



2023-2024

KENTUCKY GINSENG DEALER GUIDE

A guidebook for
conducting lawful
ginseng harvest and
business in the state of
Kentucky



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KENTUCKY DEPARTMENT OF AGRICULTURE
Office of Agricultural Marketing
Plant Division, Ginseng Program
111 Corporate Drive
Frankfort, KY 40601
(502) 573-0282
kyagr.com/marketing/ginseng.html

CONTENTS, PHOTOGRAPHY, & DESIGN DEVELOPED FOR
KENTUCKY'S GINSENG PROGRAM
AUTHORED BY: ANNA M. LUCIO, ALEX G. FLOYD

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Kentucky Ginseng Calendar 2023—2024

Kentucky Ginseng Season—September 1st to March 31st

	Begins	Ends
Ginseng Harvest Season.....	September 1 st	December 1 st
Green Ginseng Buying.....	September 1 st	March 31 st
Dry Ginseng Buying.....	September 15 th	March 31 st

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Harvest Season & Buying Green Begins	2
Sep 2023	3	4 <small>Labor Day</small>	5 <small>Forms Due 4:00 PM (ET)</small>	6	7 <small>Inspection Day</small>	8	9
	10	11 <small>Forms Due 4:00 PM (ET)</small>	12	13	14 <small>Inspection Day</small>	15 <small>Buying Dry Begins</small>	16
	17	18 <small>Forms Due 4:00 PM (ET)</small>	19	20	21 <small>Inspection Day</small>	22	23
	24	25 <small>Forms Due 4:00 PM (ET)</small>	26	27	28 <small>Inspection Day</small>	29	30
Oct 2023	1	2	3	4	5	6	7
	8	9 <small>Forms Due 4:00 PM (ET)</small>	10	11	12 <small>Inspection Day</small>	13	14
	15	16 <small>Forms Due 4:00 PM (ET)</small>	17	18	19 <small>Inspection Day</small>	20	21
	22	23 <small>Forms Due 4:00 PM (ET)</small>	24	25	26 <small>Inspection Day</small>	27	28
	29	30 <small>Forms Due 4:00 PM (ET)</small>	31	1	2 <small>Inspection Day</small>	3	4

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Nov 2023	5	6 Forms Due 4:00 PM (ET)	7 Election Day	8	9 Inspection Day	10 Veterans Day	11
	12	13 Forms Due 4:00 PM (ET)	14	15	16 Inspection Day	17	18
	19	20	21	22	23 Thanksgiving	24 Thanksgiving	25
	26	27	28	29 Inspection Day	30 Harvest Season Closes	1	2
Dec 2023	3	4 Forms Due 4:00 PM (ET)	5	6	7 Inspection Day	8	9
	10	11 Forms Due 4:00 PM (ET)	12	13	14 Inspection Day	15	16
	17	18	19	20	21	22	23
	24	25 Christmas	26 Christmas	27	28	29 New Year's	30
	31	1 New Year's	2	3	4 Inspection Day	5	6
Jan 2024	7	8 Forms Due 4:00 PM (ET)	9	10	11 Inspection Day	12	13
	14	15 MLK Jr. Birthday	16	17	18 Inspection Day	19	20
	21	22 Forms Due 4:00 PM (ET)	23	24	25 Inspection Day	26	27
	28	29 Forms Due 4:00 PM (ET)	30	31	1 Inspection Day	2	3
Feb 2024	4	5 Forms Due 4:00 PM (ET)	6	7	8 Inspection Day	9	10
	11	12 Forms Due 4:00 PM (ET)	13	14	15 Inspection Day	16	17

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Feb 2024	18	19 Forms Due 4:00 PM (ET)	20	21	22 Inspection Day	23	24
	25	26 Forms Due 4:00 PM (ET)	27	28	29 Inspection Day	1	2
Mar 2024	3	4 Forms Due 4:00 PM (ET)	5	6	7 Inspection Day	8	9
	10	11 Forms Due 4:00 PM (ET)	12	13	14 Inspection Day	15	16
	17	18 Forms Due 4:00 PM (ET)	19	20	21 Inspection Day	22	23
	24	25 Forms Due 4:00 PM (ET)	26	27	28 Inspection Day	29 Good Friday (Half Day)	30
	31	1	2	3	4	5	6
Apr 2024	7	8 Forms Due 4:00 PM (ET)	9	10	11 Inspection Day (Final of Season)	12	13
	14	15 Deadline for Certifying Previous Fall Harvest	16	17	18	19	20

Calendar Key		
<p>State Holiday</p> <p>Offices are CLOSED for state holidays.</p>	<p>Forms Due by 4:00 PM (ET)</p> <p>Deadline to submit forms to staff for review/entry ahead of inspection appointment.</p>	<p>Inspection Day</p> <p>Travel to Frankfort with form originals, fee, and ginseng for inspection.</p>

*** Please note: There may be other times not listed on this calendar when staff are unavailable***

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Guide Contents

Overview	1	Weight Receipts	27
Dealer Responsibility.....	1	Ginseng Certification & Inspection	28
Legal Authorization For Program.....	1	Scheduling an Appointment.....	29
Guide Sections	2	Document Submission	30
Introduction	3	Lot Worksheets.....	31
What is ginseng?.....	3	Ginseng Certification Fee.....	31
How is ginseng used?	3	Ginseng Inspection	31
History of Trade	4	Inspection Site	31
CITES Treaty.....	4	Directions to Inspection Site.....	32
Kentucky’s Ginseng Program	5		
Stewardship	6		
When can I harvest ginseng?	6		
Where can I harvest ginseng?.....	6		
How do I know what to harvest?	6		
How do I know the age of a root?	6		
Harvest Best Practices.....	7		
Buying Kentucky Ginseng	8		
Who can buy ginseng?.....	8		
Legal for Trade Scales	9		
Inventory & Recordkeeping	10		
Other Buying Considerations	11		
Ginseng Purchase Forms.....	13		
Ginseng Purchase Form Log	19		
Selling Ginseng	21		
Dealer-to-Dealer Transactions	21		
Export of Kentucky Ginseng	25		
Ginseng Export Certificate	26		

OVERVIEW

American Ginseng (*Panax quinquefolius*), particularly roots with wild character, are highly valued in the market. This commercial demand places heavy harvest pressure on wild ginseng populations. Your cooperation and legal trade of this resource is vital to the health and longevity of this plant.



Within this guide, you will find details and form samples necessary for conducting lawful ginseng business in Kentucky.

It is important that you review this information thoroughly. Following the recommendations within this guide keeps our program compliant and ensures its continued success. These processes also create efficiency in both your time and our staff's time throughout the season.



Dealer Responsibility

As a Kentucky licensed ginseng dealer, it is your responsibility to review and understand how to complete the required paperwork for recording ginseng transactions. The Kentucky Department of Agriculture (KDA) uses the information documented by licensed dealers to generate export certificates and record/report annual harvest data to the United States Fish and Wildlife Service (USFWS). This information is necessary to maintain our state's ginseng program.

Legal Authorization for Program

The Kentucky ginseng program is authorized under KRS 246.650, KRS 246.655, KRS 246.660, KRS 246.990, and 302 KAR 45:010.

Kentucky is one of 19 states and one tribe with an approved wild ginseng export program and is also one of the largest producers of wild ginseng. Your cooperation, stewardship, and compliance our state's ginseng laws will help sustain the ginseng plant and industry for future generations.

GUIDE SECTIONS

Introduction. This section provides a brief introduction to the ginseng plant, including characteristics, distribution, and history.

Stewardship. This section provides some best practices to help ensure safe, legal harvest that respects the sensitive nature of the wild ginseng population.

Buying Kentucky Ginseng. This section covers the buying basics of Kentucky ginseng, including how to complete purchase forms, how to order more purchase forms, and using legal for trade scales.

Selling Kentucky Ginseng. This section covers how to complete paperwork for dealer-to-dealer transactions and obtain export certificates for Kentucky ginseng.

Certification & Inspection. This section summarizes the process of certification and inspection, including information relating to the required in-person inspection of your ginseng root. End of season procedures, including weight receipts, are under this section as well.



PHOTO CREDIT: ANNA M LUCIO

INTRODUCTION

What is ginseng? American ginseng (*Panax quinquefolius*) is a slow-growing herbaceous perennial plant with a rich history and variety of uses. This plant is native to continental North America, with wild populations spanning the Eastern United States and Canada.



DISTRIBUTION OF NATIVE GINSENG POPULATIONS IN NORTH AMERICA

A mature ginseng plant is typically six to eighteen inches in height and has three to four leaves or “prongs,” each with five serrated leaflets. Each year this plant produces a berry pod that contains several seeds which require periods of warm and cold weather for seed embryo development.

Optimistically, ginseng seeds can reach maturity in seven to ten years. More realistically, this process of growth takes ten to seventeen years and is dependent on several external factors such as weather patterns, soil conditions, human/animal predation, and habitat health.

Though the leaves of the plant also have value, the most sought-after part of the plant is its carrot-like root. This root has been referred to as the “man-root” for its human-like shape, consisting of a main root body and smaller off-shoots that are akin to limbs.

For each year of growth, a ginseng plant will produce a plant body that dies back leaving a marking or “scar” on the neck of the root. Counting of these neck scars is the primary method for determining the age of a root.

