



Department of
Agriculture

Outdoor Planting Report Instructions

Outdoor Planting Report

WHAT: The report is required for every licensed outdoor growing location. A planting report must be submitted to ODA to indicate when planting occurred in your outdoor growing location. The following information is necessary in order to complete your report:

- Location ID;
- Planting Location ID;
- Date Planted;
- Variety Name;
- Type of Hemp: Fiber, Flower, or Grain
- Number of Plants;
- Source Name; and
- Source Address.

Outdoor Planting Report

You may be required to map the specific area in which you plant hemp within your growing location. Some of the reasons that would require you to map the specific planting location are:

- Plant less than the entire growing location.
- Plant multiple varieties within one growing location.

Outdoor Planting Report

WHEN: A planting report for each growing location shall be submitted to ODA **within fifteen (15) days of planting.**

As the season goes on, if no planting has occurred in your outdoor location, you must complete this report by selecting “No Plant” on the form below by July 1st.



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Outdoor Planting Report

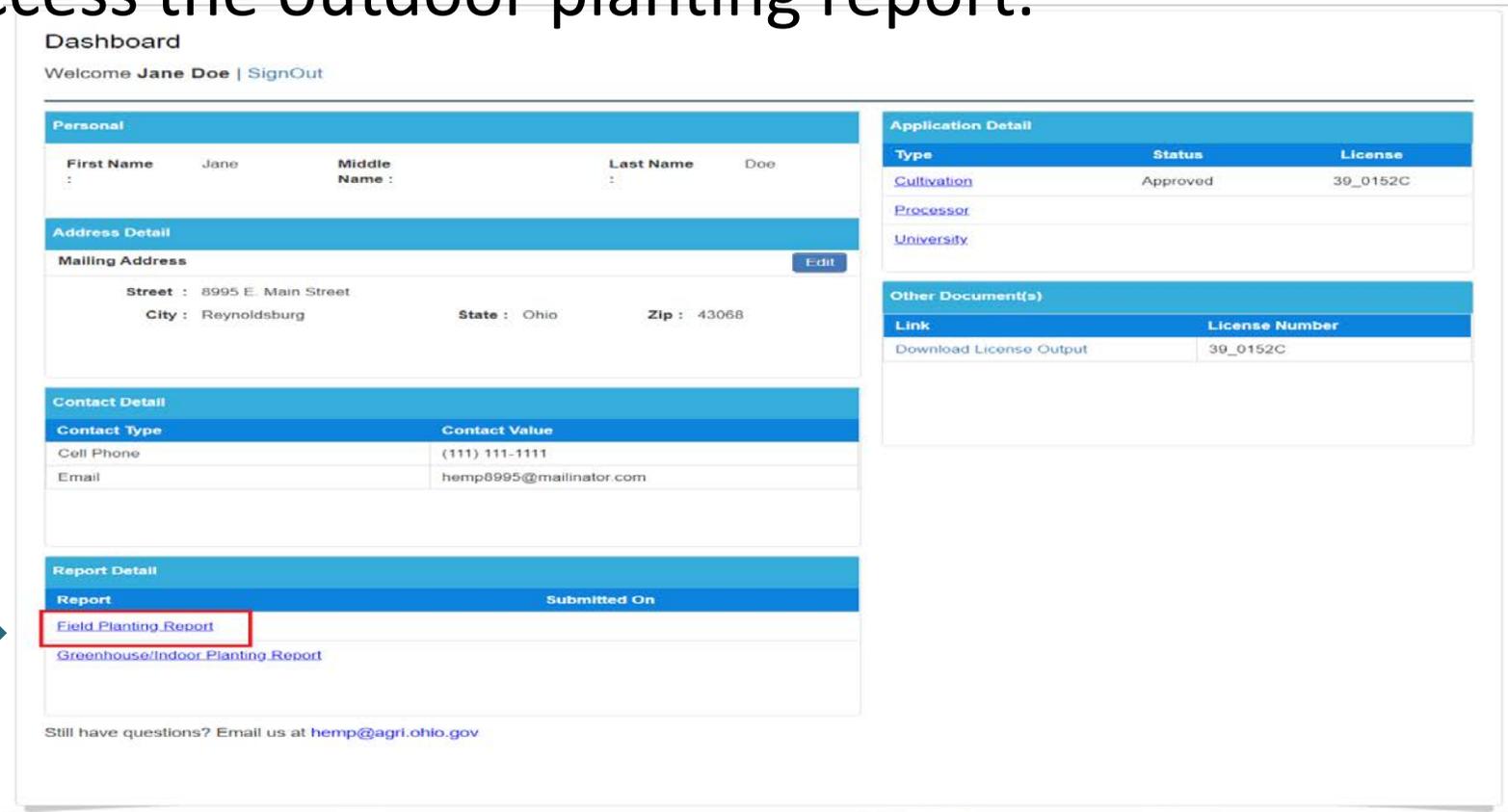
HOW: To access the report, you will need to log into your dashboard here: <https://hemp.ohio.gov/>.



