



HEMP HANDLER LICENSE

- A hemp handler license is required if you commercially dry, process hemp into commodities or products. Examples include: trimming, smokable flower, retail-ready product, and hemp products for human consumption.
- You must register before handling hemp. A license applies to the licensee only and cannot be used or leased by other individuals not registered with the Department.
- Industrial hemp may only be handled at handling sites registered with the Department. A hemp handling license applies to only one handling site. A handler must obtain a separate license for each handling site.
- All licenses expire on December 31 of the calendar year and are not pro-rated at any time during the calendar year.
- If registering via reciprocity **attach a copy of your valid marijuana processors license and hemp endorsement.** Reciprocity licenses only apply to marijuana processors with a hemp endorsement.
- **Attach a copy of your completed Land Use Compatibility Statement (LUCS)- A COPY OF THE COMPLETED LUCS must be submitted with your 2022 Handler License Application.**
 - **IF YOU SUBMITTED A COMPLETED LUCS WITH A PREVIOUS HEMP HANDLER LICENSE APPLICATION AND HAVE NOT MADE ANY CHANGES TO THE LOCATION OR HEMP PROCESSING ACTIVITIES- THEN ATTACH A COPY OF THE APPROVED/COMPLETED LUCS TO YOUR 2021 LICENSE.** As long as the LUCS you submitted in previous application has not been revoked or expired and none of the four modification factors listed below apply, you do not need to acquire a new LUCS.

A new LUCS is required for a license 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.
- **If you need to submit a LUCS form,** starts on page 5 of the Hemp Handler License <https://oda.direct/HempHandlers>
 - You must have a copy of your license before processing or selling hemp. **The License will not be mailed until application has been approved.** Applications containing incomplete or inaccurate information will not be processed or approved until all missing information is received and complete.
 - Handlers who will be selling or handling hemp seed must include the [Hemp Seed License Application](#) with their Hemp Handler License Application.

- A person may not sell a hemp item to a consumer unless the hemp item is tested in accordance with OAR 603-048-2300 to 603-048-2500. Testing may only be conducted by a laboratory licensed by the Oregon Liquor Control Commission and accredited by the Oregon Health Authority.

Hemp Handler Application Instructions

Below instructions will guide you in completing your Hemp Grower/ Grow Site License Application.

1. Licensee's Business Name _____

Enter your company's business name that is listed on your Secretary of State license. If you are applying as an individual enter your personal name.

- The Business name entered will be verified with the Secretary of State do not list any business name that is not registered, or your application will be required to changed.

Example:

1. Registrant's Business Name Olson Processing

2. 2020 Hemp Handler License Number (if applicable) _____

Enter your 2020 Hemp Handler License number. If this is your first time applying, leave this section blank

Example:

2. 2020 Hemp Handler Registration Number (if applicable) AG-R00012345IHH
(example: AG-R1234567IHH)

3. Legal Status of Licensee: Individual LLC Other _____

Mark the box that applies to the legal status of licensee.

- Are you applying as an individual? Then mark the Individual box.
- If you are applying as a business, corporation, limited partnership mark LLC box.
- Other type of entity or as business registered with the Secretary of State? Examples DBA, Foreign LLC or other assumed business. List what type on the other line.

Example:

3. Legal Status of Registrant: Individual LLC Other _____

4. Oregon Secretary of State License Number _____

<https://sos.oregon.gov/business/Pages/register.aspx> (If applicable, NOT your tax ID number)

- If you are applying as a business, corporation, limited partnership or other type of entity you will need to enter your [Oregon Secretary of State License](https://sos.oregon.gov/business/Pages/register.aspx) number. Your business name must be registered entity.
- If you are registering as an individual, leave this section blank.

Example:

4. Oregon Secretary of State Registration Number 789106-79
<https://sos.oregon.gov/business/Pages/register.aspx> (If applicable, NOT your tax ID number)

5. **List Key Participants:** (List members, officers, owners, or other key participants who are authorized to makes changes to the license. Use continuation form if you need to add more key participants.)

Name _____ Title _____ Phone Number _____

Name _____ Title _____ Phone Number _____

List members, officers, owners, or other key participants who are authorized to make changes to the license.

Example:

5. **List Key Participants:** (List members, officers, owners, or other key participants who are authorized to makes changes to the registration. Use continuation form if you need to add more key participants.)

Name	Josh Olson	Title	CEO	Phone	503-986-4652
Name	Sara Olson	Title	President	Phone	503-986-4652

6. **Main Contact Person:** (This person will be listed on the printed license, and will be the primary contact for license and inspection appointments.)

List the primary contact person for the application or business. This name will be printed on the license. This person will also be the first contact for any license questions or inspection appointments.

Example:

6. **Main Contact Person:** (This person will be listed on the printed registration, and will be the primary contact for registration and inspection appointments.)

Name Josh Olson Email hemp@oda.state.or.us

Status of main contact: (check all that apply):
Owner Consultant Employee Other (Please list) _____

Phone 503-986-4652 Cell Phone _____

Mailing Address 635 Capitol Street NE

City Salem State OR ZIP 97301

7. **HANDLING SITE INFORMATION:**

Enter the address for your handling site location. Your Handler License only applies to one handling site. You will need to apply for a new license for each site.

Example:

7. **Handling Site Information**

Street address: 635 Capitol Street NE County Marion

City Salem State OR Zip 97301

8. End of the year commodity/product report

If you processed hemp in 2020, please provide the type and amount of hemp commodities and products produced:

- a. Type _____ Amount Produced _____
- b. Type _____ Amount Produced _____
- c. Type _____ Amount Produced _____
- d. Type _____ Amount Produced _____

Check box if you did not process hemp in 2020

Example:

If you processed hemp in 2020, please provide the type and amount of hemp commodities and products produced:

- a. Type Hemp pre-rolls Amount Produced 1000 pounds

9. Signature and Acknowledgement

- Please take time to read this section.
- You will need to print, sign your name and date the application.
- Keep a copy of this application and all other records associated with your hemp business as required by Oregon Administrative Rule for three years past harvest or disposition of seed.