How is ginseng used? A ginseng plant’s root contains desirable chemical compounds, sometimes referred to as “ginsenosides,” which are purported to provide effects to the human body, such as vasorelaxation (increased blood flow), antioxidation, and reduction in bodily inflammation. (Jian-Ming Lü 2009) As a result, American ginseng is used in the making of a variety of herbal teas, supplements, extracts, tinctures, and food.



PHOTO CREDIT: ALEX G FLOYD

History of Trade

American ginseng is an integral part of Kentucky's history with forages, particularly those in the Appalachian Region. For generations, the people of Kentucky have harvested ginseng and managed populations by planting berries as taught by their ancestors.



VINTAGE ADVERTISEMENT RECRUITING
"GINSENG SHIPPERS"

The use and trade of American ginseng by Native Americans and colonial settlers dates back to the beginning of the 18th century. Noted frontiersman and fur trapper Daniel Boone was known to be an avid ginseng hunter and an early exporter of the plant.

This plant was sought after by China for its previously mentioned uses in herbal medicine. There are historical records of the management of wild ginseng which exist in the form of brochures, bulletins, and other publications. These documents show how government agencies, such as United States

Department of Agriculture, encouraged the growth and collection of ginseng as a viable crop.

CITES Treaty. Since the late 1970s, the American ginseng trade has been impacted by both policy and cultural changes. In July 1975, American ginseng was listed on Appendix II of the treaty from the Convention on International Trade in Endangered Species (CITES). This treaty was an effort among international governments to protect the trade of threatened and endangered plants.

CITES consists of three species appendices. Species listed in Appendix I are considered the most endangered. Appendix II lists species that could become threatened without proper monitoring and control of trade practices. Appendix III species are regulated by specific treaty members and request the cooperation of other members to prevent unsustainable and/or illegal exploitation.



Kentucky's Ginseng Program

After the CITES treaty, individual states that wished to continue harvest and export of wild ginseng were required to develop state-level laws and regulations. These programs must obtain approval from USFWS and meet the standards set under federal regulation.

Today, USFWS conducts "non-detriment findings" based on current field research, state harvest reports, and ginseng population monitoring. Based on these findings, USFWS will recommend changes for state programs to continued export of wild ginseng. If a state fails to meet federal standards, that state may lose its wild ginseng export program.

Kentucky's ginseng laws were enacted in 1982. Kentucky is one of 19 states and one tribe with a wild export program. Historically, Kentucky leads the nation in wild ginseng production.

Each state's ginseng program is unique. The agency that leads these programs vary depending on the state. In Kentucky, KDA is responsible for development of the administrative regulations and management of the American ginseng program in our state.

These regulations, policies, and procedures are outlined in this Kentucky Ginseng Dealer Guide.



STEWARDSHIP

Due to the slow-growing nature of the American ginseng plant, it is important to consider the long-term impacts of harvest from wild populations. Though significant, harvest pressure is only one of many factors that impact the health of Kentucky's wild population. Other factors include deer/animal browse, invasive species, deforestation, climate change, and genetic pollution via introduction of non-local seeds.



PHOTO CREDIT: ANNA M. LUCIO

EXAMPLE CLUSTER OF GINSENG BERRIES

When can I harvest ginseng? In Kentucky, wild ginseng may be harvested after September 1st. This date was selected based on information provided by researchers and harvesters who noted that berries are likely to be red or mature at this time. Harvest of plants prior to berry maturation (while the berries are green) affects seed germination and decreases the likelihood of a seed's successful development into a plant.

Where can I harvest ginseng? Any ginseng harvester must receive permission to harvest ginseng on public or private land. Some national forests and state-owned lands may allow for the harvest of ginseng with a requirement that proper permitting is obtained prior to digging. Not all national forests allow for harvesting, so it is important to verify this information

beforehand. Harvesting ginseng in any national park is not allowed and can result in serious criminal charges.

How do I know what to harvest? Only mature ginseng plants with a minimum of three leaf prongs may be harvested. Never harvest plants with fewer than three prongs. Mature plants have at least three prongs and any plant with less than three prongs is considered a seedling or juvenile plant which does not meet the minimum age requirement for harvest. It is best not to disturb these plants to ensure a healthy population exists for future harvest.

Harvested ginseng roots must have at least four neck scars to be considered legal for export. If you dig a mature plant and find that the root does not meet the minimum age requirement, you should immediately re-plant the root to allow it to continue growing. Do not store or dry the root or it will not regrow even if it is re-planted.

Many dealers will not purchase underage roots as these roots do not have a high market value and often will not pass the inspection process required by Kentucky's ginseng program.

How do I know the age of a root? As mentioned in the introduction, a root's minimum age can be determined by counting the number of its neck scars. The age of a dealer's roots will be checked and recorded during the inspection process required as a part of Kentucky's ginseng program. The process of age calculation is covered in more detail in the "Buying Kentucky Ginseng" section of this guide.

Harvest Best Practices

Always leave some mature plants behind.

As a harvester, you should always leave enough mature ginseng plants that there will continue to be a healthy population. It may be tempting to harvest the roots from all of the mature plants in a patch, but it's important that you leave some behind.

Remove the leaves or "top" the remaining plants. This will hide the plants from potential poachers or animals and protect the roots from harvest or damage, allowing them to produce seeds the following year. (US-FWS 2015)

Never harvest before the berries are red.

Harvest of plants with green berries (prior to berry maturation) affects seed germination and decreases the likelihood of a seed's successful development into a plant.

Replant the ripe fruit of a harvested plant in soil and leaf litter near the original plant. Each berry contains a few seeds that can grow into a new seedling. Current research suggests that planting the red berries under $\frac{3}{4}$ to 1 inch of soil is best. Seeds planted at this depth have the potential to produce eight times more seedlings. (American Herbal Products Association 2006)

When replanting, only plant ginseng seeds from the ginseng patch where the seeds were collected. Do not introduce new seeds from other locations. Planting outside seeds in a wild patch may introduce disease and other problems which can be detrimental to the population.



PHOTO CREDIT: ANNA M. LUCIO

A SELECTION OF VARIOUS TOOLS USED FOR DIGGING

Practice good digging techniques and use the proper tools. Certain tools, like screwdrivers, are often used by diggers to excavate ginseng roots. Sharp implements are often used too close to the root resulting in gouges or damage, affecting its value. It is better to use a tool like a mattock to loosen the dirt around a plant, then pull it out as a clod so you can carefully use your hands to remove the soil from the smaller, fibrous roots.



BUYING KENTUCKY GINSENG

Ginseng roots can vary greatly in size and characteristics. Seasonal and cyclical weather patterns, growing conditions, soil conditions, harvest month, and root age can all affect the quality of a root. Post-harvest washing, handling and drying techniques can also affect the market value of a ginseng root.

As a dealer, you may choose to buy fresh or “green” roots to better control the drying process, or, opt to sell the roots without drying. Drying ginseng roots too quickly or using excessive heat can damage the coloring or desired chemicals within the root. Ginseng dried too slowly is more prone to fungal grow and discoloration.

Who can buy ginseng for resale or export?

Only a licensed Kentucky ginseng dealer may lawfully purchase ginseng for the purposes of resale or export. The legal definition of a dealer in Kentucky is under 302 KAR 45:010. Section 1(4). “Dealer” means any person or agent of an entity buying ginseng for resale or export

To become a licensed Kentucky ginseng dealer, you must complete the Kentucky Ginseng Dealer Application and submit the appropriate licensing fees. There is a fee of \$75 for Kentucky residents and a fee of \$150 for non-residents. Additional information and the application form can be found on the Kentucky ginseng website.



PHOTO CREDIT: ANNA M. LUCIO



What constitutes ginseng buying? If you advertise your purchase of ginseng on social media, in newspapers, using roadside signs, or anywhere else, you should apply for a dealer's license. If a family member, spouse, or employee helps with paperwork, money, or handling roots, it is recommended they also become a licensed dealer.

If you are not sure if someone involved with your ginseng business should be licensed, it is KDA's recommendation to obtain proper licensing and paperwork for the individual in question.

Legal for Trade Scales

Ginseng dealers purchase American ginseng (and other forest-harvested herbs) according to weight. After obtaining your license, your primary concerns are the proper weighing of your ginseng and accurate recordkeeping.

It is an important business practice when conducting sales to always have the correct weight. Additionally, you must record weights for each ginseng transaction on a provided purchase form. A certified legal for trade scale is the lawful way to measure weights of your products.

How do I know if my scale is legal for trade?

All scales used for commercial sales, including those used for conducting ginseng business, must be certified legal for trade,

made for commercial use, and accurate. A legal for trade scale will be marked with the following:

- A serial number
- A model number
- Class III designation on the identification plate or seal

All scales put into service in Kentucky after July 1, 2003 must have a National Type Evaluation Program (NTEP) certificate of conformance (scales that were in use prior to July 1, 2003 are exempt from this regulation).

Some scales will be marked "Not Legal for Trade" and are never acceptable to use for weighing ginseng. Baby scales, kitchen scales, and other home-use scales are often marked with this label. In some cases, hanging scales are allowed provided they meet all criteria of a legal for trade scale. Any vendor of a scale should be able to inform the purchaser if the scale is compliant.

