

### **Instructions for Processor-Handler License Applicants**

The Nebraska Department of Agriculture (NDA) is now accepting applications for 2024 hemp processor-handler licenses. The information contained within this packet will assist you in submitting a complete application for processing and/or handling hemp in 2024. In order to qualify for a processor-handler license, you must submit a complete application, including all of the required attachments, along with a check, cash, or money order for the \$150 nonrefundable application fee and \$1200 per site listed on the application to NDA. If you have any questions about your 2024 Hemp Processor-Handler License Application, please call 402-471-2351 prior to submission.

**NDA strongly recommends that each applicant seek legal advice from their own attorney regarding the applicant's processing and its compliance with all other applicable laws, including the Controlled Substances Act.**

### **Contents of Application Guidance**

- Instructions for application submission
- Fee Schedule
- Glossary of terms relating to the Nebraska Hemp Farming Act
- Guidance on obtaining an [FBI Identity History Summary Check](#)
- Instructions for creating relevant maps and GPS coordinates

### **Application Timeline**

Due to limited staff please allow at least one week before inquiring about the status of your submitted application. We will review applications in the order that they are received. NDA recommends using a delivery option with tracking capabilities for mailed applications. NDA is not responsible for applications lost in the mail or not received. Emailed applications will not be accepted.

### **Complete Applications**

Prior to submission, make sure your application is complete, including all required attachments. Please, do not submit the guidelines or instructions with your application. If an application is incomplete, NDA will request additional information via the email provided on the application form. The applicant will then have 30 days to submit a revised application. If corrections are not made within 30 days, the application will be denied and the \$150 application fee will be forfeit. Keep in mind, applications requiring revision will be reconsidered after all applications ahead of them are reviewed.

### **Fee Schedule**

- Application fee: \$150 nonrefundable, due at time of application.
- Processor-handler site registration fee
  - \$1200 per site due at time of application
- Site modification fee
  - \$75 due upon approval of site modification
  - Additional site registration fees due if you are adding a site rather than modifying an existing site (see [Site Modification Request Form](#) and [Site Addition Request Form](#))
- Delinquent fees for renewals will be assessed at 25% of the base fee rate per month on or after:

- February 1; delinquent fee is \$337.50
- March 1; delinquent fee is \$675
- April 1; delinquent fee is \$1012.50
- May 1; delinquent fee is \$1350.00

## Glossary of Terms

A full list of legal definitions can be found in the [Nebraska Hemp Farming Act](#).

Hemp means the plant *Cannabis sativa* L. and any part of such plant, including the viable seeds of such plant and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3 percent on a dry weight basis. Hemp shall be considered an agricultural commodity. Notwithstanding any other provision of law, hemp shall not be considered a controlled substance under the Uniform Controlled Substances Act.

Location ID means the unique identifier established by a licensee for each unique set of GPS coordinates where hemp is cultivated, handled, or processed

**Note: The applicant designates a Location ID for each field, building, greenhouse, etc. within a site. Keep it simple, yet descriptive. A site number and location ID will be used to identify specific areas for sampling and will be tied to the lot numbers issued by the Farm Service Agency (FSA). Examples include: Site 1 Extraction Building, Site 3 Storage Shed, Site 6 Drying Building #1, etc.**

Process or processing means converting hemp plants or plant parts into a marketable form.

Site means an area *defined by the same legal description* in a field, greenhouse, or other outdoor area or indoor structure, or for a mobile processor, such processor's primary place of business.

## Instructions for Obtaining an FBI Identity History Summary Check

A certified copy of the report for the applicant and each owner in excess of 10% must be included with the application. No felony drug convictions in the last 10 years allowed. The [FBI Identity History Summary Check](#) must be completed within 60 days of the application submission. No applications will be approved until NDA receives an Identity History Summary Check for each key participant listed on the application. Please refer to the FBI [website](#) for instructions on obtaining your Identity History Summary Check. NDA recommends choosing Option 1 or Option 3 under "How to Submit a Request" to avoid significant delay in obtaining your FBI Identity History Summary Check.

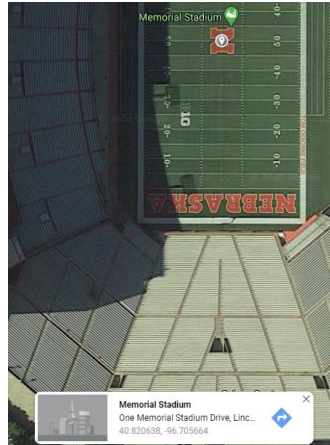
## Instructions for Creating Maps and Obtaining GPS Coordinates for Submission with the Application

The following instructions outline required site map contents and basic instructions for obtaining a map. You are required to provide to NDA a photographic aerial map of all growing, handling, and storage locations. This requirement applies to all applicants and license holders and will assist with NDA's required reporting to law enforcement and the USDA.

Each map should be **in color** and contain the following:

- Only one site (defined by legal description) per map.
- The applicant's full name printed on the page.
- Site number in top right hand corner (corresponds to number listed on application form).
- The map location's street address, city, state and zip code printed on the page.
- "E" marking the primary farm/site entrance on the map. "E2" marking any secondary entrances.
- Zoom out to show the site location, a public roadway, and the road name.
- Field location. This includes the:

- Outline of each separate building;
- Location ID for each separate building; and
- The square feet for each building.
- GPS coordinates for each building. GPS coordinates should be provided in DECIMAL DEGREES (example: 40.820607, -96.705626 OR N 40.820607, W 96.705626) with a pinpoint showing where the GPS coordinate was taken. There should always be 6 digits after the decimal.
  - The simplest way to get accurate coordinates is to zoom in on the location in [Google Maps](#), click on the center of the field, building, or greenhouse, and then the coordinates will appear in the bottom of the page(see image below).



Mapping options include, but are not limited to:

- Google Maps online at <http://maps.google.com/>. When you have the address on your screen, you can click the button in the lower left corner that says “Earth” or “satellite” for an aerial view of the location.
- On MapQuest at <http://www.mapquest.com/>. Locate the address on your screen, then click in the upper right corner “Satellite” for an aerial view of the location.
- Using the County Assessor search at <https://revenue.nebraska.gov/PAD/county-assessors-and-parcel-search>. Find your county, search by address, and select the “Aerial View”.

If you are unable to use a computer program (Google Earth, Paint, Word, etc.) to draw boundaries or add information, print out the map (in color) when you are satisfied with the level of zoom, then finish it by handwriting the required information.