

**21—96.4(204) Licensee reports.****96.4(1) Planting report.**

*a. Outdoor planting report.* Within 14 days after planting an outdoor hemp crop, the authorized representative shall submit a planting report to the department. The planting report does not constitute the required preharvest report. The planting report shall be on a form prepared and distributed by the department that shall include, but is not limited to:

- (1) The authorized representative's full name and contact information.
- (2) The license number.
- (3) The anticipated harvest date.
- (4) An updated detailed map depicting any changes.

*b. Indoor planting report.* On the first day of the month following any planting activity in the immediately preceding month, the authorized representative shall submit a planting report. The planting report does not constitute the required preharvest report. The planting report shall be on a departmental form prepared and distributed by the department. The planting report form shall include, at a minimum, the following:

- (1) The authorized representative's full name and contact information.
- (2) The license number.
- (3) The anticipated harvest date.

**96.4(2) Preharvest report.** The authorized representative shall submit a preharvest report to the department no less than 30 days prior to the expected harvest date of the hemp crop produced at the licensee's crop site. The licensee shall be entirely responsible for determining the expected harvest date for the hemp crop. The preharvest report shall be on a departmental form prepared and distributed by the department. The preharvest report form shall include, at a minimum, the following:

- a.* The authorized representative's full name and contact information.
- b.* The license number.
- c.* The anticipated date range for initiating and completing harvest, recorded by lot.
- d.* A map of the outdoor crop site. If more than one harvest date is being reported for the lots within the crop site, the map shall designate the locations of the lots, and the intended harvest dates, which are to be harvested under the preharvest report.

**96.4(3) Postharvest report.** The licensee shall deliver the postharvest report to the department no less than 14 days after the harvest of a lot is complete. If any lots within a crop site are harvested at different times, each harvest date shall be independently recorded by lot. The postharvest report shall be on a departmental form prepared and distributed by the department. The postharvest report form shall include, at a minimum, the following:

- a.* The authorized representative's full name and contact information.
- b.* The license number.
- c.* The harvest date(s).
- d.* The independent harvest date of each lot.

**96.4(4) Destruction report.** The licensee shall deliver a destruction report no more than 48 hours after crop destruction, or as ordered by the department. The destruction report shall be on a form prepared and distributed by the department. The destruction report shall include, but is not limited to:

- a.* The authorized representative's full name and contact information.
- b.* The license number.
- c.* The destruction date(s).
- d.* The method of destruction.
- e.* The independent destruction date of each lot.

**96.4(5) Drug felony conviction report.** Any authorized representative or applicant who is convicted of, or pleads guilty to, a disqualifying felony offense must report the disqualifying offense to the department and any co-licensees within 14 days of the conviction. The offender shall immediately forfeit the license. In the case of multiple licensees holding a single license, the offender's interest in the license shall be immediately terminated. Failure to report the disqualifying offense may result in an

order of destruction. The drug felony conviction report shall be on a form prepared and distributed by the department that shall include, but is not limited to:

- a.* The license number(s).
- b.* The name and contact information for the individual reporting the individual's conviction.
- c.* The date of conviction.
- d.* An acknowledgement that all co-licensees have been informed of the disqualifying offense, if applicable, and the co-licensees have assumed full responsibility for the hemp crop.

**96.4(6)** *Hemp acreage report to the FSA.* Within 30 days after the completion of planting of an outdoor crop site, or within 30 days after the first planting of hemp in the calendar year in an indoor crop site, the authorized representative shall report the hemp acreage to the FSA. At a minimum, the following information shall be reported:

- a.* Street address and geospatial location for each crop site.
- b.* Acreage for each crop site.
- c.* The license number.

**96.4(7)** *Voluntary destruction report.* If a licensee chooses to destroy a lot prior to harvest, the authorized representative must report the destruction to the department within 14 days after the destruction. The voluntary destruction report shall be on a form prepared and distributed by the department that shall include, but is not limited to:

- a.* The authorized representative's full name and contact information.
- b.* The license number.
- c.* The dates and method of destruction for each lot.
- d.* The identification number or name of the lot(s).

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