



**Australian Government**  
**Department of Health, Disability and Ageing**  
Office of Drug Control

# Guidance for completing the ODC Cannabis Reporting Template

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## Introduction

This guide provides medicinal cannabis licence holders under the *Narcotic Drugs Act 1967* (Narcotic Drugs Act) with information on completing and submitting quarterly reports using the *Cannabis Reporting Template*, available on the Office of Drug Control (ODC) [website](#).

If you hold a Medicinal Cannabis Permit for Cultivation and Production and/or Manufacture, you must complete and submit the *Cannabis Reporting Template* each quarter to the ODC, detailing your authorised activities.

Under the Single Convention on Narcotic Drugs 1961 (Single Convention), Australia must report to the International Narcotics Control Board (INCB) the quantities of cannabis materials cultivated, produced, manufactured and used at each stage of the supply chain to substantiate domestic requirements and forecast future requirements. Accurate reporting from permit holders enables Australia to meet these international obligations and supports licence obligations in relation to record keeping and reporting.

Strong record keeping practices by permit holders will support business operational objectives as well as contribute to the management of diversion risks. It will also help permit holders in estimating the required quantities for subsequent permit applications.

Quarterly reporting using the *Cannabis Reporting Template* has been a mandatory requirement for all permit holders since 1 April 2022.

## Reporting process overview

Permit holders must submit quarterly reports using the *Cannabis Reporting Template* in accordance with the requirements below:

### Reporting schedule

- Q1 (Jan–Mar): Due 15 April
- Q2 (Apr–Jun): Due 15 July
- Q3 (Jul–Sep): Due 15 October
- Q4 (Oct–Dec): Due 15 January

Failure to submit reports, submitting reports late, or knowingly submitting false or misleading information may be considered a breach of licence conditions and may result in compliance action.

### Submission format

- File name format: ODC Reporting Q[X] [Year] [Licence ID]-[Site ID]
- Example: ODC Reporting Q1 2022 MC001-S01
- Submit reports via email to: [mcs@health.gov.au](mailto:mcs@health.gov.au)

### Reporting requirements

- Submit separate reports for each permitted site.
- Use cumulative monthly data, with running totals over the course of the calendar year.
- Complete only relevant tabs in the template.
- Fill non-applicable fields with 0 (or leave it blank) for data validation purposes.
- Use the comments column to explain discrepancies, amendments, or special circumstances (e.g., errors in supplied quantities, readjustment of stock levels, THC reclassification etc.).
- Only enter numerical values (do not include units (kg) or symbols (<)).
- Do not make amendments to template layout.
- All data must be recorded in kilograms (kg) and grams (g), values should be reported to two significant figures.

## How to use the template

If an entity holds **cultivation and production permits only**: For permit holders undertaking medicinal cannabis cultivation and production activities, the relevant **Crops (Medicinal and/or Scientific)** and **Stock (Cannabis and/or Cannabis Resin)** tabs that relate to the authorised activities need to be completed.

If an entity holds **manufacture permits only**: For permit holders undertaking medicinal cannabis manufacture activities, the relevant **Stock (Cannabis and/or Cannabis Resin)** and **Manufacturing** tabs that relate to the authorised activities need to be completed.

If an entity holds **both cultivation/production and manufacturing permits**: For permit holders undertaking both cultivation/production and manufacture activities at the same site, one report can be submitted by completing **all the relevant tabs** for both activities.

## Licence holder details

This tab is to record the details of the reporting entity, the specific site and the permit/s covering the reporting period. Completing this tab correctly ensures that licence holder details auto-populate appropriately across all other tabs in the template.

Licence holder details		
Licence holder name:		
Licence number:		
Site ID:		
Reporting year:		
<p>Most licence holders will have two different permits cover a year as no licence holders have a permit that is issued exactly to match a calendar year.</p>		
Permit number	Permit start date	Permit end date
<b>Cultivation and production permits</b>		
MCOXX-SOX-COX		
<b>Manufacture permits</b>		
MCOXX-SOX-MOX		

Ensure that all licence holder details, including licence and permit numbers, match exactly as they appear on the licence and permit documents as issued by the ODC.

