



**Idaho State Department of Agriculture**  
 P.O. Box 7249 • Boise, Idaho 83707  
 P: 208.332.8500 • F: 208.334.2170  
[www.agri.idaho.gov](http://www.agri.idaho.gov)

**BRAD LITTLE**, GOVERNOR

**CHANEL TEWALT**, DIRECTOR

## Hemp Program License Timeline

Licenses are valid for a one-year term (January 1-December 31), unless revoked or suspended. Late applications are valid from date of issuance until December 31. Fees cannot be pro-rated and are non-refundable once a license has been issued. In the event of a violation, licenses are subject to suspension or revocation in accordance with Title 22, Chapter 17, Idaho Code, IDAPA 02.01.07, 7 CFR Part 990, and the USDA Final Hemp Rule.

<p>Before Applying for a License:</p> <ol style="list-style-type: none"> <li>1. Background Check</li> <li>2. Producers Only - Identify Lab (this is strongly suggested but not required during application)</li> <li>3. Identify Key Participants</li> <li>4. Lot or Facility Information</li> </ol>	<ol style="list-style-type: none"> <li>1. Obtain current Idaho State Police or FBI background check no more than sixty (60) days before application submission.</li> <li>2. ISDA will be submitting requested samples to laboratory selected by license holder at time of sampling.</li> <li>3. Gather contact information and background checks for each key participant.</li> <li>4. Develop and label maps to upload with lot or facility information.</li> </ol>
<p>Applying for a License:</p> <ol style="list-style-type: none"> <li>1. Producer Application</li> <li>2. Handler Application</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide all required information for Producer Application completely and pay application fee.</li> <li>2. Provide all required information for Handler Application completely and pay application fee.</li> </ol>
<p>Application Review:</p> <ol style="list-style-type: none"> <li>1. Application Approval</li> <li>2. Application Denial</li> </ol>	<ol style="list-style-type: none"> <li>1. Applicants will be notified when the application has been approved. Upon notification of approval of license application, the applicant must remit to the Department the appropriate license fees. Upon receipt of payment of the license fee, the license will be issued.</li> <li>2. Applicants will be notified when the application has been denied. Upon notification of denial of license application, applicants may contact ISDA for additional information.</li> </ol>

<p>Inspection:</p> <ol style="list-style-type: none"> <li>1. Producer Sampling</li> <li>2. Handlers</li> </ol>	<p>A producer license holder must submit a sample request form to the Department at least thirty-five (35) days prior to the expected harvest date.</p> <p>All transplants sold for wholesale or retail will require sampling and results prior to sale.</p> <ol style="list-style-type: none"> <li>1. ISDA will conduct an inspection and collect samples of each lot not more than thirty (30) days before the hemp is harvested. The hemp may be harvested only after the official sample is collected. The producer licensee or a key participant must be present at the inspection. After sampling, hemp must be harvested within 30 days. Otherwise, it must be re-sampled.</li> <li>2. ISDA will schedule an annual inspection with handler licensees. A sample may be pulled at an inspection.</li> </ol>
<p>Results:</p> <ol style="list-style-type: none"> <li>1. Producer and Handler Sampling Results</li> <li>2. Re-test</li> </ol>	<ol style="list-style-type: none"> <li>1. No hemp may be transferred or enter the stream of commerce until the license holder is notified by ISDA that the hemp lot sampled and tested is compliance with an acceptable THC level.</li> <li>2. Producers and Handlers may request a re-test on the original samples retained by the lab.</li> </ol>
<p>Remediation/Disposal:</p> <ol style="list-style-type: none"> <li>1. Disposal</li> <li>2. Remediation</li> </ol>	<p>Producers must choose to either dispose of or remediate non-compliant hemp:</p> <ol style="list-style-type: none"> <li>1. Producers must notify ISDA of disposal process; ISDA will verify disposal.</li> <li>2. Retesting can occur once product has been remediated. ISDA will verify and resample.</li> </ol>
<p>Inspection Certificate:</p> <ol style="list-style-type: none"> <li>1. Billing</li> </ol>	<ol style="list-style-type: none"> <li>1. All billing must be paid prior to issuance of inspection certificate. This includes sampling fee(s), shipping fee(s) and modification fee(s) (if accrued).</li> </ol>
<p>Regulation:</p> <ol style="list-style-type: none"> <li>1. Producers and Handlers</li> </ol>	<ol style="list-style-type: none"> <li>1. Farms and facilities are expected to adhere to the rules and laws surrounding hemp at all times.</li> </ol>
<p>Renew:</p> <ol style="list-style-type: none"> <li>1. New License or License Renewal</li> </ol>	<ol style="list-style-type: none"> <li>1. Licenses are renewable annually. License application or renewal for upcoming calendar year begins September 1 and closes December 31.</li> </ol>