Applicant for license acknowledges and agrees that:

- Any information provided to the Department will be publicly disclosed and will 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 hemp or agricultural hemp seed and may take samples of the crop, including agricultural hemp seed, as necessary for the administration of the 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;
- If leasing land for hemp production or processing, applicant obtained permission from the land owner prior to applying to grow or process hemp;
- All appropriate testing will be conducted before selling or transferring hemp processed under this license.

If you have questions contact ODA Hemp Program at 503-986-4652.

10. FEE AND PAYMENT INFORMATION:

Check the box that applies to the type of license you are applying for.

Example:

10. Fee and Payment Information

Check box A or B do not check both. Check box A for hemp handler registration, check box B for hemp handler reciprocity registration. Reciprocity registrations only apply to marijuana processors with a hemp endorsement. If registering via reciprocity attach a copy of your marijuana processors license and hemp endorsement.

SUBMITTED	FEE	FEE'S SUBMITTED
<input checked="" type="checkbox"/> A. Hemp Handler Registration	\$1,300	\$ <u>1,300</u>
<input type="checkbox"/> B. Hemp Handler Reciprocity Registration	\$500	\$ _____

Marijuana processors license and hemp endorsement required for reciprocity registration.

Registrations for Handler Registration and Handler Reciprocity Registration are valid for a one-year term beginning January 1, 2021 and ending December 31, 2021 unless revoked. Fees cannot be pro-rated and are non-refundable once a registration has been issued.

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 or fax to:

Oregon Department of Agriculture
635 Capitol St. NE, Suite 100
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.

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: _____
or a fax number: _____

Receipt is for proof of payment only.

Registration will not be issued until application has been approved.

For Discover, Visa or MasterCard charges complete the following information

Name of Cardholder Sarah Olson Phone 503-986-4652

Address of Cardholder 635 Capitol Street NE City Salem Zip 97301

Signature: _____ Total Charges: \$ 1300

Card Number: 1234 / 1234 / 1234 / 0000 Expiration Date: 01 / 22

DO NOT EMAIL CREDIT CARD INFORMATION

LAND USE COMPATIBILITY STATEMENT (LUCS) FAQs

WHAT IS A LUCS? The LUCS is the process the ODA uses to determine if the ODA licenses 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 licenses 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 license or approval, a single LUCS may be used.

A LUCS is required for a license 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.

IF YOU SUBMITTED A COMPLETED LUCS WITH A PREVIOUS HEMP LICENSE APPLICATION AND HAVE NOT MADE ANY CHANGES TO THE LOCATION OR HEMP PROCESSING ACTIVITIES- THEN ATTACH A COPY OF THE PREVIOUSLY APPROVED/COMPLETED LUCS TO YOUR 2022 LICENSE. As long as the LUCS you submitted in previous application 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 LUCS with your 2022 hemp license application.

HOW TO COMPLETE A LUCS:

- The LUCS form is included in the ODA license 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 license application.

IF YOU SUBMITTED A COMPLETED LUCS WITH A PREVIOUS HEMP LICENSE APPLICATION AND HAVE NOT MADE ANY CHANGES TO THE LOCATION OR HEMP ACTIVITIES- ATTACH A COPY OF THE COMPLETED LUCS TO YOUR 2021 LICENSE. As long as the LUCS you submitted in 2019 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 LUCS with your 2022 hemp license application.

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

LAND USE COMPATIBILITY STATEMENT (LUCS) pages 5 and 6 of the Hemp Handler License

- Licensee must complete section 1 of the LUCS form
- Go to your local City or County Planning Office to have them complete Section 2 of the form and sign the form.
- Submit completed LUCS with the Hemp Handler License Application

Example:



OREGON
DEPARTMENT OF
AGRICULTURE

LAND USE COMPATIBILITY STATEMENT (LUCS)

THIS FORM MUST ACCOMPANY THE HEMP HANDLERS REGISTRATION APPLICATION

SECTION 1: TO BE FILLED OUT BY APPLICANT

1. Business Name	Olson Processing	Contact Person	Josh Olson
Phone	503-986-4652	Cell Phone	
Mailing Address	635 Capital Street NE		
City	Salem	State	OR
		ZIP	97301
Location Address	635 Capital Street NE		
City	Salem	State	OR
		ZIP	97301
Tax Acct. #		Tax Lot #	
Township		Range	
Section		Property zoning	
Latitude		Longitude	

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

Hemp Oil Processing

SECTION 2: TO BE FILLED OUT BY CITY OR PLANNING OFFICIAL

3. The facility proposal is located: inside city limits Outside UGB Inside UGB
4. Name of city or county that has land use jurisdiction: Salem
(Jurisdiction means the legal entity that is responsible for land use decisions for the subject property)
5. The business or facility complies with all applicable local land use requirements: Yes No

5A. 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).

[Empty text box for local reviews or approvals]

5B. If no, identify reasons for noncompliance or list requirements that the applicant must comply with before LUCS consistency can be determined.

[Empty text box for reasons for noncompliance or requirements]

5C. Is local government currently processing remaining requirements to attain LUCS consistency?
Yes No

6. Planning official reviewer's telephone number: 503-986-4652

<u>John Smith</u>	<u>John Smith</u>	<u>Planner II</u>	<u>12/27/20</u>
Signature of 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 the following:

- 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.