How does a scale become certified?

KDA is the certifying authority for scales in Kentucky. An inspector from KDA must inspect and certify any scale meeting legal for trade criteria for that scale to become certified. It is the responsibility of the scale owner to have the device inspected and to maintain the accuracy of the scale. Certified scales must be inspected annually to maintain certified status. Inspections may occur any time of the year.



To request a scale inspection, submit an online request at <https://tinyurl.com/ginsengscale>. Scan the QR code with your mobile device's camera to be taken directly to the request form.

Inventory & Recordkeeping

As a dealer, you should document all your ginseng transactions. This includes all transactions from the time you purchase the ginseng from a harvester (or other dealer) to the time it is sold. You must be able to account for all ginseng in your possession or any ginseng that has been in your possession and how it left your possession.

Your documentation should include the following information (if applicable):

- Records of how, when, and to whom the ginseng was sold on approved forms
- Records of stolen ginseng (KDA also recommends reporting instances of theft to appropriate law enforcement authorities)
- Records of destroyed ginseng (fire damage, flood damage, etc. – Documentation should include photographs and other supporting materials where possible)
- Certification status of ginseng (“Is it certified or not certified?” You must prevent the co-mingling of certified and uncertified roots)
- For buyers of multiple states, ginseng that originates from outside of Kentucky should keep ginseng clearly labeled, not co-mingled, and include proper certificates from the state of origin.

Recordkeeping of sales, inventory, and other ginseng activity is essential to document. The method by which you choose to document this information is up to you as a ginseng dealer. However, any system of recordkeeping and documentation should be self-explanatory to an outside party, were an issue of compliance to arise.

Provided Forms. The Kentucky Department of Agriculture provides Ginseng Purchase Forms and a Purchase Form Logs for you to record ginseng transactions. Record all ginseng purchases only on original, triplicate ginseng purchase forms provided to you.

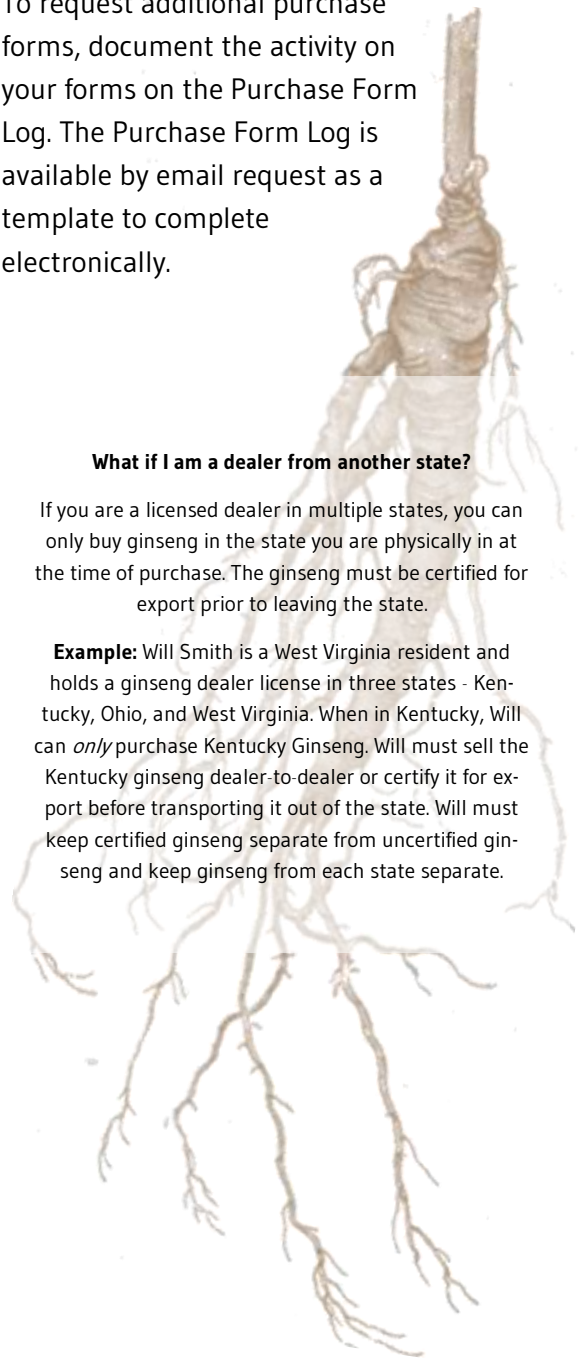
Do not destroy any forms. You must be able to account for each of the serial-numbered forms issued to you.

To request additional purchase forms, document the activity on your forms on the Purchase Form Log. The Purchase Form Log is available by email request as a template to complete electronically.

What if I am a dealer from another state?

If you are a licensed dealer in multiple states, you can only buy ginseng in the state you are physically in at the time of purchase. The ginseng must be certified for export prior to leaving the state.

Example: Will Smith is a West Virginia resident and holds a ginseng dealer license in three states - Kentucky, Ohio, and West Virginia. When in Kentucky, Will can *only* purchase Kentucky Ginseng. Will must sell the Kentucky ginseng dealer-to-dealer or certify it for export before transporting it out of the state. Will must keep certified ginseng separate from uncertified ginseng and keep ginseng from each state separate.



Other Buying Considerations

Federal and state ginseng regulations cover the minimum requirements for legal trade, however, the market often demands higher quality and older roots than what may be harvested and sold to you. When purchasing ginseng, you should develop an inspection process to examine the condition and character of the roots you are buying. Ginseng roots are required to have at least four neck scars for legal export.

How do I know the age of a root I'm buying?

American ginseng is a perennial plant that produces a bud annually. This bud develops into a plant body (the plant leaves and stem) that dies back each year leaving a visible marker, often called a "scar," on the part of the root connected to the bud. This part of the plant is commonly referred to as the "neck" of the root.

Because this process of dying and regrowth happens annually, a root can be aged by counting these neck scars. To be considered legal for export, you must be able to count four of these scars as an absolute minimum.



PHOTO CREDIT: ANNA M LUCIO

EACH BLACK LINE INDICATES AN "AGE SCAR." THE ORANGE MARK INDICATES THE NEXT SEASON'S DEVELOPED GROWTH BUD. THE SMALLER ROOT (LEFT) HAS 13 AGE SCARS INDICATING AT LEAST 13 YEARS OF GROWTH. THE LARGER ROOT (RIGHT) HAS AT LEAST 17 NECK SCARS INDICATING AT LEAST 17 YEARS OF AGE.



What should I look out for when buying ginseng?

Because ginseng is a consumable product, you should always conduct a visual inspection of the roots at the time of purchase. It is not uncommon for ginseng dealers to find non-ginseng material mixed in with a ginseng purchase. Examples of these materials may include other plants, debris, personal items, or something else.

Less reputable harvesters may attempt to alter the visual appearance or weight of a root prior to sale. As a result, it is also possible that the root itself may contain foreign materials such as a nails, glue, metal, etc. This is often done in an effort to repair a damaged root or artificially increase the weight of the root to obtain a higher price.

Foreign materials are not only dangerous for those who consume the ginseng, but affect the cost of the ginseng since ginseng prices are calculated by weight. Establishing an inspection process by which you can thoroughly examine the ginseng and get an accurate idea of the quality will help you as a buyer.

How should I handle/prepare my ginseng?

Ginseng is most commonly used for human consumption, so good food safety practices should always be observed. Practice proper handwashing and sanitation of spaces used for ginseng business, preparation, and storage.

The roots themselves should be gently hand-washed shortly after harvest to remove excess soil. Most prefer this cleaning to not to be too thorough, however, leaving some dirt in the grooves of the root.

If you dry ginseng, you should exercise caution when touching or moving the roots. Dried roots are brittle, meaning the necks and fiber can be easily damaged. You can visually detect that dried ginseng has been over-handled by a lack of fiber material attached the root.

How should I store my ginseng? If you are buying fresh ginseng, you should devise a method of storage that accounts for the nature of the product until the root can be sold, as fungal and mold growth is a concern. The root should be treated as if you are storing food. Avoid any extreme temperatures or exposure to pests, chemicals, etc. Use clean storage containers and equipment.

If you plan to purchase dried ginseng, it is a good idea to instruct the harvester on proper techniques. Improper washing/drying can impact the condition and character of ginseng roots. Ginseng coloration and chemical compounds are very sensitive to drying temperatures. Ginseng roots need gentle heat during drying (86 to 100.4°F) rather than aggressive heat in an oven, microwave, or direct sun.



PHOTO CREDIT: ANNA M LUCIO

Ginseng Purchase Forms

Upon first approval of your Kentucky ginseng dealer license, you will be issued a series of Ginseng Purchase Forms. These forms are bundled in sets of twenty-five. To obtain additional purchase forms, you must submit a log of your used purchase forms using a Ginseng Purchase Form Log.

