Oregon Medical Marijuana Program

Monthly Reporting Requirements
Overview of Training

• Who needs to report
• When to report
• Where to report
• What to report
• How to report
Who Needs to Report

• Dispensary owners OAR 333-008-1248
• Processors OAR 333-008-1830
  – Processors listed on our website as having submitted a complete application
• Growers OAR 333-008-0630
  – **IF ANY ONE OF THE BELOW ARE TRUE:**
    – I am **not** growing for myself;
    – Growing at a grow site address where there are more than 12 mature plants;
    – Growing at a grow site address that is not the patient’s residence;
    – Selling excess usable medical marijuana, seeds or immature plants to OHA medical processors or medical dispensaries
• Even if you are only growing for yourself you may still need to report OAR 008-0630 (1)
When to Report

- Tracking begins June 1, 2016
- First report is due to OHA by July 10, 2016
- Reporting is due by the 10th of each month thereafter for the prior month’s activity
Where to Report

Growers, Processors and Dispensaries

OMMPSYSTEM.OREGON.GOV
What to Report - Grower

There are two different types of growers with different reporting requirements.

If you are transferring excess medical marijuana to OHA medical processors or medical dispensaries:

- The number of immature and mature marijuana plants and amount of usable marijuana transferred to each patient;
- The amount of usable marijuana transferred to each registered processing site through an agreement with the patient; and
- The number or amount of seeds, immature marijuana plants and usable marijuana transferred to each dispensary through an agreement with the patient.
What to Report - Grower

If you are growing at a grow site address where more than 12 mature plants are produced OR growing at a grow site that is not the patient’s residence:

- The number of immature and mature marijuana plants, amount of marijuana leaves and flowers being dried, and the amount of usable marijuana in possession at the end of the month.

AND

- Everything listed on the slide before
What to Report - Dispensary

Reporting for Dispensaries will be through an upload of an excel document at the end of the month for these transfers:

- Amount of Usable Marijuana
- The amount and type of medical cannabinoid products, concentrates, and extracts transferred to and by the medical marijuana dispensary during the previous month, “type” means:
  - Cannabinoid edibles;
  - Cannabinoid topicals;
  - Cannabinoid tinctures;
  - Cannabinoid capsules;
  - Cannabinoid suppositories;
  - Cannabinoid transdermal patches
  - And Cannabinoid product other than products listed above
What to Report – Dispensaries  (cont.)

- Cannabinoid concentrate in solid form;
- Cannabinoid concentrate in liquid form.
- Cannabinoid extract in solid form;
- Cannabinoid extract in liquid form.
- Quantity of immature marijuana plants
- Quantity of seeds
What to Report - Processors

Transfers to Processing Site (from grower)
• Usable marijuana

Transfers to Processing Site (from another Processing Site)
• Cannabinoid concentrate in solid form;
• Cannabinoid concentrate in liquid form;
• Cannabinoid extract in solid form;
• Cannabinoid extract in liquid form.
What to Report – Processor (cont.)

Transfers from a Processing Site to a Dispensary The amount and type of a medical cannabinoid product transferred to a Dispensary during the previous month. For purposes of this section type means:

- Cannabinoid edibles;
- Cannabinoid topicals;
- Cannabinoid tinctures;
- Cannabinoid capsules;
- Cannabinoid suppositories;
- Cannabinoid transdermal patches
  - And Cannabinoid product other than products listed above
- Cannabinoid concentrate in solid form;
- Cannabinoid concentrate in liquid form;
- Cannabinoid extract in solid form; and
- Cannabinoid extract in liquid form.
What to Report – Dispensary & Processor

Information submitted must:

• List each type of marijuana item separately;

• Provide the total aggregate amount of a type of marijuana item transferred to a processing site by a patient, caregiver, grower or other registered processing site during the previous month; and

• Provide the total aggregate amount of a type of marijuana item transferred from a processing site to a registered dispensary, or other registered processing site during the previous month.
How to Report Inventory
Log into: OMMPSYSTEM.OREGON.GOV
Create a Grower or Processor Login

**Growers and Processors** – This creates your log in and the same email is used for both. Once your log in is created, you will choose to become a grower, processor or both.

Growers: When you create your account make sure the spelling of your name is the same as what is on your grower card.

**Last Name** – Include suffixes as Jr or III and Hyphenated names in the last name field.
If you enter your name wrong you have to contact MMG.Online@state.or.us to fix.
Reminder – you can only have 1 email account set up and it is used to login. Emails are per Grower, once assigned no one else can use the same email address.
Click on Sign In and it will take you to the login screen
The steps before this created your account. You will come to this screen from now on to login to and connect to your Grower and/or Processor.
If you tried to sign in and receive this message, you didn’t complete the step of checking your email and confirming your account.

Login to your email address you used to create your account. You will then be able to retrieve the confirmation email sent from ommpnoreply and confirm your account access. It will take you back to the sign in page.

