

ALABAMA INDUSTRIAL HEMP PROGRAM

CHECK LIST FOR LICENSED GROWERS

NEW THIS YEAR: Online application and payment ability! We encourage you to complete your 2020 application(s) and payment(s) online, as this is the most efficient way for ADAI to review/process your information. Paper applications and payments may take longer to process and respond to.

- Complete application online:
Documents required: 1) Current criminal background check report
2) Lease Agreement if you are not the landowner of the site
3) Property Owner Affirmation form if you are not the landowner of the site
- Pay one \$200 Non-refundable Registration Fee (Pay online! or, mail check to ADAI. If mailing check to ADAI, you must include your name, the company name (if applicable) and indicate 2020 Grower or 2020 Processor, etc.)
- ONCE APPROVED:** You will receive an email with the Grower Licensing Agreement with a link to pay online! Print out and sign/date the Grower Licensing Agreement included in the email.
- Before January 15, 2020:** **MAIL** hard copy of signed/dated Grower Licensing Agreement to ADAI
- Before January 15, 2020:** Pay \$1,000 per each approved site applied for (Pay online! or, mail check to ADAI. If mailing check to ADAI, you must include your name, the company name (if applicable) and indicate 2020 Grower or 2020 Processor, etc.)
- Before January 15, 2020:** Register for the one-day Mandatory Meeting scheduled for the week of February 3-7, 2020. EXACT days of meeting will be announced by December 31, 2019.
- Attend one-day Mandatory Meeting in February 2020
- Receive signed Licensing Agreement, License Certificate, and other documents at Mandatory Meeting
- After** Mandatory Meeting, print Seed/Propagule Application form from the ADAI website
- Submit Seed/Propagule Application form(s) along with the required Certificate of Analysis (COA) and a copy of the seed/propagule source's license to do business in the state they operate in.
- WAIT** to order any/all industrial hemp material until you receive the approval email from ADAI on your variety and seed source.
- Submit all invoices, bills of lading, documents of receipt specific to each approved variety you purchase
- SUBMIT YOUR 2020 GROW PLAN BEFORE YOU PLANT!! DEADLINE TO SUBMIT GROW PLAN IS JULY 31, 2020.
- SUBMIT your Harvest/Destruction Form for each grow site. Remember to submit this form 14 calendar days BEFORE your intended harvest date!
- When the inspector schedules a time to complete the inspection/sampling, you will have 14 calendar days from the day he samples the crop, to harvest your crop!
- WAIT TO PROCESS YOUR HEMP MATERIAL UNTIL YOU RECEIVE YOUR RELEASE/MOVEMENT FORM FROM ADAI**
- Submit your Post-Harvest Report to ADAI **before December 31, 2019.**