CANNABIS TRACKING AND LICENSING SYSTEM

Monthly Reporting Guide for Provinces and Territories

Government of Canada
Gouvernement du Canada

Canada

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This document should be read in conjunction with relevant sections of the Cannabis Act and its Regulations. In the case of any discrepancies between this document and the Cannabis Act and its Regulations, the latter shall prevail. In cases of discrepancy between the Cannabis Tracking and Licensing System (CTLS) and the Regulations or guidance, the Cannabis Regulations and this guide should be referred to for the established requirements and terminology.

Également disponible en français sous le titre :
Système de suivi du cannabis et de demande de licences : Guide de présentation des rapports mensuels à l'intention des provinces et territoires

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1.0 PURPOSE

This document (the "Guide") provides information on the process for provincial and territorial authorities to submit monthly reports to Health Canada as required under the *Cannabis Act*, its Regulations and any associated Ministerial order.

2.0 BACKGROUND

The *Cannabis Act* and its Regulations provide, among other things, the framework to provide legal access to cannabis and to control and regulate its production, distribution and sale.

The oversight of the cannabis supply chain is a shared responsibility across many federal, provincial and territorial departments, industry and other stakeholders. One of Health Canada's responsibilities is to track the flow of cannabis as a means of preventing the illegal inversion and diversion of cannabis into and out of the regulated system. Under this tracking system, a provincial or territorial public body that is authorized to sell cannabis or that is responsible for authorizing the sale of cannabis under a provincial Act is required to submit monthly reports to Health Canada.

This document provides guidance on the monthly reporting requirements. To maintain consistency and transparency, this Guide will be updated, as required, to reflect changes to policies.

Health Canada has other guidance documents and information on its website that may be used in conjunction with this document to assist provincial and territorial authorities in submitting their reports. The website is subject to on-going update and improvement.

3.0 SCOPE

This Guide applies to provincial or territorial authorities designated to submit monthly reports to Health Canada under the *Cannabis Act*, its Regulations and any associated Ministerial Order, covering the activities of individuals authorized to sell cannabis pursuant to a provincial Act under subsection 69(1) of the *Cannabis Act*, namely:

- Distributors; and,
- Retailers

Federal licence holders should refer to the *Cannabis Tracking System: Monthly Reporting Guide for Federal Licence Holders*.

4.0 DEFINITIONS

The *Cannabis Act*, its Regulations and any associated ministerial order should be referred to for definitions. The definitions in this section are provided for greater clarity and reference.

Cannabis Tracking and Licensing System (CTLS): The name of the web-based application and case management system, established and maintained by Health Canada, through which applicants may apply for a cannabis licence to be issued by Health Canada and through which monthly tracking requirements must be submitted.

Reporting level access: The access level of individuals registered in the CTLS who are authorized to submit monthly reports.

4.1 Interpretation of data entry requirements

The terms and descriptions in this section are provided for greater clarity and reference, and are only to be used for the purposes of interpreting the data entry requirements into the CTLS.

Site: In respect of a holder of a licence, an area that is used exclusively by the holder and that consists of at least one building or one part of a building.

Cannabis product: Cannabis of only one of the classes that are set out in Schedule 4 to the Act – or a cannabis accessory if that accessory contains such cannabis – after it has been packaged and labelled for sale to a consumer at the retail level, but does not include a drug containing cannabis.

Finished cannabis inventory: The quantity of cannabis products. Quantities refer to cannabis only and should not include packaging or accessories. The classes of cannabis that may be cannabis products are those listed in Schedule 4 of the *Cannabis Act* (i.e., seeds, plants, dried cannabis, fresh cannabis, cannabis oil). By design, distributors and retailers will only record finished cannabis inventory.

Unfinished cannabis inventory: The quantity of cannabis other than cannabis contained in a cannabis product. The classes of cannabis mirror those in finished cannabis inventory, plus "other" for cannabis classes not listed in Schedule 4 of the *Cannabis Act* (e.g., edibles or concentrated products developed for research purposes and not intended for sale).

Opening inventory: The amount held in inventory on the first day of the reporting period.

Returns: Cannabis that was previously sold/purchased and distributed to/from another licence holder or a consumer at the retail level and subsequently returned. Cannabis sent off-site for testing or processing and subsequently returned to the same licence holder should be recorded as distributions to/from the applicable class of licence.

Destroyed: Cannabis that has been destroyed on-site, or sent for destruction off-site.

Other: In the context of the movement of cannabis, "other" is additions to or reductions from inventory that are not applicable to any other category. In the context of cannabis, it means cannabis classes not listed in Schedule 4 of the *Cannabis Act* (e.g., edibles or concentrated products developed for research purposes and not intended for sale).

Sales – non-medical to distributor/retailer: Means sales of cannabis products to a provincially authorized seller. This can be from a federal licence holder to a distributor/retailer, or from a distributor/retailer to another distributor/retailer.

Sales – non-medical online: Means sales to consumers at the retail level who were not present at the location at the time of purchase. This includes sales made online or by phone even if the cannabis product was picked up by the consumer in-store. Federal licence holders who ship cannabis on behalf of a provincial or territorial authority directly to a consumer at the retail level who placed an order through a provincial or territorial online system should record this as a non-medical direct-to-consumer online sale. **The provincial/territorial distributor would not record this type of transaction through the CTLS.**

Sales—non-medical retail: Sales to consumers at the retail level who were present at the location at the time of purchase.

Employees: Persons who, during the reference period, were employed at the reporting facility, regardless of the number of hours worked. This includes contractors and agents.

- **Management:** Includes senior and middle management employees.
- **Administrative:** Includes financial and business services, administration and clerical supervision, and support services employees.
- **Sales:** Includes retail and wholesale sales, and customer service employees.
- **Production:** Includes supervisory, production and general labour employees.
- **Other:** Includes all other employees

The following symbols are used in this guide to highlight specific information.

Important: Key or cautionary information.

Supplementary information: Additional information such as quotes and legal references.

Tip: Information that could be helpful to the submitter.

5.0 PRE-REPORTING CONSIDERATIONS

Before reporting, there are a number of areas that an individual designated to submit information should be familiar with in order to be compliant with the *Cannabis Act*, its

Regulations and any associated Ministerial order, as well as other federal, provincial and territorial legislation. In addition, there are some activities that should be completed before submitting a monthly report.

5.1 General knowledge areas

The submitter should be familiar with the following knowledge areas.

Key knowledge areas	Notes and references
The *Cannabis Act* and its Regulations	Links may be found on Health Canada's website.
Any ministerial order authorizing the Cannabis Tracking System	Designated individuals are responsible for ensuring compliance with any ministerial order authorizing the Cannabis Tracking System.
Cannabis Tracking and Licensing System (CTLS)	All reports must be submitted using the CTLS. As such, designated individuals should be familiar with the use of the CTLS. For more information, refer to the CTLS Getting Started Guide. A copy of the guide can be requested from cannabis@canada.ca.

5.2 Actions prior to reporting

In addition to being familiar with the general knowledge areas in 5.1 and ensuring that all reporting requirements can be met, the following actions must be completed prior to submitting a monthly report.

5.2.1 Creating an account in the CTLS

Reports must be submitted through the CTLS. As such, a designated individual should be registered and familiar with the use of the CTLS.

5.2.2 Gaining reporting level access in the CTLS

Reporting level access is required of individuals submitting monthly reports. In the case of designated provincial and territorial authorities, reporting level access must be requested directly along with the appropriate documentation. To do so, please send an email to hc.ctls-bi-sscdl-ie.sc@canada.ca. In the subject line include "Reporting Level Access Request". In the body of the email, include your full name and the province or territory for which you will be reporting. An officer will then reply with a request to complete a Reporting Level Access Request Form. Once the required information is submitted via this form, an officer will verify the information and inform you once your access level has been changed and you have been assigned to a province or territory.

