click** the “Resolution Plans” subtab where you will see the “My Resolution Plans” list. Note: If you do not have any Resolution Plans, there will be no records populated in this list.

3. **Click** a Resolution Plan ID to view details about the Resolution Plan.



4. Plan Type, Status, Response Deadline, and Resolution Plan Start and End Dates. **Click** on a Corrective Action Record ID to view additional details.

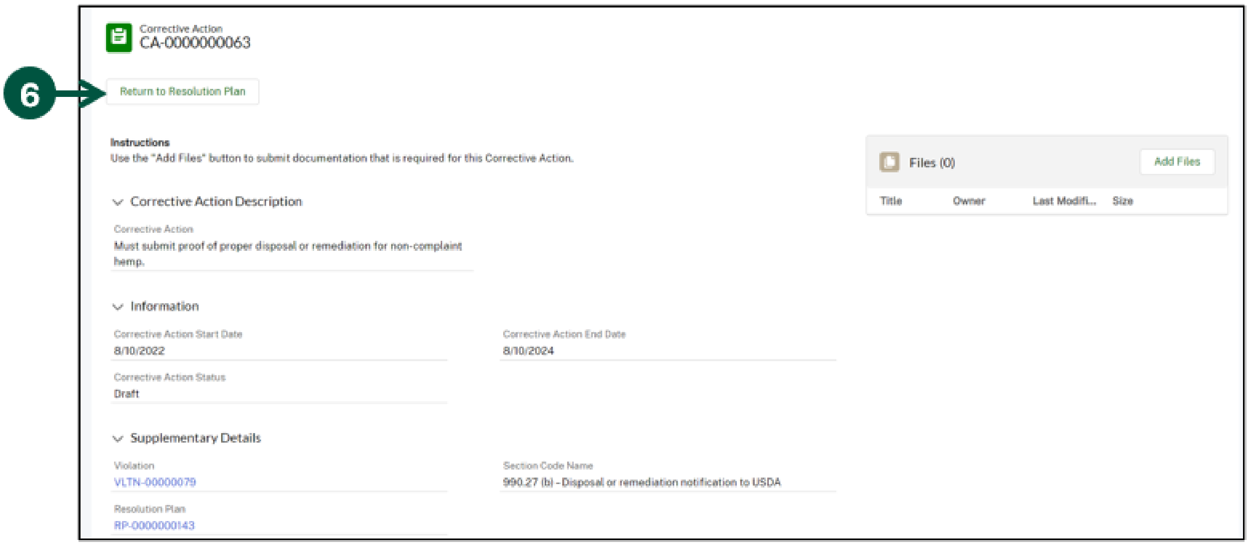




Manage Resolution Plans (2 of 5)

5. **Review** the information on the "Corrective Actions Details" page, including the Corrective Action Description, Start/End Date, Status, and the Violation and Resolution Plan associated with the Corrective Action.