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Outdoor Planting Report

Copied below is a picture of a dashboard. Highlighted in red is where you can access the outdoor planting report.



Dashboard
Welcome Jane Doe | SignOut

Personal

First Name	Jane	Middle Name		Last Name	Doe
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Address Detail

Mailing Address [Edit](#)

Street : 8995 E. Main Street
City : Reynoldsburg State : Ohio Zip : 43068

Contact Detail

Contact Type	Contact Value
Cell Phone	(111) 111-1111
Email	hemp8995@mailinator.com

Report Detail

Report	Submitted On
Field Planting Report	
Greenhouse/Indoor Planting Report	

Still have questions? Email us at hemp@agri.ohio.gov

Application Detail

Type	Status	License
Cultivation	Approved	39_0152C
Processor		
University		

Other Document(s)

Link	License Number
Download License Output	39_0152C

Outdoor Planting Report

After logging into your dashboard, please follow the steps below to complete your Outdoor Planting Report.

As reminder, this report is required for every licensed outdoor growing location.



Outdoor Planting Report

2. Within the Growing Address area, please locate the planting address associated with your outdoor growing location(s). Copied below is a picture of the Growing Address area of the report.



Growing Address

Planting Address	City	County
8995 E. Main Street	Reynoldsburg	Licking

Map Locations

Structure	Location ID	Address	City	State	Zip	GPS Lat	GPS Long
Outdoor Growing Locations	Field 1	8995 E. Main Street	Reynoldsburg	OH	43068	39°57.100'N	82°45.646'W

Field Location

[Add Plant Location](#)

LocationId	Planting Location ID	Variety Name	Type of Hemp	Planted Date	No. of Plants	Source Name	Area Planted	Source Address	Action	Map View
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Outdoor Planting Report

3. Once located select the green “Add Plant Location” button to generate the required reporting fields. The required reporting fields will display as shown below.

Growing Address

Planting Address	City	County
8995 E. Main Street	Reynoldsburg	Licking

Map Locations

Structure	Location ID	Address	City	State	Zip	GPS Lat	GPS Long
Outdoor Growing Locations	Field 1	8995 E. Main Street	Reynoldsburg	OH	43068	39°57.100'N	82°45.646'W

Field Location

[Add Plant Location](#)

LocationId	Planting Location ID	Variety Name	Type of Hemp	Planted Date	No. of Plants	Source Name	Area Planted	Source Address	Action	Map View
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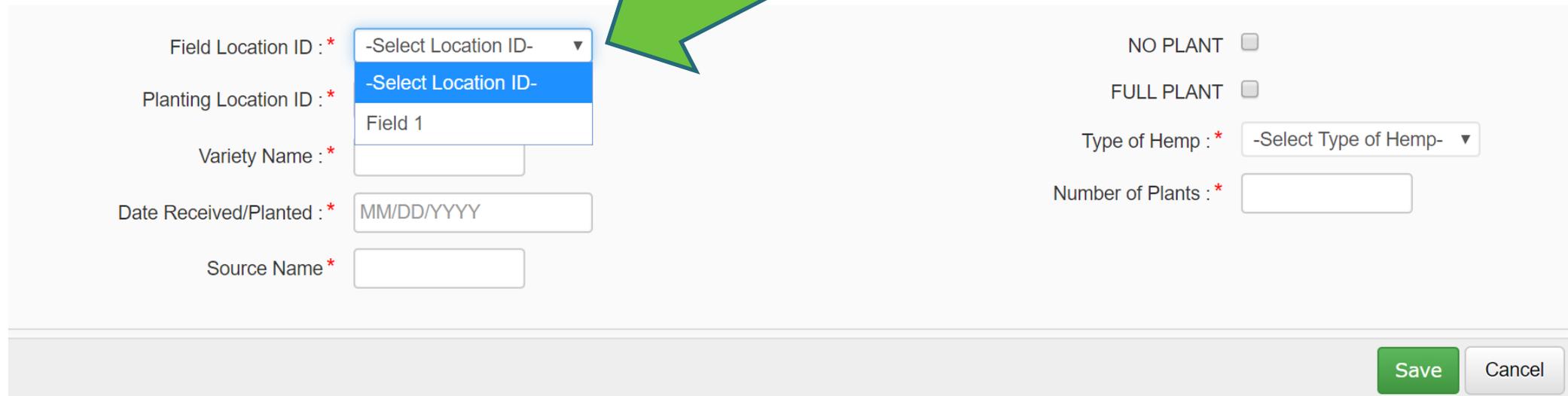
Outdoor Planting Report

