



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 31st.

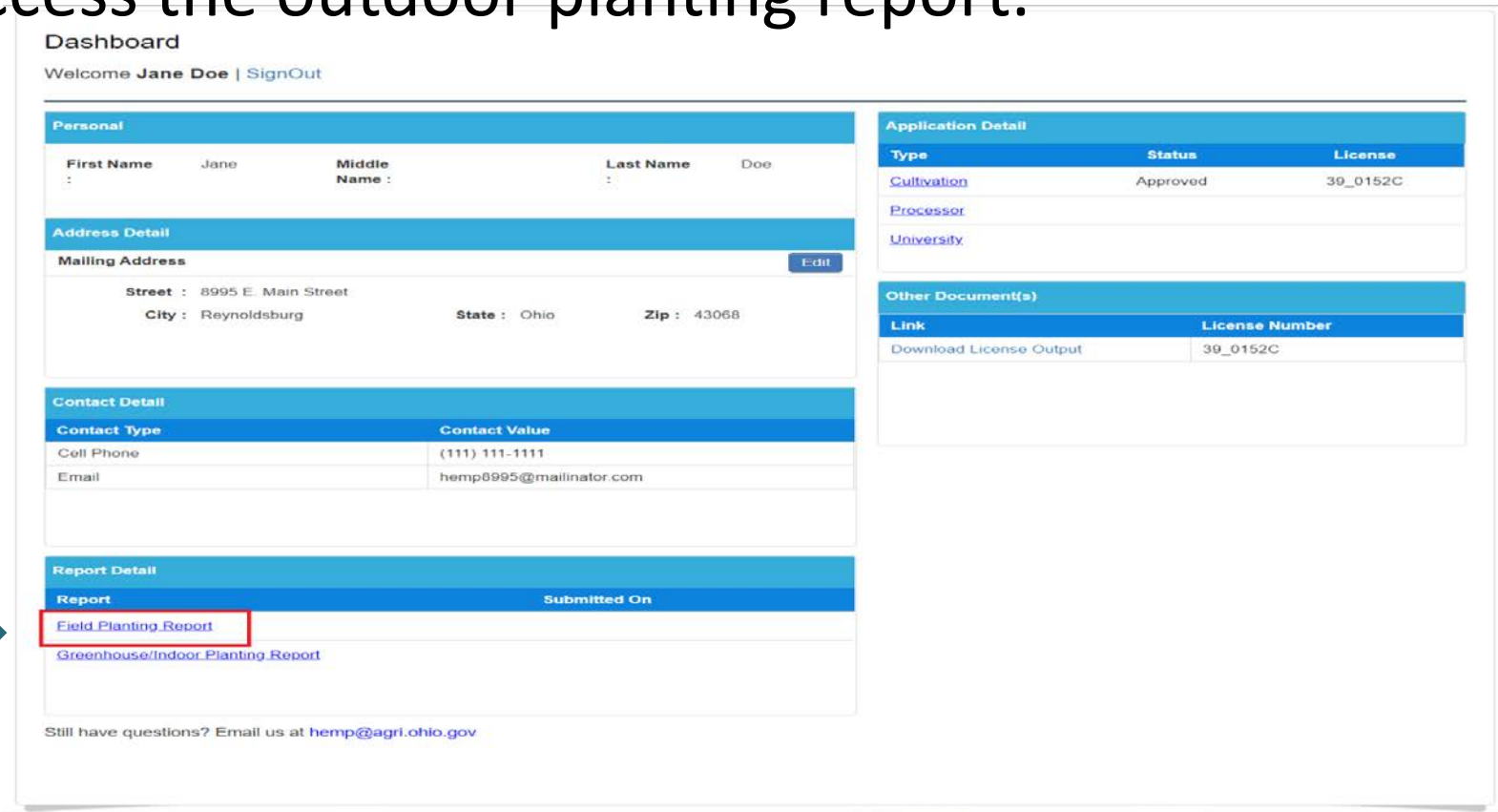


Outdoor Planting Report

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

Outdoor Planting Report

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



The dashboard is titled "Dashboard" and includes a welcome message for "Jane Doe" with a "SignOut" link. It is divided into several sections:

- Personal:** A table with columns for First Name (Jane), Middle Name, and Last Name (Doe).
- Address Detail:** A section for "Mailing Address" with an "Edit" button. It lists Street (8995 E. Main Street), City (Reynoldsburg), State (Ohio), and Zip (43068).
- Contact Detail:** A table with columns for Contact Type and Contact Value. It lists Cell Phone ((111) 111-1111) and Email (hemp8995@mailinator.com).
- Report Detail:** A table with columns for Report and Submitted On. It lists "Field Planting Report" (highlighted in red) and "Greenhouse/Indoor Planting Report".
- Application Detail:** A table with columns for Type, Status, and License. It lists Cultivation (Approved) with License 39_0152C, Processor, and University.
- Other Document(s):** A table with columns for Link and License Number. It lists "Download License Output" with License Number 39_0152C.

At the bottom, there is a footer: "Still have questions? Email us at hemp@agri.ohio.gov".

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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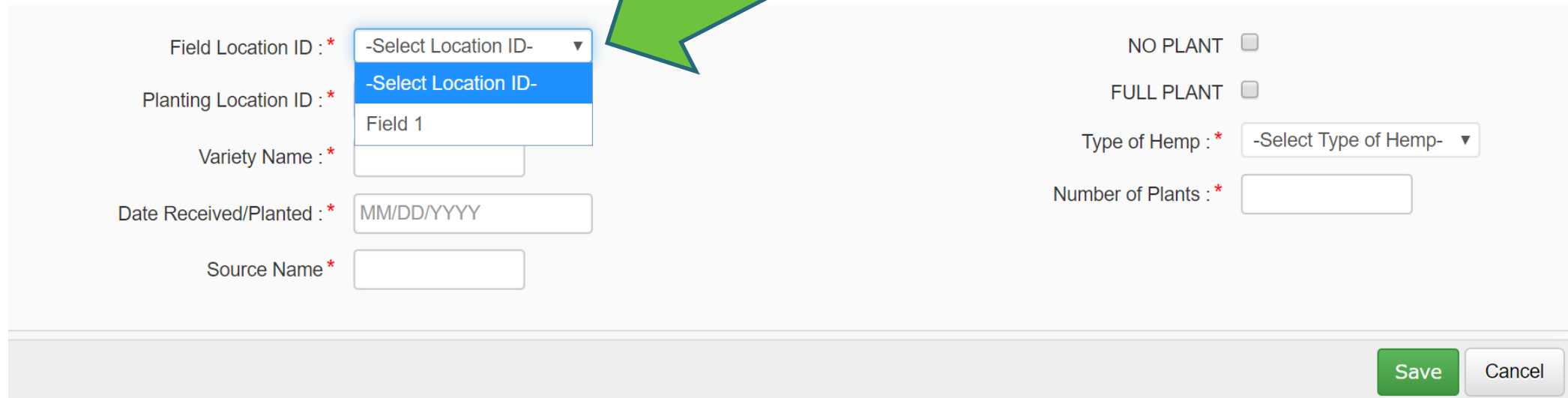
Outdoor Planting Report

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"/>

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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 : * (dropdown menu open, showing "Field 1")
- Planting Location ID : *
- Variety Name : *
- Date Received/Planted : *
- Source Name *
- NO PLANT
- FULL PLANT
- Type of Hemp : * (dropdown menu)
- Number of Plants : *

At the bottom right of the form 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

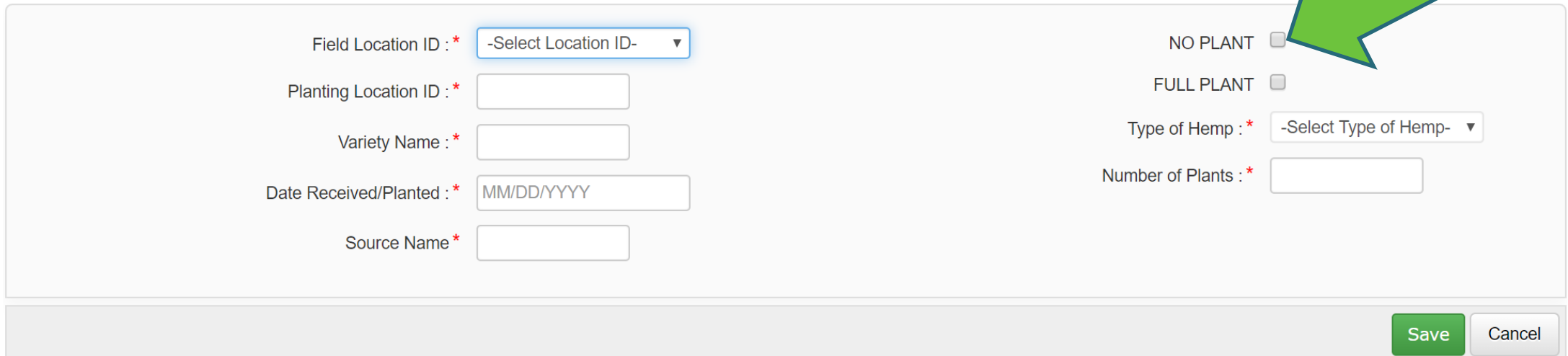
6. If you are planting one variety in the entire growing location please select “Full Plant.” See below. The system will recognize that you do not need to map out your planting location.

