Step By Step Instruction Guide for Reporting Hemp Plantings, Harvests, and Disposals.

Notes for instruction/direction are included in the following pages in red.
As part of our Hemp Plan with USDA, the Georgia Department of Agriculture is required to submit an Annual Report at the end of the year to USDA. In this report, GDA is required to submit information regarding plantings, harvests, and disposals. In years past, this information was gathered via a survey that was emailed out in November. GDA is now implementing the reporting functions in the Hemp Licensing System to gather this information.

These instructions are to assist you with reporting your plantings, harvests, and disposals for every lot (or variety) of hemp grown on your grow site.

To complete the reports, you will need the USDA FSA # (Farm, Tract, Field, Subfield) that was assigned when reporting your crop information to the USDA FSA office.

If you did not plant on a grow site, you are still required to report that information with GDA and FSA. These instructions will also show you how to report to GDA a grow site that was not planted. For instructions on reporting to the USDA FSA office a grow site that was not planted, please contact your local USDA FSA office.

This system works off of a “net zero” schematic. Therefore, if you report that you planted 5 acres then you must show that 5 acres have been harvested or disposed, or a combination of the two so that it equals out to a zero balance.
Once logged into the online licensing system, there are two options you can use to access the site reporting page. You can either click on the “Site Reporting” link in the banner at the top of the page or click on the “Needed” link beside the individual sites listed under “Status” on the home page.
Once on the “Site Reporting Page”, you will select a grow site from the drop-down box above. The grow sites are pre-loaded based off the information you entered when submitting your application. The sites will be shown as the names you entered for the “Site Name” on your application.
You can see on our test license the names from the drop-down box of the grow sites that were assigned during the application. You will need to select one of the grow sites to enter the information for that site. In this case, we are selecting Field # 2.
Site Reporting Page

- After selecting the grow site, you will be directed to the “Site Reporting” page. This is the home page for all of the site reporting functions.
- You can see a sample of the “Site Reporting” on the next slide.
- On the left-hand side of the page is the grow site information pulled from the license.
- On the right-hand side of the page is the “Site Reporting Summary”. This tells you how much you have reported as Planted, Harvested, and Disposed. Notice the balance/difference at the bottom of the summary is = 0. As you report plantings, you will need to report harvests to make the balance equal zero. Also, if you have to dispose of any lots for any reason such as THC non-compliance or crop failure due to environmental conditions, this will be reflected here as well and will calculate into the balance/difference.
- Lastly, at the bottom of the page are the buttons “+ Report Planting”, “+ Report Harvest”, “+ Report Disposal” You will click on these buttons to report a planting, harvest, or disposal.
If you are not planting on this site for the current license period, you will need to select the check box at the top right-hand side of the page “Site will not be used during the license period”.
Entering Varieties for Grow Sites

• Once on the Site Reporting Page for the individual grow site, the first step is to add all of the varieties that are being grown at this grow site.
• To do this, you will need to go to the “Site Info” page as shown on the next slide.
• The “Site Info” page looks identical to the sites page you filled out when completing the application.
• You will need to scroll to the bottom of the page to locate the “Variety Information” section.
• You will type in the variety that is being grown at the site, then click on the “Add >” button. You will do this for each variety being grown at this particular grow site.
• Once all the varieties have been added, click the “Save” button at the bottom of the screen.
• You then need to return to the “Site Reporting” page by clicking on the “Site Reporting” tab at the top of the page.
• The next few slides walk you through these steps.
The first step is to add all of the varieties that will be grown at this grow site. To add a variety, you will need to go to the “Site Info” page by clicking on the “Site Info” tab.
You are now on the “Site Info” page. Scroll to the bottom to locate the “Variety Information” section.
Enter the variety that is being grown at this site and click the “Add >” button. You will need to do this for each variety that is being grown at this site. If you make a mistake when entering the variety name and need to remove a variety, click the “< Remove button”. After entering the varieties for this site, click “Save”. As you can see, we added 3 varieties that will be grown at this site. Once finished, scroll back up the page and click on the “Site Reporting” tab to return to the “Site Reporting” page.
Entering FSA Numbers

