



Oregon
Department
of Agriculture

**2020 HEMP REGISTRATION APPLICATION
HANDLER**

A. HANDLER INFORMATION:

1. Registrant's Business Name: _____

2. 2019 Hemp Handler Registration Number: (if applicable) _____
(example: AG-R1234567IHG)

3. Legal Status of Registrant: Individual _____ LLC _____ other _____

4. Oregon Secretary of State Registration Number: _____
(**NOT** your tax id number)

5. Members/Officers of Business: (if applicable)

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

6. Contact Person: (main contact) _____

Telephone Number: _____ Cell: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

B. **HANDLING SITE INFORMATION:** (Address where Hemp is being handled and processed.)

7. Street Address _____

City _____ County _____ 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 _____

8. **SIGNATURE AND ACKNOWLEDGMENT:**

8. Applicant for registration acknowledges and agrees that:

- **Any information provided to the Department of Agriculture will be publicly disclosed and will be provided to law enforcement agencies without notice to the applicant;**
- **The Department of Agriculture 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 of Agriculture are timely paid;**
- **The information provided is true and correct and the applicant's signature is an attestation of that fact;**
- **If using irrigated water, applicant has or will obtain the appropriate water use permit. Information concerning water use permits can be found at <https://oda.fyi/WaterResources> ;**
- **If leasing land for hemp production or processing, applicant obtained permission from the land owner prior to applying to grow or process hemp.**

I, (Print your name) _____ agree to general conditions that in addition to meeting all laws and regulations pertaining to 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 603-048-0010 to 603-048-2480, all production, storing, processing, handling, packaging, labeling, marketing and selling of agricultural hemp seed must meet all applicable seed laws. Regulation 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 hemp business as required by Oregon Administrative Rule.***

Oregon Department of Agriculture, Hemp Program, Phone 503-986-4652 Email: Hemp@oda.state.or.us

*Website: <https://oda.direct/HEMP> *

Rev. 11/25/2019

D. REGISTRATION BY RECIPROCITY:

9. If registering via reciprocity attach a copy of your marijuana processor’s license and hemp endorsement.

E. END OF YEAR COMMODITY/PRODUCT REPORT:

10. If you processed hemp in 2019, 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 2019

F. FEE AND PAYMENT INFORMATION:

11. **IMPORTANT PAYMENT DETAILS: DO NOT EMAIL CREDIT CARD INFORMATION**

	FEE	FEES SUBMITTED
<input type="checkbox"/> Hemp Handler Registration	\$1,300.00	\$ _____
<input type="checkbox"/> Hemp Handler Reciprocity Registration	\$500.00	\$ _____

Registrations for Handler and Hemp Handler Reciprocity Registration are valid for a one-year (calendar year) term beginning January 1, 2020 and ending on December 31, 2020 unless revoked. FEES CANNOT BE PRO-RATED AND ARE NON-REFUNDABLE once a registration has been issued.

For CHECKS and 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
625 Capitol Street NE, Suite 100
Salem, OR 97301-2532
Secure Fax: (503)986-4746

Make CHECKS payable to: Oregon Department of Agriculture. All dishonored checks or electronic payments will incur a \$25.00 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 a valid email here: _____

For Discover, Visa or Mastercard charges complete the following information:

Name of Cardholder _____ Telephone _____

Address of Cardholder _____ City _____ Zip _____

Signature: _____ Total Charges\$ _____

Card Number: _____/_____/_____/_____ Expiration Date: _____/_____

LAND USE COMPATIBILITY STATEMENT (LUCS) FAQs

WHAT IS A LUCS? The LUCS is the process the 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 2019 HEMP REGISTRATION APPLICATION. DO I NEED TO OBTAIN A NEW LUCS FOR SUBMISSION WITH MY 2020 APPLICATION? 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 2019 LUCS with your 2020 hemp registration application.

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



LAND USE COMPATIBILITY STATEMENT (LUCS)

THIS FORM MUST ACCOMPANY THE HEMP HANDLERS CHANGE OF STATUS REPORT FORM.

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 _____

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

SECTION 2 – TO BE FILLED OUT BY CITY OR COUNTY 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: _____
(jurisdiction means the legal entity that is responsible for land use decisions for the subject of property or land use.)

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).

-OVER-

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

5c. Is local government currently processing remaining requirements to attain LUCS consistency?

Yes _____ No _____

6. Planning official reviewer's telephone number: _____

SIGNATURES

_____ Title _____ Date _____
Planning Official Print name

_____ Title _____ Date _____
Planning Official Print name
(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 5 through 5b must be attached to the LUCS.



Hemp Handler Registration Instructional Form
(Do not attach this instructional form with your application)

This instructional form is to help you fill out your hemp handler application. Make sure you keep this form for your records as it has important information. Each of the following sections will explain what information is needed. Be sure to review OAR 603-048 for all of the requirements and definitions for hemp. The rules are available at oda.direct/hemp.

1. Registrant's Business Name

Enter your company's business name. If applying as an individual use your personal name.

Examples:

GROWER INFORMATION

1. Registrant's Business Name John Smith

GROWER INFORMATION

1. Registrant's Business Name O.D.A LLC

2. 2019 Hemp Handler Registration Number

Here you would enter your 2019 registration number if you had a registration in 2019. If you did not leave this section blank.