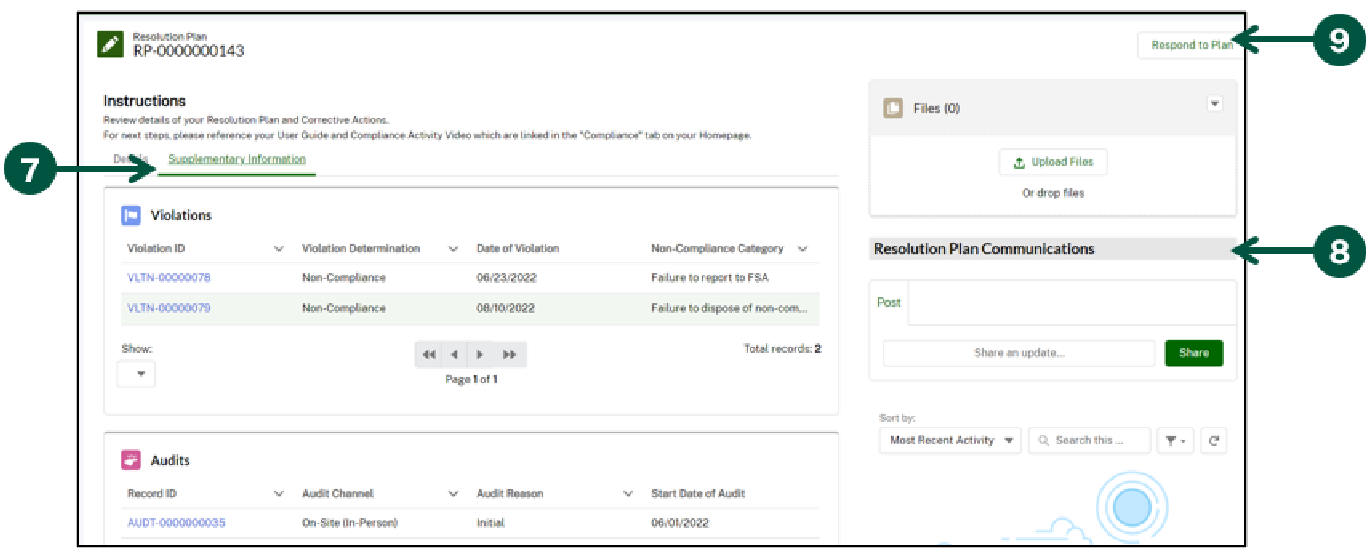
6. Once you are finished reviewing the information, **select** "Return to Resolution Plan".



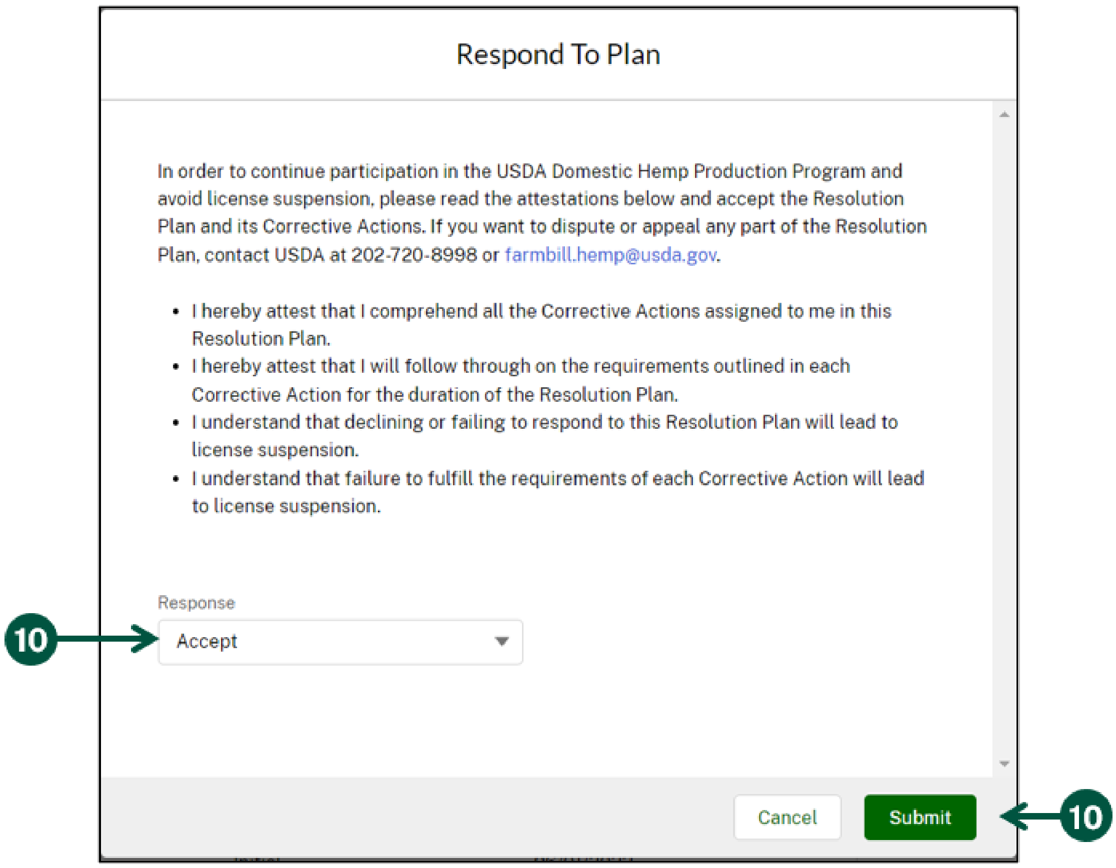
7. **Click** the "Supplementary Information" tab to view the related Violation(s) and Audit(s) associated with the Resolution Plan.

