

U.S. Hemp Authority™ Certification Program Frequently Asked Questions

Who May Use the U.S. Hemp Authority™ Certification Seal?

- **Certified Growers:** Growers who are verified to meet U.S. Hemp Authority™ Certification standards for growing may use the “Certified Grown” Seal on their biomass labels, website, marketing materials, invoices, and letterhead. Note that Grower inspections must take place while the hemp is still in the ground and not after harvest.
- **Certified Processors:** Processors who are verified to meet U.S. Hemp Authority™ Certification standards for processing may use the “Certified” Seal on their product labels, website, marketing materials, invoices, and letterhead. Note:
 - If the Processor sources its hemp from a U.S. Hemp Authority™ Certified Grower and has verified the Grower’s Certification as current, the Processor will not need to undertake the otherwise necessary steps to ensure supplier verifications for the hemp biomass component.
 - Likewise, if the Processor sources raw materials or components from a U.S. Hemp Authority™ Certified Processor and has verified the Processor’s Certification as current, the Processor will not need to undertake the otherwise necessary steps to ensure supplier verifications for that raw material or component.
- **Certified Vertically Integrated Growers & Processors:** Vertically integrated Growers and Processors who are verified to meet U.S. Hemp Authority™ Certification standards may use the “Certified” Seal on their labels, website, marketing materials, invoices, and letterhead. As noted below, separate physical audit inspections must be conducted on separate dates for each Seal.
- **Co-Packed / White-Labeled Products:** Current Good Manufacturing Practices (cGMP) involve a spectrum of requirements and verifications that reach beyond the process of manufacturing, including, among other areas, labeling information, storage, distribution, complaint management, record retention, and a host of written policies and procedures. Generally, co-packers do not maintain control of their white-label customers’ cGMP obligations in these critical areas. The brand that is on the label is the brand that is responsible for the product. Therefore, it is necessary for co-packed / white-labeled product brands to earn their own U.S. Hemp Authority™ “Certified” Seal. If the co-packed / white-labeled products are sourced from a current, verified U.S. Hemp Authority™ Certified Processor, then there is no need to undertake the otherwise necessary steps to ensure the supplier-related verifications for those products; but all other areas of cGMP verification remain.

What is the first date of issuance of the U.S. Hemp Authority™ Certification Seals? Early 2019.

How much does the U.S. Hemp Authority™ Certification Program cost and how long do physical audit inspections take?

- **Grower Licensing Fees:**
 - Flat Fee for Extract Varieties – Farms Under 10 Acres = \$1,000
 - Flat Fee for Extract Varieties – Farms 10+ Acres = \$2,000

- Flat Fee for Oilseed & Fiber Varieties – Farms Under 100 Acres = \$500
- Flat Fee for Oilseed & Fiber Varieties – Farms 100+ Acres = \$1,500
**If the farm produces extract varieties along with oilseed and/or fiber varieties, only the extract varieties flat fee will be charged*
- **Processor Licensing Fees:**
 - Flat Fee for up to Five (5) SKUs = \$2,500
 - Additional Per-SKU Fee (for SKUs in addition to the first five): \$200
 - Cap on Per-SKU Fees: \$5,000
**Verified Licensees will not be charged for more than twenty-five (25) additional SKUs*
- **Audit Fees:**
 - The physical audit inspection costs \$1,395 per eight (8) hour day plus the traveling expenses of the auditor. If the applicant has appropriately prepared for the physical audit inspection, particularly as it relates to time-management and the immediate access of all documentation referenced on the Checklists in an organized manner, physical audit inspections are designed to take one day. Lack of proper preparation could result in the audit taking more one day, and the applicant bears the cost of the auditor’s additional time and expenses. Note that for vertically integrated companies enrolled in both the Grower and Processor Programs, separate physical audit inspections must be conducted on separate dates for each Seal; and Grower inspections must take place while the hemp is still in the ground and not after harvest.

How often are audits conducted? Annually, as state and federal hemp law and policy are rapidly developing and changing. U.S. Hemp Authority™ Certification Seals and Certificates expire after one year from the date of issuance.

Who conducts the audits? Audits are conducted by [Where Food Comes From](#), the nation’s premier provider of certification and verification services to the food industry.

Is it necessary for my farm or facility to incorporate every item on the applicable Audit Checklists in order to comply with and earn the U.S. Hemp Authority™ Certification? No. The Audit Checklists are scoring systems that allow the expert verifiers at Where Food Comes From to comprehensively analyze all facets of the farm or facility to determine whether cGMP and/or GAP standards are being met. One of many examples is that it is not necessary for a farm to be fenced-in in order for it to be compliant; rather, the Audit Checklist merely asks if there is fencing as part of the overall analysis. It should be noted, however, that to the extent equipment listed in the Audit Checklist does exist on a farm or in a facility, that equipment needs to be in working order.

What if my company manufactures hemp products other than food and general wellness products? The U.S. Hemp Authority™ Certification Program is designed for all hemp business across the full spectrum of industries served by the versatile hemp plant and all of its extraordinarily useful parts. Hemp manufacturers of every kind are encouraged to participate.

What if I use imported hemp biomass, imported raw materials or other imported components in my product? Honoring of certain foreign and international certification seals, including but not limited

to SQF and BRC, by the U.S. Hemp Authority™ auditors Where Food Comes From will be granted on a case-by-case basis. This is due to the necessity of conformity in requirements as well as the challenge of counterfeit seals being provided to unsuspecting manufacturers. To the extent certain foreign and international seals cannot be honored, in order to pass the supplier portion of the audit, and unless the supplier of the imported hemp biomass, imported raw material or other imported component has earned its own U.S. Hemp Authority™ Certification Seal that is verified and current, enrollees will need to provide proof and documentation that appropriate personnel has physically visited and inspected the foreign supplier's facility and manufacturing practices to confirm the material or component meets U.S. Hemp Authority™ Certification standards.

How can I verify the status of a farm or company using the U.S. Hemp Authority™ Certification Seal? Anyone can verify the status of a U.S. Hemp Authority™ Certification Seal by visiting www.ushempauthority.org commencing on early 2019.

Is certification training mandatory? No, training is elective and not mandatory.

Do I have to apply for an audit before I take the training? No, anyone can register and receive U.S. Hemp Authority™ Certification Training by the Hemp Industries Association. You do not need to be enrolled in the U.S. Hemp Authority™ Certification Program.

Who should attend the training? Quality Management Systems personnel are key, as well as managers, supervisors, officers, and owners. Each person attending must be registered.

Will the training teach us everything we need to know to comply with U.S. Hemp Authority™ Certification? No, U.S. Hemp Authority™ Certification Training by the Hemp Industries Association® is a 2-hour track for Growers and a 4-hour track for Processors that is designed to guide attendees through the Certification process and prepare for an audit. The following concepts will be discussed, and we will introduce you to additional sources of support if needed: Quality Management Systems, Master Manufacturing Records, ISO Quality Standards, Current Good Manufacturing Practices, Good Agricultural Practices, Employee Training for Best Practices.