6.0 HOW TO SUBMIT A REPORT

Individual reports must be submitted for each licensed site. To do so, designated individuals have two options in the CTLS:

1) Manual entry
2) .csv file upload

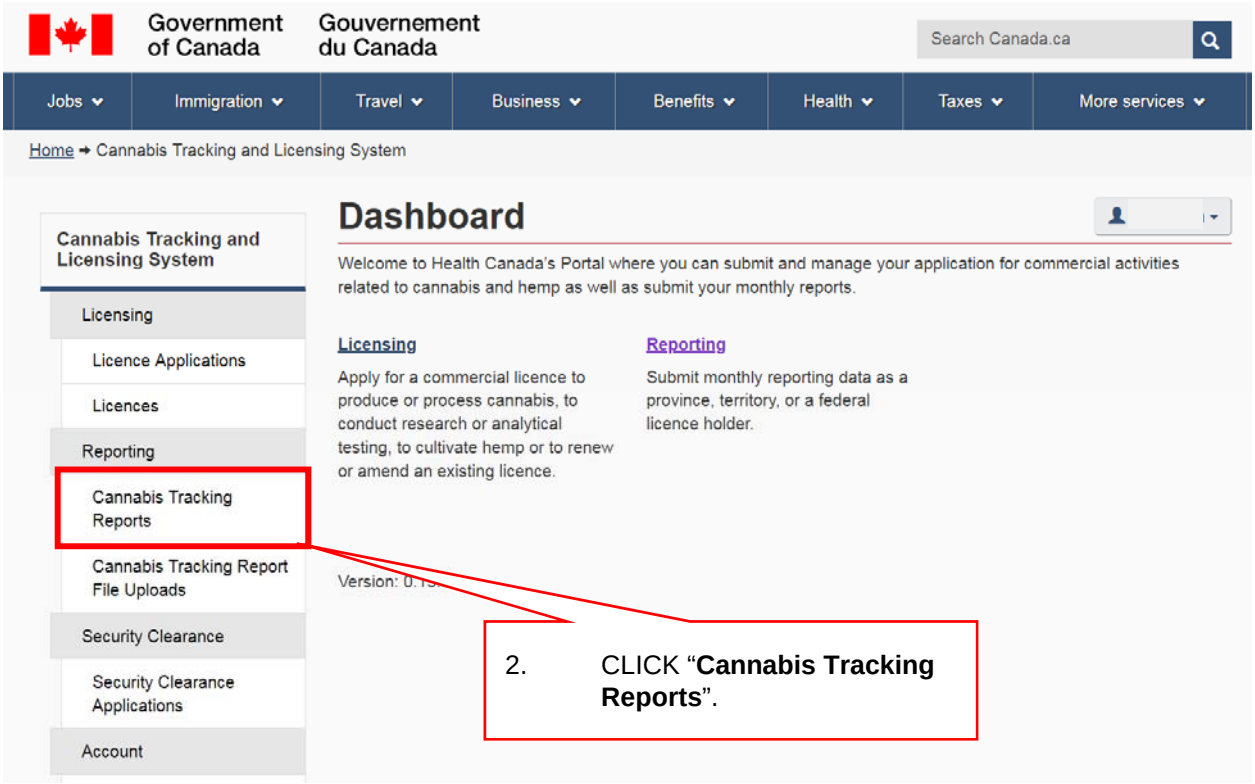
Each process is explained below.

> **Tip:** A single .csv file can be uploaded for all distribution and retail locations within a province or territory. Each location's information must be included on a separate row of data.

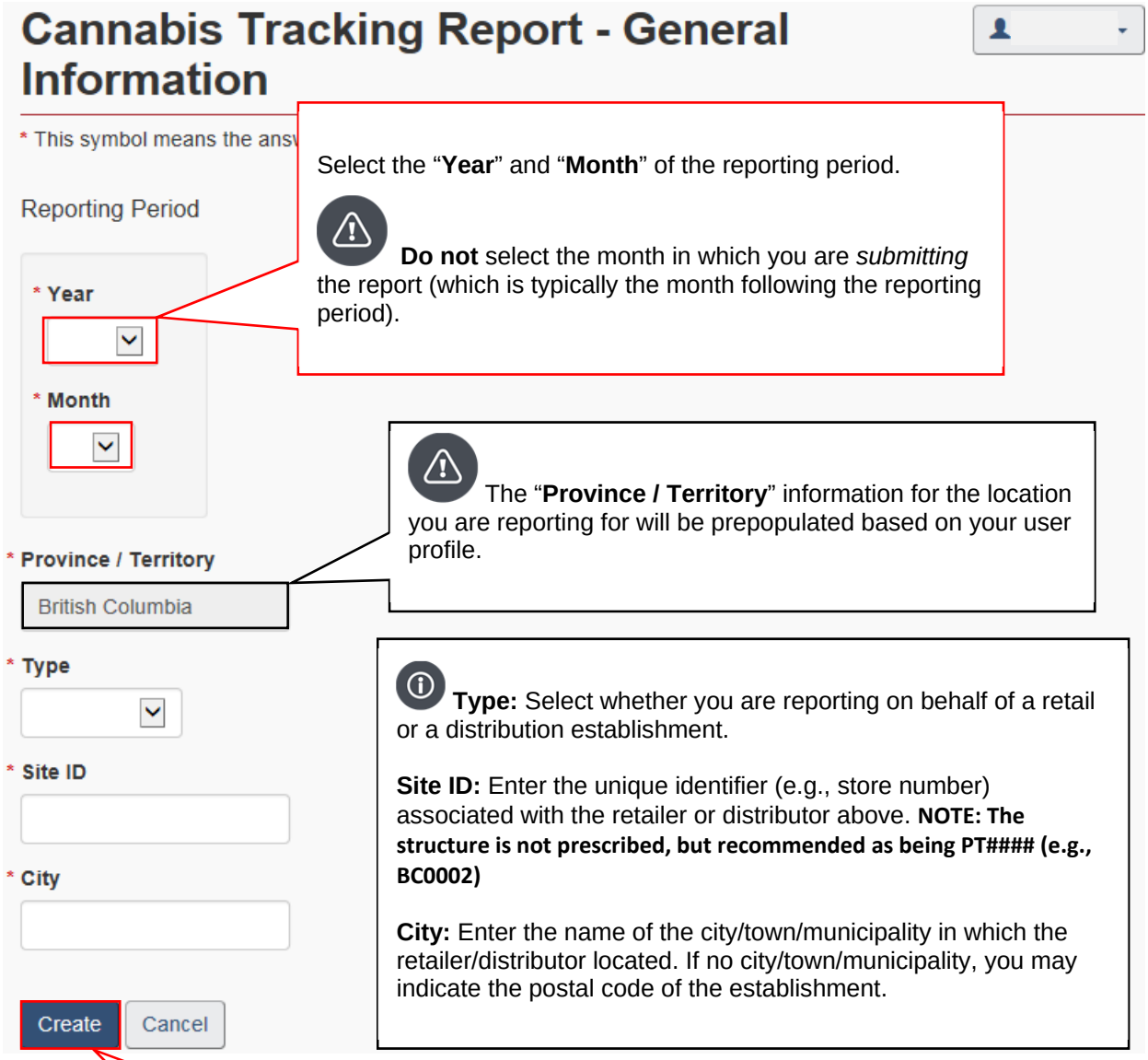
6.1 Option 1: Manual entry

1. Access the CTLS.

You will see the following screen:



You will see the following screen:



