



**Oregon**  
Department  
of Agriculture

**2019 INDUSTRIAL HEMP HANDLER/SEED  
REGISTRATION APPLICATION**

**HANDLER INFORMATION**

Registrant's Business Name \_\_\_\_\_

2018 Industrial Hemp Handler Registration Number (if applicable): \_\_\_\_\_  
(example: AG-R1234567IHH)

Legal Status of Registrant: \_\_\_\_\_ Individual/ Sole Proprietor \_\_\_\_\_ Limited Liability Company  
(Check one) \_\_\_\_\_ Corporation \_\_\_\_\_ Limited Partnership

Oregon Secretary of State Registration Number (if applicable) \_\_\_\_\_  
(This is not your tax ID number)

**If your business is registered with the Secretary of State** provide the names of all members, managers, corporate officers, general/limited partners or other individuals/entities with authority to exercise control over the Registrant's business, incur debt or similar obligations on behalf of Registrant's business, or enter into a contract or similar obligations on behalf of Registrant's business:

Name _____	Title _____
Name _____	Title _____
Name _____	Title _____
Name _____	Title _____

Attach additional sheets as necessary. **Registrant must immediately notify the Department if there is any change in individuals authorized to control Registrant's business.**

Registered Contact Person \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_

**OPERATION SITE INFORMATION:**

**Site 1:**

Street Address \_\_\_\_\_ County \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Intended use of processed commodities (check all that apply):

Extractable oils and compounds (includes all phytocannabinoids and other phytochemicals) \_\_\_\_\_

Fiber (hurd, bast) \_\_\_\_\_

Grain (food, feed) \_\_\_\_\_

Hemp biomass (biofuel, forage, etc.) \_\_\_\_\_

Seed for propagation \_\_\_\_\_

Usable Hemp Tissue (pre-rolls, etc.) \_\_\_\_\_

Other (specify) \_\_\_\_\_

The applicant must list each handling site and submit a completed land use compatibility statement (LUCS) for each site. A LUCS form is attached to this application. Attach additional sheets as necessary.

The applicant for registration acknowledges and agrees that:

- Any information provided to the Department may be publicly disclosed and may be provided to law enforcement agencies without notice to the applicant;
- The Department may enter any field, facility or greenhouse used for production or handling of industrial hemp or agricultural hemp seed and may take samples of the crop, including agricultural hemp seed, as necessary for the administration of the industrial hemp laws;
- All fees lawfully due to the Department are timely paid;
- The information provided is true and correct and the applicant’s signature is an attestation of that fact.

I (print your name) \_\_\_\_\_ agree to general conditions that in addition to meeting all laws and regulations pertaining to industrial hemp growers and handlers, ORS 571.300 to 571.315, as amended by Oregon Laws 2016, Chapter 71, Oregon Laws 2017, and Oregon Laws 2018 Chapter 531 and OAR 603-148-0010 to 603-048-2480, all production, storing, processing , handling, packaging, labeling, marketing and selling of agricultural hemp seed must meet all applicable seed laws. Regulations as specified in ORS 633.500 through 633.996 and seed regulations OAR 603-056-0490. By signature below I attest that the information in this application form is true, correct, and the above requirements are understood.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Keep a copy of this application and all other records associated with your industrial hemp business as required by Oregon Administrative Rule. OAR 603-048-0500 Registrants must maintain records of all transfers of ownership or possession of industrial hemp for no less than three (3) years after the total disposition of each harvest lot.**

You will be contacted if your application is incomplete and additional information is required. Please forward missing information as soon as possible after the request is made by the Department. If missing information is not received by the Department within 30 calendar days of the request, processing of the application will end and the applicant will be refunded in full.

Oregon Department of Agriculture, Industrial Hemp Program, Phone 503-986-4652 Email: industrial-hemp@oda.state.or.us  
• Website: <https://oda.direct/HEMP> • Revised 11/2018

FEE AND PAYMENT INFORMATION	ANNUAL FEE	FEES SUBMITTED
<input type="checkbox"/> Industrial Hemp Handler Registration	\$1,300	\$ _____
<input type="checkbox"/> Agricultural Hemp Seed Registration	\$120	\$ _____

**Registrations for Growing or Handling Industrial Hemp, or Registrations for Agricultural Hemp Seed are valid for a one-year term beginning January 1, 2019 and ending December 31, 2019 unless revoked. Fees cannot be pro-rated and are non-refundable once a registration has been issued.**

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Print Owner's Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_\_

If new owner, print former owner's name \_\_\_\_\_

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**For checks or Money Orders, mail (USPS only) to:**

Oregon Department of Agriculture  
PO Box 4395, Unit 17  
Portland, OR 97208-4395

**For Credit Card Charges, mail (USPS only) or fax to:**

Oregon Department of Agriculture  
635 Capitol St. N.E.  
Salem, OR 97301-2532

**Secure Fax: (503) 986-4746**

**DO NOT EMAIL CREDIT CARD INFORMATION**

Make checks payable to Oregon Department of Agriculture. All dishonored checks or electronic payments will incur a \$25 administrative fee as per ORS 30.701.