8. If you have any questions or comments about your Resolution Plan, Corrective Actions, Violations, etc. **Use** "Resolution Plan Communications" to leave a message for USDA staff.

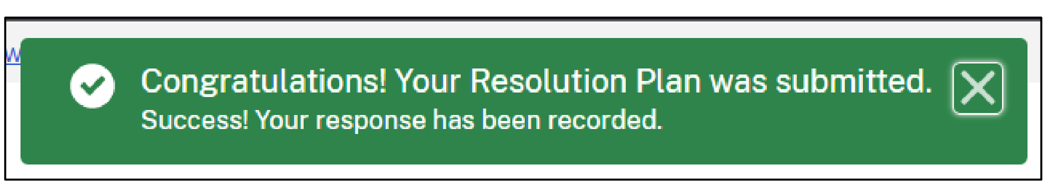
9. Once you have reviewed all the information and understand the conditions of your Resolution Plan, **select** "Respond to Plan".



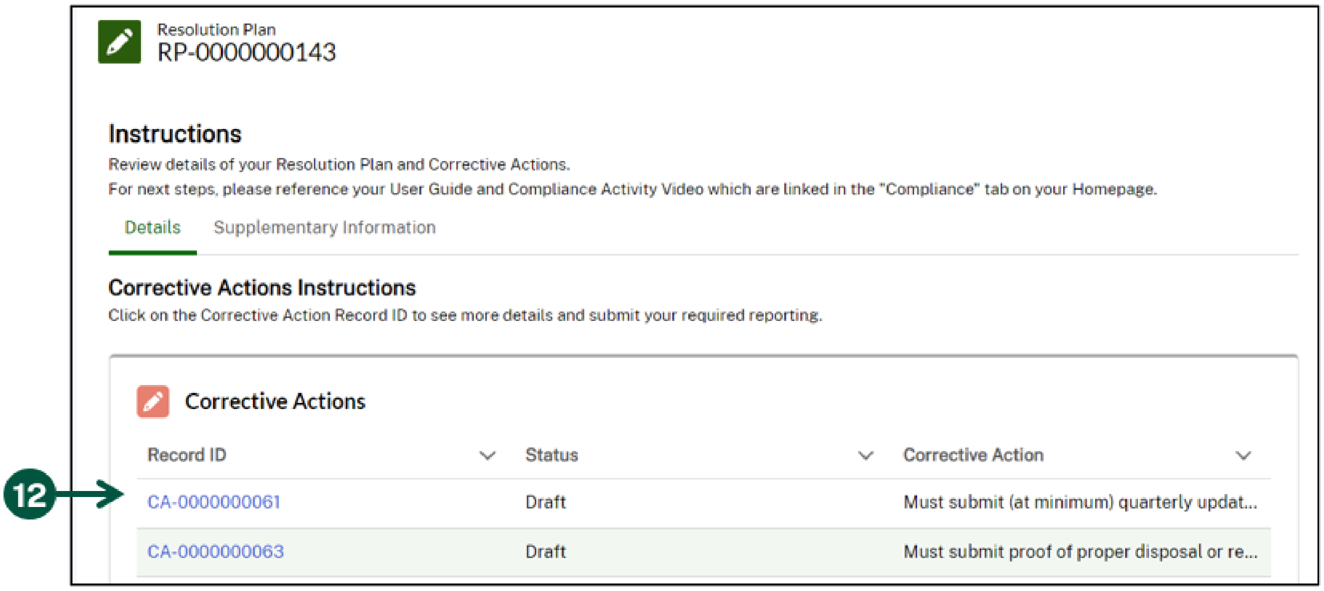
10. **Read** the attestations “Respond to Plan” modal, **select** “Accept” from the dropdown then **click** “Submit”. You will receive a toast message confirming the successful response of your Resolution Plan.