If you do not immediately see the email, check your spam filters as it may have been placed in your junk mail folder.
You are logged in with this email

This is where you connect to your grower information or submit application(s) to register a processing site.
ID used on OMMP application

One of your current valid Grower cards

A OMMP registration number associated with your current valid Grower cards

Note: Registration # must be cards issued not pending
Verify that the names listed are accurate.
Your grower information has been successfully validated.

You may now view/manage grower information.

Note:

In order to successfully connect to your Oregon Medical Marijuana Program (OMMP) Grower information the First and Last Name connected to the account you are currently logged into must match exactly your name as currently on file with OMMP. The government issued Identification Number and Grower Card Number or Registration Number entered must also match the information that is currently on file with OMMP.

The First and Last name connected to the account you are currently logged into is:
- First Name: Jane
- Last Name: Doe

If the First and Last name above is not designated as a grower with the OMMP then you cannot proceed. Only OMMP designated growers may connect to their grower information.
Summary page of patients
Invalid Cards – Will show on your list for 45 days to allow for inventory reporting for the previous month.

Reasons invalid:
- Cards expired
- Grower did not pay the grower fee
- Grower was removed by patient
- Issued in error or other administrative reasons
Payment for growers is due with a patient renewal. The reporting system allows you to pay your fee that is due through your account. Allow 1 - 2 business days for the payment to be processed and the screen to remove the Unpaid status. Please do not make multiple attempts to pay.
Click on the inventory tab to begin entry of transfers.
To be used to enter total on-site inventory at the end of the month.
Inventory at end of the month
Usable marijuana = Dried leaves and flowers
Monthly Inventory Reporting
Can choose who Transferred to
Pick your Patient From drop down
How to Acknowledge No Inventory for the Month

Check this box if you do not have any transfers or inventory for the month.

When you check the box this message pops up – you must say ok which confirms you are stating you do not have transfers for the month.
Entries must be completed by the 10th

After entries are made you can edit or delete.
Processor Inventory Reporting
Processor Inventory Reporting

This is where you connect to your grower information or submit application(s) to register a processing site.
Processor view Expanded

Oregon Medical Marijuana Online System

Expand   Agrower Inoregon

CCD Extracts (1)
Status: Approved
123 N Carlson Lane Portland 97212

View Application   Edit Application   Application Status: Approved

Inventory   Documents (0)   Payments/Credits   Owners (1)   Persons Responsible (1)

⚠ Inventory must be entered each month. You have until the 10th of the month to submit inventory for the previous month.

Question(s) on submitting inventory? Email mmg-online@state.or.us

Show 10 entries

Month   Year   Transfers

April 2016   Inventory reporting for April 2016 is closed

<table>
<thead>
<tr>
<th></th>
<th>Transfer Type</th>
<th>Id</th>
<th>Usable MJ</th>
<th>Edibles (solid)</th>
<th>Edibles (liquid)</th>
<th>Topicals</th>
<th>Tinctures</th>
<th>Capsules</th>
<th>Suppositories</th>
<th>Transdermal Patches</th>
<th>Concentrate (solid)</th>
<th>Concentrate (liquid)</th>
<th>Extract (solid)</th>
<th>Extract (liquid)</th>
<th>Other</th>
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<td></td>
<td></td>
<td></td>
<td>5</td>
<td>10</td>
<td>15</td>
<td>30</td>
<td>40</td>
<td>50</td>
<td></td>
<td></td>
<td></td>
<td>40</td>
<td>30</td>
<td>3</td>
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</tbody>
</table>
Processor Transfer to Dispensary

Oregon Medical Marijuana Online System

Transfer for: May 2016

Transfer Type: To

To: Dispensary

Dispensary Registration Code (MMD010100)

MMD:

Edibles (solid) Total count (Packages or Bottles)
10

Edibles (liquid) Total count (Packages or Bottles)
15

Topicals Total count (Packages or Bottles)
20

Tinctures Total count (Packages or Bottles)
15

Capsules Total count (Packages or Bottles)
15

Suppositories Total count (Packages or Bottles)
0

Transdermal Patches Total count (Each or Packages)
0

Concentrate (solid) Other
40 30 3
Processor Summary page showing transfers to a Dispensary
Processor Inventory Screen

Entries must be completed by the 10th

Entries can be edited or deleted after saved
Inventory is closed – Entries must be completed by the 10th
Wrap up

• Tracking begins June 1, 2016
  – The inventory reporting system will not be available until then
• Reporting is on a monthly, aggregate basis
  – You have the choice of entering each transfer or a total to each patient, processor or dispensary monthly
• First Report is due July 10, 2016 and monthly thereafter
• If you do not have transfers for the month you must log on and acknowledge no transfers to report
• Inventory is locked on the 11th of the month for entries for the previous month
• MMG.Online@state.or.us
Questions