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"/>		



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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:



The form contains the following fields and options:


- Field Location ID : *
- Planting Location ID : *
- Variety Name : *
- Date Received/Planted : *
- Source Name *
- NO PLANT (indicated by a green arrow)
- FULL PLANT
- Type of Hemp : *
- Number of Plants : *

Buttons: Save, Cancel

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		



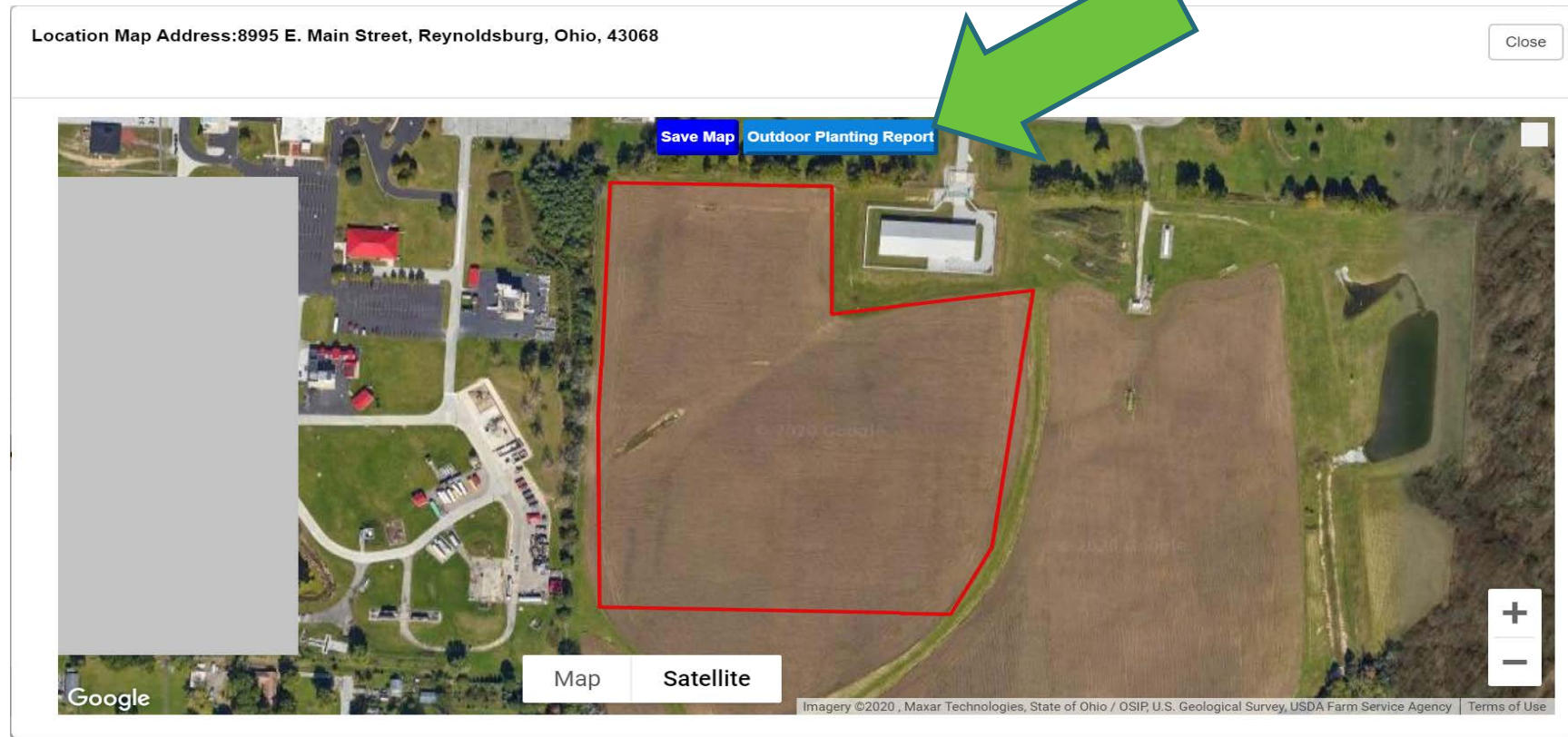
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8. A pop-up map will appear if you are required to map out your specific planting location. Your original mapped location will appear outlined in red:



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

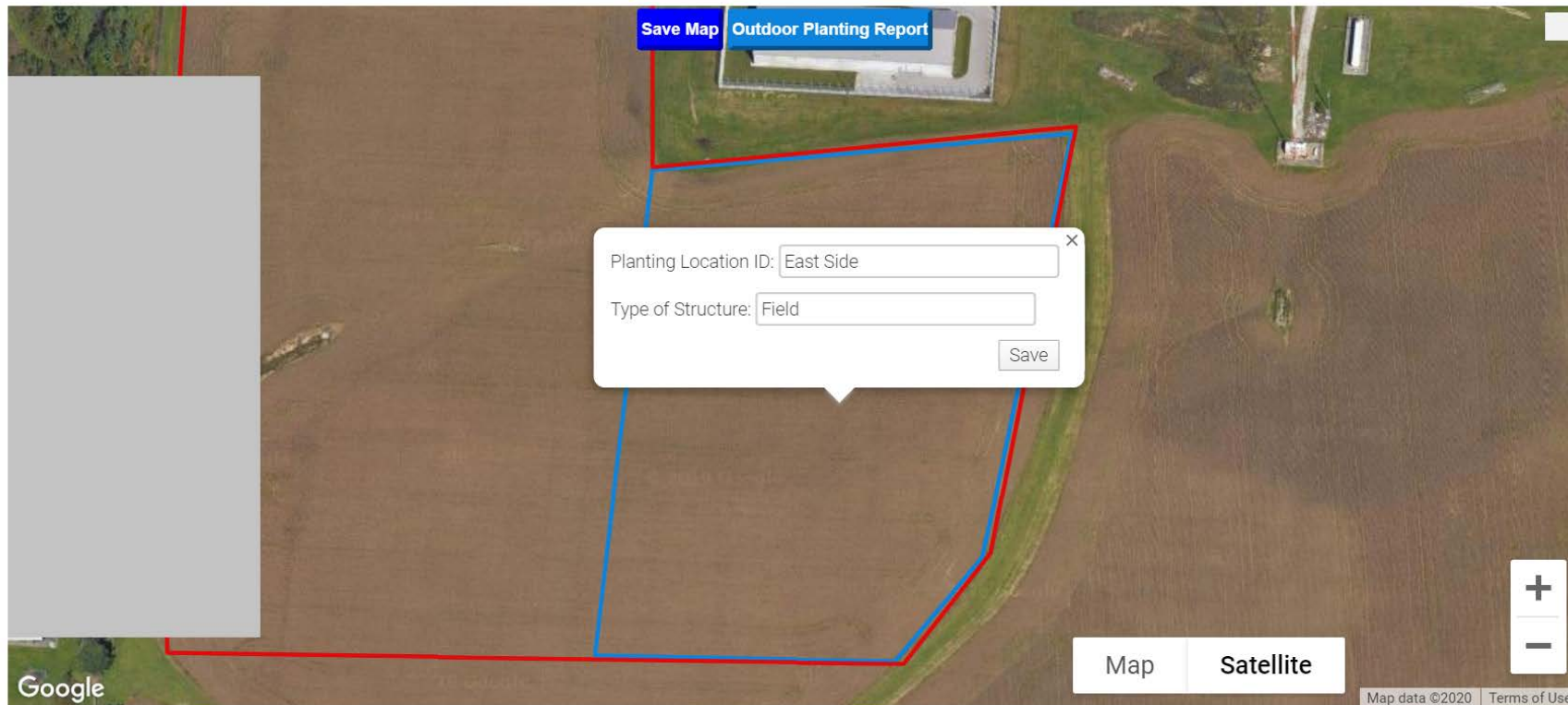


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8. With your mouse, select the first corner of your planting location and proceed to outline your planting location by selecting points along the perimeter. Your planting location will be marked in blue.

