



HEMP CERTIFICATION RECORDS & MATERIALS LIST

General Certification Requirements

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

IPM and CPA

- Map 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
- Nutrient Management Plan (if applicable)
- 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.
- Greenhouse Fertilization Records
 - Greenhouse ID Number
 - Transplant Batch Number
 - Date of Fertilizer Application (MM/DD/YYYY)
 - Application Timing
 - Types of Fertilizer Applied
 - Rate of Application (per 1,000 gallons)
- Field/Tract Fertilization Records

- Date of the Latest Soil Test (MM/DD/YYYY)
- Field/Tract ID
- Date of Fertilizer Application (MM/DD/YYYY)
- Application Timing
 - Pre-plant
 - Transplanting
 - Side-dressing
 - Foliar Application
- Types of Fertilizer Applied (N-P-K)
- Rate of Application (lbs./acre)
- Date of last Lime Application (MM/DD/YYYY)
- Rate of Lim (tons per acre)
- Animal Manure or Litter Application Records
 - Date(s) Animal Manure Tested for Nutrient & Heavy Metal Content (MM/DD/YYYY)
 - Field/Tract ID
 - Date (MM/DD/YYYY)
 - Type of Manure
 - Rate

IPM and CPA

- Pesticide Applicator License
- Proper CPA Storage Area Signage
- Scouting Records
 - Field/Tract ID
 - Field Scouting Dates (MM/DD/YYYY)
 - Pest identified during Scouting
 - Level of Infestation of Pest Identified
 - Corrective Actions Takes (include date of action)

- Follow-up on Pest Control to Determine Effectiveness of Actions Taken
- CPA Applicator License Information
 - Applicator Name
 - State the most commonly used Pesticide License Issued from
 - License Number
 - Expiration Date of the most commonly used Pesticide License (MM/DD/YYYY)
- CPA Information Records
 - Brand Name
 - EPA Registration Number
 - Active Ingredient
 - REI (hours)
 - Label(s) on File
 - Safety Date Sheet(s) on File
- Greenhouse CPA Records
 - Greenhouse ID Number
 - Transplant Batch Number
 - Date of Application (MM/DD/YYYY)
 - Applicator
 - Brand/Product Name or Reference Number
 - Reason for Application/Pest Targeted
 - Rate Applied
 - Total Application
 - Start/Finish Time
- Field/Tract CPA Application Records
 - Field/Tract ID
 - Date (MM/DD/YYYY)
 - Applicator
 - Reason for Application/Pest Targeted



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- Brand/Product Name or Reference Number
- Rate Applied
- Total Application
- Size of Area Treated
- Start/Finish time
- Method of Application
 - Hand
 - Sprayer
- Sprayer Calibration Records
 - Date Calibrated (MM/DD/YYYY)
 - Sprayer Brand and Model
 - Sprayer Type
 - Nozzle Type and Size
 - Pressure
 - Speed (mph)
 - Throttle (rpm)
 - Tractor Model
 - Tractor Gear
 - Spray Volume (gallons per acre)

Crop and Operation Management

- 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
- Seed Selection and Transplanting Records
 - Greenhouse ID Number
 - Transplant Batch Number
 - Seedling Source
 - Grown
 - Purchased
 - Seed Lot Number

- Variety Name
- Date of Seeding (MM/DD/YYYY)
- Country of Origin
- Date(s) of Transplanting (MM/DD/YYYY)
- Equipment and Transportation Cleaning Records
 - Equipment Piece/Type
 - Equipment ID
 - Cleaned by
 - Date Cleaned (MM/DD/YYYY)
 - Date Cleaned (MM/DD/YYYY)
 - Date Cleaned (MM/DD/YYYY)
 - Date Cleaned (MM/DD/YYYY)

Harvest and Structure Management

- Labeling and Traceability Program
- Harvest and Drying Structure Management Records
 - Field/Tract ID
 - Structure ID
 - Date Harvest (MM/DD/YYYY)
 - Date Placed in Structure (MM/DD/YYYY)
 - Dates Removed from the Structure (MM/DD/YYYY)
 - Bale or Box ID Number
- Drying Structure Inspection Information (English/Spanish)
- Structure Inspection Log
 - Structure ID
 - Date (MM/DD/YYYY)
 - Who did the inspection?
 - Comments
- Water Test Results (if non-municipal water source)