4. Once selected the required reporting fields will display as shown below.

Field Location ID : *	<input type="text" value="-Select Location ID-"/>	NO PLANT	<input type="checkbox"/>
Planting Location ID : *	<input type="text"/>	FULL PLANT	<input type="checkbox"/>
Variety Name : *	<input type="text"/>	Type of Hemp : *	<input type="text" value="-Select Type of Hemp-"/>
Date Received/Planted : *	<input type="text" value="MM/DD/YYYY"/>	Number of Plants : *	<input type="text"/>
Source Name *	<input type="text"/>	Area Planted : *	<input type="text"/>

Outdoor Planting Report

5. Select the correct Location ID, by using the dropdown box next to “Location ID.”



The screenshot shows a web form for an "Outdoor Planting Report". A large green arrow points to the "Field Location ID" dropdown menu, which is currently open and showing "Field 1" as the selected option. The form includes the following fields and options:

- Field Location ID : * -Select Location ID- (dropdown menu)
- Planting Location ID : * -Select Location ID- (dropdown menu)
- Variety Name : * (text input)
- Date Received/Planted : * MM/DD/YYYY (text input)
- Source Name * (text input)
- NO PLANT
- FULL PLANT
- Type of Hemp : * -Select Type of Hemp- (dropdown menu)
- Number of Plants : * (text input)

At the bottom right of the form, there are "Save" and "Cancel" buttons.

Outdoor Planting Report

6. Complete all required fields with the appropriate information.

Planting Location ID: Create a unique name to identify the specific planting location. (i.e. West Side; Riverside; Street Side)

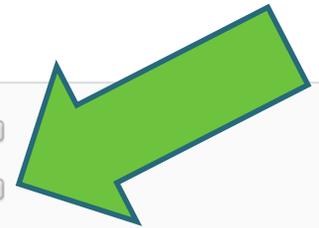
Source Name: Please identify the source of your plants or seed. (i.e. Hemp Company)

Field Location ID : *	<input type="text" value="-Select Location ID-"/>	NO PLANT <input type="checkbox"/>
Planting Location ID : *	<input type="text"/>	FULL PLANT <input type="checkbox"/>
Variety Name : *	<input type="text"/>	Type of Hemp : * <input type="text" value="-Select Type of Hemp-"/>
Date Received/Planted : *	<input type="text" value="MM/DD/YYYY"/>	Number of Plants : * <input type="text"/>
Source Name *	<input type="text"/>	