Ginseng Purchase Form
Kentucky Department of Agriculture
Plant Marketing Division • 111 Corporate Drive, Frankfort, KY 40602 • (502) 573-0282

Please use *only* blue or black ink to complete this form

All ginseng represented on this form was purchased as:

Form Number: 12345
Harvest Year: 20__

Growing method (Check one):
 Wild
 Wild Simulated
 Woods-Grown
 Cultivated

Condition at time of purchase (Check one):
 Green
 Dry

Did you purchase green ginseng then convert it to dry ginseng? (3 lbs. of green to 1 lb. of dry)
 Yes No

The undersigned parties certify that they have complied with all federal and state laws pertaining to the recording, harvest, purchase, sale, and transfer of ginseng.

Printed Name of Harvester	Harvester's Address	Date Purchased (M/D/Y)	Green Weight (lbs.)	Dry Weight (lbs.)
1 Harvester ID # (Driver's License/Passport/Etc.)	City State	Month Harvested		
Signature of Harvester	Zip Code	County Harvested to		
2 Harvester ID # (Driver's License/Passport/Etc.)	City State	Month Harvested		
Signature of Harvester	Zip Code	County Harvested to		
3 Harvester ID # (Driver's License/Passport/Etc.)	City State	Month Harvested		
Signature of Harvester	Zip Code	County Harvested to		
4 Harvester ID # (Driver's License/Passport/Etc.)	City State	Month Harvested		
Signature of Harvester	Zip Code	County Harvested to		
5 Harvester ID # (Driver's License/Passport/Etc.)	City State	Month Harvested		
Signature of Harvester	Zip Code	County Harvested to		

To be completed by dealer on date of form completion:

Printed Name of Registered Dealer: _____ Dealer Number: _____
 Signature of Registered Dealer: _____ Date: _____

Total Weight (lbs.)

White Copy - KDA, allows grower and processor to report certification
 Yellow Copy - Dealer, keep available on file for inspection
 Pink Copy - Alternate Transaction, such as dealer to dealer

Revised 12/2019

SAMPLE GINSENG PURCHASE FORM (V. 2019)

The Ginseng Purchase Form is used to record all purchases of ginseng from harvesters by dealers. Dealers must complete these forms in the presence of the harvester at the time of purchase.

Never destroy purchase forms. You must be able to account for all forms issued to you by their serial numbers.

Never allow another dealer to use your purchase forms. The purchase forms are issued to you and their serial numbers are associated with your specific dealer number.

Never use staples on ginseng forms or documents.

Correctly completing your Ginseng Purchase Forms will help KDA staff process your paperwork more efficiently. You must keep all forms available on file for inspection for a minimum of five years.

Harvesters & Growers. If you are a harvester or grower selling your own ginseng, you can use the Ginseng Purchase Form to document your ginseng for sale to other dealers, or to present for certification if you become a licensed dealer.

Recording Purchases. As a dealer, you will record information about the ginseng you purchase on a Ginseng Purchase Form. You will need to record the ginseng growing method, condition at the time of purchase, year of harvest, when and where each transaction was harvested, and the weight of the ginseng. For each transaction, you will also need to record the harvester's information including their name, proof of identification, and contact details.

You must ensure this form is filled out completely and legibly prior to presenting your ginseng and documents for certification or prior to selling the ginseng to another dealer. KDA staff will be unable to certify any ginseng where the paperwork is incomplete or otherwise unacceptable.

Grower Name	Address	Date	Month	Green Weight (lbs.)	Dry Weight (lbs.)
Stan Duap	502-123-456	9/15/2021	September	0.050	
Wade Hoove	789-987-654	09/15/2021	September	0.035	

FIELDS FOR CAPTURING HARVESTER-RELATED DETAILS

Recording Harvester Information. Beginning in 2021-22 season, KDA introduced a new version of the Ginseng Purchase Form that includes additional spaces to capture harvester information. The fields provided should be completed at the time of purchase. These fields are required for

certification by KDA, so it is critical that you collect this information.

If you were licensed as a Kentucky ginseng dealer in previous years, you may have older versions of the Ginseng Purchase Form. These forms are still valid and acceptable for recording purchases, provided you still capture all required information. It may be necessary to use multiple lines for a single transaction to legibly record all details about a ginseng purchase.

ALTERNATE BUT ACCEPTABLE VERSIONS OF THE GINSENG PURCHASE FORM

Ginseng Harvested in Multiple Counties. If a ginseng purchase contains ginseng harvested in more than one county, have the harvester estimate what percentage of the ginseng was harvested in each county. After an estimate is provided, use the percentage to calculate the harvest weight by county and record them on separate transaction lines.

Green to Dry Conversion. As a dealer, you can buy fresh or “green” ginseng. Market conditions may warrant you to dry your fresh ginseng roots for longer storage, or you may simply want to have more control the washing/drying process of your ginseng.

If you are drying ginseng roots that you purchased as fresh, it is important that you document the fresh ginseng at the time of purchase from the harvester before conversion and follow the conversion calculation method outlined in this guide.

Calculating Dry Weight. To convert fresh ginseng weight to dry weight, use the Green to Dry Conversion Chart provided in your dealer packet (or print a copy from KDA’s website).

The standard conversion is three to one (3:1) green to dry, meaning every three pounds of green ginseng is equivalent to one pound of dried ginseng. To calculate the conversion:

1. Divide each line’s purchase weight by three.
2. Round the new weights to the nearest hundredth (or two decimal points) using the Green to Dry Conversion Chart.
3. Last, determine the new form total by adding the converted weights from each transaction line.

$$\text{Green Weight} \div 3 = \text{Converted Dry Weight}$$

$$\begin{aligned} & \text{Line 1 Converted Dry Weight} \\ & + \text{Line 2 Converted Dry Weight} \\ & + \text{Line 3 Converted Dry Weight} \\ & + \text{Line 4 Converted Dry Weight} \\ & + \text{Line 5 Converted Dry Weight} \\ & = \text{Total Dry Weight} \end{aligned}$$

Calculation Mistakes. To be consistent throughout (on paper and as recorded in KDA's ginseng database), each transaction line on a purchase form must be converted one at a time then added together determine the total for that form. A rule of thumb is that one-third (1/3) of the fresh weight is equivalent to the dry weight.

To determine the dry weight of a transaction for ginseng purchased fresh, you should divide each transaction's weight by three. Repeat this process for each transaction weight documented on the form then add each of the newly calculated dry weights to determine the total dry weight for that form.

You may not divide the green weight total for the entire form by three to calculate the total dry weight for that form. Calculations made based upon the total can result in rounding errors which creates inconsistencies.

Line #	Month	County	Weight (pounds)	Green Weight	Converted to Dry
2	09	Hopkins	0.56	0.56	0.19
2	09	Boyle	0.83	0.83	0.28
2	09	Butler	0.26	0.26	0.09
2	09	Brazos	0.19	0.19	0.06
2	09	Perry	0.31	0.31	0.10
2	09	Grayson	0.44	0.44	0.15
2	09	Webster	1.00	1.00	0.33
2	09	Christian	0.27	0.27	0.09
2	09	Magnolia	1.07	1.07	0.36
2	09	Monroe	0.83	0.83	0.28
Total Green (pounds)				5.76	T: 1.93
Total Dry (pounds)				1.92	

IN THE EXAMPLE SHOWN, THE LEFT CONVERSION WAS CALCULATED BY DIVIDING THE FORM TOTAL BY THREE, RESULTING IN A NEW DRY TOTAL OF 1.92. THE LEFT CONVERSION WAS CALCULATED BY DIVIDING EACH LINE AS DESCRIBED IN THE PREVIOUS SECTION, THEN ADDING THE NEW DRY WEIGHTS TO OBTAIN THE DRY TOTAL.

Crossed Out Lines & Other Errors. Any variance in the use of the Ginseng Purchase Form should be fully and clearly documented. KDA staff must be able to understand any written notations without requesting further clarification from you as a dealer. If your Ginseng Purchase Forms are unclear it could cause a delay in processing.

Any variations in ordinary use must be noted in writing and submitted with your paperwork, prior to certification. If you make an error while recording a purchase on the Ginseng Purchase Form and need to void a line, strike through the line and document the reason for the void in writing.

Example Scenario for Noting Variations. At the time of purchase, a harvester selling you their ginseng decided not to sell. You have already filled out a line for their purchase. What do you do?

Strike through the line with information about the canceled sale (write "void" if possible) then note the reason for the void on the next line. You may even use additional, full sheets of paper should you need further space to explain.



Purchase Form Copy Routing

Each Ginseng Purchase Form includes three color copies. The use of each color and copy is described below and noted at the bottom of the Ginseng Purchase Form itself.

White Copy (Original). KDA requires you to submit the white copy before issuing an American Ginseng Export Certificate. The white copy should stay with the ginseng until it can be certified for export.

If you certify ginseng from your own Ginseng Purchase Forms, you must present the white copies to KDA during certification. If you sell your ginseng to another dealer, you must provide the buying dealer with the white copy for the ginseng sold so they may certify the ginseng or transfer it to another dealer.

The buying dealer in a dealer-to-dealer transaction is responsible for certifying the ginseng prior to export. As the selling dealer, you must record this activity on a Ginseng Purchase Form Log. If you buy ginseng from another dealer, you should receive both the white and yellow copies of the form for that ginseng.

Yellow Copy (Dealer). This is a copy for recordkeeping if you certify your own ginseng. If you sell your ginseng to another dealer, you will give both the white and yellow copies of the Ginseng Purchase Form to the purchasing dealer along with the corresponding ginseng.