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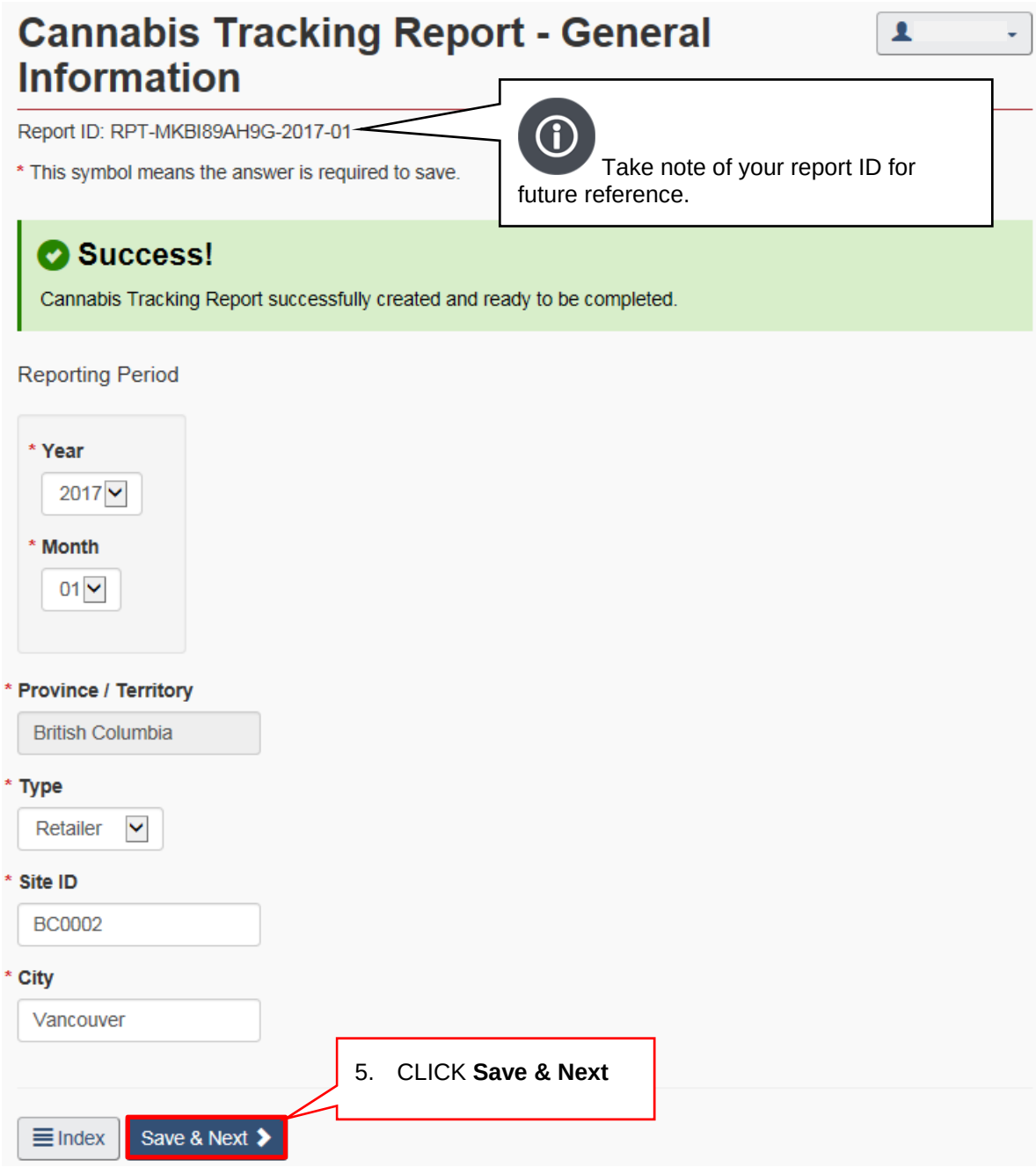
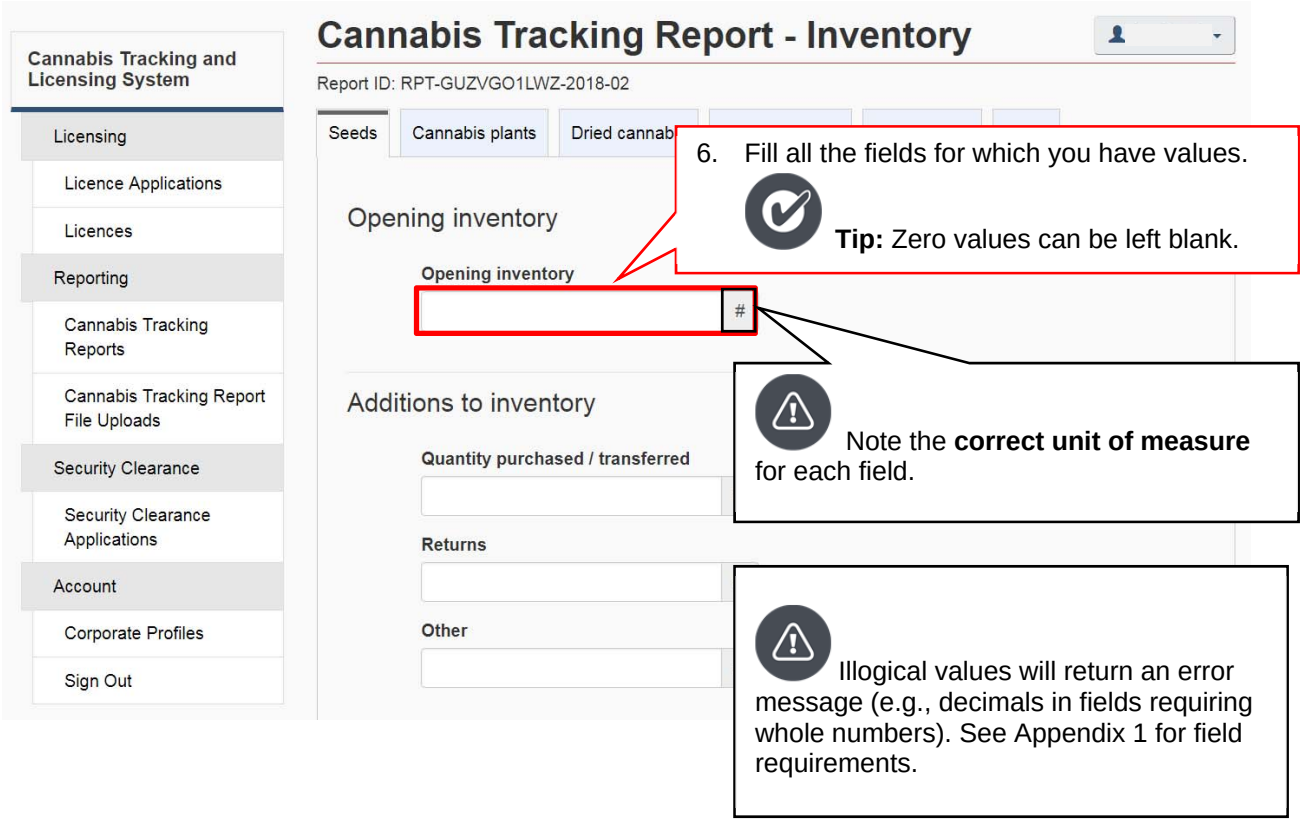
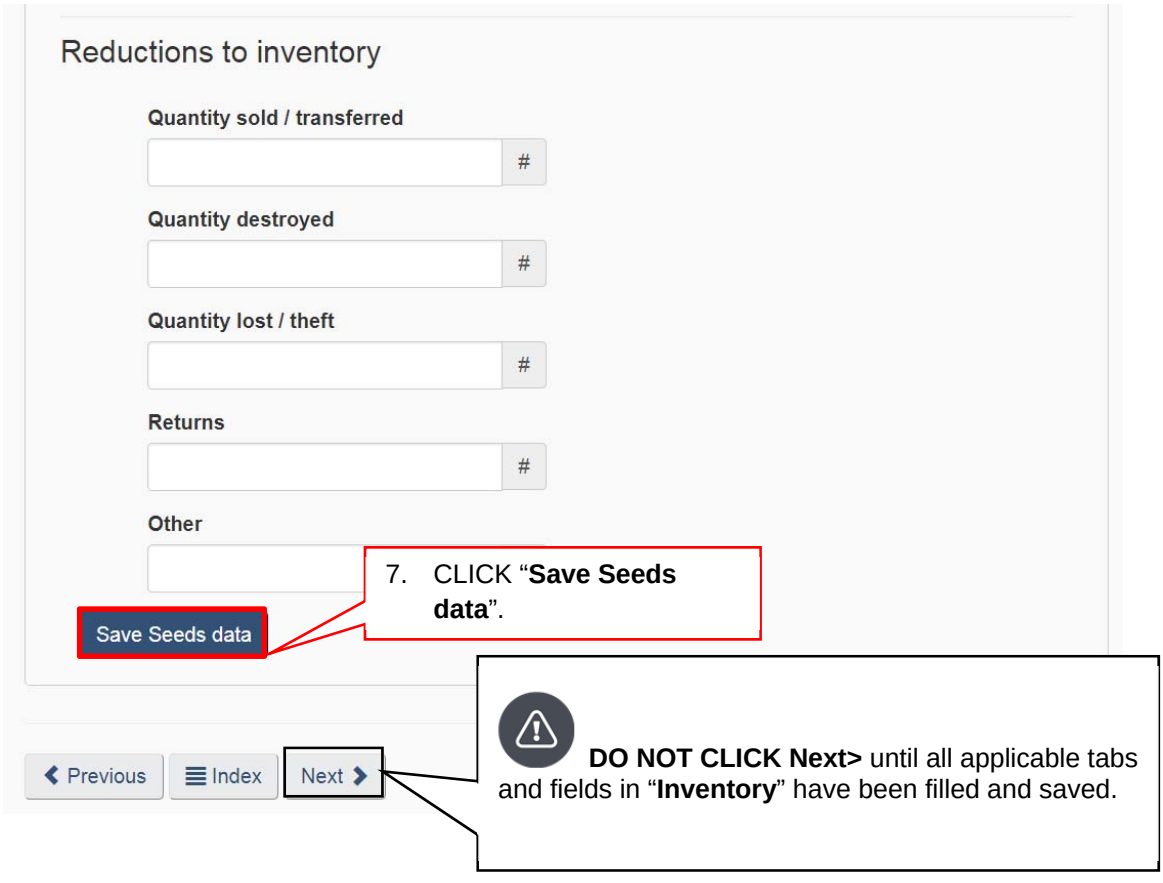
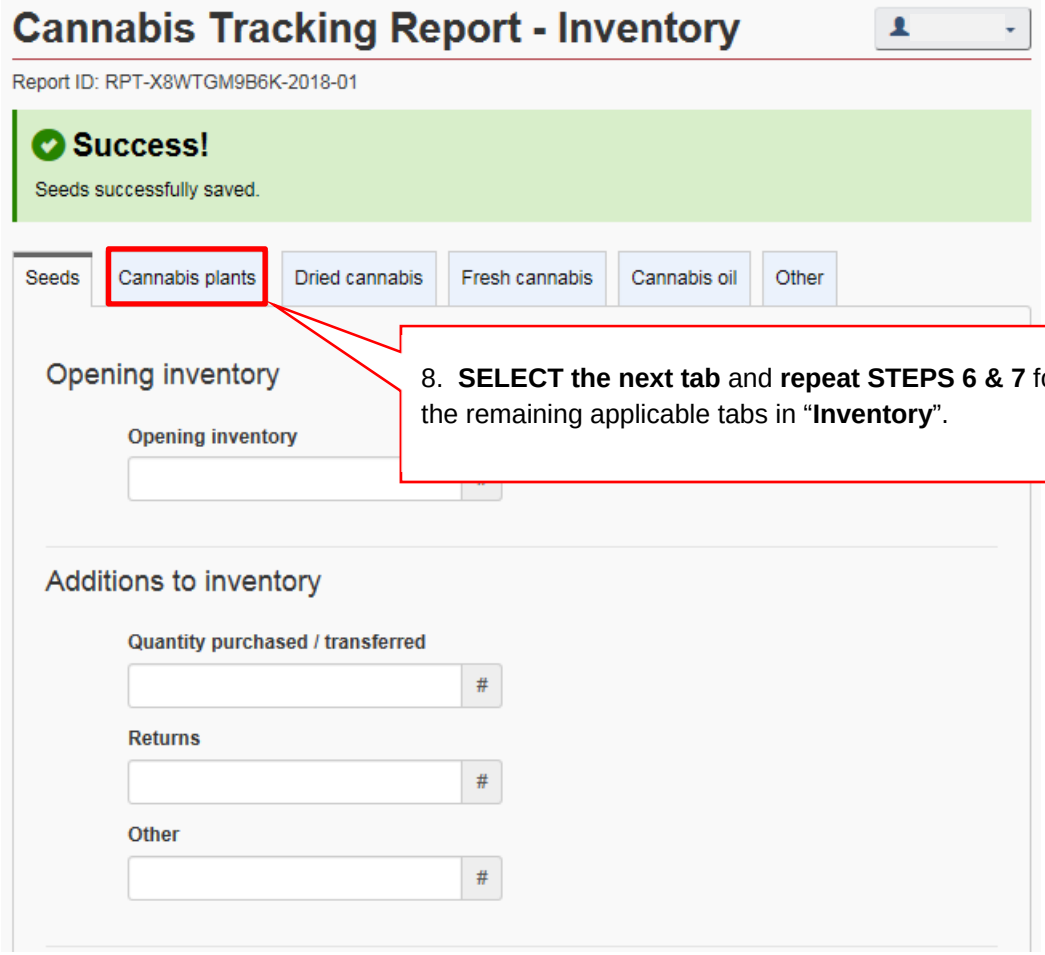


