



# INDUSTRIAL HEMP PROGRAM

How to Complete the MDA Planting Report

GS2101

*Agriculture.Mo.Gov*

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# MDA Planting Report

- Within 30 days after planting, producers must submit a **Planting Report to MDA**
  - Templates online; on the Registered Producer webpage
    - PDF and Excel versions available
  - Submission via email preferred
    - *reporting.hemp@mda.mo.gov*
  - Report must include an accompanying planting map
    - See GS2101: How to Create a Map for technical guidance

Note: Planting Report was previously called the *Lot Identification Form*



# MDA Planting Report - PDF

- *Fillable PDF* available on [Registered Producer website](#)
- May be typed or handwritten

REGISTRATION #			NAME			DATE COMPLETED
LOT ID <sup>1</sup>	VARIETY	PLANTING <sup>2</sup> DATE(S)	AMOUNT PLANTED <sup>3</sup>	GPS OF FINAL PLANTING AREA		NOTES
				LAT (XX.XXXXX)	LONG (-YY.YYYYY)	
			<input type="checkbox"/> ACRE <input type="checkbox"/> SQ FT			
			<input type="checkbox"/> ACRE <input type="checkbox"/> SQ FT			
			<input type="checkbox"/> ACRE <input type="checkbox"/> SQ FT			

# MDA Planting Report - Excel

- Excel version also available on [Registered Producer website](#)



MISSOURI DEPARTMENT OF AGRICULTURE  
PLANT INDUSTRIES DIVISION  
INDUSTRIAL HEMP PROGRAM

This Planting Report must be submitted **within thirty (30) days after planting**, and a **planting map** illustrating lot boundaries must be included in your submission. A PDF version of this report is also available on the program website; either submitted only once unless revisions are made, in which a revised form must be submitted prior to compliance testing.

Submit by email to [reporting.hemp@mda.mo.gov](mailto:reporting.hemp@mda.mo.gov), or mail to Missouri Department of Agriculture, Industrial Hemp Program, P.O. Box 630, Jefferson City, MO 65102.

REGISTRATION #:	29_R00000	NAME:				DATE COMPLETED OR LAST REVISED:	
LOT ID <sup>1</sup>	VARIETY	PLANTING DATE(S) <sup>2</sup>	AMOUNT PLANTED <sup>3</sup>		GPS OF FINAL PLANTING AREA		NOTES
			QUANTITY	ACRES <sup>3a</sup>	LAT (XX.XXXXX)	LONG (-YY.YYYYY)	





# \*\*\*REMINDER\*\*\*



**Reminder:** A **lot** is a *group of plants* of the same variety or strain grown in a continuous area

- Each **lot** requires its own pre-harvest compliance sample
- Lots are referenced based on the producer-assigned “Lot ID” name shown on the MDA Planting Report

# Lot vs. Field



**When defining your lots,** make sure to report the area actually planted, rather than the total area of the field (if they're different)

Example:

Your “north field” is a 3.3-acre **field**, but you’ve only planted 5,000 sq.ft.; therefore, this particular **lot** is 5,000 sq.ft.. Your Planting Report **map** should show the boundaries where those 5,000 sq. ft. are actually planted.

Note: This image shows two separated lots.



# COMPLETING THE REPORT





# Naming Your Lots

- Column 1: **LOT ID**
    - Short, alphanumeric name for this group of plants
      - Ex: 3000 sqft of Cherry Blossom in Field B
- Lot ID names could be Lot 1, Lot A, Lot CB-B, Lot B1, etc.

**Do not repeat Lot ID names in the same calendar year**



# Variety Name

- Column 2: **VARIETY**
  - Use full variety names
    - Ex: Use “Futura 75” instead of “F75”
  - Should correspond with your seed label or sales invoice
  - **Generic terms like “CBG” or “Fiber” or “Hemp” are not sufficient**

# Planting Date

- Column 3: **PLANTING DATE**
  - Date(s) this group of plants were planted
    - “Planting” definition may vary based on your operation; see next slides
  - May be a single date, or range of dates

# MDA Planting Report

- Column 3: **PLANTING DATE**
  - Note: you do *not* have to complete planting within a defined period, but ***ALL plants within a lot must be harvested within 30 days of compliance sampling***

Plan accordingly!



# Outdoor/In-Ground “Planting”



For *outdoor/in-ground* lots, “planting” means:

- Sowing seed directly, or transplanting a seedling or clone, into a field, raised bed, or similar production area

**Therefore, your MDA planting report is due within 30 days of this action**

# Indoor/Container “Planting”

For lots produced *indoor/in containers*,  
“planting” means:

- Transplanting a clone or seedling into its final planting container  
(or otherwise moving the plant into the final location it will grow in prior to harvest; whichever occurs first\*)

**Therefore, your MDA planting report is due within 30 days of this action**

If you are producing your own seedlings for later transplant into a field,

\*When in doubt, contact program staff & ask!



# Propagation Only “Planting”



For lots that are for propagation only, such as clones or seedlings that will be sold prior to flowering stage, *please contact MDA for special instructions.*

Note: This type of operation is not common and does not apply to operations that are producing propagules for themselves, such as to later transplant into a field.