Pink Copy (Additional Dealer). This is an extra copy of the form. This is copy is to be used in dealer-to-dealer transactions. If you sell your ginseng to another dealer, releasing the white and yellow copies, keep the pink copy corresponding to the sale for your records.

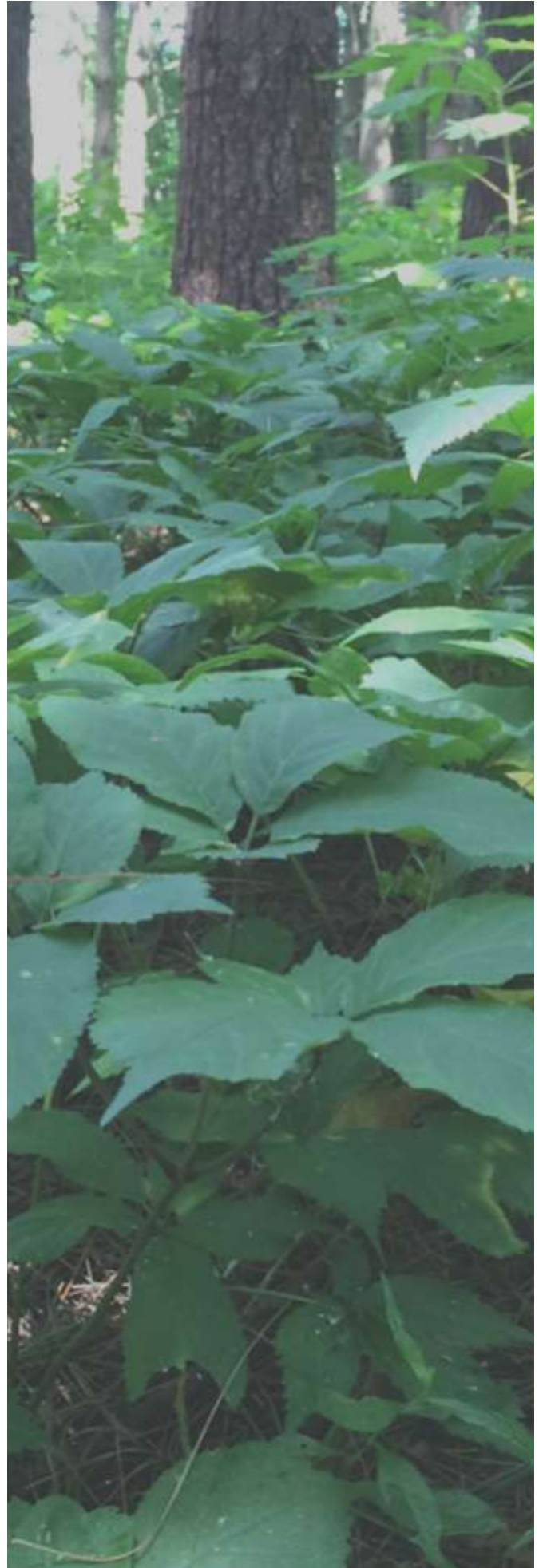


PHOTO CREDIT: ANNA M LUCIO



Ginseng Purchase Form

Kentucky Department of Agriculture

Plant Marketing Division · 111 Corporate Drive, Frankfort, KY 40601 · (502) 573-0282



3

Please use *only* blue or black ink to complete this form

All ginseng represented on this form was purchased as:

Growing method (Check one)

- Wild
- Wild Simulated
- Woods-Grown
- Cultivated

Condition at time of purchase (Check one)

- Green
- Dry

Did you purchase green ginseng then convert it to dry ginseng? (3 lbs. of green to 1 lb. of dry)

- Yes
- No

Form Number

12345

Harvest Year

20__

The undersigned parties certify that they have complied with all federal and state laws pertaining to the recording, harvest, purchase, sale, and transfer of ginseng.

7	Printed Name of Harvester	8	Harvester's Address	9	Date Purchased (M/D/Y)	13	
10	Harvester ID # (Driver's License/Passport/Etc.)	City	State	Month Harvested	Green Weight (lbs.)	Dry Weight (lbs.)	
11	Signature of Harvester	Zip Code	County Harvested In				
2	Printed Name of Harvester	Harvester's Address	Date Purchased (M/D/Y)	12			
	Harvester ID # (Driver's License/Passport/Etc.)	City	State	Month Harvested	Green Weight (lbs.)	Dry Weight (lbs.)	
	Signature of Harvester	Zip Code	County Harvested In				
3	Printed Name of Harvester	Harvester's Address	Date Purchased (M/D/Y)				
	Harvester ID # (Driver's License/Passport/Etc.)	City	State	Month Harvested	Green Weight (lbs.)	Dry Weight (lbs.)	
	Signature of Harvester	Zip Code	County Harvested In				
4	Printed Name of Harvester	Harvester's Address	Date Purchased (M/D/Y)				
	Harvester ID # (Driver's License/Passport/Etc.)	City	State	Month Harvested	Green Weight (lbs.)	Dry Weight (lbs.)	
	Signature of Harvester	Zip Code	County Harvested In				
5	Printed Name of Harvester	Harvester's Address	Date Purchased (M/D/Y)				
	Harvester ID # (Driver's License/Passport/Etc.)	City	State	Month Harvested	Green Weight (lbs.)	Dry Weight (lbs.)	
	Signature of Harvester	Zip Code	County Harvested In				

To be completed by dealer on date of form completion:

Printed Name of Registered Dealer

Dealer Number

Signature of Registered Dealer

Date

Total Weight (lbs.)

Green Weight (lbs.)	Dry Weight (lbs.)

White Copy - KDA, follows ginseng until presented for export certification
 Yellow Copy - Dealer, keep available on file for inspection
 Pink Copy - Alternate Transaction, such as dealer to dealer

Revised 12/2019

COMPLETING THE GINSENG PURCHASE FORM

1 Form Number. A unique serial number used for tracking. This number is printed on the Ginseng Purchase Form and is associated with your dealer number.

2 Harvest Year. The year the ginseng on the form was harvested.

3 Growing Method. Boxes to indicate the growing method of the ginseng based upon Kentucky's Legal Definitions (as defined under 302 KAR 45:010).

4 Condition at Time of Purchase. Boxes to indicate the condition of the ginseng at the time of purchase—green or dry. Only one type of ginseng should be recorded on a form. Do not record green and dry purchases on the same form.

5 Did you purchase green ginseng then convert it to dry ginseng? Boxes to indicate if the ginseng was purchased green then dried.

6 Signature Statement. A statement of compliance for parties listed on the form. This statement applies to both harvesters and the dealer listed on the form.

7 Printed Name of Harvester. A space to legibly print the name of the harvester.

8 Harvester Address. Spaces are provided to record details about the harvester of the ginseng. Record the street address, city, state, and zip code of each harvester you purchase ginseng from.

9 Date Purchased. A space to record to the date you purchased the ginseng from a harvester.

10 Harvester ID. A space to capture the harvester's identification number (preferably from a drivers' license or other photo identification card). This data is captured as a measure of protection against potentially fraudulent transactions.

11 Harvester Signature. A space for the harvester to sign at the time of purchase.

12 County Harvested In. A space to record the county where the harvester dug the ginseng. If a lot of purchased ginseng was harvested in multiple counties, have the harvester estimate what percentage of the ginseng is from each county then calculate the weight for each county and record each county's total on a separate line.

13 Weight. A space to record the weight of the ginseng in pounds, as measured on a certified scale at the time of purchase. Separate spaces are provided for green and dry weights.

14 Total Weight. A space to record the total weight for the form, based on the sum of all transaction line totals.

15 Printed Name of Registered Dealer. A space to legibly print your name when the form has been completed.

16 Dealer Number. A space to record your dealer number when the form has been completed.

17 Signature of Registered Dealer. A space to sign your name when the form has been completed.

18 Date. A space to record the date when the form has been completed.

Ginseng Purchase Form Log

The Ginseng Purchase Form Log is used to keep track of your Ginseng Purchase Forms. When you complete a Ginseng Purchase Form, you should record it on the Ginseng Purchase Form Log. For each completed form, you must note the form serial number, the ginseng condition, growing method, harvest year, green pounds, dry pounds (if applicable), and form status.

Once completed, you will submit your Ginseng Purchase Form Log to KDA to obtain a new bundle of Ginseng Purchase Forms. You will not be issued more Ginseng Purchase Forms until KDA receives your Purchase Form Log. Dealers should make a copy of their completed logs for their own records.

Each bundle of purchase forms include a pre-filled purchase form log. Blank versions of the Ginseng Purchase Form Log are available for download and printing from our website.



COMPLETING THE GINSENG PURCHASE FORM LOG

1 Purchase Form Number. Space to record the serial number of the purchase form. A single log sheet has enough space to document 25 forms.

2 Ginseng Condition. Space to record the condition of the ginseng at the time of purchase – green or dry (mark only one). If you bought green ginseng and then dried it, also mark “converted to dry.”