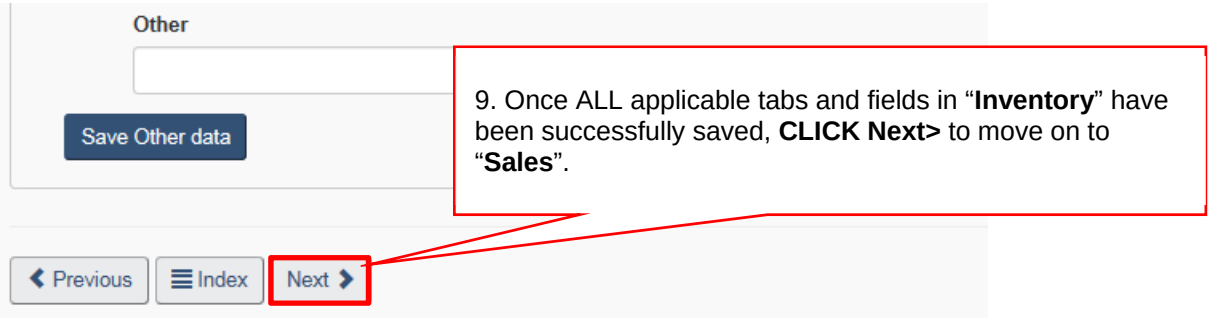
You will see the following screen:



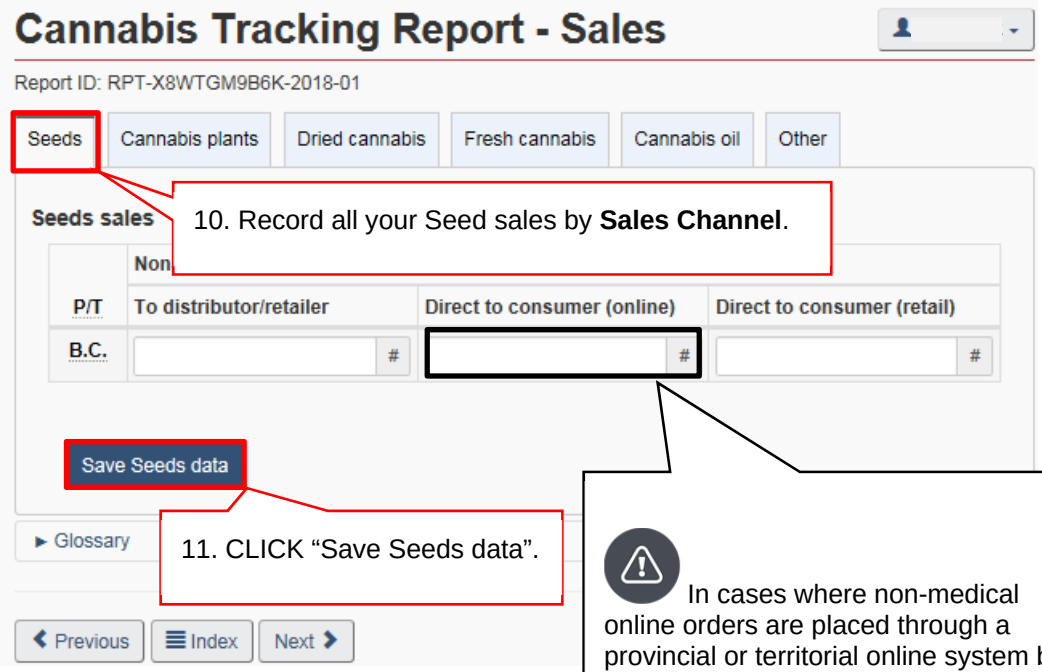


You will see the following screen:



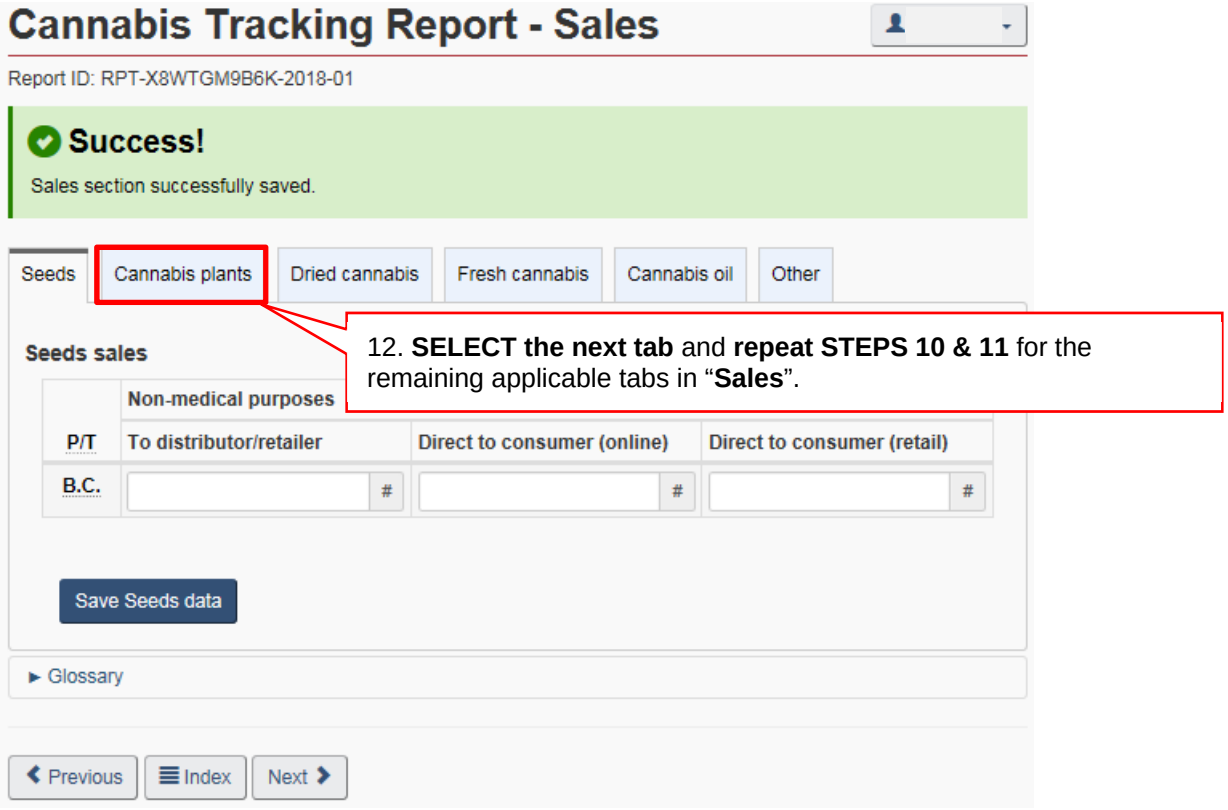


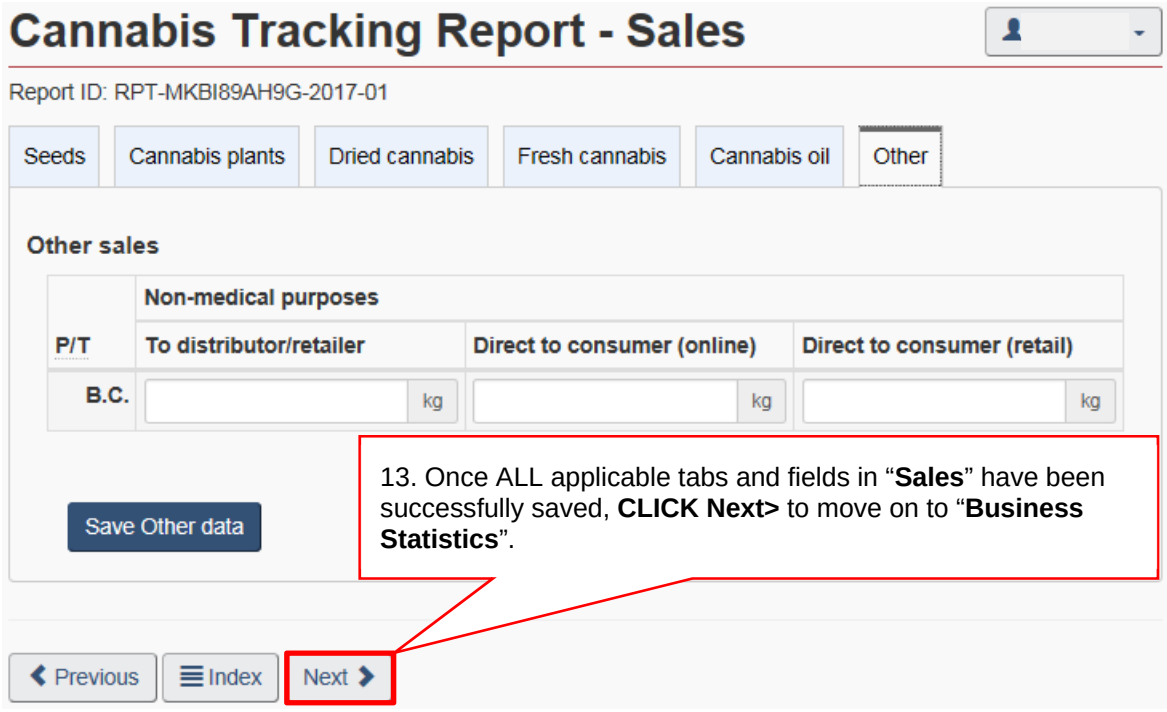
You will see the following screen appear. Report details of sales.



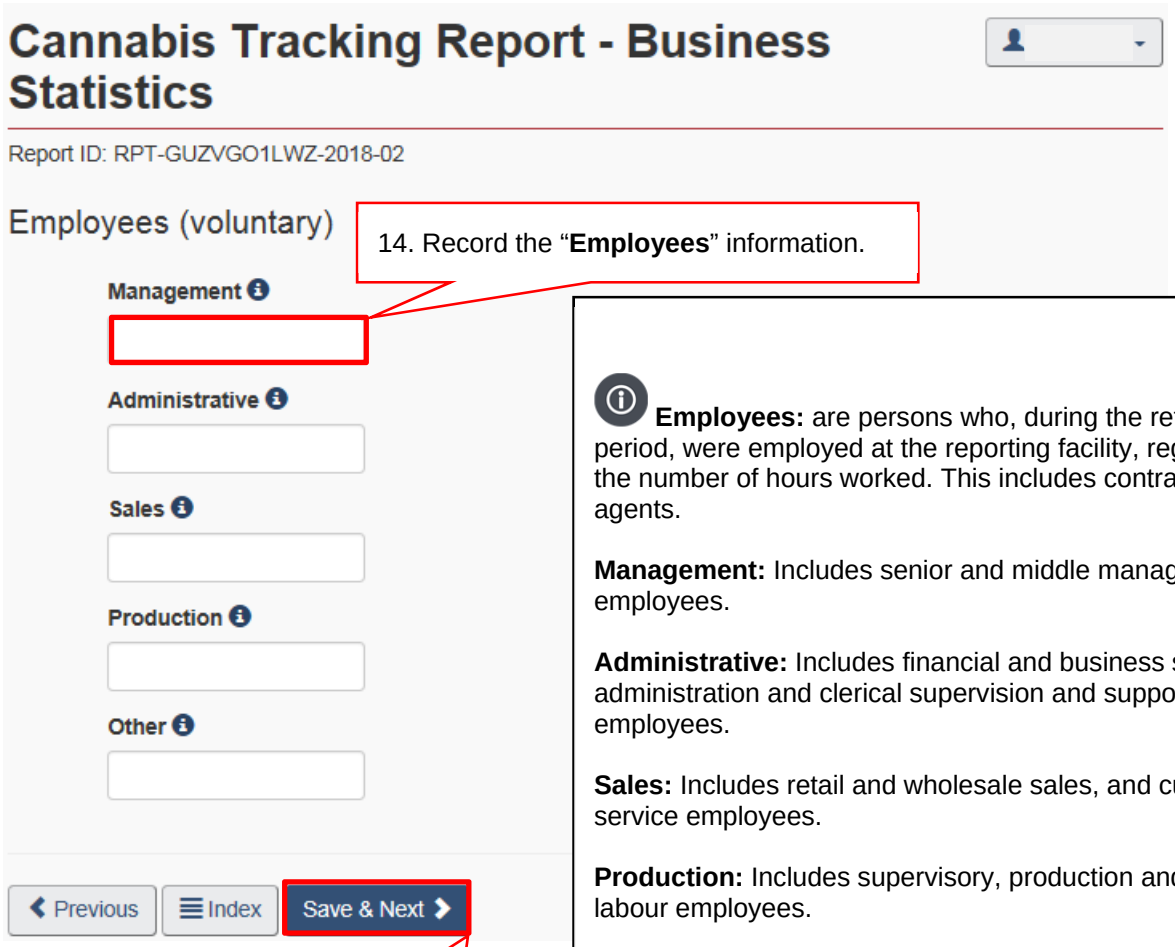
In cases where non-medical online orders are placed through a provincial or territorial online system but shipped directly to a consumer at the retail level by a federal license holder, **the provincial/territorial distributor would not record this type of transaction through the CTLS.** Instead, it would be recorded by the federal license holder.

