

# County of Santa Clara

Department of Agriculture and Environmental Management  
Agriculture Division



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## INDUSTRIAL HEMP REGISTRATION CHECKLIST GUIDELINES

The guidelines below provide additional information to help complete the *Industrial Hemp Registration Checklist*. The checklist is a reference tool only and is not proof of registration. Do not plant or cultivate industrial hemp until registration has been approved. Any planting or cultivation before registration is approved may result in crop destruction and violations for unpermitted cannabis cultivation.

### State Registration

#### Request Type

**New:** New registration.

**Renewal:** Registration renewal; previous registration number must be provided under Registration Number.

**Change of:** Request for any changes to an existing registration for one or more of the following: business name, contact information, primary contact name, cultivation site, and/or approved seed cultivar. A new application and registration fees are required for any changes in registrant name, county, or changes from grower to seed breeder and vice versa.

#### Registration Information

**Applicant Name:** Applicant may be an individual, partnership, association, corporation, limited liability company, or any organized group of persons whether incorporated or not (FAC § 38). Individual names must include first and last name. Abbreviations not allowed.

**Business Name:** May be different from applicant. If Business Name is the same as applicant, check *Same as Applicant* box. If business Name differs, applicant must list all Doing Business As (DBAs) specifically used for industrial hemp cultivation.

**Mailing Address:** Must be a valid mailing address.

**Phone Number:** Must be a ten-digit number.

**Primary Contact Name:** Must include first and last name. If Primary Contact Name is same as applicant, check *Same as Applicant* box.

**Email:** Must be a valid email address.

**Key Participants:** Full name (Last, First, Middle Initial) of all participants, including self, and business title.

**Criminal History Report:** Criminal History Report means a Federal Bureau of Investigation (FBI) Identity History Summary. This is a criminal record of a person's arrests and convictions by Federal, State, and local authorities. Each key participant listed on registration application is required to submit a Criminal History Report from the FBI.

To obtain a Criminal History Report:

- Visit <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.
- Scroll down to *How to Submit a Request*; instructions for three submittal options are listed.

Applicant(s) can provide Criminal History Reports directly to the Santa Clara County Agricultural Commissioner's Office with their registration application. Alternatively, Criminal History Reports may be submitted from FBI directly to the Santa Clara County Agricultural Commissioner's Office. See website above for instructions.

A disqualifying conviction is any plea of guilt or nolo contendere, or any finding of guilt for a Federal or State felony related to a controlled substance. Controlled substances are drugs and other substances defined under the Controlled Substance Act and are divided into five categories:

DEA Schedule	Abuse Potential	Examples of Drugs Covered	Medical Use
Schedule I	Highest	Heroin, LSD, hashish, marijuana	No accepted use, some are legal for limited research only
Schedule II	High	Morphine, PCP, cocaine	Accepted use with restrictions
Schedule III	Medium	Some amphetamines, anabolic steroids, codeine with aspirin	Accepted use
Schedule IV	Low	Equanil, diazepam, darvon	Accepted use
Schedule V	Lowest	Over the counter prescription compounds with codeine, limotil robitussin A-C	Accepted use

### **Cultivation Site Information**

**Cultivation Site:** A contiguous field with no breaks (fences, roads, trees, etc.) dividing the field. Each noncontiguous field is considered a separate site. Indoor and outdoor growing areas are to be treated as separate cultivation sites.

**Total Sites:** Applicant must indicate total count of cultivation sites to be used for industrial hemp cultivation. If applicant is registering more than one cultivation site, the applicant must also check the *Additional Cultivations Sites Attached* box and complete the supplemental form for additional sites/cultivars.

**Physical Address:** must be a valid physical address.

**Global Positioning System (GPS) Coordinates:** Coordinates should be from the approximate center of the growing area, and formatted with decimal degrees, up to six decimals, with a negative longitude (i.e. 38.574968, -121.492337, not 38°N and 121°W).

**Size:** Measurement of cultivation site must be in acres or square feet; check corresponding unit of measurement. The total cultivation size must be no less than one-tenth of an acre or 4,356 square feet.

**Site Purpose:** Identify if site purpose is for cultivation, storage, or both.

**Legal Description of Site:** Provide Assessor's Parcel Number (APN).

## **Site Map**

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**Boundary Map:** Map of cultivation site(s) must be attached to the application. Separate map for each site required. All maps must include the following:

- Applicant name as listed on application.
- Site number (1, 2, 3, etc.) as listed on application.
- Physical address of each site as listed on application (if available).
- Assessor's Parcel Number (APN).
- Site acreage.
- Labels for all roadways shown.
- Outline of cultivation site(s) and labels indicating acreage
- Identification of any applicable setbacks (i.e. distance from right of way and sensitive receptors)

## **Seed Cultivar Information (Grower Application only)**

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**Seed Cultivar:** Name of each approved cultivar to be planted.

**State and Country of Origin:** State and Country of approved cultivar.

**Certified:** Indicate if cultivar is certified. List of certified seed is available on the California Crop Improvement Association website at <https://ccia.ucdavis.edu/standards/crop-standards>.

**Documentation to Meet CCR § 4920 Requirement:** Documentation provided at time of registration application submittal or prior to planting.

**If planted from seed:** Certificate of Analysis or test analysis report for crop from which seed was harvested from showing no more than three-tenths of one percent THC on a dry weight basis.

**If planted from clone:** Certificate of Analysis or test analysis report for crop from which propagative materials were harvested from showing no more than three-tenths of one percent THC on a dry weight basis.

**For seeds or tissue culture plants imported from outside the United States:** Applicant must submit test analysis report for crop from which propagative materials were harvested from showing no more than three-tenths of one percent THC on a dry weight basis.

**For propagative material produced in California** in accordance with state law and regulations, applicants must submit the following documents:

- Proof of registration (for registered grower or seed breeder) or a copy of notification to county of GPS coordinates (for established agricultural research institution) for the grower of the propagative material; and
- Certificate of Analysis or test analysis report for crop from which the propagative materials were harvested from showing no more than three-tenths of one percent THC on a dry weight basis.

**Seed Development Plan:** Required if the applicant intends to develop a new seed cultivar.

**Seed Certifying Agency:** Required if applicant intends to certify new seed cultivar.

### **Variety Development Plan (Breeder Application only)**

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**Variety Development Plan:** All Breeders are required to submit a variety development plan for registration.

### **Fee and Payment Information**

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**Fee:** CDFA annual registration/renewal fee is \$900 and includes one cultivation site. Payment must be made by check or money order payable to *CDFA Cashier*. Additional site(s) are \$900 per site and payment must be submitted separately by check or money order payable to *CDFA Cashier*.

### **County Registration**

**Applicant, Business, and DBA Name:** Enter as listed on CDFA Hemp Registration Application(s).

**Anticipated Planting Date:** Enter month, day, and year of anticipated planting. **Cultivation Type:** Indicate is cultivation type is fiber, seed, plant oil, or dual use.

#### **Planting Type:**

- **If from seed:** Feminization test documentation must be submitted with registration application.
- **If from clone:** certificate of analysis for mother stock must be submitted with registration application.

**Nurseries:** If applicant is a nursery, a copy of a valid California Nursery License issued by CDFA must be submitted with registration application.