Most licence holders will have two different permits covering a calendar year because permits rarely align exactly with the calendar year. Ensure all permits covering the reporting period are listed, even if they only apply for part of the year.

Do not alter the structure of this tab as fields are linked to other tabs for auto-population of information.

## Supply pathways

The supply pathways tab is a reference guide that helps licence holders correctly link authorised supply activities (as listed on their permits) to the corresponding columns in the report. Each output column in the Crops, Cannabis Stocks, Resin Stock, and Manufacturing tabs include a code (e.g., C1, P4, M3). These codes correspond to specific supply pathways defined under the Narcotic Drugs Act and are listed in detail in this tab.

Using the correct supply pathway ensures compliance with your permit and accurate reporting to the ODC. Incorrect supply data placement can lead to reporting errors and potential compliance issues.

**How to use this tab:**

- Review the list of supply pathways and their descriptions.
- Match the codes (e.g., C1, P4, M4) shown in the output column of your reporting tab to the correct pathway description.
- Fill in the details/quantities under relevant pathway as you have supplied materials for each month.
- If unsure, refer to your permit or contact the ODC for clarification.

P4	P1	P2	P3	P7, P8, P9, P10	P6	P5
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**Reporting crops**

The Crops tabs are designed to capture monthly and annual plant activity for medicinal or scientific purposes. There are two separate tabs in the reporting template:

- **Crops – Medicinal:** for the reporting of plants cultivated for medicinal or therapeutic purposes
- **Crops – Scientific:** for the reporting of plants cultivated for research or scientific purposes

The intention of the ‘Crops’ tabs is to track total plants generated, transferred, harvested and failed/destroyed. The ODC will use this information to inform monitoring activities for individual licence holders, and aggregate data to track industry trends.

For each month, report plant activity separated into high (>1%) and low (≤1%) tetrahydrocannabinol (THC) categories. For consistency with the medicinal cannabis permit, a plant is counted when it has formed roots.

**Plant generation**

- **Number of plants generated for genetic stock purposes (i.e. 'Mothers'):** Use to record all new plants propagated for use as ‘mother plants’ to support ongoing cultivation for medicinal or scientific (research) purposes.
- **Number of new plants propagated / created for production purpose:** Use to record a total of new plants propagated from seeds, cuttings or tissue culture (if applicable).
- **Number of plants obtained from an external / different site:** Use to record all plants obtained from other external sources (e.g., other medicinal cannabis licence holders) and any plants transferred from a different site listed on the permit holder’s own medicinal cannabis licence.

Plant generation		
Number of plants generated for genetic stock purposes (ie. 'Mothers')	Number of new plants propagated / created for production purpose	Number of plants obtained from an external / different site

**Plant transfers**

- **Total plants sold / transferred to another ND Act licence holder (C1):** Use to record any plants that may be sold/transferred to a different holder of a medicinal cannabis licence under the Narcotic Drugs Act.
- **Total plants transferred to another site on the same ND Act licence (C2):** Use to record any plants transferred between sites authorised under the same medicinal cannabis licence.

Plant transfers	
Total plants sold / transferred to another ND Act licence holder	Total plants transferred to another site on the same ND Act licence
C1	C2

**Plant harvesting**

- **Number of plants harvested for production purposes (Medicinal tab only):** Use to record total number of plants harvested to produce cannabis (flower heads) and resin for medicinal purposes.
- **Number of plants harvested for scientific purposes (Scientific tab only):** Use to record total number of plants harvested to produce cannabis (flower heads) and resin for scientific or research purposes.
- **Total number of plants destroyed/crop loss:** Use to record total number of plants destroyed including mother plants at end-of-life (that were not used for cannabis flower production), or failed crops. This does not include waste.