3 Ginseng Growing Method. Space to record how the ginseng you purchased was reported as grown.

4 Harvest Year. Space to record the year the ginseng on the purchase form was harvested.

5 Green Pounds Space to record the total green weight on the form (if purchased green).

6 Dry Pounds. Space to record the total dry weight on the form (if purchased dry or converted).

7 Form Status A space to explain the status of the form. Examples of what to write in this field include:

- Unused Forms: “Not Used”
- Voided Forms: “Void”
- Certified by Self: List Certification Date
- Sold to Dealer: “Sold D2D & Date Sold”
- Other - Explain Briefly



Ginseng Purchase Form Log

Kentucky Department of Agriculture



Marketing Division * 111 Corporate Drive, Frankfort, KY 40601 * Phone: 502-773-0282

1 The purpose of this form is to track of that status of the purchase forms issued to you. In the status column provide details such as, "Certified on _____ (date)", "Sold Dealer to Dealer on _____ (date) to Dealer Number _____", or "Other, explained _____". Submit to KDA once completed. DEALERS should make a copy of this form for your records.

2
3
4
5
6 Dealer Number: _____
7 Dealer Name: _____

Purchase Form Number	Ginseng Condition	Ginseng Growing Method	Harvest Year	Green Pounds	Dry Pounds	Form Status
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				
	<input type="checkbox"/> Green <input type="checkbox"/> Dry <input type="checkbox"/> Converted to Dry	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Woodgrown <input type="checkbox"/> Cultivated				

Link to Blank Purchase Form Document

www.kyagr.com/marketing/documents/GIN_PurchaseFormLog.pdf



PHOTO CREDIT: ANNA M. LUCIO

SELLING GINSENG

As a licensed Kentucky ginseng dealer, you may sell certified or uncertified ginseng to other licensed Kentucky dealers through a dealer-to-dealer transaction. If you grow, harvest, or otherwise purchase uncertified ginseng, it is your responsibility as the dealer to first certify that ginseng for sale or export to ensure the ginseng can lawfully leave Kentucky. These types of sales are covered in more detail in the sections that follow below.

Dealer-to-Dealer Transactions

If you as a dealer sell uncertified ginseng to another Kentucky dealer, you must complete a Dealer-to-Dealer Transaction Form and surrender the Ginseng Purchase Forms corresponding to that ginseng to the buying dealer. It is the responsibility of the buying dealer in a dealer-to-dealer transaction to schedule an inspection appointment to have the ginseng certified before allowing it to leave Kentucky.

As a dealer, you may not want to certify your ginseng for export and may instead choose to sell it to another dealer. The Dealer-to-Dealer Transaction Form should be used to record these transactions.

The Dealer-to-Dealer Transaction Form must be completed for ginseng sold from one dealer to another when that ginseng is uncertified. The corresponding original white copies of the transferred Ginseng Purchase Forms must accompany the Dealer-to-Dealer Transaction Form and ginseng until that ginseng is certified for export from Kentucky.

As previously mentioned, it is the responsibility of the buying dealer in a dealer-to-dealer transaction to certify the ginseng before exporting it from Kentucky. As the

selling dealer, you should still document your dealer-to-dealer sales on your Ginseng Purchase Form Log, noting that it was transferred to another dealer in the “Form Status” field.

Multiple Dealer-to-Dealer Transactions. If you purchased ginseng through a dealer-to-dealer transaction and wish to sell those to another dealer (sometimes referred to as a “dealer-to-dealer-to-dealer” transaction), you would need to complete another Dealer-to-Dealer Transaction Form.

Each time the ginseng is transferred to another dealer you must complete a new Dealer-to-Dealer Transaction Form listing the Ginseng Purchase Forms associated with that ginseng. Any Dealer-to-Dealer Transaction Forms should accompany the corresponding ginseng and forms until it can be certified by KDA.

Copy Routing of Dealer-to-Dealer Transaction Form

Each Dealer-to-Dealer Transaction Form comes with three non-carbon copies – a white copy, yellow copy, and pink copy. The use of each color and copy is described below (and noted at the bottom of the Dealer-to-Dealer Transaction Form).

Writing on the original copy will transfer to the copies below. Use a clipboard or other hard surface to fill out each form. Be sure you are only marking on one set of forms at a time.

White Copy (Original). This copy is the original form. The buyer listed must submit the white copy, along with the white copies of the corresponding purchase forms to KDA to obtain an American Ginseng Export Certificate.

Dealer to Dealer Transaction Form
 Kentucky Department of Agriculture
 Office of Agricultural Marketing
 Plant Division • 111 Corporate Drive • Frankfort, KY 40601 • (502) 573-0282

Purchase Form Number	Growing Method	Ginseng Condition	Harvest Year	Weight (Pounds)
1	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Green	<input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown <input type="checkbox"/> Dry		
2	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Green	<input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown <input type="checkbox"/> Dry		
3	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Green	<input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown <input type="checkbox"/> Dry		
4	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Green	<input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown <input type="checkbox"/> Dry		
5	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Green	<input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown <input type="checkbox"/> Dry		
6	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Green	<input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown <input type="checkbox"/> Dry		
7	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Green	<input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown <input type="checkbox"/> Dry		
8	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Green	<input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown <input type="checkbox"/> Dry		
9	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Green	<input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown <input type="checkbox"/> Dry		
10	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Green	<input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown <input type="checkbox"/> Dry		
11	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Green	<input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown <input type="checkbox"/> Dry		
12	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Green	<input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown <input type="checkbox"/> Dry		
13	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Green	<input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown <input type="checkbox"/> Dry		
14	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Green	<input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown <input type="checkbox"/> Dry		
15	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Green	<input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown <input type="checkbox"/> Dry		
16	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Green	<input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown <input type="checkbox"/> Dry		
17	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Green	<input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown <input type="checkbox"/> Dry		

Transaction Date _____ Total Weight _____

Seller Dealer		Buyer Dealer	
Dealer Name Printed _____		Dealer Name Printed _____	
☐ Dealer Signature _____		☐ Dealer Signature _____	
Date _____	Dealer Number _____	Date _____	Dealer Number _____

White Copy – Follows ginseng and presented for Export Certification
 Yellow Copy – Seller Dealer
 Pink Copy – Buyer Dealer Rev 08/2022

If you acquired Ginseng Purchase Forms through a “dealer-to-dealer-to-dealer” transaction, your paperwork should include the Dealer-to-Dealer Transaction Form(s) where you acted as the buyer and obtained the ginseng, as well as any Dealer-to-Dealer Transaction Forms that occurred before your purchase of the ginseng. It is the responsibility of the buying dealer to obtain these forms from the seller at the time of purchase. This information is necessary for determining the origin of harvested ginseng roots and is a requirement for export certification.

Yellow Copy (Dealer). This is a copy for recordkeeping. The ginseng dealer selling the ginseng listed on the Ginseng Purchase Form should keep the yellow copy for their records.

Pink Copy (Additional Dealer). This is an additional copy for recordkeeping. The ginseng dealer selling the ginseng listed on the Ginseng Purchase Form to another dealer should keep the pink copy for their records.



Dealer to Dealer Transaction Form

Kentucky Department of Agriculture

Office of Agricultural Marketing

Plant D • 111 Corporate Drive • Frankfort, KY 40601 • (502) 573-2100



KENTUCKY
DEPARTMENT OF
AGRICULTURE

1 2 3 4 5

Purchase Form Number	Growing Method	Ginseng Condition	Harvest Year	Weight (Pounds)
1	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown	<input type="checkbox"/> Green <input type="checkbox"/> Dry		
2	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown	<input type="checkbox"/> Green <input type="checkbox"/> Dry		
3	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown	<input type="checkbox"/> Green <input type="checkbox"/> Dry		
4	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown	<input type="checkbox"/> Green <input type="checkbox"/> Dry		
5	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown	<input type="checkbox"/> Green <input type="checkbox"/> Dry		
6	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown	<input type="checkbox"/> Green <input type="checkbox"/> Dry		
7	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown	<input type="checkbox"/> Green <input type="checkbox"/> Dry		
8	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown	<input type="checkbox"/> Green <input type="checkbox"/> Dry		
9	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown	<input type="checkbox"/> Green <input type="checkbox"/> Dry		
10	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown	<input type="checkbox"/> Green <input type="checkbox"/> Dry		
11	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown	<input type="checkbox"/> Green <input type="checkbox"/> Dry		
12	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown	<input type="checkbox"/> Green <input type="checkbox"/> Dry		
13	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown	<input type="checkbox"/> Green <input type="checkbox"/> Dry		
14	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown	<input type="checkbox"/> Green <input type="checkbox"/> Dry		
15	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown	<input type="checkbox"/> Green <input type="checkbox"/> Dry		
16	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown	<input type="checkbox"/> Green <input type="checkbox"/> Dry		
17	<input type="checkbox"/> Wild <input type="checkbox"/> Wild Simulated <input type="checkbox"/> Cultivated <input type="checkbox"/> Woods Grown	<input type="checkbox"/> Green <input type="checkbox"/> Dry		
Transaction Date _____			Total Weight _____	

8

9

10

11

Seller Dealer

Dealer Name Printed

 Dealer Signature

Date

Dealer Number

12

13

14

15

Buyer Dealer

Dealer Name Printed

 Dealer Signature

Date

Dealer Number

White Copy – Follow up on Ginseng and presented for Export Certification
Yellow Copy – Seller Dealer
Pink Copy – Buyer Dealer

Rev 08/2022

COMPLETING THE DEALER-TO-DEALER FORM

1 Form Number. A space to record the five digit serial number of the purchase form you are transferring to the buying dealer.

