



South Carolina
DEPARTMENT OF AGRICULTURE

Hugh E. Weathers, Commissioner

HEMP PROCESSOR APPLICATION

Please note that SCDA may only issue Processor Licenses to individuals. The Applicant Information below is information about the person completing this Application. The Company Information below is information about the processor company.

APPLICANT INFORMATION

Applicant Name _____

Address _____

City _____ State _____ ZIP _____

County _____

Phone _____ Job Title _____

Email _____

COMPANY INFORMATION

Processor Company Name _____

Physical Address of Business _____

City _____ State _____ ZIP _____

County _____

Company Phone _____

Email _____

PROCESSOR QUESTIONNAIRE

Do you keep finished production on hand?

Yes No

Do you charge a processing fee before or after returning the finished product back to the permit holder?

Yes No

Do you retain partial product?

Yes No

If so, what percentage? _____

By signing this Application, the Applicant certifies that the information contained is truthful and accurate. The Applicant also acknowledges receipt of the "Hemp Guidelines for Processors and Extractors" document and agrees to abide by all requirements contained in that document.

SIGNATURE

PRINT NAME

DATE

INTERNAL USE ONLY

Date Received _____ SCDA Staff Received By _____

Delivery Method Email Hand Delivery Mail

HEMP GUIDELINES FOR PROCESSORS AND EXTRACTORS

1. Applicant must undergo a state and federal criminal records check. Instruction for such will be provided by SCDA. Please note that no person who has been convicted of a felony relating to a controlled substance under state or federal law during a ten-year period from the date of his conviction shall be eligible to obtain a license to cultivate, handle, or process hemp.
2. Possess a Dealers and Handlers License issued by the SCDA Consumer Protection Division. Find the form online [here](#) or call 803-737-9690 for more information. **A copy of the Dealers and Handlers License must be attached to this application.**
3. Possess a Public Weighmaster's License issued by the SCDA Consumer Protection Division. Find the form online [here](#) or call 803-737-9690 for more information. **A copy of the Public Weighmaster's License must be attached to this application.**
4. Must implement a tracking system on receiving product with **wet and dry weight** measurements.
5. Must identify a contracted, third-party, independent laboratory for THC analysis. THC can NOT exceed a delta-9 THC concentration of not more than 0.3 percent on a dry weight basis, or the THC concentration for hemp defined in 7 U.S.C. SECTION 5940, whichever is greater.
6. Must have a trace forward and trace back plan in place and available for SCDA review.
7. Post production (including lab results) reported to the SCDA's Hemp Program staff.
8. Must create and implement a plan for excess THC realized from extraction. Plan to be available for review by SCDA staff.
9. An application fee of **\$100** and a license fee of **\$3,000** to be paid prior to operation.
Payable to South Carolina Department of Agriculture
Attn: Hemp Program Coordinator
117 Ballard Court
West Columbia, SC 29172
10. Processing Facility must comply with all applicable local, county, and state building codes, zoning laws, and fire safety laws and standards.
11. Facility must have a secure, enclosed property with restricted personnel access for storage and processing.

Note: The name on all checks or money orders used to pay the application and license fees must match either the Applicant Name or the Processor Company Name set forth on this Application.

SCDA inspectors will perform audit checks to verify the above criteria and requirements during normal business hours.