Plant harvesting	
Number of plants harvested for production purposes	Total number of plants destroyed*/ crop loss (excludes waste)
N/A	Onsite / C3

**Annual report** - Complete at the end of the reporting year (Q4 submission).

Annual report (excludes rollover stock)								
Year	Type	Plant generation			Plants transfers		Plant harvesting	
		Number of plants generated for genetic stock purposes (ie. 'Mothers')	Number of new plants propagated / created for production purpose	Number of plants obtained from an external / different site	Total plants sold / transferred to another ND Act licence holder	Total plants transferred to another site on the same ND Act licence	Number of plants harvested for production purposes	Total number of plants destroyed*/ crop loss (excludes waste)
YYYY	>1% THC ≤1% THC							

- Calculate the totals for every column for plant generation, transfers, harvesting and destruction, separated into high (>1%) and low (≤1%) THC plant categories.
- Annual plant quantities are those generated through the reporting year only (i.e. excludes any materials rolled over from the previous year).

**Stock reconciliation** - Complete at the end of the reporting year (Q4 submission).

Stock reconciliation			
Type	Total plants generated	Total plants processed	Plants not accounted for
>1% THC			
≤1% THC			

This section is used to show that all plants generated during the reporting year are accounted for by plants processed. Any difference represents plants still in the ground at the time of reporting and forms the rollover quantity into the following year (Q1 report).

- **Total plants generated:** Use to record total number of plants generated for genetic purposes + total number of plants propagated for production purposes + total number of plants obtained from an external source.
- **Total plants processed:** Use to record total number of plants sold/transferred + total number of plants harvested + total number of plants destroyed (excluding waste).
- **Plants not accounted for (usually still in the ground at the time of reporting):** Use to record total number of plants generated + previous year roll over – total number of plants processed

**Annual cultivation area used** - Complete at the end of the reporting year (Q4 submission).

Annual Cultivation Area Used			
Cultivation of the cannabis plant	Area Cultivated		Quantity produced in YYYY
	Sown	Harvested	
	Hectares		Kilograms
Production of cannabis for medical purposes			

This table is used to record the cultivation footprint and production outputs for the reporting year. It helps to verify the scale of operations against permitted maximums and supports Australia's international reporting obligations. Areas should be expressed in hectares (1 hectare is equal to 10,000 square metres).

- **Area cultivated – sown (hectares):** Record the total area used to grow cannabis plants during the year.

- **Area cultivated – harvested (hectares):** Record the total area used for cannabis plant harvested during the year.
- **Quantity produced:** Total dry weight equivalent (at 10% moisture content, kg) of cannabis flower heads produced from the year’s cultivation. This quantity reflects the cannabis stock inputs (grown from own cultivation) across the reporting year.

## Reporting cannabis stocks

The cannabis stock tabs are used to capture monthly and annual stock balance and movements for cannabis flower heads. There are two separate tabs in the reporting template.

- **Cannabis stock >1% THC:** for the reporting of cannabis flower heads with a THC content greater than 1% (high THC)
- **Cannabis stock ≤1% THC:** for the reporting of cannabis flower heads with a THC content equal to or less than 1% (low THC)

The ODC uses this information for the monitoring and reconciliation of stock continuity across cultivation, production, manufacturing and supply activities.

Cannabis stock should be reported as dry weight, expressed as kilograms (kg) at 10% moisture content. Permit holders are not required to dry and store cannabis at 10% moisture content, but the reported figures must be expressed as an equivalent.

### Opening / closing stock (kg)

- **Opening stock:** Use to record stock on hand on the first day of the month. Must equal the closing stock from the previous month.
- **Closing stock:** Use to record stock on hand at the end of the month.

### Source of cannabis

Source of cannabis (kg)		
Grown from own cultivation activities (same site)	Purchased from another cultivator or transferred from different site	Imported material

- **Grown from own cultivation activities (same site):** Use to record cannabis produced from the permit holder’s own cultivation and production activities from the same reporting site.
- **Purchased from other cultivator or transferred from different site:** Use to record cannabis purchased from a domestic source being either from another medicinal cannabis licence holder under the Narcotic Drugs Act or transferred from a different site on the permit holder’s own medicinal cannabis licence under the Narcotic Drugs Act.
- **Imported material:** Use to record cannabis acquired from an international source.