2 Growing Method. Boxes to indicate how the ginseng you purchased was reported as grown.

3 Ginseng Condition. Boxes to indicate the condition of the ginseng at the time of purchase. If you bought green ginseng and then dried it, also mark "converted to dry."

4 Harvest Year. A space to record the year the ginseng on the corresponding purchase form was harvested.

5 Weight. A space to record the total weight of ginseng on the corresponding purchase form.

6 Transaction Date. A space to record the date when the dealer-to-dealer transaction occurred.

7 Total Weight. A space to record the total weight of ginseng from all purchase forms included in the dealer-to-dealer transaction.

8 Dealer Name Printed (Seller). A space to legibly print the name of the selling dealer.

9 Dealer Signature (Seller). A space for the selling dealer to sign their name.

10 Date (Seller). A space for the selling dealer to record the date the form was signed and completed.

11 Dealer Number (Seller). A space for the selling dealer to record their dealer number.

12 Dealer Name Printed (Buyer). A space to legibly print the name of the buying dealer.

13 Dealer Signature (Buyer). A space for the buying dealer to sign their name.

14 Date (Buyer). A space for the buying dealer to record the date the form was signed and completed.

15 Dealer Number (Buyer). A space for the buying dealer to record their dealer number.



PHOTO CREDIT: ANNA M LUCIO

EXPORT OF KENTUCKY GINSENG

Anyone purchasing ginseng for the purposes of resale or export from Kentucky must hold a Kentucky ginseng dealer license. Before Kentucky-harvested ginseng can leave the state, a Kentucky licensed ginseng dealer must first certify it for export through KDA.

Ginseng must also be certified at the state of origin before entering Kentucky. Only a licensed Kentucky ginseng dealer can export ginseng from the state of Kentucky.

Harvesters & Growers. Harvesters or growers that wish to sell their own ginseng out-of-state must first register as a licensed dealer and follow the same processes as a dealer who buys ginseng for resale and export. If you wish to harvest and sell ginseng on social media, online websites, or via online auction sites it is good policy to become a Kentucky licensed ginseng dealer. Online buyers are likely to be from out-of-state, so you should certify your ginseng through the processes outlined in this guide to ensure that your sale is legal.

International Export. To export ginseng out of the United States, export certification in the state of harvest is the first step. Once Kentucky ginseng has been certified for export at the state level, it may be sold at any time to anyone (under Kentucky regulations). For certified Kentucky ginseng sold outside of the state, you should refer to that state's ginseng authority to ensure you're in compliance with all laws and regulations. This is especially true regarding hold-over ginseng.

American Ginseng Export Certificate

Both in-state and out-of-state harvesters are required to certify Kentucky ginseng before moving it outside of Kentucky. Dealers on a ginseng buying route that passes through multiple states must certify the Kentucky-harvested ginseng in their possession before leaving Kentucky.

Kentucky ginseng growers planning to transport/ship ginseng out of the state must also certify their ginseng. This is in accordance with Kentucky's regulations on ginseng export. Export under the Kentucky Ginseng Regulations means "to transport, ship, carry, haul, take, or otherwise move ginseng collected in Kentucky outside of Kentucky."

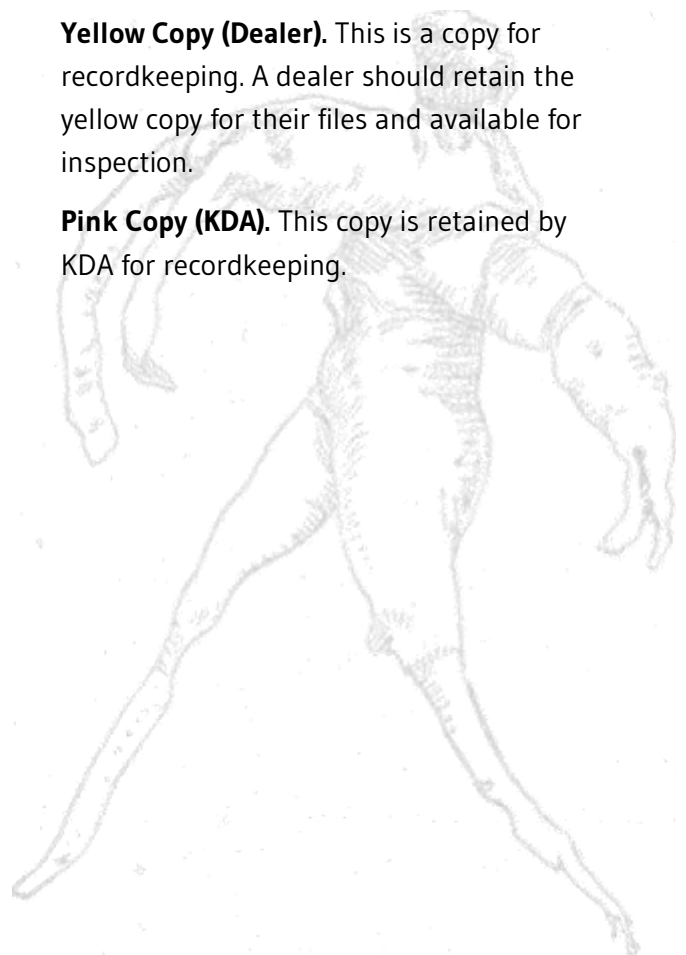
Copy Routing of American Ginseng Export Certificate.

The American Ginseng Export Certificate form has three copies on non-carbon paper – a white copy, yellow copy, and pink copy. The use of each color and copy is described below (and listed at the bottom of the American Ginseng Export Certificate). Writing on the original copy will transfer to the copies below. Use a clipboard or other hard surface to fill out each form. Be sure you are only marking on one set of forms at a time.

White Copy (Original). This is the original copy and is to accompany the corresponding ginseng in all shipments. It will be present with the ginseng upon export from Kentucky. If the ginseng is exported out of the United States, this form will be filed with the forms and permits necessary for the ginseng to leave the country.

Yellow Copy (Dealer). This is a copy for recordkeeping. A dealer should retain the yellow copy for their files and available for inspection.

Pink Copy (KDA). This copy is retained by KDA for recordkeeping.



GINSENG CERTIFICATION & INSPECTION

To certify Kentucky ginseng, you must first become a licensed Kentucky ginseng dealer. Ginseng certification and inspection occur simultaneously during a scheduled appointment with KDA staff. Certification and inspection will occur at KDA's campus in Frankfort, KY (see Directions to Inspection Site).

Ginseng certification is available once per week, typically on Thursdays with exceptions for staff availability and holidays. The process for certification and inspection is summarized below:

1. Self-schedule or contact KDA staff to setup an appointment time on an approved inspection day. You may use the calendar included in this document to determine the dates that inspection appointments are offered. For information about self-scheduling, see the section below titled Scheduling an Appointment.
2. Before your appointment, submit originals or copies of all required documents using one of the options for submission below (see Document Submission). With your documents, include a Lot Worksheet to communicate your certification total and desired export lots to KDA staff using the Ginseng Export Lot Worksheet.
3. Verify your certification summary delivered by email the day prior to your appointment. This email will include notes about your documents, including requests for missing information required for certification. It will also include the total weight of your

certification. It is important that you compare this against your expected total weight to ensure all calculations are accurate and no forms have been lost in delivery.

4. On your appointment day, travel to the inspection site. Bring the ginseng you are certifying, original white copies of your documents, and appropriate certification fee payment in the form of a check or money order (no cash or credit cards will be accepted).
5. During your appointment time, KDA staff will conduct an inspection of your ginseng. Staff will verify also that all required documentation is present and collect your fee payment. A payment receipt will be provided during your appointment.
6. KDA staff will present your American Ginseng Export Certificates. After you sign the certificates, have surrendered all documents and your fee, KDA staff will seal the certificates and provide you with the original white and yellow copies, retaining the pink copy for recordkeeping.



Scheduling an Appointment

Ginseng certifications are by appointment only, once per week. Appointments are first-come first-serve. If you fail to meet your appointment time, KDA staff reserves the right to refuse to certify your ginseng and require you to make another appointment the following week. You may refer to the Kentucky Ginseng Calendar for this year's inspection dates.

Appointments can now be self-scheduled. If you have a Gmail account, you can schedule your own appointment using Google Calendar. To access the self-scheduling calendar and view available timeslots, go to <https://tinyurl.com/ginsengappointment>. If you do not have a Gmail account, you may contact KDA staff by email or phone to setup an appointment.

What should I bring to my appointment?

On the day of your appointment, make sure you arrive in a timely manner. Bring your ginseng roots, original copies of all purchase documents, and a fee payment in the form of a check or money order. Failure to present any of these things during your scheduled appointment time may prevent KDA staff from issuing certification, requiring you schedule another appointment to correct the issues.