# Amount Planted

- Column 4: **AMOUNT PLANTED**
  - Size of area *actually planted*
    - Ex: you planted 5000 sq.ft. in a 3.3-acre field  
Use 5000 sq.ft. for this box

## **Must be in square feet or acres!**

Square feet = length x width

1 acre = 43,560 square feet

*Do not submit as number of plants, length of rows, etc.*

# GPS Coordinates

- Column 5/6: **GPS**
  - GPS coordinates of planting location
    - Must be in decimal degrees format: 12.34567, -98.76543
  - Note: Use center of field/area
    - On smart phones: “drop a pin” in a mapping application
    - On Google maps: navigate to site, right click and select “What’s Here?”; will show coordinates

# Notes

- Column 7: **Notes**
  - Optional section to include relevant notes
    - Ex: North half of field behind soybeans
    - Ex: Producing for seed harvest; will be late fall harvest



# Revisions

- If revisions or new lots are planted, **submit the Planting Report again** but only include the new/revised lots in this follow up
  - Revisions may include splitting lots due to maturation differences or labor issues (remember, harvest of the entire lot must be completed within 30 days of sampling)
  - ***Revisions must be received prior to compliance testing***



# PLANTING REPORT MAP



# Summary of Planting Report Map Requirements

1. Clear, satellite aerial image of area
2. Illustrated boundaries of each lot
3. GPS coordinates for each lot
4. Labels (or a key/legend) for each lot, with the corresponding “Lot ID”

*For more information, see:*

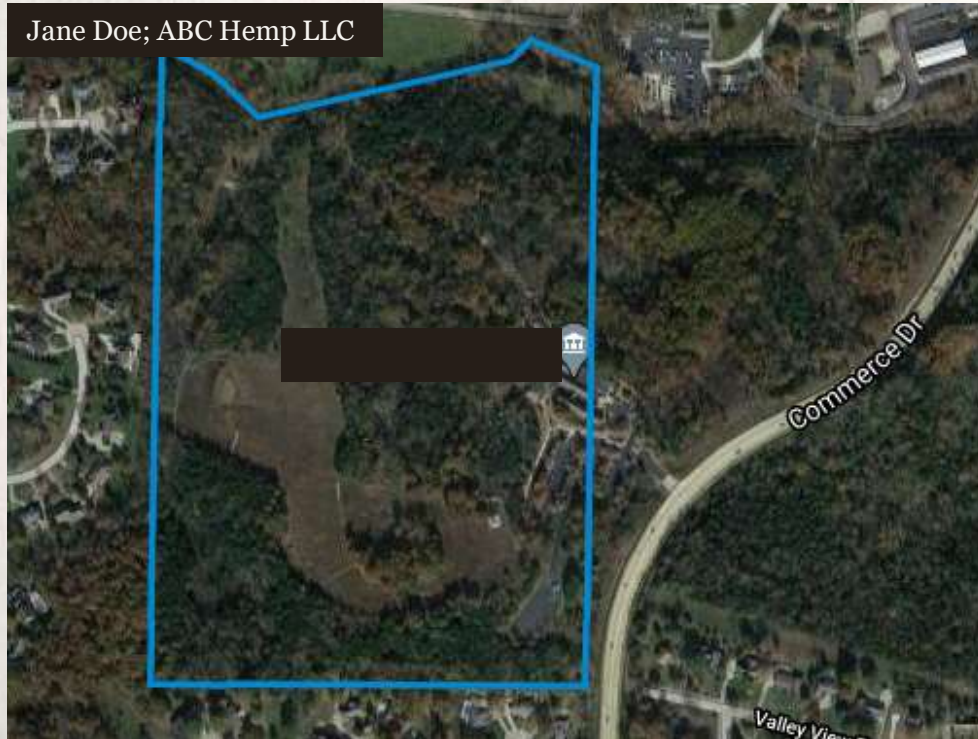
*GS2001: Mapping Guidelines, Part Two*

*GS2002: How to Create a Map*





# EXAMPLE of Base Map



- Start with your application map or similar aerial/satellite image

# EXAMPLE of Completed Map

Jane Doe; ABC Hemp LLC



- Add lot boundaries
- Add GPS points
- **Hand-drawn or computer-generated is acceptable**

See [GS2002: How to Create a Map](#) for technical guidance to create a map similar to this

# Labels



Parcel GPS: 38.58889  
-92.23178



Lot A



Parcel Boundary



Lot A 38.58937, -92.23484



Lot B



Lot B 38.58865, -92.23569



Lot C



Lot C 38.58768, -92.23472



Lot D



Lot D 38.58705, -92.23423



Lot E



Lot E 38.58735, -92.23292

- Include on-map labels or a key/legend
- **Hand-written or computer-generated is acceptable**



# Save Your Work!

- Producers should **save** all maps for:
  - **Resubmission**, including if MDA requires additional images/details
  - **Future subdivision**
    - Ex: producer decides to split Lot A into 3 sections due to varying maturation or to reduce destruction risk
    - A new Planting Report outlining each new lot is required prior to compliance testing



# Submission

- Maps must be submitted **with your Planting Report:**
  - As an email attachment
    - PDF, JPEG, etc.
    - Scanned images or *clear, high-quality* phone pictures
  - Or by mail
    - Missouri Department of Agriculture, Industrial Hemp Program,
    - P.O. Box 630, Jefferson City, MO 65102

## Emailed web links are not accepted

Such as Dropbox, Google Drive, etc.

# FSA Reporting

- **Reminder!**
  - You must report your planting to the Farm Service Agency (FSA) also; this is a requirement of your Producer Registration
  - Contact your local office for details
    - <https://www.farmers.gov/service-center-locator>



# QUESTIONS?

[Hemppprogram@mda.mo.gov](mailto:Hemppprogram@mda.mo.gov)

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