- Post-Harvest Processing, Storage and Transportation
 - Field/Tract ID
 - Structure ID
 - Date (MM/DD/YYYY)
 - Activity Performed
 - Individual Performing Task
- Hemp Labels
 - Variety
 - Field/Tract
 - Lot Number
 - Harvest Date (MM/DD/YYYY)
 - Grower Name
- Sale Records
 - Amount Sold
 - Sold by Label
 - Amount Disposed (if applicable)

Non-Hemp Related Materials

- NHRM Inspection Information (English & Spanish)
- NHRM Inspection Log
 - Date (MM/DD/YYYY)
 - Who did the inspection
 - Areas Inspected
 - Comments

Crop Protection Agent and Soil & Water Management

- Safety Data Sheets (SDS)
- CPA Labels
- Conservation Plan (if Field/Tract ID considered HEL)
- CPA Inventory Records
 - Reference Number
 - Brand Name/Product/Common Name



HEMP CERTIFICATION RECORDS & MATERIALS LIST

- Storage Area
- Amount
- Rainfall Records
 - Field/Tract ID
 - Date (MM/DD/YYYY)
 - Amount of Precipitation
 - Crop Condition
- Irrigation Records
 - Field/Tract ID
 - Date (MM/DD/YYYY)
 - Source of Irrigation Water
 - Application Type
 - Amount Applied
 - Crop Condition before Irrigating

Recruiting and Hiring Workers

- Labor Numbers
 - H-2A Workers Hired Directly
 - H-2A Workers Hired Indirectly
 - Migrant non-H-2A Workers Hired Directly
 - Migrant non-H-2A Workers Hired Indirectly
 - All Other Hired Labor Hired Directly
 - All Other Hired Labor Hired Indirectly
 - Immediate Family
- Worker Abandonment or Termination Record
 - Employee Name
 - Reason for Termination
 - Documentation
- Non-Immediate Family Minors Working Record (*including Apprenticeship/Vocational and Labor Exchange/Volunteer*)

- Full Name
- Date of Birth (MM/DD/YYYY)
- Parental Consent (YES or NO)
- Residence
- Permanent Address

If using H-2A Labor Hired Directly:

- ETA 790 and ETA 790A
- ETA 9142A
- Form I-9 for each worker
- US DOL WH-516: Terms & Conditions of Employment (English & Spanish)
- Wage Statements
- All in One Labor Poster:
 - Migrant and Seasonal Agricultural Workers Protection Act
 - Employee Rights Under the Fair Labor Standards Act
 - Employee Rights Under the H-2A Program
 - OSHA Job Safety & Health

If using a Farm Labor Contractor (FLC):

- Certificate of Registration
- Copy of Workers' Compensation insurance
- Authorized to House (if applicable)
- Authorized to Transport (if applicable)
- Copy of Auto Insurance
- Copy of Driver's License
- Doctor's Certificate for all drivers
- Form I-9 for each worker

- US DOL WH-516: Terms & Conditions of Employment (English & Spanish)
- Wage Statements
- All in One Labor Poster:
 - Migrant and Seasonal Agricultural Workers Protection Act
 - Employee Rights Under the Fair Labor Standards Act
 - Employee Rights Under the H-2A Program
 - OSHA Job Safety & Health

If using a H-2ALC:

- ETA 790 and ETA 790A
- ETA 9142A
- Contract between grower & H-2ALC
- Surety Bond
- Form I-9 for each worker
- US DOL WH-516: Terms & Conditions of Employment (English & Spanish)
- Wage Statements
- All in One Labor Poster:
 - Migrant and Seasonal Agricultural Workers Protection Act
 - Employee Rights Under the Fair Labor Standards Act
 - Employee Rights Under the H-2A Program
 - OSHA Job Safety & Health



HEMP CERTIFICATION RECORDS & MATERIALS LIST

If using Local Labor:

- Form I-9 for each worker
- US DOL WH-516: Terms & Conditions of Employment (English & Spanish)
- Wage Statements
- All in One Labor Poster:
 - Migrant and Seasonal Agricultural Workers Protection Act
 - Employee Rights Under the Fair Labor Standards Act
 - Employee Rights Under the H-2A Program
 - OSHA Job Safety & Health

If using, Vocational/Apprenticeship Labor:

- Form I-9 for each worker
- Vocational/Apprenticeship Documentation – Completion of Compulsory Schooling
- Proof of Enrollment (diary or journal for apprenticeship/vocational work done on the operation)
- Non-Immediate Family Minors Working Record
 - Full Name
 - Date of Birth
 - Parental Consent
 - Residence
 - Permanent Address
- All in One Labor Poster or the following posters as applicable:

- Migrant and Season Agricultural Workers Protection Act
- Employee Rights Under the Fair Labor Standards Act
- OSHA Job Safety & Health

If using Labor Exchange/Volunteer Labor:

- Form I-9 for each worker
- Labor Exchange/Volunteer Labor Record
 - Name
 - Address
 - Signature
- All in One Labor Poster or the following posters as applicable:
 - Migrant and Season Agricultural Workers Protection Act
 - Employee Rights Under the Fair Labor Standards Act
 - OSHA Job Safety & Health

Workers' Rights & Responsibilities and Worker Concern Helpline *(All Hired Direct and Indirect and Labor Exchange/Volunteer)*

- Worker Rights & Responsibilities Poster (Required for any Hired Labor and Labor Exchange/Volunteer Labor)
- Worker Concern Helpline Poster (Required for any Hired Labor and Labor Exchange/Volunteer Labor)
- Worker Concern Process Documentation (English & Spanish)
 - Grower ID#

- Grower Name
- Farm Name
- Trainer(s)
- Year
- Printed Name of Worker
- Signature of Worker
- Date (MM/DD/YYYY)

- Anti-Discrimination Policy (English & Spanish)

Housing, Sanitation & Transportation

- OSHA Housing Safety and Health Checklist
- US DOL WH-521: Terms & Conditions of Occupancy
- Housing Inspection Certificate(s)
- Field Sanitation Inspection Log
 - Date of Service (MM/DD/YYYY)
 - By (initials of person)
 - Cleaned/Service
 - Potable Water & Soap
 - Paper Towels
 - Toilet Paper
 - Trash Emptied
- Proof of Purchase of Rental Receipt of Sanitary Bathroom Facilities
- Proof of Purchase or Rental Receipt of Handwashing Facilities
- Vehicle Information Records
 - Vehicle
 - Make/Model
 - Year
 - Annual Checklist
 - Valid Tags
 - Insurance
 - State Inspection (if required)



HEMP CERTIFICATION RECORDS & MATERIALS LIST

- Federal Inspection (if required)
 - Proof of Insurance for Drivers
 - Driver Information Records
 - Driver's Name
 - Driver's License Number
 - Driver License Expiration Date (MM/DD/YYYY)
 - Date on Doctor Certificate (MM/DD/YYYY)
 - *If an FLC or FLCE:*
 - Certificate
 - Authorized to Transport
 - Authorized to Drive
 - Vehicle Inspection Log
 - Vehicle
 - Date (MM/DD/YYYY)
- Worker Training and Farm Safety**
- OSHA Forms 300, 300A, 301
 - How to Prepare for an Emergency or Disaster (English & Spanish)
 - Emergency Response Plan
 - Farm Name
 - Address
 - Telephone
 - Contact Name
 - Last Revision Date (MM/DD/YYYY)
 - 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 Training in CPR, First Aid or AED
 - Contact Number
 - Location of First Aid Kits
 - Location of Automated External Defibrillator (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 and Crop Integrity Training Records
 - Grower ID
 - Grower Name
 - Source of Training
 - Verbal Discussion
 - Training Video
 - Tailgate Training Kits
 - Trainer name
 - Year
 - Training Topics
 - Emergency Response Procedures
 - General Farm Safety & Safe Operation of Farm Equipment and Machinery
 - First Aid
 - Heat Illness & Heat Illness Prevention
 - Use of Personal Protective Equipment (PPE)
- Pesticide Safety [includes the storage, handling, application and disposal of agrochemicals and the Recognition of Restricted Entry Interval (REI)]
 - Hygiene and Sanitation Measures
 - Cultivation
 - Harvesting
 - Proper Bailing and Market Separation
 - NHRM (Non-Hemp Related Materials) Prevention
 - Market Preparation
 - GAPC Worker Rights & Responsibilities
 - Printed Name of Worker
 - Signature of Worker
 - Date (MM/DD/YYYY)