



Idaho State Department of Agriculture

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Creating Maps and GPS Coordinates

Overview:

A color photographic map is required for each growing, storage, handling or processing location and must contain the following:

- Applicants name, and if applicable, the business name printed on the map page;
- Physical address of the location;
- Expanded view to show the site, a public roadway and the road name;
- Outline of the location of each contiguous planting;
- Location ID/name for each field, greenhouse, indoor growing, handling, storage or processing structure, and
- Acreage of each contiguous planting.

Acceptable Map Programs:

The Idaho State Department of Agriculture Hemp Program (ISDA) prefers all maps be created with a formal map program. ISDA does not advocate for any specific programs, however, the following programs are acceptable options:

- Google Earth; however other mapping sources may be used. You can download Google Earth Pro for free by clicking [here](#).
- You can access Google Maps online by clicking [here](#). You will be presented with a satellite map with a text entry field in the upper left corner. You can enter an address or GPS coordinates into this field.
- You can access Map Quest online by clicking [here](#). You will be presented with a map with a text entry field in the upper left corner. You can enter an address or GPS coordinates into this field. On the right side, middle of the page, select the "satellite" button to convert the map to imagery.

The map should show at least one nearby road, the entrance to the site, and the identification of the hemp locations.

Once you're satisfied with the level of zoom, print out, or save the map as a document.

To label the map on a computer, please follow the steps below.



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1. For maps created in Google Earth you can save the image to a Microsoft Word Document and add text box(s) for the required information.
2. To add a text box, click in an area outside of the map and choose *“Insert”* and then *“Text Box.”*
3. Enter the Information into the text box and move the text box into the appropriate area of the map.
4. You may resize the map if required.
5. Repeat steps two through four as necessary.
6. Finish the map by labeling it with required information.

See attached for examples of maps required for Producer and Handler License Application:

(Map complete with description of a contiguous field, and indoor growing structure.)

Example Hemp Farm

1234 Hemp Grower Lane
Boise, ID 83712



Field 1A

Main Street

Main Street

River Road

River Road

River Road

Location ID: Field 1A

Lot: 1

GPS: (43.60259530384708, -116.16554573935221)

Type: Outdoor Field; 2.8 acres

NOTE: This map is an example only. All examples are fictitious, there is no industrial hemp grown, stored, or processed at these locations or facilities.

Second Example Handler Facility

2023 Hemp Grower Lane
Boise, ID 83712



Corporate Avenue

Industrial Road

Boise Avenue

Administration Drive

Boise Avenue

Separate Business

Hemp Extraction Facility # 1

Location ID: Hemp Extraction Facility # 1
GPS: (43.60237245085143, -116.16514947493154)
Type: Manufacturing Facility - CBD Extraction; 13,000 SQFT

NOTE: This map is an example only. All examples are fictitious, there is no industrial hemp grown, stored, or processed at these locations or facilities.



Location ID: Field 2

Lot: 22

GPS: (43.60257456260533, -116.16564598829119)

Type: Outdoor Field; 41.8 acres

Second Example Hemp Farm

5678 Hemp Grower Lane
Boise, ID 83712

River Road

River Road

State Drive

Field 2

Boise Way



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Third Example Handler Facility
2024 Hemp Grower Lane
Boise, ID 83712



Location ID: Hemp Grain Facility
GPS: (43.60237245085143, -116.16514947493154)
Type: Processing Facility - Grain; 14,200 SQFT



Third Example Hemp Farm

91011Hemp Grower Lane
Boise, ID 83712

Happy Road

Highway 1

Highway 1

Boise Hemp

Location ID: Boise Hemp

Lot: 9

GPS: (43.60234473322901, -116.16525154538866)

Type: Outdoor Field; 10 acres

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Fourth Example Handler Facility
2025 Hemp Grower Lane
Boise, ID 83712



**Hemp Fiber
Facility**

**Separate
Business**

Location ID: Hemp Fiber Facility
GPS: (43.60237245085143, -116.16514947493154)
Type: Manufacturing Facility - Fiber Extraction; 9,450 SQFT



Fourth Example Hemp Farm

1213 Hemp Grower Lane
Boise, ID 83712



Greenhouse 1A

Location ID: Greenhouse 1A

Lot: 2

GPS: (43.60233087441299, -116.16534723644224)

Type: Indoor Growing; 3,000 SQFT

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Location ID: Hemp Research Facility
GPS: (43.60233087441299, -116.16534723644224)
Type: Lab - Research Facility; 4,326 SQFT

Example Handler Facility
2022 Hemp Grower Lane
Boise, ID 83712



Hemp Research Facility

Old Springs Road

Old Greenhouse Road

Old Springs Road

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