**Destination of cannabis (kg)**

Destination of cannabis (kg)									
Used in own manufacture* on the same site	Used in own resin production**	Testing / analysis	Transferred to another site on the same ND Act licence	Supply to another ND Act Licence Holder for manufacture	Supply to another ND Act Licence Holder for another purpose^	Supply - Domestic - The holder of a licence under Part 3-3 of the TG Act	Supply - Domestic Sales, Transfer (non ND Act Licence Holder)	Supply - Export	Destroyed (excludes waste)
N/A	N/A	P4	P1	P2	N/A	P3	P7, P8, P9, P10	P6	P5

- **Used in own manufacture:** Use to record quantities of cannabis starting material that is used for own manufacturing activities each month. This manufacture activity must be conducted at the same site.
- **Used in own resin production:** Use to record any cannabis starting material converted into resin (without using solvents) each month.
  - Note that the resin created is to be recorded in the ‘Produced from own cultivation (flower heads) or (other parts of the plant) (same site)’ column on the resin tab.
- **Testing/analysis:** Use to record any cannabis that is used for testing and analysis purposes (either by the permit holder on site, or by a third party).
- **Transferred to another site on the same ND Act licence:** Use to record any cannabis that is transferred to another authorised site on the same medicinal cannabis licence.
- **Supply to another ND Act Licence holder for manufacture:** Use to record any cannabis that is supplied to another medicinal cannabis licence holder for the purposes of manufacture under the Narcotic Drugs Act.
- **Supply to another ND Act Licence holder for other purposes:** Use to record any cannabis that is supplied to another medicinal cannabis licence holder for a purpose other than manufacture. Please specify recipient name and purpose in comments section.
- **Supply – Domestic – The holder of a licence under Part 3-3 of the TG Act (GMP Licence holder):** Use to record any cannabis supplied to a domestic entity that holds a licence under Part 3-3 of the Therapeutic Goods Act 1989. This supply must be for the purpose of manufacturing a GMP-compliant product.
- **Supply - Domestic Sales, Transfer (to non-ND Act Licence holder):** Use to record any cannabis that is supplied to another domestic Australian recipient that is NOT an ND Act or GMP Licence holder (e.g., sold to the holder of a relevant State/Territory licence or to a pharmacist).
- **Supply - Export:** Use to record export of cannabis internationally.
- **Destroyed:** Use to record cannabis (flower heads) that is destroyed with no further sales, production or manufacturing activities to be conducted at any time. This does not include waste.

Any additional comments can be entered at the end of each data row after the closing stock column.

**Reporting cannabis resin stock**

The cannabis resin stock tab is used to capture monthly and annual stock balance and movements for cannabis resin. This resin is starting material purchased or produced via physical separation from cannabis flower heads or other parts of the cannabis plant (i.e. stems) for further manufacturing or sale. This does NOT include resin manufactured as an end product from extract.

The ODC use this information to monitor and reconcile stock continuity across cultivation, resin production, manufacturing, and supply activities.

**Opening / closing stock (kg)**

- **Opening stock:** Use to record stock on hand on the first day of the month. Must equal the closing stock from the previous month.
- **Closing stock:** Use to record stock on hand at the end of the month.

Cannabis resin is to be reported as kilograms (kg).

**Source of cannabis resin**

Source of cannabis resin			
Produced from own cultivation (flower heads) (same site) kg	Produced from own cultivation (Other plant parts) (same site) kg	Purchased from another cultivator or transferred from different site	Imported material

- **Produced from own cultivation (flower heads) (same site):** Use to record resin obtained from cannabis flower heads produced from the permit holder’s own cultivation and production activities from the same reporting site.
- **Produced from own cultivation (other plant parts) (same site):** Use to record resin obtained from plant parts other than cannabis flower heads produced from the permit holder’s own cultivation and production activities from the same reporting site.
- **Purchased from another cultivator or transferred from different site:** Use to record resin purchased from a domestic source being either from another medicinal cannabis licence holder under the Narcotic Drugs Act or transferred from a different site on the permit holder’s own medicinal cannabis licence under the Narcotic Drugs Act.
- **Imported material:** Use to record resin acquired from an international source.

