Indoor Planting Report Instructions
Indoor Planting Report

**WHAT:** The report is required for every licensed indoor growing location. A planting report must be submitted to ODA to indicate when planting occurred in your indoor growing location. For the purposes of indoor/greenhouse production, “planting” includes the introduction of mother plants, seedlings, or clones into your facility or when directly planting seeds or cuttings into a growing medium. The following information is necessary in order to complete your report:

- Variety Name;
- Date Received/Planted;
- Type of Hemp:
  - Clones/Cutting Production: If you have taken cuttings from mother plants and put them in soil or other growing media.
  - Direct Seed: When seeds have been planted in your indoor location.
  - Incoming Plants: When live plants have been brought into your growing location.
- Number of Plants;
- Source Name; and
- Source Address.
Indoor 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 indoor location, you must complete this report by selecting “No Plant” on the form below by July 31st.
Indoor Planting Report

**HOW:** To access the report, you will need to log into your dashboard here: [https://hemp.ohio.gov/](https://hemp.ohio.gov/).
Indoor Planting Report

Copied below is a picture of a dashboard. Highlighted in red is where you can access the Greenhouse/Indoor planting report.
Indoor Planting Report

After logging into your dashboard, please follow the steps below to complete your Indoor/Greenhouse Planting Report:

1. This report is required for every licensed indoor growing location.
2. Within the Growing Address area, please locate the planting address associated with your indoor growing location(s). Copied below is a picture of the Growing Address area of the report.
Indoor Planting Report

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

<table>
<thead>
<tr>
<th>Planting Address</th>
<th>City</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>8995 E. Main Street</td>
<td>Reynoldsburg</td>
<td>Licking</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Map Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structure</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td>Greenhouse/Indoor Growings</td>
</tr>
<tr>
<td>Greenhouse/Indoor Growings</td>
</tr>
</tbody>
</table>

GREEN HOUSE Location

<table>
<thead>
<tr>
<th>LocationID</th>
<th>Variety Name</th>
<th>Type of Hemp</th>
<th>Planted Date</th>
<th>No. of Plants</th>
<th>Source Name</th>
<th>Source Address</th>
<th>Action</th>
</tr>
</thead>
</table>
Indoor 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.
Indoor Planting Report

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

5. Select the correct Location ID, by using the dropdown box next to “Greenhouse/Indoor Location ID.”
Indoor Planting Report

6. Complete all required fields with the appropriate information.
7. Once completed press the green “Save” button.
Indoor Planting Report

***Multiple Varieties***

If you have planted multiple varieties in your location, you must provide this information to ODA in the form of a report. You can consolidate multiple varieties into one report by selecting the green “Add Plant Location” button after completing the first variety. Please repeat steps 3-7 above to add multiple varieties to your report, then proceed to step 8 to complete your report.
Indoor Planting Report

8. Enter your name into the Acknowledgments section.
9. Press the green “Submit Report” button to complete the report.
Indoor 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.