



# 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
  - The state the most commonly used Pesticide License issued from
  - License Number

- The Expiration Date of the most commonly used Pesticide License
- 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



# HEMP RECORDS CHECKLIST

- Date Calibrated

## **Crop and Operation Management**

- Seed Selection and Transplanting Records
  - Plant Population (Plants per acre)
  - Row Width
  - 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)
- Year
- Printed Name of worker
- Signature of worker
- Date

### Worker Rights & Responsibilities Poster

### Anti-Discrimination Policy

## **Housing, Sanitation and Transportation**

### Field Sanitation Inspection Log

- Date of Service
- By
- Cleaned/Service
- 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

- Year

- Training Topics

- Printed Name of Worker

- Signature of Worker

- Date

### Worker Crop Integrity Training Records

- Farm Name

- Source of Training

- Verbal Discussion

- Training Video

- Tailgate Training Kits

- Farm Safety & Compliance Event



# HEMP RECORDS CHECKLIST

- Trainer Name
- Year
- Training Topics
- Printed Name of Worker
- Signature of Worker
- Date