



# HEMP RECORDS CHECKLIST

## **General Hemp Certification Requirements**

- Annual Hemp Self-Assessment
- Annual GAP Training by June 30
- FSA 578 form(s) listing Primary and Associate growers

## **Nutrient Management**

- Field/Tract ID Records
  - Field/Tract ID
  - Address of the farm or place including County and Township or Legal Description
  - Global Positioning System Coordinates
  - FSA Farm Number
  - Number of Hemp Acres
  - Intended Purpose of Hemp: food, dietary, supplements, fiber production, other, etc.
- Maps of all fields/tracts
- Record of any violations (if applicable)
- Valid Non-expired Hemp License
- Soil Test Results
- Laboratory Accreditation Certificate (ISO 170250)
- Soil Management Plan
- Greenhouse Fertilization Records
  - Greenhouse ID
  - Transplant Batch Number
  - Date of Fertilizer Application
  - Application Timing
  - Type of Fertilizer Applied
  - Rate of Application
- Field/Tract Fertilization Records
  - Date of Latest Soil Test
  - Field/Tract Id

- Date of Fertilizer Application
- Application Timing
- Type of Fertilizer Applied (N-P-K)
- Rate of Application
- Date of Last Lime Application
- Rate of Lime
- Animal Manure or Litter Application Records
  - Date(s) of Animal Manure Tested for Nutrient Content
  - Field/Tract ID
  - Date
  - Type of Manure
  - Rate
- Nutrient Management Plan

## **IPM and CPA**

- Scouting Records
  - Field/Tract ID
  - Field Scouting Dates
  - Pest Identified During Scouting
  - Level of Infestation of Pest Identified
  - Corrective Actions Taken
  - Follow-up on Pest Control Practices to Determine the Effectiveness of Actions Taken
- CPA Applicator License
- CPA Application License Information
  - Reference Number
  - Applicator Name
  - License Number
- CPA Information Records
  - Reference Number
  - Brand Name
  - EPA Registration Number

- Active Ingredient
- REI
- Label on File
- SDS on File
- Greenhouse CPA Application Records
  - Greenhouse ID Number
  - Transplant Batch Number
  - Date of Application
  - Applicator
  - Brand/Product Name or Reference Number
  - Reason for Application
  - Rate Applied
  - Total Application
  - Start/Finish Time
- Field/Tract CPA Application Records
  - Field/Tract ID
  - Date
  - Applicator
  - Reason for Application
  - Brand/Product Name or Reference Number
  - Rate Applied
  - Total Application
  - Size of Area Treated
  - Start/Finish Time
  - Method of Application
- CPA Application Records from the Previous 5 Growing Seasons
- Sprayer Calibration Records
  - Date Calibrated

## **Crop and Operation Management**

- Seed Selection and Transplanting Records
  - Plant Population (Plants per acre)
  - Row Width



# HEMP RECORDS CHECKLIST

- Plant Spacing
- Greenhouse ID Number
- Transplant Batch Number
- Seeding Source
- Seed Lot Number
- Variety Name
- Date of Seeding
- Country of Origin
- Date of Transplanting

Equipment and Transportation Cleaning Records

- Equipment Piece/Type
- Equipment ID
- Cleaned by
- Date Cleaned

Copy of Seed Analysis

Copy of Import/Export Permit

Pre-Harvest Sampling Procedures Document

Copy of Jurisdiction Sampling and Testing Requirements

Copy of Testing Results to Meet Jurisdiction Standards

## Harvest and Structure Management

Harvest and Structure Management Records

- Field/Tract ID
- Structure ID
- Structure Type
- Date Harvested
- Date Placed in Structure
- Date Removed from the Structure
- Bale or Box ID Number

Drying Structure Inspection Log

- Structure ID

- Date
- Who Did the Inspection
- Comments

Labeling and Traceability Program

## Non-Hemp Related Materials

NHRM Inspection Log

- Date
- Who Did the Inspection
- Areas Inspected
- Comments

## Post-Harvest Processing, Storage and Transportation

Water Test Results (if non-municipal water source)

Post-Harvest Processing, Storage and Transportation

- Field/Tract ID
- Structure ID
- Date
- Activity Performed
- Individual Performing Task

Hemp Labels

- Variety
- Field/Tract
- Lot Number
- Harvest Date
- Grower Name

Sale Records

- Amount Sold
- Sold by label
- Amount Disposed (if applicable)

## Crop Protection Agent and Soil & Water Management

Safety Data Sheets (SDS)

CPA Labels

CPA Inventory Records

- Reference Number
- Date
- Brand Name/Product/Common Name
- Storage Area
- Amount

Rainfall Records

- Field/Tract ID
- Date
- Amount of Precipitation
- Crop Condition

Irrigation Records

- Field/Tract ID
- Date
- Source of Irrigation Water
- Application Type
- Amount Applied
- Crop Condition before Irrigating

Conservation Plan for Highly Erodible Land (HEL)

## Recruiting and Hire Workers

Labor Numbers

ETA 790 and ETA 790A (H2A workers)

ETA 9142A (if requested)

DOL Template of Terms & Conditions of Employment

Worker Termination Record

- Worker Name
- Reason for Termination
- Documentation



# HEMP RECORDS CHECKLIST

Non-Immediate Family Minors Working on Farm Record

- Full Name
- Date of Birth
- Parental Consent
- Residence
- Permanent Address

All-in-One Labor Poster

**Worker Rights & Responsibilities and Worker Concern Helpline**

Worker Concern Process Documentation

- Grower ID#
- Grower Name
- Farm Name
- Trainer(s)
- Date
- Printed Name of worker
- Signature of worker

Worker Rights & Responsibilities Poster

Anti-Discrimination Policy

**Housing, Sanitation and Transportation**

Field Sanitation Inspection Log

- Date of Service
- By
- Cleaned/Serviced
- Potable Water & Soap
- Paper Towels
- Toilet Paper
- Trash Emptied

DOL Template Housing Terms & Conditions of Occupancy

Vehicle Information Records

- Vehicle
- Make/Model

- Year
- Annual Checklist

Driver Information Records

- Driver's Name
- Driver License Number
- Driver License Expiration Date
- Date of Doctor Certificate (if applicable)
- If FLC or FLCE
  - Certificate
  - Authorized to transport
  - Authorized to drive

Vehicle Inspection Log

- Vehicle
- Date

**Worker Training and Farm Safety**

OSHA Form 300, Form 300A, and Form 301

How to Prepare for an Emergency or Disaster

Emergency Response Plan

- Farm Name
- Address
- Telephone
- Contact Name
- Last Revision Date
- Employee Evacuation System
- Person responsible for Farm Roster at Evacuation Site
- Evacuation Site Location

Farm Roster

- Name
- Phone
- Special Assistance Needed

List of Important Numbers

In Case of Medical Emergency

- Name of Person Trained in CPR, First Aid or AED
- Contact Number
- Location of First Aid Kits
- Location of Automated External Defibrillators (AED)

In Case of Fire Emergency

In Case of Severe Weather/Tornado Sheltering

- Severe Weather/Tornado Shelter Locations
- Assigned Person to Monitor Severe Weather
- Assigned Person to Direct People to Shelter

Worker Safety Training Records

- Farm Name
- Source of Training
  - Verbal Discussion
  - Training Video
  - Tailgate Training Kits
  - Farm Safety & Compliance Event
- Trainer Name
- Date
- Training Topics
- Printed Name of Worker
- Signature of Worker