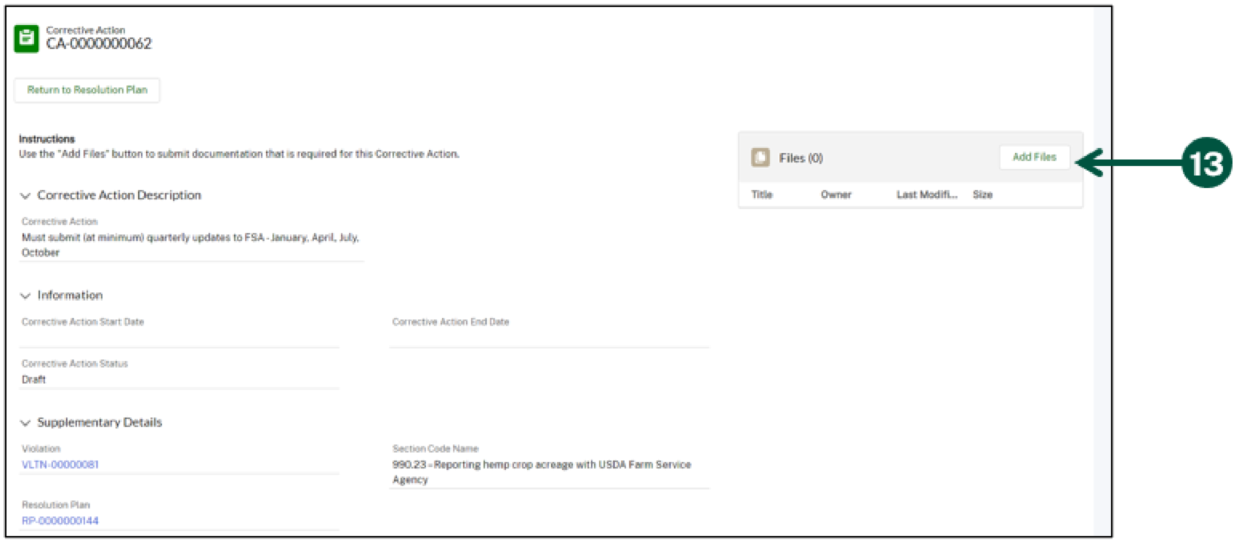
11. A toast message will display confirming the successful reponse of your Resolution Plan. You will receive an email notification that your Resolution Plan is now “Active” and that you must navigate to the “Corrective Actions Details” page to upload all required reporting for the duration of your Resolution Plan.



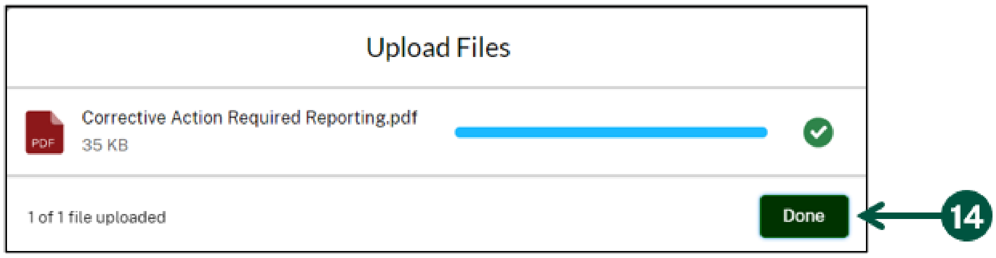
12. From your “Resolution Plan Details” page, **click** on a Corrective Action Record ID to view additional details and submit required reporting.



