

## **Pharmaceutical Code of Conduct Disclosure Report Submission Instructions**

This document provides instructions for registered manufacturers concerning disclosure report submission. The information below only applies to manufacturers who have previously registered with the Department in regards to this regulation, and have been assigned a unique manufacturer ID number.

Registered manufacturers are required to submit disclosure reports for a given calendar year by July 1<sup>st</sup> of the following calendar year. Disclosure reports must be submitted in an electronic file, with specific formatting required by the Department (please see the program's website for details on this required format). Once the disclosure file is created in the correct format, the file must be emailed to the Department. Disclosure report files must be submitted as an attachment via email to the following email address: [Pharmameddata@massmail.state.ma.us](mailto:Pharmameddata@massmail.state.ma.us). The Department asks that all emails containing disclosure report submissions contain the following information in the subject line of the email: 'manufacturer name', 'manufacturer unique ID', and 'disclosure report calendar year'.

Companies that do not have any disclosures to report should send an email to this same address, stating this fact in the body of the email; the Department will accept this as a valid disclosure report submission. Manufacturers that have missed the deadline for disclosure report submissions should still submit their disclosures report as soon as possible.

More information for manufacturers may be found on the program's website, in the section titled "Information for Manufacturers", at the following address: [www.mass.gov/dph/pharmamed](http://www.mass.gov/dph/pharmamed)

Questions on the above information should be submitted to the following email box: [Pharmameddata@massmail.state.ma.us](mailto:Pharmameddata@massmail.state.ma.us)