Outdoor Planting Report

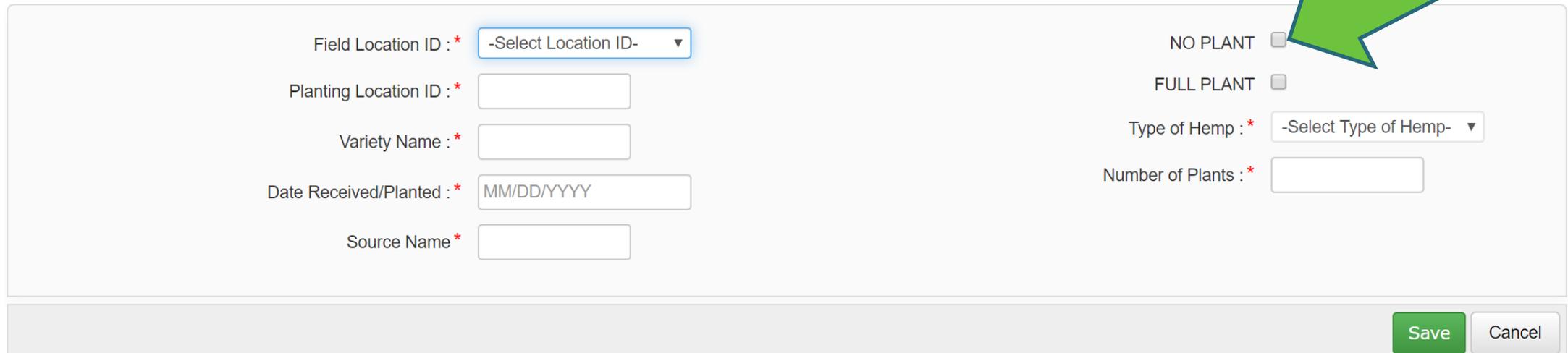
6. If you are planting one variety in the entire growing location please select “Full Plant.” See below. The system will recognize that you do not need to map out your planting location.

Field Location ID : *	<input type="text" value="-Select Location ID-"/>	NO PLANT	<input type="checkbox"/>
Planting Location ID : *	<input type="text"/>	FULL PLANT	<input type="checkbox"/>
Variety Name : *	<input type="text"/>	Type of Hemp : *	<input type="text" value="-Select Type of Hemp-"/>
Date Received/Planted : *	<input type="text" value="MM/DD/YYYY"/>	Number of Plants : *	<input type="text"/>
Source Name *	<input type="text"/>		



Outdoor Planting Report

6. If by July 1st you have not planted in your growing location, please complete the report by selecting “No Plant.” See below:

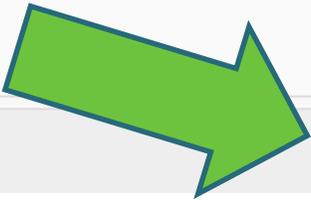


The screenshot shows a web form for an 'Outdoor Planting Report'. The form is divided into two columns of input fields. On the left side, there are five fields: 'Field Location ID : *' with a dropdown menu showing '-Select Location ID-', 'Planting Location ID : *' with an empty text box, 'Variety Name : *' with an empty text box, 'Date Received/Planted : *' with a text box containing 'MM/DD/YYYY', and 'Source Name *' with an empty text box. On the right side, there are three fields: 'NO PLANT' with an unchecked checkbox, 'FULL PLANT' with an unchecked checkbox, 'Type of Hemp : *' with a dropdown menu showing '-Select Type of Hemp-', and 'Number of Plants : *' with an empty text box. A large green arrow points from the top right towards the 'NO PLANT' checkbox. At the bottom right of the form, there are two buttons: a green 'Save' button and a grey 'Cancel' button.

Outdoor Planting Report

7. Once completed press the green “Save” button.

Field Location ID : *	Field 1	NO PLANT	<input type="checkbox"/>
Planting Location ID : *	East Side	FULL PLANT	<input type="checkbox"/>
Variety Name : *	ABC	Type of Hemp : *	Flower
Date Received/Planted : *	05/26/2020	Number of Plants : *	1000
Source Name *	Hemp Source		



Outdoor Planting Report

8. A pop-up map will appear if you are required to map out your specific planting location. Your original mapped location will appear outlined in red:



Outdoor Planting Report

8. In order to map your specific area, select the “Outdoor Planting Report” button:

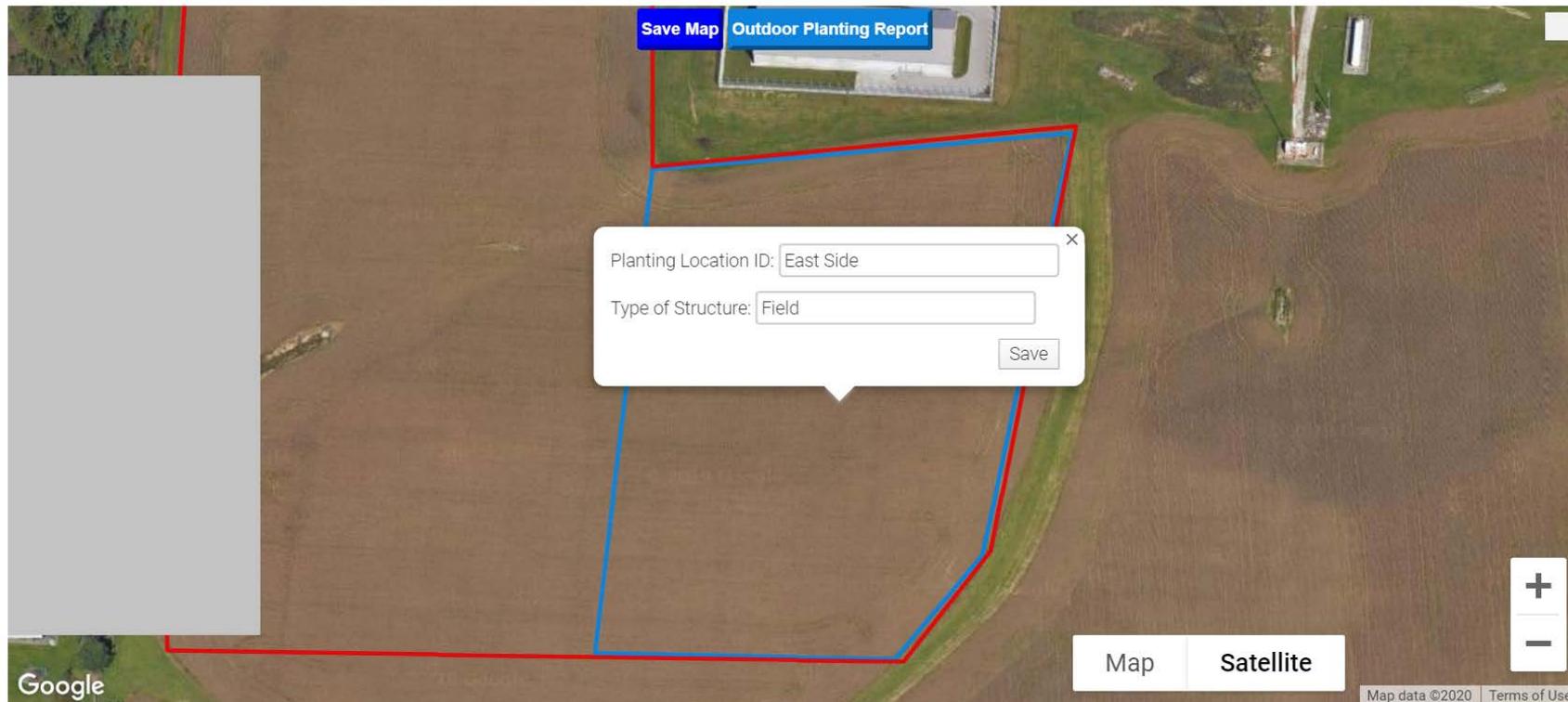


Outdoor Planting Report

8. With your mouse, select the first corner of your planting location and proceed to outline your planting location by selecting points along the perimeter. Your planting location will be marked in blue.

Outdoor Planting Report

8. You will be finished when you have completed the perimeter of your planting location. Please see an example:



Outdoor Planting Report

8. If finished, please hit “Save Map.”



Outdoor Planting Report

8. If you need more assistance with mapping please see our instructional mapping video by visiting:

<https://www.youtube.com/watch?v=1VfvKkQM-bQ>

Otherwise, please contact the Hemp Office at 614.728.2101 or hemp@agri.ohio.gov.



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Once you have completed entering your information please enter your name into the Acknowledgments section and press the green “Submit Report” button to complete the report.

Acknowledgements

By writing my name below, I attest that I am the license holder or the secondary contact authorized by the license holder to submit this form, and that this information is accurate and complete.

First Name : *	<input type="text"/>	Last Name : *	<input type="text"/>
Middle Name :	<input type="text"/>	Suffix :	-Select Suffix- ▼
Date : *	<input type="text" value="04/23/2020"/>		

Outdoor Planting Report

You will receive an email confirmation from ODA following the submission of a completed report.

As always, if you have any questions regarding the planting report – or – the program itself please contact the Hemp program at hemp@agri.ohio.gov or by calling 614.728.2101.



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