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Ohio Administrative Code

Rule 901:14-2-18 Records.

Effective: November 9, 2026

(A) Each processor shall keep and maintain upon the licensed premises for a five-year period, unless otherwise stated in these rules, true, complete, legible, and current books and records. All required records must be made available for inspection if requested by the department. The following records shall be maintained:

(1) Records relating to the purchase of raw, unprocessed plant material including:

(a) Name and license number of licensed cultivator from which the processor purchased the material;

(b) If the licensed cultivator is licensed in a state or jurisdiction other than Ohio, the state or jurisdiction of licensure, their address, and a copy of their cultivator license;

(c) A bill of sale or other document that indicates the purchase price, purchased quantity, and date of sale;

(d) The certificate of analysis from the appropriate laboratory authority which indicates that the purchased material meets the definition of hemp; and

(e) A document indicating the total purchase amount of raw, unprocessed plant material in the last calendar year.

(2) Records relating to the purchase or use of intermediate or hemp-derived cannabinoid products:

(a) Name and license number, if applicable, of licensed processor from which the processor purchased the material;

(b) If the licensed hemp processor is from a state or jurisdiction other than Ohio, the originating state or jurisdiction, the processor's address, and documentation to support the processing was conducted under the jurisdiction of a state regulatory program;

(c) A bill of sale or other document that indicates the purchase price, purchased quantity, and date of purchase; and

(d) The certificate of analysis which meets the requirements of rule 901:14-2-15 of the Administrative Code, that was generated by a testing laboratory which meets the requirements of rule 901:14-2-14 of the Administrative Code.

(3) Records relating to the extraction process:

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(a) The operational plan as required by rule 901:14-2-11 of the Administrative Code;

(b) Records showing that the extraction method utilized meets the requirements of rule 901:14-2-12 of the Administrative Code; and

(c) All applicable fire, safety, and building code documents and inspection reports.

(4) Certificate of analysis as required by rule 901:14-2-13 of the Administrative Code; and

(5) Records relating to disposal as required by rule 901:14-2-16 of the Administrative Code.

(B) A processor may use an electronic system for the storage and retrieval of records required by this rule and chapter. Any loss of electronically-maintained records shall not be considered a mitigating factor for violations of this rule.