



Department of
Agriculture

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 1st.

Indoor Planting Report

HOW: To access the report, you will need to log into your dashboard here: <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.

Dashboard
Welcome **John Doe** | [Sign Out](#)

Personal

First Name : John Middle Name : Last Name : Doe

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) 222-3333
Email	johndoehemp@mailinator.com

Report Detail

Report	Submitted On
Greenhouse/Indoor Planting Report	

Application Detail

Type	Status	License
Cultivation	Approved	39_0188C
Processor		
University		
Non-University Researcher		

Other Document(s)

Link	License Number
Download License Output	39_0188C



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.

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	Map View	Action
Greenhouse/Indoor Growings	Greenhouse	8995 E. Main Street	Reynoldsburg	OH	43068	39°57.269'N	82°45.559'W	View Map	PR
Greenhouse/Indoor Growings	Greenhouse 2	8995 E. Main Street	Reynoldsburg	OH	43068	39°57.240'N	82°45.513'W	View Map	PR

GREEN HOUSE Location

[Add Plant Location](#)

LocationId	Variety Name	Type of Hemp	Planted Date	No. of Plants	Source Name	Source Address	Action
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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.

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	Map View	Action
Greenhouse/Indoor Growings	Greenhouse	8995 E. Main Street	Reynoldsburg	OH	43068	39°57.269'N	82°45.559'W	View Map	PR
Greenhouse/Indoor Growings	Greenhouse 2	8995 E. Main Street	Reynoldsburg	OH	43068	39°57.240'N	82°45.513'W	View Map	PR

GREEN HOUSE Location

Add Plant Location

LocationId	Variety Name	Type of Hemp	Planted Date	No. of Plants	Source Name	Source Address	Action



Indoor Planting Report

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

GREEN HOUSE Location

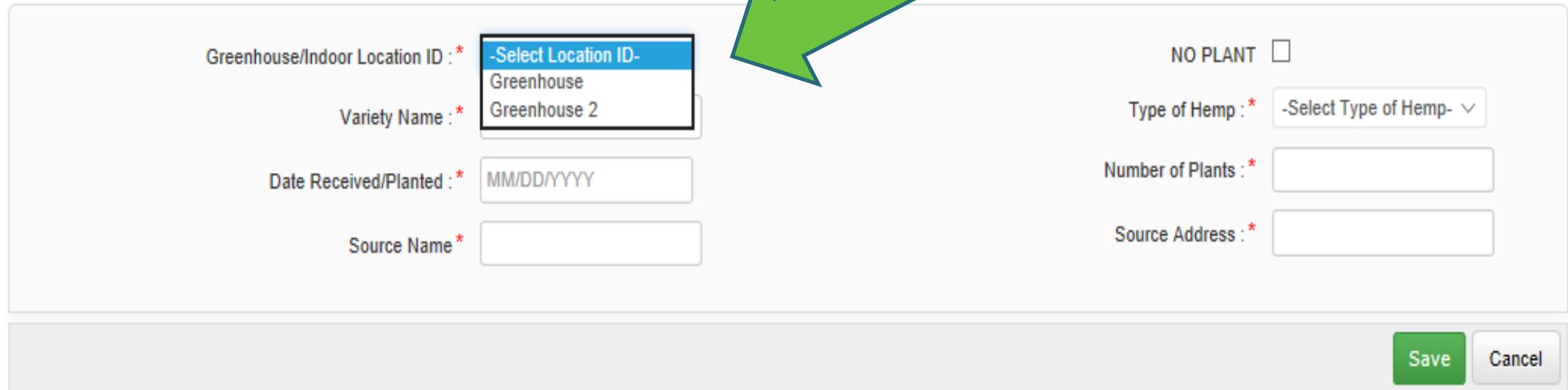
Add Plant Location

Greenhouse/Indoor Location ID : *	<input type="text" value="-Select Location ID-"/>	NO 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"/>	Source Address : * <input type="text"/>

Save Cancel

Indoor Planting Report

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




The screenshot shows a web form for an Indoor Planting Report. A large green arrow points to the dropdown menu for the 'Greenhouse/Indoor Location ID' field. The dropdown menu is open, showing three options: '-Select Location ID-', 'Greenhouse', and 'Greenhouse 2'. The 'Greenhouse' option is currently selected. Other fields in the form include 'Variety Name', 'Date Received/Planted', 'Source Name', 'NO PLANT' checkbox, 'Type of Hemp', 'Number of Plants', and 'Source Address'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Greenhouse/Indoor Location ID : *	<div style="border: 1px solid black; padding: 2px;">-Select Location ID- Greenhouse Greenhouse 2</div>	NO 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"/>	Source Address : * <input type="text"/>

Indoor Planting Report

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

Greenhouse/Indoor Location ID : *	<input type="text" value="-Select Location ID-"/> <input type="text" value="Greenhouse"/> <input type="text" value="Greenhouse 2"/>	NO PLANT <input type="checkbox"/>
Variety Name : *	<input type="text" value="Greenhouse 2"/>	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"/>	Source Address : * <input type="text"/>



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.

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8. Enter your name into the Acknowledgments section.
9. 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.

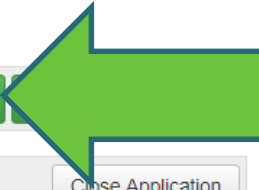
First Name : *

Middle Name :

Date : *

Last Name : *

Suffix :



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.



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