• Once you are back on the “Site Reporting” page, you will see a box titled “Varieties”.
• Notice that each variety you entered has a message stating “FSA Field Number Missing”
• You will now need to enter the FSA Farm #, Tract #, Field #, and Subfield # (if FSA assigned a Subfield number) for this grow site on each variety
• We have provided an example FSA Producer Report where you can locate the needed FSA numbers on the next slide
• To record the FSA #’s, you will click on the “Record FSA Field Numbers” button in the “Varieties” box below the list of varieties you entered
FSA Field Number Process to Help Growers
FSA Form, 578 (Use Producer Print)

For this grower the complete FSA field number will be as follows.
Farm Number 1234 Tract Number 4567 Field 1 Sub Field Number B
So they should report the number as: 1234-4567-1-B
To record FSA #’s for each variety, click the “Record FSA Field Numbers” button.
As you can see, we have entered all the required FSA numbers for our example grow site.

After clicking “Record FSA Field Numbers” button, this box will appear. Enter the required FSA numbers in the boxes provided for each variety. Once finished, click on the “Record” button below.
Once back on the “Site Reporting” page, you can see the FSA numbers are now showing for each variety.
Planting Report Instructions

• Once you have entered the varieties that will be grown at this site along with the FSA #’s for each variety, you can now enter a Planting Report
• To enter a Planting report, scroll to the bottom of the “Site Reporting Page” and click on the “+ Report Planting” button
• After clicking on the “+ Report Planting” button, the Planting Report page will appear
• Complete the form by entering/selecting the proper information from the drop-down boxes.
• Once completed filling out the Planting Report form, click “Record” at the bottom of the screen.
• You will need to fill out a Planting Report for each variety that was planted at each grow site.
You can see below we are missing a Planting Report and a Harvest Report. To enter a planting report, click on the “+ Report Planting” button.
After clicking “+ Planting Report” this page will appear. Fill in the boxes provided with the necessary information.
Select the Variety you intend to report a planting for from the “Variety/FSA Field Number” drop-down box.
Record the amount of acreage in the “Total Acreage/SF” box that will be grown for this specific variety at this grow site.
Select the type of report from the “Type” drop-down box. In this case, we selected “Plant” in order to record a planting.
Select the date of the planting in the “Date” box.
Select the Planting Method/Source from the “Planting Method/Source” drop-down box. In this box, you are selecting what you are planting.
Lastly, Select if any of the plants will be used for mother plants from the “Mother Plants” drop-down box.
Once finished entering information in the required fields, click “Record” at the bottom of the screen.
As you can see from the “Site Reporting Summary” box and the list of reports at the bottom of the screen, we recorded a planting of 1 Acre for this grow site.
If you recall from Slide #5 of these instructions, we had multiple grow sites listed on our “Site Reporting Page”. One was a 5-acre Field Grow Site (Field #2) with 3 different varieties being grown on it. One was a 3-acre Field Grow Site (Field #1) with 1 Variety growing on it. The last site was a Greenhouse Grow Site (Greenhouse #1) with one variety growing in it.

We will now record the 3-acre Field Grow Site the same way we recorded the 5-acre grow site.

You will first need to select the grow site that you intend to submit a report for. In this case Field #1.
Be sure to select the proper grow site you intend to submit a report for. In our example, we selected Field #1.
First add the varieties and FSA for each variety being grown at this grow site. In this case we are only growing one variety.
As you can see from the “Varieties” section above, I have entered the variety that is being grown at this site along with the USDA FSA numbers for this grow site. You can also see below that I am missing my “Planting” and “Harvest” Report below.
To report my planting for this site, click on “+ Report Planting” below.
Enter the required information and click “Record” at the bottom of the screen.
You now see in the "Site Reporting Summary" box to the right that I have recorded a total planting of 3 acres but have not yet recorded a harvest or disposal. I will need to come back to this page to report the harvest or disposal once the crop has been harvested or disposed of. You can also see below that my harvest report is missing.
• Lastly, we will record a planting in a greenhouse. Note, if you are growing plants for cuttings or seeds, you will need to record that as a planting as well.
• In this greenhouse example, we record two plantings for this greenhouse. One planting is for seeds being grown for “Mother Stock”. The second planting is for transplants being grown to sell as “Planting Stock” for other licensed growers.
Site Reporting Summary