**Destination of cannabis resin (kg)**

Destination of cannabis resin (kg)								
Used in own manufacture*	Testing / analysis	Transferred to another site on the same ND Act licence	Supply to another ND Act Licence Holder for manufacture	Supply to another ND Act Licence Holder for another purpose <sup>A</sup>	Supply - Domestic - The holder of a licence under Part 3-3 of the TG Act	Supply - Domestic - Sales, Transfer (non ND Act Licence Holder)	Supply - Export	Destroyed (excludes waste)
N/A	P4	P1	P2	N/A	P3	P7, P8, P9, P10	P6	P5

- **Used in own manufacture:** Use to record quantities of resin starting material that is used for own manufacturing activities each month. This manufacture activity must be conducted at the same site.
- **Testing/analysis:** Use to record any resin that is used for testing and analysis purposes (either by the permit holder on site, or by a third party).
- **Transferred to another site on the same ND Act licence:** Use to record any resin that is transferred to another authorised site on the same medicinal cannabis licence.

- **Supply to another ND Act Licence Holder for manufacture:** Use to record any resin that is supplied to another medicinal cannabis licence holder for the purposes of manufacture under the Narcotic Drugs Act.
- **Supply to another ND Act Licence holder for other purposes:** Use to record any cannabis resin that is supplied to another medicinal cannabis licence holder for a purpose other than manufacture. Please specify recipient name and purpose in comments section.
- **Supply – Domestic – The holder of a licence under Part 3-3 of the TG Act (GMP Licence holder):** Use to record any resin supplied to a domestic entity that holds a licence under Part 3-3 of the Therapeutic Goods Act 1989. This supply must be for the purpose of manufacturing a GMP-compliant product.
- **Supply - Domestic Sales, Transfer (to non-ND Act Licence holder):** Use to record any resin that is supplied to another domestic Australian recipient that is NOT an ND Act or GMP Licence holder (e.g., sold to the holder of a relevant State/Territory licence or a pharmacist).
- **Supply - Export:** Use to record export of resin internationally.
- **Destroyed:** Use to record resin that is destroyed with no further sales, production or manufacturing activities to be conducted at any time. This does not include waste.

Any additional comments can be entered at the end of each data row after the closing stock column.

## Reporting manufacturing activities

The '**Manufacturing**' tab is designed to capture monthly inputs and outputs of manufacture activities, including the use of cannabis, resin, and extract. This tab ensures accurate reconciliation, regardless of origin between cannabis stocks, resin stock and manufactured products.

This tab tracks:

- raw starting materials (cannabis and resin taken from stock tabs) used for manufacturing
- extract obtained (gross weight and cannabinoid content)
- incoming cannabis, resin and extract stocks (domestic or imported)
- outgoing extract stock (supplies, transfers, exports, testing, destruction)

### Opening / closing stock (kg)

- **Opening stock:** Use to record extract stock on hand on the first day of the month. Must equal to the previous month's closing stock.
- **Closing stock:** Use to record extract stock on hand at the end of the month.

**Incoming stock (kg) – cannabis and cannabis resin used in manufacturing**

The utilisation section of the table relates to incoming cannabis and cannabis resin stock that is used to record when an entity uses cannabis/resin as starting material to produce extract. This section is separated into domestic and imported product.

		Incoming stock (kg)					
		Cannabis and cannabis resin utilisation <i>Amounts taken from cannabis stock tabs</i> Domestic			Cannabis and cannabis resin utilisation <i>Amounts taken from cannabis stock tabs</i> Imported		
		Cannabis (flower heads)		Cannabis (Resin)	Cannabis (flower heads)		Cannabis (Resin)
		Low THC	High THC	N/A	Low THC	High THC	N/A
Raw starting material							
Gross weight of extract					*		
Delta 9 THC							
Other THC							
CBD							

- Raw starting material:** This row (green cells) is used to record the raw starting material that is converted into extract. Please note the values in these rows should match the corresponding value from the “Used in own manufacturing” columns from all 3 stock tabs.

  - Raw starting material is to be reported as **Cannabis (flower heads)** (low THC or high THC) or as **Cannabis (resin)** each separated into domestic or imported.
  - If no manufacturing is conducted using raw starting material, then a zero (0) value should be entered in the relevant columns.
- The resulting extract that is produced needs to be recorded as both the **total gross weight of extract** and the **relevant components** (Delta 9 THC, other THC or CBD). The extracts produced may contain solvents and other substances that are not required to be reported at this stage.

