



## Online Planting/Harvest/Crop Loss Reporting Instructions

PA hemp growing permittees may now report their required hemp planting information online via the PA Plants website: <https://www.paplants.pa.gov>.

**STEP 1** – Permittees will log on to the PA Plants website using their Username and Password. If permittees have not yet used the PA Plants portal, they will need to select the “Register” button to choose a Username and Password for their existing account. They will need to contact the Hemp Program by email or phone to request their PA Plants account PIN number. (*PA Plants Account IDs are found on your 2022 Hemp Permit Certificate.*)

**STEP 2** – Once logged into your Hemp Program account, you will go to the “Planting/Harvest/Crop Loss Reports” heading under Account Tasks. (*SEE IMAGE BELOW.*) Click the [+] on the right and add each lot by selecting the planting location from the dropdown menu. Follow directions on the portal for entering each lot’s information.

Account Tasks

No tasks to complete at this time.

Planting/Harvest/Crop Loss Reports  (Click to hide your planting/harvest/crop loss reports)

Planting/Harvest/Crop Loss Reports Growing Location: -- SELECT ONE --

Growing Location	Planting Name	No Planting	Planting Date	Variety	Harvest Entered	Crop Loss Entered
Peyton Randolph Ct	<a href="#">12345-5555-1</a>		3/16/2022	White CBG	No	No

1 record(s) found.

Key Participants  (Click to show your key participants)

**STEP 3** – At the bottom of the screen, click the [+] beside “Show/Hide Planting Map”. Select the “Allow point to be moved” check box and then move the red point to the edge of the field or greenhouse/building being planted. This will update the GPS coordinates.

Latitude\*:  Longitude\*:

Latitude and Longitude will update automatically by moving the pin in the map below

When you have completed entering Planting information click on the Submit Planting Report button above.  
Please note that submitted reports will no longer allowed to be updated.

Show/Hide Planting Map

The Planting Location Pin will default to your Grower Location if found. To Move the pin first click on the “Allow point to be moved” checkbox. Moving the pin will automatically update the Latitude and Longitude values. If no Grower Location coordinates were found, Zoom the map to your Planting Location and click on the map to place a pin. Once the pin is placed it can be moved to the correct position.

Allow point to be moved

Map Satellite

Planting Information			
Permit:	42-001056	Grower Location Name:	Peyton Randolph Ct
Lot Name*:	12345-55-03	Planting Date*:	04/04/2022
Lot Name is the FSA Lot Number for the field being planted (FSA Lot # = Farm # - Tract # - CLU/Field)		Planting Date should be the final day of planting when planting is multiple days	
Variety From Application:	White CBG	- or -	Variety Not on Application:
Planted Type*:	Seeds	- or -	Intended Use*:
Source*:	Midstate Hemp	- or -	Outdoor Acreage:
Indoor SqFt:	250.00	- or -	Replicating Interval*:
Replicating Type*:	Non-Replicating	- or -	
Replicating Type should only be used for: 1) Permittees SELLING transplants (seedlings, clones, etc.) 2) Permittees raising microgreens/greens 3) Research permit holders			
Latitude*:	40.22229300000000	Longitude*:	-76.88043900000000
Latitude and Longitude will update automatically by moving the pin in the map below			
<input type="button" value="Save"/> <input type="button" value="Save &amp; Back"/> <input type="button" value="Back"/> <input type="button" value="Delete"/>			<input type="button" value="Submit Planting Report"/>
<small>When you have completed entering Planting information click on the Submit Planting Report button above. Please note that submitted reports will no longer allowed to be updated.</small>			
<input type="button" value="Show/Hide Planting Map"/>			

**STEP 4** – After completing the planting information for one lot, click either the “Save” button or “Save & Back” button. Once the screen has been saved, a “Submit Planting Report” button will appear in the bottom right corner of the screen. When the planting report information for each Lot is complete, click this button to submit the report. This will need to be done for each lot.

## For Harvest or Crop Loss Reporting

To report harvest after sampling or a crop loss at any time during the season, permittees will again log in to their PA Plants account, go to the same heading and view the list of reported lots. Select each lot by clicking on the “Planting Name”. On the Planting Information page, below the Planting Information, there is an “Add New Harvest/Crop Loss Report” button. Select this and enter the requested information. Both harvest & crop loss information can be added for a single lot. If a reported lot was planted as transplants in an indoor location to be planted in another location, check the transplant checkbox at the top of the screen.

Home	Programs	Profile	Shopping Cart	FAQ	Logout
<b>Hemp Planting Report</b>					
<b>Account Summary</b>					
00AYW4   Pickel Hemp   1717 Peyton Randolph Ct, New Cumberland, PA 17070   P1: 717-772-5227					
<b>Planting Information</b>					
Permit:	42-001056	Grower Location Name:	Peyton Randolph Ct		
Lot Name*:	12345-5555-1	Planting Date*:	03/16/2022		
Variety From Application:	White CBG	- or -	Variety Not on Application:		
Planted Type*:	Seeds	- or -	Intended Use*:		
Source*:	King's AgriSeeds	- or -	Outdoor Acreage:		
Indoor SqFt:	50.00	- or -	Replicating Interval*:		
Replicating Type*:	Non-Replicating	- or -			
Latitude*:	40.22229300000000	Longitude*:	-76.88043900000000		
<input type="button" value="Save"/> <input type="button" value="Save &amp; Back"/> <input type="button" value="Back"/> <input type="button" value="Delete"/>					
<input type="button" value="Show/Hide Planting Map"/>					
<small>Use the Add New Harvest/Crop Loss Report button below to add Harvest and/or Crop Loss Reports that are related to this Planting. Multiple Harvest and/or Crop Loss reports can be added to this Planting as needed.</small>					
<input type="button" value="Add New Harvest/Crop Loss Report"/>					
<b>Harvest Reports</b>					
Sampling Date	Complete Date	Area Harvested	Is Submitted		
0 record(s) found.					
<b>Crop Loss Reports</b>					
Destruction Date	Destruction Method	Area Failed	Is Submitted		
0 record(s) found.					