



Dispensary Quarterly Reporting

The Maryland Medical Cannabis Commission (MMCC) is providing notice to all Maryland licensed dispensaries of the 2019 Quarterly Reporting Deadlines. MMCC is pleased to announce that the quarterly report may now be generated through METRC and submitted by uploading to the Commission’s web platform.

As a reminder, each quarter all dispensaries must submit:

- (1) The number of unique and total patients served
- (2) The type and amount of medical cannabis dispensed; and
- (3) If available, a summary of clinical outcomes, including adverse events and any cases of suspected diversion.

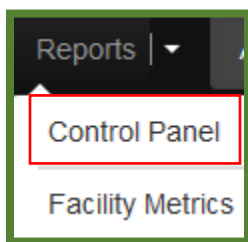
Please see table below for Quarterly Reporting dates and deadlines. Quarterly Reports can be exported from METRC (instructions below).

Quarter	Reporting Period	Report Due on or Before
1	January 1 – March 31	April 30, 2019
2	April 1 – June 30	July 31, 2019
3	July 1 – September 30	October 31, 2019
4	October 1 – December 31	January 31, 2020

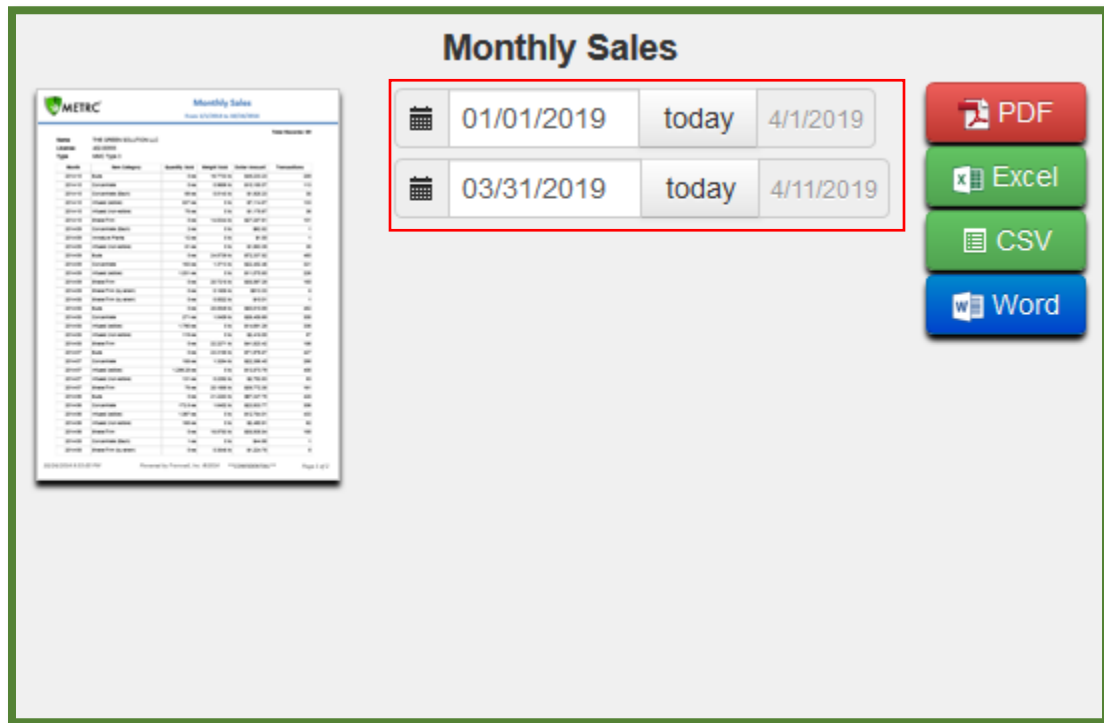
Accessing the quarterly report data in METRC

The outline below gives the guidance steps an industry user would need to follow for pulling a Licensed Dispensary Quarterly Report in METRC:

- 1. The employee must have permission to view the reports section in METRC.
- 2. Once logged into METRC, the licensee should select the Reports tab and toggle to the Control Panel.



3. After the page loads, find the **Monthly Sales** report.
4. Once the report is located. The user should only need to enter the date range for that specific quarterly report.
5. The licensee should select the PDF option once the date range is set.
6. Save the PDF file for your records.



Online Submission

Quarterly Reports exported from METRC are to be submitted to the MMCC by uploading a copy of the report [here \(https://mmcc.seamlessdocs.com/f/Dispensary_quarterlyreport\)](https://mmcc.seamlessdocs.com/f/Dispensary_quarterlyreport).

To submit:

1. Go to the online submission portal – https://mmcc.seamlessdocs.com/f/Dispensary_quarterlyreport
2. Enter first and last name, email, phone number, license number, licensee name, and doing business as name (if applicable) for the appropriate contact. **Note:** the person identified should be responsible for submitting the report and curing any report deficiencies.
3. Click “Click Here to Upload” and select the file to upload. The file name must include the licensee’s business name and license number.
4. Click “Submit” in the lower right hand corner of the page.

Important: Failure to submit a quarterly report may result in a fine, sanction, or both. Direct any questions to reporting.mmcc@maryland.gov.