



2024 Hemp Program Timeline of Important Dates & Checklist

<u>ACTION REQUIRED</u>	<u>DEADLINES</u>	<u>DATE COMPLETED</u>
Application Period Opens	11/1/23 8:00 am CST	Understood: _____
Application Deadline	01/15/24 5:00 pm CST	Submitted: _____
Deadline to Make Site Fee Payment	Up to 14 calendar days of	Paid: _____
	application approval date	
License Documents Issued by ADAI	After 02/01/2024	Received: _____
License Valid for	03/01/2024 to 02/28/2025	Understood: _____
Seed/Propagule Acquisition Request Form	Submit online after receiving Hemp Grower License, including for carry over materials from previous year	Submitted: _____
Purchase Seeds/Propagules	<u>After</u> receiving written approval of source & variety from ADAI	Purchased: _____
¹ Invoices <u>and</u> ² Shipping/Receiving Documents	Upload online <u>after</u> ADAI written	¹Uploaded: _____
<i>(Both documents are required)</i>	approval & as documents are received from source(s)	²Uploaded: _____
Deadline for 2024 Grow Plan	Submit online by 4/30/24	Submitted: _____
<i>(Initial Plan must be submitted before any planting activities)</i>		
Production/Planting Report (Outdoor)	Upload online within 10-14 calendar days after <u>each</u> planting	Uploaded: _____
Production/Planting Report (Indoor)	Upload online within 10-14 calendar days after <u>each</u> planting	Uploaded: _____
*Production/Planting Report (<u>Microgreens</u>)	Upload online within 5 business days after <u>each</u> planting	Uploaded: _____
*Harvest/Destruction Request (<u>Microgreens</u>)	Submit online at the <u>same time</u> the Production/Planting Report is submitted, for <u>each</u> planting	Submitted: _____
Report Planting to local FSA office	Within 30 days after <u>each</u> final planting date	Reported: _____
ADAI Requirement		
Deadline for Site Additions/Modifications	All sites must be applied for, <i>This includes additional sites</i> approved, <u>and</u> paid for by 7/31/24	Submitted: _____
Deadline for declaring ALL growing activities for 2024	No later than 7/31/24	Submitted: _____
Harvest/Destruction Request	Submit online, 14 calendar days <u>before</u> intended harvest or destruction date. Prior ADAI approval required.	Submitted: _____
<u>ADAI must sample green plants</u>		
Deadline for Post-Harvest Report	Submit online by 02/01/2025	Submitted: _____
Deadline for Processor Year End Report	Submit online by 02/01/2025	Submitted: _____

*Hemp Microgreens fall under Performance Based Sampling