- Total Planted: 0
- Total Harvested/Disposed: 0
- Difference: 0

- Difference must be zero
- All Varieties must have a Planting
- All Varieties must have a Harvest or Disposal recorded
- FSA Field Numbers must be recorded by July 15
- REQUIRED REPORTING IS STILL NEEDED
First add the varieties and FSA for each variety being grown at this grow site. In this case we are only growing one variety.
As you can see from the “Varieties” section above, I have entered the variety that is being grown at this site along with the USDA FSA numbers for this grow site. You can also see below that I am missing my “Planting” and “Harvest” Report below. Click “+ Planting Report” to add a planting.
You can see we have completed the information on the Planting Report Page.
You can now see the planting has been recorded.
We repeat the same process to add an additional planting to this grow site.
As you can see below, we have now recorded to plantings for this site.
Harvest Report Instructions

- To enter a Harvest Report, scroll to the bottom of the “Site Reporting Page” and click on the “ + Report Harvest” button
- After clicking on the “ + Report Harvest” button, the Harvest Report page will appear
- Complete the form by entering/selecting the proper information from the drop-down boxes.
- Once completed filling out the Harvest Report form, click “Record” at the bottom of the screen.
- You will need to fill out a Harvest Report for each variety that was harvested at each grow site.
To report a harvest, click on “+ Report Harvest” at the bottom of the “Site Reporting Page”.
This page will appear after clicking on the "+ Report Harvest"
Enter the required information and click "Record" at the bottom of the screen.
You now see in the “Site Reporting Summary” box to the right that I have recorded a total planting of 3 acres, and 2 acres as harvested. It leaves a net difference of 1 acre. We will need to report if the 1 acre was harvested or disposed. You can see below that my Harvest Report has been updated to show the 2 acres that was harvested.
Disposal Report Instructions

• A Disposal Report is required anytime hemp is disposed, whether it be for a crop failure or a disposal order was issued for THC non-compliance.
• To enter a Disposal Report, scroll to the bottom of the “Site Reporting Page” and click on the “+ Report Disposal” button
• After clicking on the “+ Report Disposal” button, the Disposal Report page will appear
• Complete the form by entering/selecting the proper information from the drop-down boxes.
• Once completed filling out the Disposal Report form, click “Record” at the bottom of the screen.
• You will need to fill out a Disposal Report for each variety that was disposed at each grow site.
To report a disposal, click on “+ Report Disposal” at the bottom of the “Site Reporting Page”
This page will appear after clicking on the “+ Report Disposal”
Enter the required information and click “Record” at the bottom of the screen.

License
13_2023 Grower

Holder
John Tester

Selected Site
Field #1

County
Spalding

Variety / FSA Field Number *
Test Variety 4: 1111-222-4

Total Acreage/SF Disposed *
1

Reason for Disposal *
Crop Failure

Disposal Date *
07/06/2022

Disposal Method *
Plow Under

Disposal Agent Name *
John Tester

Disposal Agent Organization *
John Tester

Attachments
Licensees reporting disposal of a Hot Crop Disposal must attach photographs of the growing site before and after disposal.

Add Attachment:
Description *
At the bottom of the Disposal Report Page is an area to upload attachments. This is where you will need to upload photos for documentation.
To upload a file from your computer, click “Choose File” in the “Add Attachment” box. Once you select the proper file from your computer, it will display in the “Description” box. To upload the document to your Disposal Report, click “Add”.
After clicking “Add” to upload the file, the file will be displayed as an attachment in the “Attachments” box. Once you are finished uploading attachments, click “Record”
You now see in the "Site Reporting Summary" box to the right that I have recorded a total planting of 3 acres, and 3 acres as harvested/disposed. It leaves a net difference of 0 which means all acreage has been accounted for. You can see below that I am reporting 3 acres planted, 2 acres harvested, and 1 acre disposed.
Once you are finished reporting for this site click on the check box indicating “All planting, harvesting, and disposal for this site has been recorded”. Then click “Save Site Reporting”