**Incoming stock (kg) – Extract**

This table relates to incoming extract stock. It is used to record when an entity uses cannabis extract as a starting material for further manufacturing activities. This section is separated into two columns to record any extract that is purchased either domestically or imported from overseas.

Extract	
Input - Domestic	Input - Imported

**Recording manufactured extract**

All extract is to be recorded as it comes in or out of stock.

- Inputs: extract manufactured from domestic source or imported from overseas.
- Outputs: extract supplied for export, testing/analysis and destruction.

All extract is to be recorded in the appropriate column as total gross weight and its relevant cannabinoid components.

Gross weight of extract				
Delta 9 THC				
Other THC				
CBD				

- **Gross weight of extract:** Use to record the total gross weight of the extract (manufactured and purchased), including all cannabinoid components (THC and CBD) and any solutions they are suspended in.
- **Delta 9 THC:** Use to record the amount of delta-9 tetrahydrocannabinol in the extract.
- **Other THC:** Use to record the amount of all other tetrahydrocannabinol isomers (excluding delta-9 THC) in the extract. This includes delta-6a(10a)-THC, delta-6a(7)-THC, delta-7-THC, delta-8-THC, delta-10-THC and delta-9(11)-THC.
- **CBD:** Use to record the amount of cannabidiol in the extract.

**Outgoing stock (kg)**

Destination of Extract (kg)						
Supply - Domestic Sales, Transfer (Non ND Act Licence Holder)	Supply - Domestic - The holder of a licence under Part 3-3 of the TG Act	Supply - another ND Act Licence Holder for manufacture	Supply - Export	Testing / analysis	Supply for use as a reference standard for medical or scientific testing	Destroyed / loss / reduction through refinement
M1, M3, M6, M8, M9, M10	M4	M2	M5	N/A	M7	N/A

- **Supply - Domestic sales, transfer (to non-ND Act Licence Holders):** Use to record when extract is supplied to another domestic Australian recipient, that is NOT a holder of a licence under the Narcotic Drugs Act. For example, sold to the holder of a relevant State/Territory licence or a pharmacist.
- **Supply – Domestic – The holder of a licence under Part 3-3 of the TG Act (GMP licence holder):** Use to record any extract supplied to a domestic entity that holds a licence under Part 3-3 of the Therapeutic Goods Act 1989. This supply must be for the purpose of manufacturing a GMP-compliant product.
- **Supply to another ND Act Licence Holder for manufacture:** Use to record any extract that is supplied to another medicinal cannabis licence holder for the purposes of manufacture under the Narcotic Drugs Act.
- **Supply - Export:** Use to record any extract that is exported overseas.
- **Testing/analysis:** Use to record any extract that is sent for testing and analysis purposes, most commonly under a state/territory poisons licence/permit.

- Note that this includes any testing or analysis that may be conducted on site.
- **Supply for use as a reference standard for medical or scientific testing:** Use to record any extract that is supplied for the purposes of use as a reference standard.
- **Destroyed / loss/ reduction through refinement:** Use to record any loss of extract.
  - This includes any weight loss due to refining an extract. For example, if you have 100kg of crude extract and, after further refinement, the resulting extract is 80kg, the missing 20kg must be accounted for in this column.
  - This does not include waste.

## Frequently asked questions

### Q1. When do I have to report

A1. Reporting using the **Cannabis Reporting Template** became a mandatory requirement from 1 April 2022 for all permit holders. All reports are to be submitted quarterly, showing a monthly breakdown of all months in the year, up to the ending of that quarter:

- Q1 report due by COB 15 April (reporting on January to March)
- Q2 report due by COB 15 July (reporting on January to June)
- Q3 report due by COB 15 October (reporting on January to September)
- Q4 report due by COB 15 January (reporting on January to December)

Licence holders who have recently obtained a permit are encouraged to start becoming familiar with the template. Reports and questions can be submitted to [mcs@health.gov.au](mailto:mcs@health.gov.au)

### Q2. What is delta 9 and why do I have to report on it?

A2. Delta-9 tetrahydrocannabinol (THC) is the primary psychoactive ingredient found in cannabis and is obtained from the extraction of cannabis (including the acid). The International Narcotics Control Board implemented a requirement in 2021 that all signatories to the Single Convention on Narcotic Drugs 1961, including Australia, need to report annually on levels of delta-9 THC and other THC isomers produced.