13. Once on the “Corrective Action Details” page, **review** the Corrective Action Description, Information, and Supplementary Details sections. **Select** “Add Files” to upload the applicable file(s) from your computer.

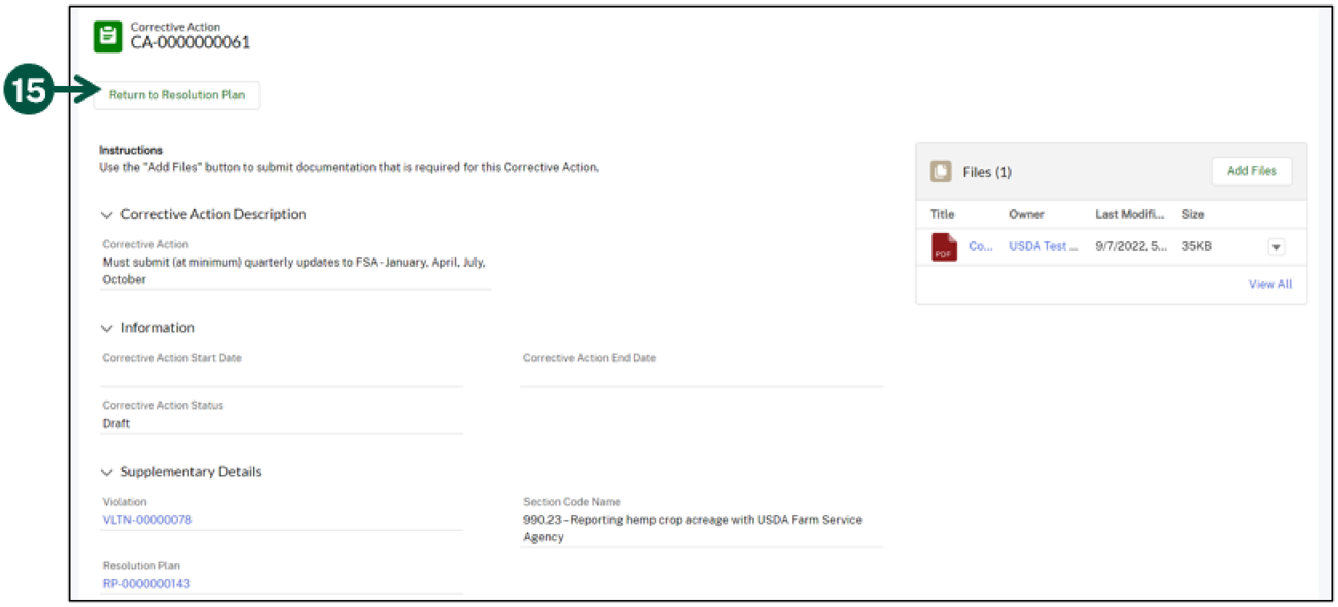


14. Once you have uploaded the file(s) from your computer, **click** “Done” to submit your required reporting.



Manage Corrective Action Plans (5 of 5)

15. **Click** "Return to Resolution Plan" and **repeat** these steps for each Corrective Action you need to submit required reporting for. Note: You must report on all your Corrective Actions for the entirety of your Resolution Plan in order to successfully resolve the plan.



Note: If it is discovered that you have additional Violations and/or Corrective Actions that have been added to your Resolution Plan and/or the End Date of you plan has been updated, you will receive an email that your Resolution Plan has been enhanced and that you need to go into HeMP to view those updates.

Once all the Corrective Actions have been successfully completed and reported for the entire duration of your Resolution Plan and you have reached the end date of your plan, you will receive an email notification that your Resolution Plan has been successfully resolved and that no further action is needed.