Example:

2. 2019 Hemp Handler Registration Number (if applicable): AG-R1234567IHH
(example: AG-R1234567IHH)

3. Legal Status of Registrant

In this section you will list your legal status of registrant. You may register as an individual or as any entity registered with the Oregon Secretary of State.

Examples:

3. Legal Status of Registrant: Individual LLC Other

3. Legal Status of Registrant: Individual LLC Other

4. Oregon Secretary of State Registration Number

This section is for your Oregon Secretary of State Registration Number. You will need to enter this if you are applying as a company, corporation, limited partnership or other entity type registered with the Oregon Secretary of State. If you are registering as an individual leave this section blank.

Example:

4. Oregon Secretary of State Registration Number 123456-78
(NOT your tax ID number)

5. Members/Officers

Here is where you would enter the members or officers of your business entity. If registering as an individual, leave this section blank.

Example:

5. Members/Officers (if applicable)

Name John Smith Title CEO

6. Contact Person

This section is for your contact information. You will need to enter contact information for the person who will be able to answer questions about your application or business.

Example:

6. Contact Person John Smith
Telephone No. 503-986-4652 Cell Phone No. _____
Mailing Address: 635 Capitol St NE
City Salem State OR Zip 97301
Email hemp@oda.state.or.us

7. Handling Site Information

In this section you will need to enter your handling site information. You will need to include site address, county, city, state, zip, and your intended use. Your handler registration is only good for one handling site, you will need to apply for a new registration for each site.

Example:

7. HANDLING SITE INFORMATION:

Street Address 635 Capitol St NE County Marion
City Salem State OR Zip 97301

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.) X

Other (specify) _____

8. Signature

In this section you will need to print, sign your name, and date the application.

Example:

- 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 using irrigated water, obtain the appropriate water use permit. Information concerning water use permits can be found at <https://oda.fyi/WaterResources>;
- If leasing land for hemp production or processing, applicant obtained permission from the land owner prior to applying.

8. Signature.

I (print your name) John Smith agree to general conditions that in addition to meeting all laws and regulations pertaining to 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 603-048-0010 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 John Smith Date 1-2-20

Keep a copy of this application and all other records associated with your hemp business as required by Oregon Administrative Rule.

9. Registration by Reciprocity

This section is for marijuana processors. If registering via reciprocity attach a copy of your marijuana processor’s license and hemp endorsement. If you are not a marijuana processor leave this section blank.

9. Registration by Reciprocity

If registering via reciprocity attach a copy of your marijuana processor’s license and hemp endorsement.

10. End of the year commodity/product report

This section is for handlers who processed hemp in 2019.

Example:

10. End of the year commodity/product report

If you processed hemp in 2019, please provide the type and amount of industrial hemp commodities and products produced:

- a. Type Hemp pre-rolls Amount Produced 1,000
- b. Type _____ Amount Produced _____
- c. Type _____ Amount Produced _____
- d. Type _____ Amount Produced _____

Check box if you did not process hemp in 2019

11. Fee and Payment Information

Here you will check the box that applies to the type of registration you are applying for.

Example:

11. FEE AND PAYMENT INFORMATION:

	FEE	FEES SUBMITTED
<input checked="" type="checkbox"/> Hemp Handler Registration	\$1,300	\$ <u>1,300</u>
<input checked="" type="checkbox"/> Hemp Handler Reciprocity Registration	\$500	\$ <u>500</u>

Registrations for Handler Registration and Handler Reciprocity Registration are valid for a one-year term beginning January 1, 2020 and ending December 31, 2020 unless revoked. Fees cannot be pro-rated and are non-refundable once a registration has been issued.

12. Checks or Money Orders/Credit Card Charges

This section informs you how to send your application and payment. Do not email your payment information.

Example:

12. 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. N.E. 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 here hemp@oda.state.or.us or a fax number here _____

For Discover, Visa or MasterCard charges complete the following information

Name of Cardholder John Smith Phone 503-986-4652
Address of Cardholder 635 Capitol St NE City Salem Zip 97301
Signature: John Smith Total Charges: \$ 1,300
Card Number: 1234 / 5678 / 8765 / 4321 Expiration Date: 01 / 22

Land Use Compatibility Statement

This is a form you take to the city/county planning division to get approval for your handling site. Make sure you explain all of the activities you will be engaging in and services you will be providing on site.

On line 1 in section 1 you will enter your contact information and site address.

On line 2 in section 1 you will enter the type of business and the services or products provided at the proposed site.

Section 2 is to be filled out by the city or county planning official.

Make sure that line 5 in section 2 is marked "yes" and that line 6 in section 2 has a signature before you turn in your LUCS with your application.

Example:

1. Business name O.D.A LLC Contact person John Smith
Telephone 503-986-4652 Cell phone _____

Mailing address:

635 Capitol St NE
Salem, OR 97301

Location address:

635 Capitol St NE
Salem, OR 97301

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

Processing Hemp Into Pre-rolls

3. The facility proposal is located: Inside city limits Outside UGB _____ Inside UGB _____

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

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).

Use outright permitted.

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

5c. Is local government currently processing remaining requirements to attain LUCS consistency?

Yes _____ No X

6. Planning official reviewer's telephone number: 503-986-4714

SIGNATURES

Josh Olson
Planning Official

Josh Olson
Print name

Title City Planner Date 1-2-20