You will see the following screen:





You will see the following screen appear:



14. Record the "**Employees**" information.

Employees: are persons who, during the reference period, were employed at the reporting facility, regardless of the number of hours worked. This includes contractors and agents.

Management: Includes senior and middle management employees.

Administrative: Includes financial and business services, administration and clerical supervision and support services employees.

Sales: Includes retail and wholesale sales, and customer service employees.

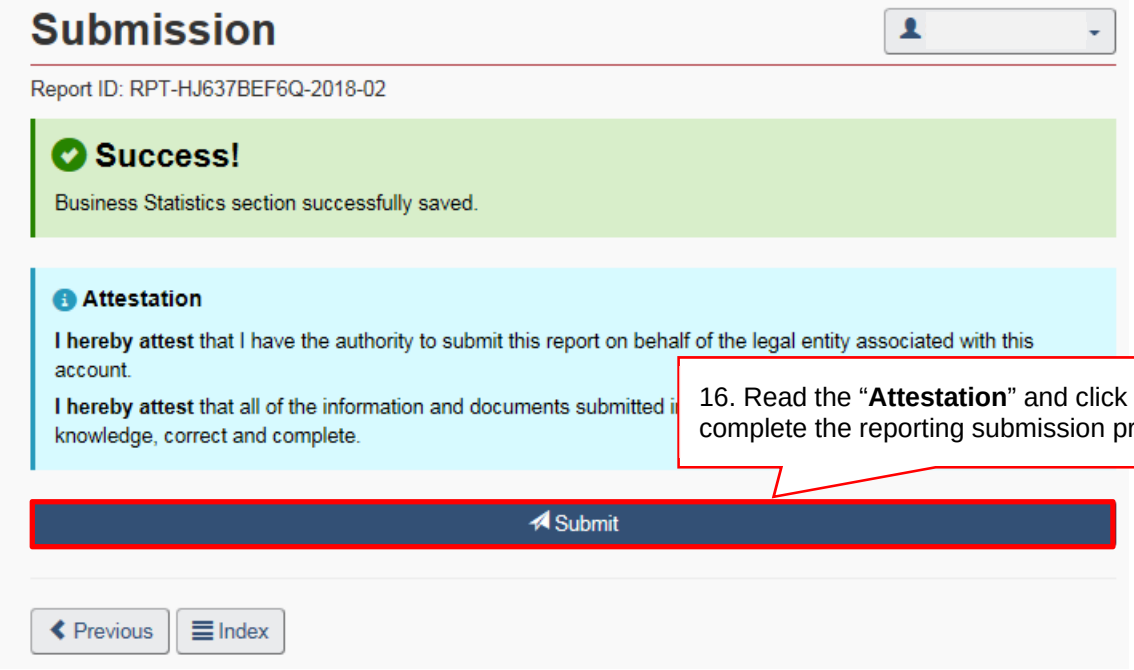
Production: Includes supervisory, production and general labour employees.

Other: Includes all other employees.

15. Once ALL tabs in "**Business Statistics**" have been input, **CLICK Save & Next>** to move on to "**Submission**".

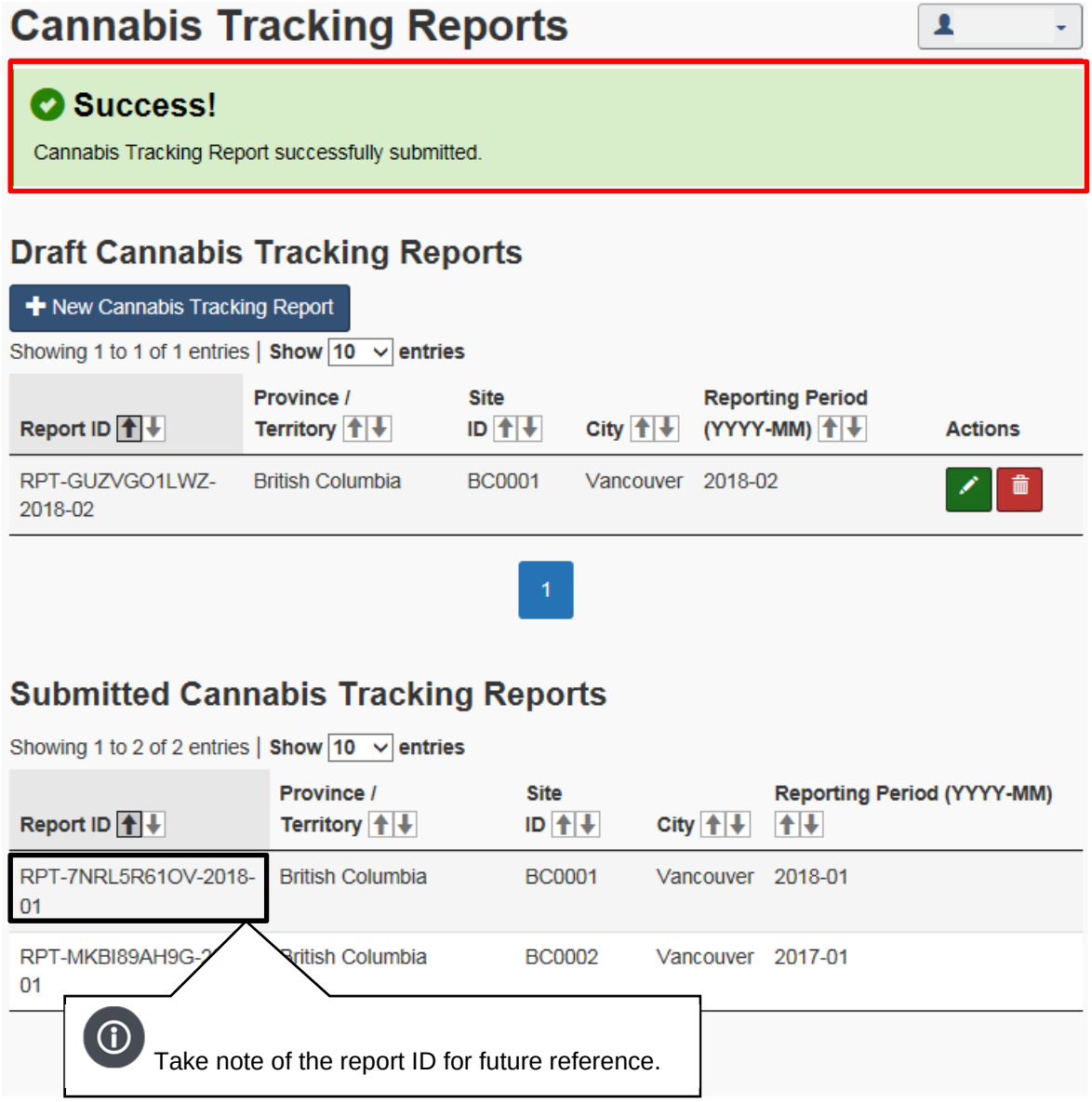
Employee numbers are voluntary.

You will see the following screen appear:



16. Read the "**Attestation**" and click "**Submit**" to complete the reporting submission process.

The final screen will appear:

