

HEMP RECORDS CHECKLIST

General Certification Requirements

- FSA 578 Form(s)
- Maps of all fields/tracts
- Record of any violations (if applicable)
- Valid Non-expired Hemp License
- 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.

Nutrient Management

- 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

HEMP RECORDS CHECKLIST

- 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
 - 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
- Copy of any declarations (if applicable)
- Purchase receipts for hemp seeds and/or plants
 - Source
 - Variety
 - Amount Purchased

Sampling Hemp for Analysis

- 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
- Structure Inspection Log
 - Structure ID
 - Date
 - Who Did the Inspection
 - Comments

Non-Hemp Related Materials

- NHRM Inspection Log

HEMP RECORDS CHECKLIST

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

Post-Harvest Processing, Storage and Transportation

- Water Test Results (if non-municipal water source)
- Records of cleaning, cutting, grinding, packing, and storage
 - Field/Tract ID
 - Structure ID
 - Date
 - Activity Performed
 - Individual Performing Task
- Hemp Labels
 - Variety
 - Field/Growing Location
 - Lot Number and/or Harvest Date
 - Grower Name
- Labeling and Traceability Program
- Sale Records
 - Amount Sold
 - Sold by variety (included on the Bill of Lading or 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
- ETA 9142A (if requested)
- DOL Template of Terms & Conditions of Employment
- Worker Termination Record
 - Worker Name
 - Reason for Termination
 - Documentation
- 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

HEMP RECORDS CHECKLIST

- 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/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

HEMP RECORDS CHECKLIST

- Date
- Training Topics
- Printed Name of Worker
- Signature of Worker
- Worker Crop Integrity 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