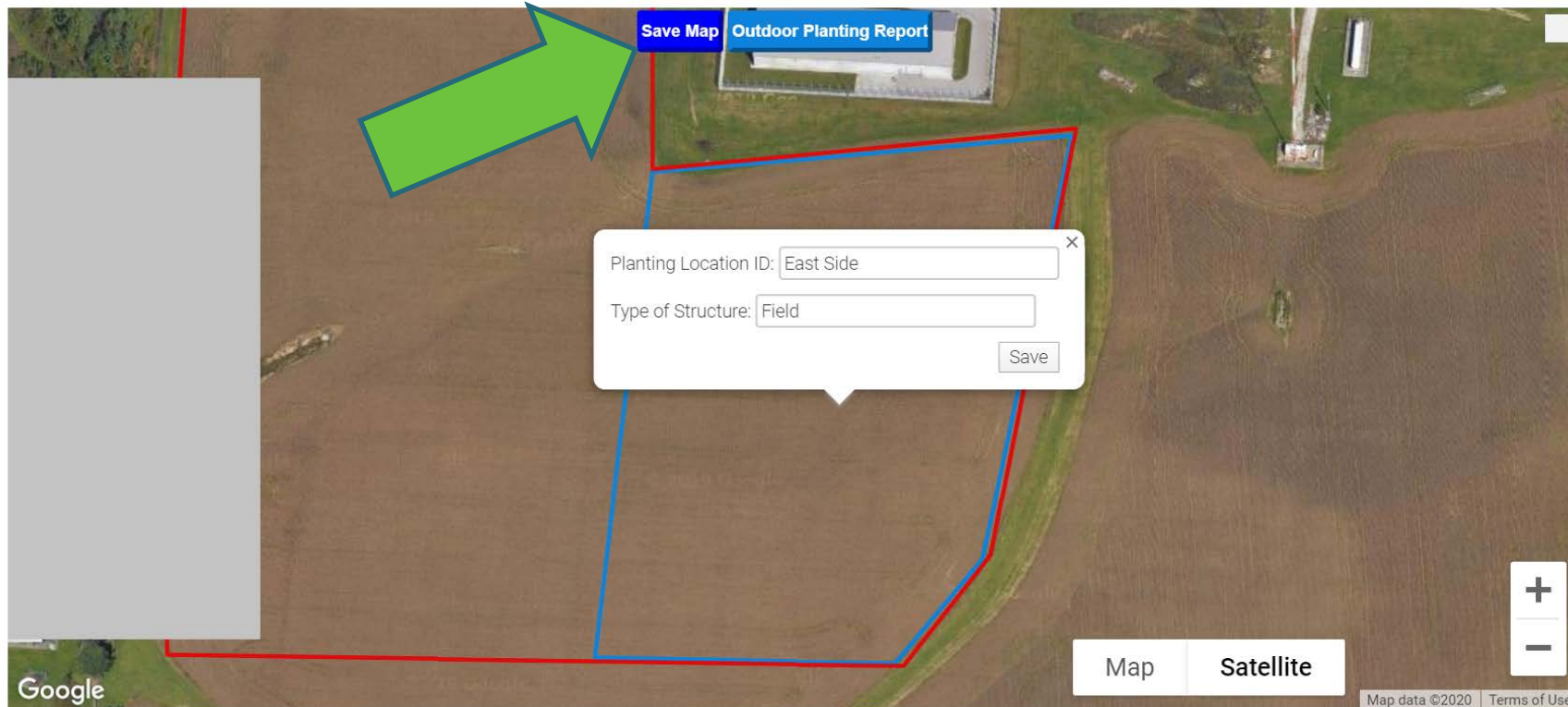
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8. You will be finished when you have completed the perimeter of your planting location. Please see an example:



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



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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