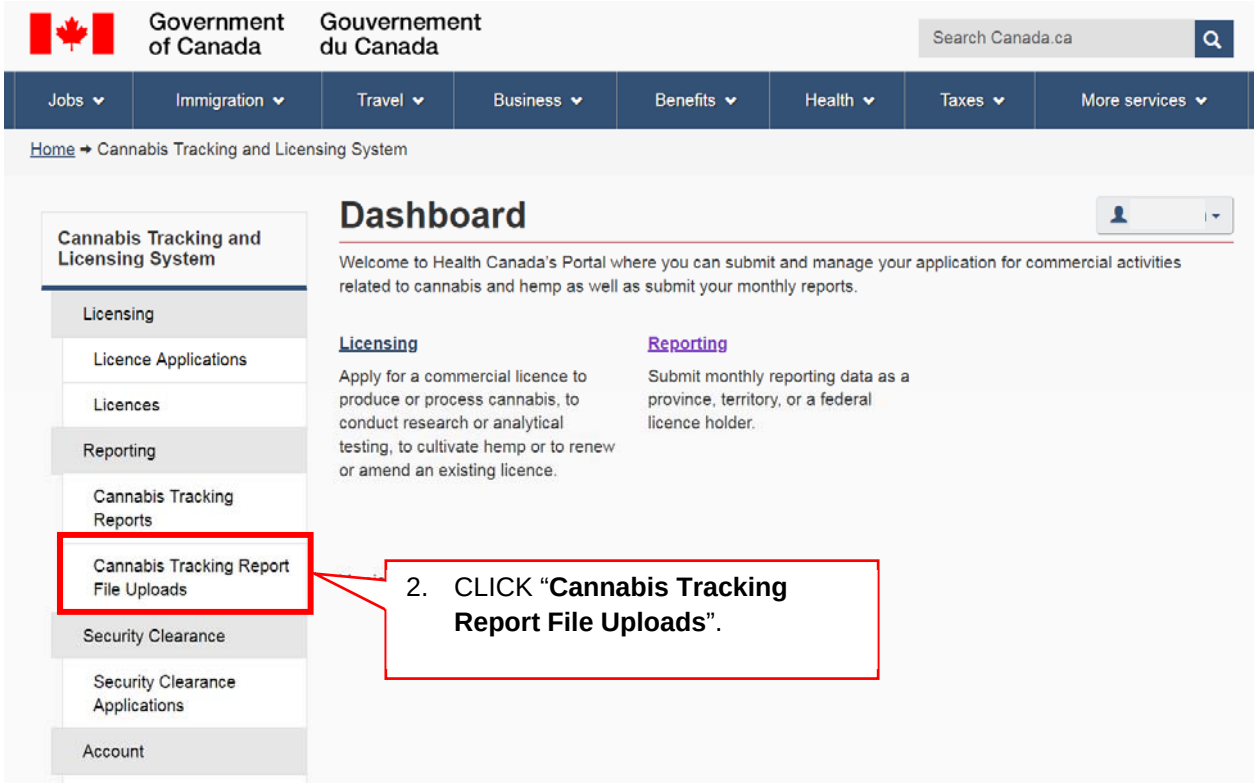


6.2 Option 2: File upload

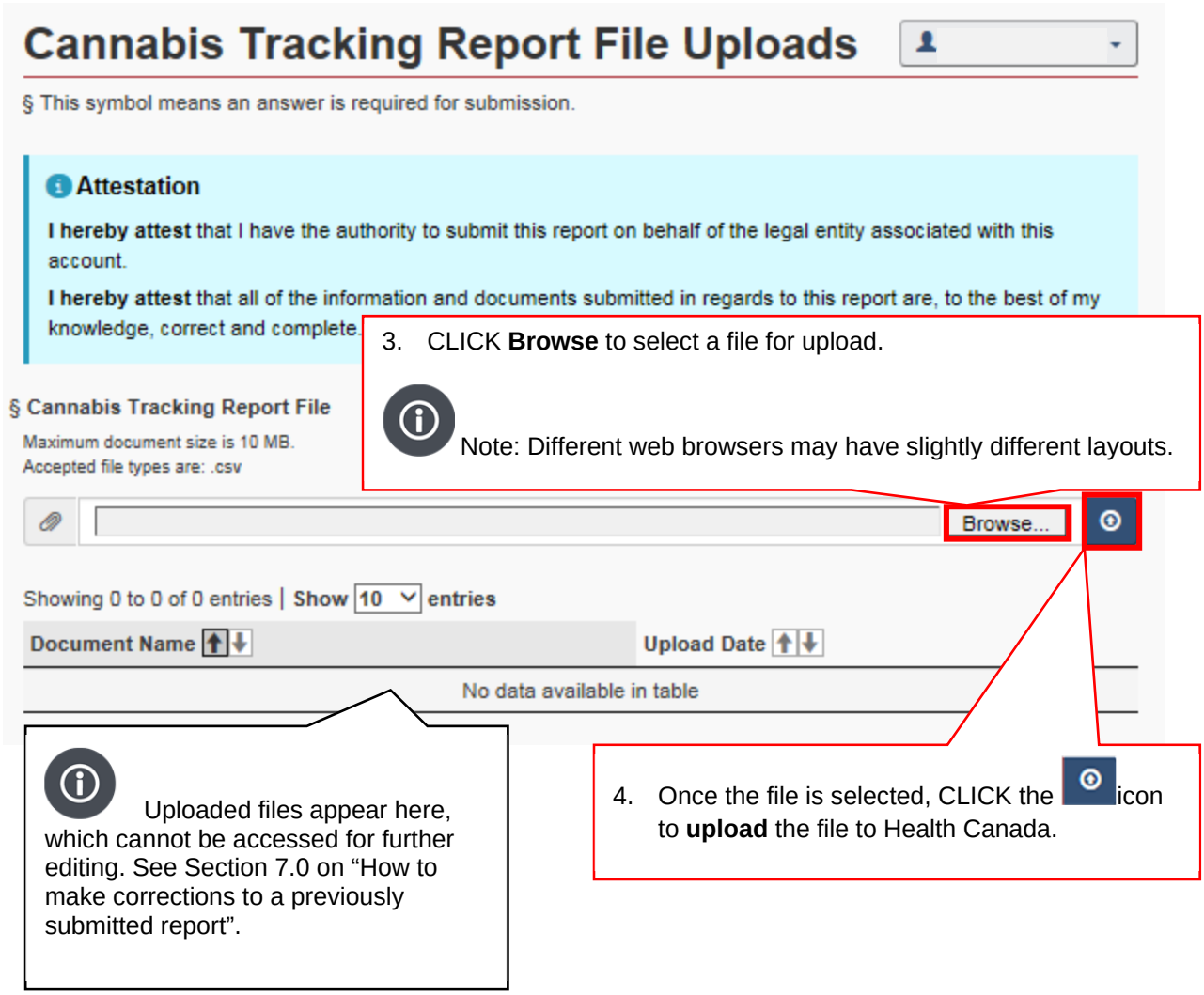
A single .csv file can be uploaded for all distribution and retail locations within a province or territory. Each location's information must be included on a **separate row** of data. Files uploaded in the CTLS **must conform exactly to specifications** prescribed by the system. See Appendix 1 for the data specifications for provincial and territorial inventory reports. Be sure to check the website for updates.

To upload the file, follow these steps:

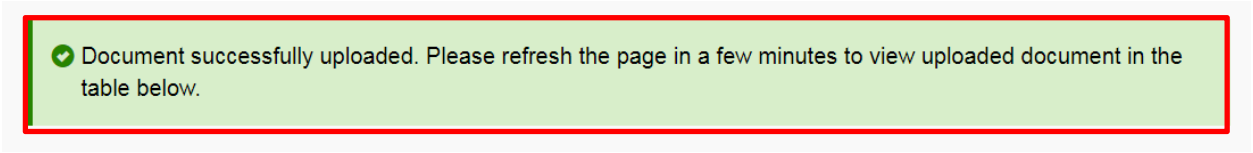
1. Access the CTLS.



You will see the following screen:



If your file was uploaded successfully, you will see the following message:



7.0 HOW TO MAKE CORRECTIONS TO A PREVIOUSLY SUBMITTED REPORT

Once a report has been successfully submitted, it cannot be re-opened for further editing. If a correction to a previously submitted report is required, send a request to hc.ctls-bi-sscdl-ie.sc@canada.ca. Be sure to include "CTLS Reporting" in the subject line to ensure your request is directed to the appropriate subject matter expert. Provide as many details as possible and include the report ID and site ID of the distributor/retailer in question in the body of the message, as well as your contact information. A Health Canada officer will contact you either by phone or by email to discuss the required correction. For minor corrections, the officer can make the corrections directly in the system on your behalf. For more substantive corrections, the officer can make a manually-submitted report available in the Draft Cannabis Tracking Reports section in the CTLS, which will then allow you to make the necessary corrections and resubmit the report. However, if major corrections are required to a report that was submitted via file upload, the officer must first invalidate the original report and you will then be required to submit a new report for that particular location and reporting period. The decision to make the correction directly or to make the report available for resubmission will be made at the discretion of the officer. Note that all corrections will have an audit trail for future verification/investigation if necessary.

8.0 FAQS

8.1 Why can only employees granted reporting level access submit monthly reports?

To minimize system risks and assure data quality, only employees granted reporting level access will be authorized to submit reports in accordance with the Policy on Government Security and its Standard on Identity and Credential Assurance. Note that others in your organization can prepare the .csv document for upload by employees granted reporting level access.

8.2 How should goods in transit be recorded?

Goods in transit at time of reporting should be accounted for based on the shipping terms associated with the goods, which are either:

- FOB shipping point. If the shipment is designated as freight on board (FOB) shipping point, ownership transfers to the buyer as soon as the shipment departs the seller.
- FOB destination. If the shipment is designated as freight on board (FOB) destination, ownership transfers to the buyer as soon as the shipment arrives at the buyer.