### Q3. How do I know how much delta 9 THC is in my extract?

A3. If you do not already track the concentration and different types of isolates you produce when manufacturing, you will need to amend your testing regime to collect this information, this may include sending materials to an authorised third-party testing facility for testing purposes.

### Q4. What is 'other THC'? Does this include all cannabinoids?

A4. The 'other THC' category in the Cannabis Reporting Template is for reporting all forms of tetrahydrocannabinol **other** than delta-9. Specifically, this includes delta-6a(10a)-THC, delta-6a(7)-THC, delta-7-THC, delta-8-THC, delta-10-THC and delta-9(11)-THC.

CBD is also a separate reporting requirement. Other cannabinoids, including CBN and CBG, do not need to be reported at this time.

### Q5. I also do GMP manufacturing/ SAS supply/ other cannabis-related activities under a state licence. How do I report them?

A5. The ODC reporting requirements are only relevant to activities undertaken in relation to a licence and permit issued by the ODC under the *Narcotic Drugs Act 1967*. Activities that are regulated by the Therapeutic Goods Administration (TGA) or state authorities should not be included in the reports, although permit holders should continue to maintain comprehensive records covering all activities.

**Q6. At the time the quarterly report is due, some required details may not be available (e.g. Waiting on testing results to confirm THC concentration of plants or cannabinoid content of extract). How do we account for this?**

A6. The '**Cannabis stock > 1% THC**' and '**Cannabis stock ≤ 1% THC**' tabs in the Cannabis Reporting Template each have a column that allows for comments. Figures should be recorded as accurately as possible at the time of submission, however in the event that a correction needs to be made this can be supplied as part of the following quarter's report and the comments field should be used to explain the issue and why a change was made (e.g. '65 kg of cannabis produced in June 2022 was recorded as low THC, however subsequent testing results have shown this strain to be high THC. Figures in this report have been amended accordingly'). Permit holders are encouraged to contact the ODC at any time with questions or to report issues and incidents.

**Q7. What happens if I don't submit reports on time/ at all?**

A7. Section 17A of the Narcotic Drugs Regulation 2016 states that licence holders must give information relating to activities authorised by the licence if requested by the Secretary. It is a licence condition that licence holders report on their authorised activities. Not submitting reports, submitting reports late, or knowingly submitting false or misleading information, may be considered a breach of the relevant licence condition and may result in compliance action.

**Q8. I'm doing the reporting. What other records do I need to keep?**

A8. Licence holders must be aware of their record keeping obligations. It is a licence condition that the licence holder must keep records that relate to the activities authorised by the licence for a 5-year period (see section 17B of the Narcotic Drugs Regulation 2016). It is also a licence condition to notify the ODC of changes to record keeping arrangements in certain circumstances (see section 20 of the Narcotic Drugs Regulation 2016).

The level of detail to be included in a particular record will need to factor in the complexity of the issue being addressed, and any regulatory requirements that apply to the particular record(s). All licence holders must have a Record Keeping Standard Operating Procedure (SOP).

**Q9. Who do I contact if I need further assistance or have any questions?**

A9. If you have any further questions, please contact the Medicinal Cannabis Section in the ODC by emailing [MCS@health.gov.au](mailto:MCS@health.gov.au)

## Version history

Version	Description of change	Author	Effective date
V1.0	Original publication	Office of Drug Control	April 2022
V2.0	Amended Publication	Office of Drug Control	September 2022
V3.0	Amended Publication	Office of Drug Control	February 2026

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**Office of Drug Control**

PO Box 9848, Canberra ACT 2601, Australia  
Email: [mcs.application@health.gov.au](mailto:mcs.application@health.gov.au) Phone: 6289 4618  
Web: [odc.gov.au](http://odc.gov.au)

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