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.
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.
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**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 31st.
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**HOW:** To access the report, you will need to log into your dashboard here: [https://hemp.ohio.gov/](https://hemp.ohio.gov/).
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Copied below is a picture of a dashboard. Highlighted in red is where you can access the outdoor planting report.
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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.
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.
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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.
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4. Once selected the required reporting fields will display as shown below.

![Diagram of reporting fields]

- Field Location ID
- Planting Location ID
- Variety Name
- Date Received/Planted
- Source Name

- Type of Hemp: NO PLANT, FULL PLANT
- Number of Plants
- Area Planted

[Save] [Cancel]
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5. Select the correct Location ID, by using the dropdown box next to “Location ID.”
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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)
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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.
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6. If by July 31st you have not planted in your growing location, please complete the report by selecting “No Plant.” See below:
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7. Once completed press the green “Save” button.
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:
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8. In order to map your specific area, select the “Outdoor Planting Report” button:
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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.
8. You will be finished when you have completed the perimeter of your planting location. Please see an example:
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8. If finished, please hit “Save Map.”
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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.
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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.