8.3 How should I record sales to customers that ordered through a provincial or territorial online system but whose orders were shipped to them directly by a federal licence holder?

Non-medical online orders that are placed through a provincial or territorial online system but shipped directly to a consumer at the retail level by a federal licence holder should be recorded as a non-medical direct-to-consumer online sale by the federal licence holder. A provincial/territorial distributor would not record this type of transaction through the CTLS.

9.0 FOR MORE ASSISTANCE

If you have questions regarding the submission of monthly reports through the CTLS, email hc.ctls-bi-sscdl-ie.sc@canada.ca. Include **CTLS Reporting** in the subject line to ensure your request reaches the right person.

APPENDIX 1: PROVINCIAL/TERRITORIAL DISTRIBUTOR/RETAILER MONTHLY REPORT FILE SPECIFICATIONS

Individuals with reporting level access may upload a single .csv file for multiple sites for which they are authorized to report. Each site's information must be shown as a separate row of data.

Column	Column Name	Unit of Measure	Field requirements
A	Reporting Period Year (####)	####	List the four digit year of the reporting period
B	Reporting Period Month (##)	##	List the 2 digit month of the reporting period
C	Retailer/Distributor	1 or 2	Indicate whether the site is a retailer (1) or distributor (2). **NOTE: If the site conducts both retail and distribution activities, identify as a distributor.**
D	Site	TEXT	Unique alpha-numeric identifier used by the PT authority. **NOTE: The structure is not prescribed, but recommended as being PT#### (e.g., BC0001).**
E	City	TEXT	Text
INVENTORY			
F	Finished – Seeds – Opening Inventory	#	Whole number from 0 to 1000000.
G	Finished - Seeds Additions - Purchased / Transferred	#	Whole number from 0 to 1000000.
H	Finished - Seeds - Additions - Returns	#	Whole number from 0 to 1000000.
I	Finished - Seeds - Additions - Other	#	Whole number from 0 to 1000000.
J	Finished - Seeds - Reductions - Sold / Transferred	#	Whole number from 0 to 1000000.
K	Finished - Seeds - Reductions - Destroyed	#	Whole number from 0 to 1000000.
L	Finished – Seeds – Reductions – Lost / Theft	#	Whole number from 0 to 1000000.
M	Finished – Seeds - Reductions - Returns	#	Whole number from 0 to 1000000.
N	Finished – Seeds - Reductions - Other	#	Whole number from 0 to 1000000.
O	Finished – Cannabis Plant – Opening Inventory	#	Whole number from 0 to 1000000.
P	Finished – Cannabis Plant - Additions - Purchased /	#	Whole number from 0 to 1000000.

	Transferred		
Q	Finished – Cannabis Plant - Additions - Returns	#	Whole number from 0 to 1000000.
R	Finished – Cannabis Plant – Additions – Other	#	Whole number from 0 to 1000000.
S	Finished – Cannabis Plant – Reductions - Sold / Transferred	#	Whole number from 0 to 1000000.
T	Finished – Cannabis Plant – Reductions - Destroyed	#	Whole number from 0 to 1000000.
U	Finished – Cannabis Plant – Reductions - Lost / Theft	#	Whole number from 0 to 1000000.
V	Finished – Cannabis Plant – Reductions - Returns	#	Whole number from 0 to 1000000.
W	Finished – Cannabis Plant – Reductions - Other	#	Whole number from 0 to 1000000.
X	Finished - Dried - Opening Inventory	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
Y	Finished - Dried - Additions - Purchased / Transferred	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
Z	Finished - Dried - Additions - Returns	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
AA	Finished - Dried - Additions - Other	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
AB	Finished - Dried - Reductions - Sold / Transferred	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
AC	Finished - Dried - Reductions – Destroyed	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
AD	Finished - Dried - Reductions - Lost / Theft	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
AE	Finished - Dried - Reductions – Returns	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
AF	Finished - Dried - Reductions – Other	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
AG	Finished - Other - Opening Inventory	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
AH	Finished - Other - Additions - Purchased / Transferred	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
AI	Finished - Other - Additions – Returns	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
AJ	Finished - Other - Additions – Other	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
AK	Finished - Other - Reductions - Sold / Transferred	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
AL	Finished - Other - Reductions - Destroyed	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
AM	Finished - Other - Reductions - Lost / Theft	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
AN	Finished - Other - Reductions – Returns	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
AO	Finished - Other - Reductions – Other	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
AP	Finished - Cannabis Oil -	L	Number from 0 to 1000000,

	Opening Inventory		Maximum precision of 3 decimal places.
AQ	Finished - Cannabis Oil – Additions - Purchased / Transferred	L	Number from 0 to 1000000, Maximum precision of 3 decimal places.
AR	Finished - Cannabis Oil – Additions – Returns	L	Number from 0 to 1000000, Maximum precision of 3 decimal places.
AS	Finished - Cannabis Oil – Additions – Other	L	Number from 0 to 1000000, Maximum precision of 3 decimal places.
AT	Finished - Cannabis Oil – Reductions - Sold / Transferred	L	Number from 0 to 1000000, Maximum precision of 3 decimal places.
AU	Finished - Cannabis Oil – Reductions – Destroyed	L	Number from 0 to 1000000, Maximum precision of 3 decimal places.
AV	Finished - Cannabis Oil – Reductions - Lost / Theft	L	Number from 0 to 1000000, Maximum precision of 3 decimal places.
AW	Finished - Cannabis Oil – Reductions - Returns	L	Number from 0 to 1000000, Maximum precision of 3 decimal places.
AX	Finished - Cannabis Oil – Reductions – Other	L	Number from 0 to 1000000, Maximum precision of 3 decimal places.
AY	Finished - Fresh Cannabis - Opening Inventory	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
AZ	Finished - Fresh Cannabis - Additions - Purchased / Transferred	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
BA	Finished - Fresh Cannabis - Additions – Returns	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
BB	Finished - Fresh Cannabis - Additions – Other	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
BC	Finished - Fresh Cannabis - Reductions - Sold / Transferred	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
BD	Finished - Fresh Cannabis - Reductions – Destroyed	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
BE	Finished - Fresh Cannabis - Reductions – Lost / Theft	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
BF	Finished - Fresh Cannabis - Reductions – Returns	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
BG	Finished - Fresh Cannabis - Reductions – Other	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
SALES			
BH	Seeds - Non-medical - Direct to consumer - Online	#	Whole number from 0 to 1000000.
BI	Seeds - Non-medical - Direct to consumer – Retail	#	Whole number from 0 to 1000000.
BJ	Seeds - Non-medical - To distributor/retailer	#	Whole number from 0 to 1000000.
BK	Cannabis plant - Non-medical - Direct to consumer – Online	#	Whole number from 0 to 1000000.
BL	Cannabis plant - Non-medical - Direct to consumer – Retail	#	Whole number from 0 to 1000000.
BM	Cannabis plant Non-medical - To distributor/retailer	#	Whole number from 0 to 1000000.
BN	Dried - Non-medical - Direct to	kg	Number from 0 to 1000000,

	consumer - Online		Maximum precision of 3 decimal places.
BO	Dried - Non-medical - Direct to consumer – Retail	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
BP	Dried Non-medical - To distributor/retailer	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
BQ	Other - Non-medical - Direct to consumer - Online	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
BR	Other - Non-medical - Direct to consumer – Retail	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
BS	Other Non-medical - To distributor/retailer	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
BT	Cannabis oil - Non-medical - Direct to consumer - Online	L	Number from 0 to 1000000, Maximum precision of 3 decimal places.
BU	Cannabis oil - Non-medical - Direct to consumer – Retail	L	Number from 0 to 1000000, Maximum precision of 3 decimal places.
BV	Cannabis oil Non-medical - To distributor/retailer	L	Number from 0 to 1000000, Maximum precision of 3 decimal places.
BW	Fresh cannabis - Non-medical - Direct to consumer – Online	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
BX	Fresh cannabis - Non-medical - Direct to consumer – Retail	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.
BY	Fresh cannabis Non-medical - To distributor/retailer	kg	Number from 0 to 1000000, Maximum precision of 3 decimal places.

EMPLOYEES

BZ	Management Employees	#	Whole number from 0 to 1000000.
CA	Administrative Employees	#	Whole number from 0 to 1000000.
CB	Sales Employees	#	Whole number from 0 to 1000000.
CC	Production Employees	#	Whole number from 0 to 1000000.
CD	Other Employees	#	Whole number from 0 to 1000000.