**For Discover, Visa or MasterCard Charges Complete the Following Information**

Name of Cardholder \_\_\_\_\_ Phone \_\_\_\_\_

Address of Cardholder \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Signature: \_\_\_\_\_ Total Charges: \$ \_\_\_\_\_

Card Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

**A receipt is available by email or Fax for credit card payments ONLY. If you would like to receive a receipt provide an email address here \_\_\_\_\_ or a fax number here \_\_\_\_\_.**

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## LAND USE COMPATIBILITY STATEMENT (LUCS) FAQs

**WHAT IS A LUCS?** The LUCS is the process ODA uses to determine that ODA registrations and other approvals that affect land use are consistent with a local government comprehensive plan.

**WHY IS A LUCS REQUIRED?** Oregon law required that state agency activities related to land use be consistent with local comprehensive plans in accordance with ORS Chapter 197.

**WHEN IS A LUCS REQUIRED?** A LUCS is required for many ODA registrations, some General Registrations, and certain approvals for plans for related activities that affect land use. These activities are listed in this form. In cases where a source needs more than one ODA registration or approval, a single LUCS may be used.

A LUCS is required for a registration modification when:

- There is a physical expansion on the property or the use of additional land is proposed;
- There is a significant increase in discharge of water;
- There is a relocation of and outfall outside of the source property; or
- emission rate increase as defined in OAR 340-28-110.

A registration renewal requires a LUCS if one has not been previously submitted, or if one of the above four registration modification factors apply.

### HOW TO COMPLETE A LUCS:

- The LUCS form is included in the ODA registration application or approval packet.
- The applicant fills out Section 1 of the LUCS and then submits it to the city or county planning office.
- The local planning office determines if the business or facility meets all local planning requirements.
- The local planning office must attach written findings of fact for local reviews or other necessary planning approvals that are required of the applicant.
- The applicant includes the completed LUCS and attachments with the registration application.

**I SUBMITTED A COMPLETED LUCS WITH MY 2018 INDUSTRIAL HEMP REGISTRATION APPLICATION. DO I NEED TO OBTAIN A NEW LUCS FOR SUBMISSION WITH MY 2019 APPLICATION?** As long as the LUCS you submitted in 2018 has not been revoked or expired and none of the four modification factors listed above apply, you do not need to acquire a new LUCS. Simply submit a copy of your 2018 LUCS with your 2019 hemp registration application.

**WHERE TO GET HELP:** Questions on the LUCS are to be directed to ODA, Industrial Hemp Program, at 503-986-4652.



**LAND USE COMPATIBILITY STATEMENT (LUCS)**

**THIS FORM MUST ACCOMPANY THE INDUSTRIAL HEMP HANDLERS APPLICATION.**

**SECTION 1 – TO BE FILLED OUT BY APPLICANT**

1. Business name \_\_\_\_\_ Contact person \_\_\_\_\_  
Telephone \_\_\_\_\_ Cell phone \_\_\_\_\_

Mailing address:

Location address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tax acct. # \_\_\_\_\_ Tax Lot # \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_  
Latitude \_\_\_\_\_ Longitude \_\_\_\_\_ Property zoning \_\_\_\_\_

**Attach map of property**

2. Describe the type of business or facility and the services or products provided:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. This application is for a:      New registration \_\_\_\_\_      Registration modification \_\_\_\_\_

**SECTION 2 – TO BE FILLED OUT BY CITY OR COUNTY PLANNING OFFICIAL**

4. The facility proposal is located: Inside city limits \_\_\_\_\_ Outside UGB \_\_\_\_\_ Inside UGB \_\_\_\_\_

5. Name of city or county that has land use jurisdiction: \_\_\_\_\_  
(jurisdiction means the legal entity that is responsible for land use decisions for the subject of property or land use.)

6. The business or facility complies with all applicable local land use requirements: Yes \_\_\_\_\_ No \_\_\_\_\_

6a. List all local reviews or approvals that were required of the applicant before the LUCS consistency was determined. (This does not include past requirements that do not relate to the pending ODA registration request).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**-OVER -**

6b. If no, identify reasons for noncompliance or list requirements that the applicant must comply with before LUCS consistency can be determined.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6c. Is local government currently processing remaining requirements to attain LUCS consistency?

Yes \_\_\_\_\_ No \_\_\_\_\_

7. Planning official reviewer's telephone number: \_\_\_\_\_

**SIGNATURES**

\_\_\_\_\_  
Planning Official    Print name    Title \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Planning Official    Print name    Title \_\_\_\_\_ Date \_\_\_\_\_  
(depending upon city/county agreement on jurisdiction outside city limits but within UGB)

**ATTENTION: A LUCS approval cannot be accepted by ODA until all local requirements have been met. Written findings of fact for all local decisions addressed under 6 through 6b must be attached to the LUCS.**

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