PHOTO CREDIT: ANNA M LUCIO

Document Submission

Prior to your appointment, you must provide KDA staff with your Ginseng Purchase Forms, Dealer-to-Dealer Transaction Forms, and Ginseng Export Lot Worksheets. These documents should be delivered to KDA staff by close of business on the Monday prior to your inspection/certification appointment (refer to the Kentucky Ginseng Calendar to determine form submission deadlines).

Staff will need time to review and record your documents before your scheduled appointment, so make your submissions as early as possible. Your options to submit documents are listed next.



1. Scan your documents. Use software on your computer or an app on your phone to create PDFs of your forms. Email the forms to KDA staff or upload them to Google Drive for file submission. Please note that digital copies are the preferred method of submission due to time constraints. You are still required to provide your original, paper copies during your inspection/certification appointment.
2. Fax your documents. Please contact us for the fax number and make sure you notify us before faxing the documents so we may ensure they are handled securely.
3. Drop off the originals in person. The documents can be hand-delivered to KDA in a sealed envelope left in our lobby during business hours. If someone is available at the front desk, please hand the documents directly to them and instruct them to direct it to ginseng staff. Please note, this is simply a drop off and neither the front desk nor ginseng staff will be able to assist you with other ginseng-related inquiries.
4. Mail your originals. Upon receipt of your documents, we can contact you to schedule your appointment. This is not an option if you need timely export certificates. Due to issues with mail delivery, we do not advise mailing the original documents. If you must mail the documents, it is strongly encouraged that you mail them with some form of tracking in the event the mail service loses your document. If the mail service loses your documents, you are still responsible for them.

Lot Worksheets

American Ginseng Export Certificates must accompany your certified ginseng at the point of sale or export. To ensure your American Ginseng Export Certificates match your ginseng lots as you intend to divide them you must complete a Ginseng Export Lot Worksheet. The information you provide on the Ginseng Export Lot Worksheet allows us to pre-fill your American Ginseng Export Certificates that match the lots as you intend to sell or export them.

Example: You have a total of fifty pounds of ginseng in your upcoming certification and plan to sell it to two different buyers as separate twenty-five-pound lots. To sell your ginseng as described, you require two export certificates, each for twenty-five pounds. To communicate this to KDA staff, you would complete a Ginseng Export Lot Worksheet to identify the Ginseng Purchase Forms and line numbers that make up each lot of twenty-five pounds.

If you fail to provide KDA staff with a Ginseng Export Lot Worksheet (or other document) explaining how you would prefer your Ginseng Purchase Forms divided on to the American Ginseng Export Certificates, KDA staff will be required to choose how ginseng is divided. As a result, your ginseng certificates may not match the lots as you intend them which could potentially cause an issue at the time of sale/export.

If you complete your own Ginseng Export Lot Worksheet, you may use multiple Ginseng Purchase Forms in whole or part to complete a single lot. This means portions of your Ginseng Purchase Forms may appear on multiple export certificates. Ginseng Purchase Forms may be divided between lots

by line, but you may not split a single line across multiple forms.

Ginseng Certification Fee

The certification fee for ginseng in Kentucky is \$2.00 per pound. Payment can be made at the time of certification with a check or money order made payable to Kentucky State Treasurer. We cannot accept cash or credit payments for the certification fee.

Ginseng Inspection

As a part of your certification appointment, the ginseng you are certifying must be presented to KDA staff for an inspection. All ginseng presented during your appointment will be weighed and visually inspected. During this inspection, KDA staff will pull a sample of the ginseng for assessment of character, weighing, and aging. You must bring your ginseng for inspection or American Ginseng Export Certificates cannot be issued.

Inspection Site

Ginseng inspection and certification occurs at the KDA campus in Frankfort, KY. An inspection/ certification worksite will be setup in the warehouse for the Office of Agricultural Marketing. At your scheduled appointment time, follow the instructions on the following page to locate the worksite.

Direction to Inspection Site

1. Using GPS or other tools, travel from your location to 111 Corporate Drive, Frankfort, KY 40601.
2. Rather than turning through the main entrance near the KDA sign, continue on Corporate Drive until you reach the next stop sign.
3. At the stop sign intersection, make a left onto Fortune Drive.
4. At the next left, make a turn to enter the back area of KDA's campus.
5. Drive between the buildings until you see a warehouse door directly ahead. To the left of this warehouse door is a small carport structure and to the right is a sloped loading bay for deliveries. (There are other warehouse doors in this area, but the main warehouse door should be directly ahead of your vehicle if you entered using the directions outlined above).
6. If no other vehicles are present and you have arrived at your appointment time, you may park in front of the warehouse door (not in sloped loading bay) for easier unloading of your ginseng.
7. If there is no space for parking near the warehouse door, you may park in an available parking space to your left near the carport structure.
8. After you've parked, notify KDA staff of your arrival by texting 502-330-5810. Depending on weather, the warehouse door may be closed upon your arrival. If the door is closed and you have arrived, please text or call to notify KDA staff that you have arrived.
9. KDA staff will notify you when you are able to enter the warehouse. At that time, you may gather all required materials from your vehicle and enter the building.

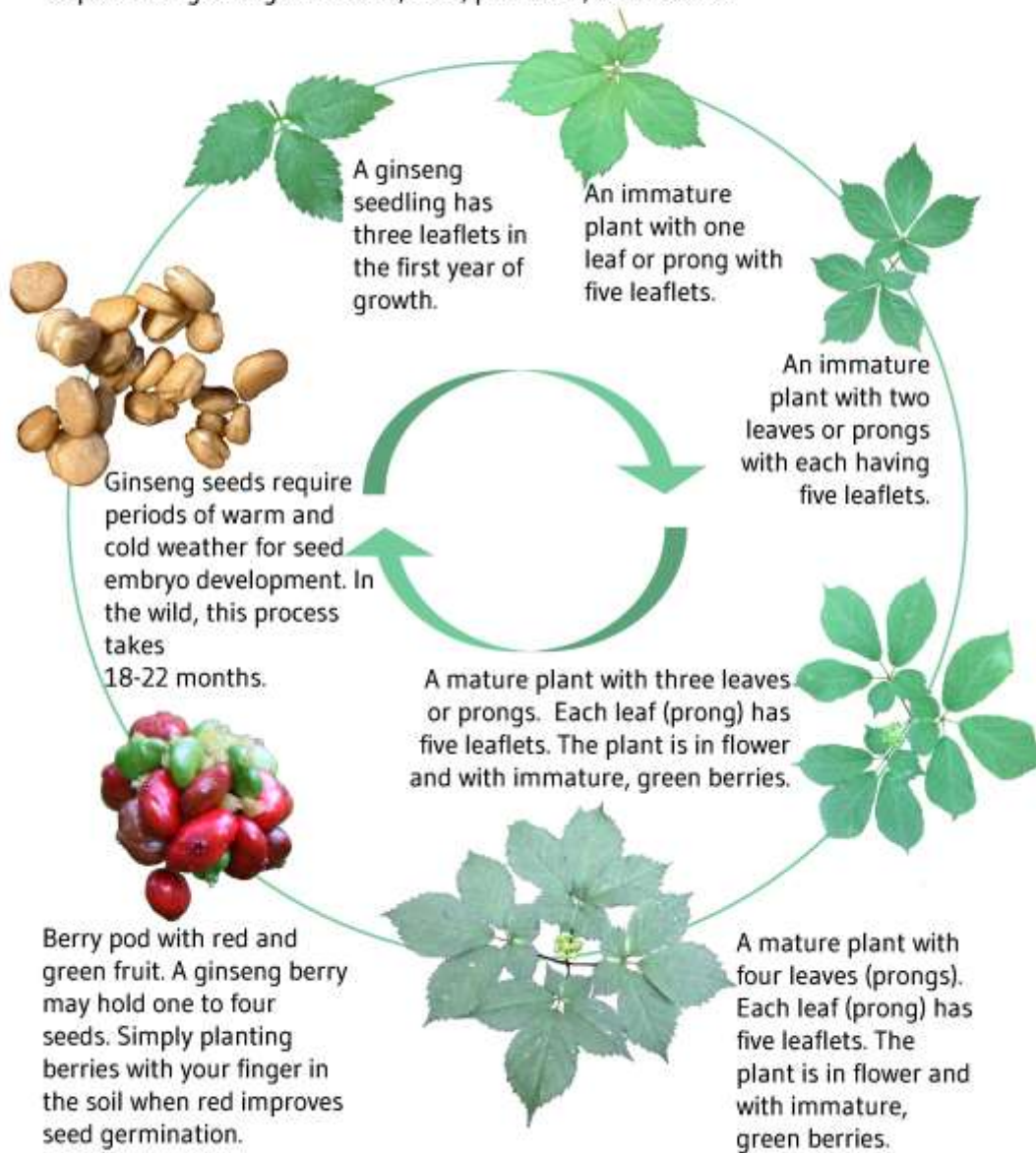


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GINSENG

LIFE CYCLE

Ginseng growth takes place over many years, especially in the wild. Optimistically, a mature berry can go from a seed to mature plant in seven to ten years. Realistically, this process to maturity takes 10 to 17 years. The growth speed depends on growing conditions, soils, predation, and habitat.



KENTUCKY
DEPARTMENT OF
AGRICULTURE

Plant photos by A.M. Lucio, Kentucky Department of Agriculture. Seed photo provided by Marcus Stidham.

