Department of Cannabis Control
CALIFORNIA

How to Submit a Science Amendment

**Note: Cannabis is a Schedule I drug, according to the federal Controlled Substances Act.
Cannabis-related activity is subject to federal prosecution,
regardless of the protections provided by state law.**

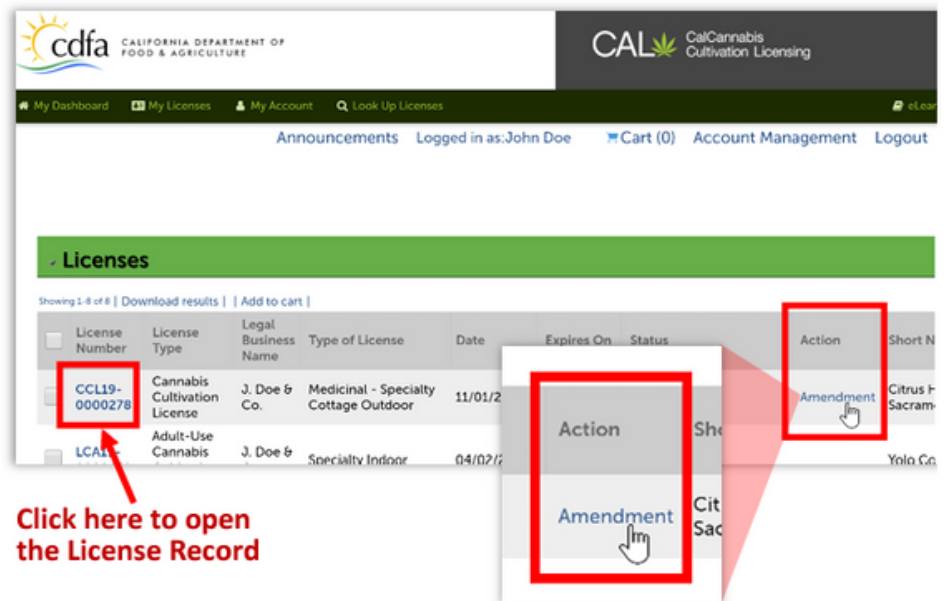## Why Submit a Science Amendment?

There are several reasons to notify the Department via a science amendment. This includes transitioning a provisional license to an annual license, submitting documentation for a provisional license renewal review, or proposed physical modifications to the licensed premises. A Science Amendment can only be submitted by the Designated Responsible Party (DRP) named on your license. There is no fee associated with filing an amendment. The DRP initiates the Science Amendment process by logging into their account in the Licensing System and following the link to **My Licenses**.
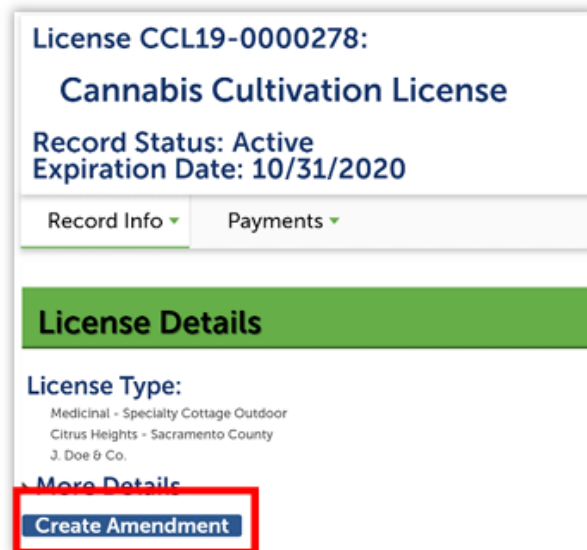
The Science Amendment Process

You can submit an Amendment if your license has a status of *Active, About to Expire, Expired – Pending Renewal, and Suspended.*

On your **Licenses** page, you can submit an amendment by clicking on the **Amendment** link under the **Action** column.

You can also submit a **Science Amendment** by clicking the **License Number** to open the record, then clicking on the **Create Amendment** button.

The first step in the Amendment process is to provide **License Information**.

Per the instructions under **License Information**, review the information displayed for accuracy.

Note the text above the fields:

The fields here are read-only, but you, as DRP for this license, can write a note describing the amendment you are proposing. Notice that the text box can be expanded by dragging the lower right corner.

In this text box, you should to clarify the purpose of your amendment, including identifying proposed physical modification(s) to the cultivation plan, requesting a transition from a Provisional to an Annual license, or any additional documentation being provided prior to the renewal of a provisional license.

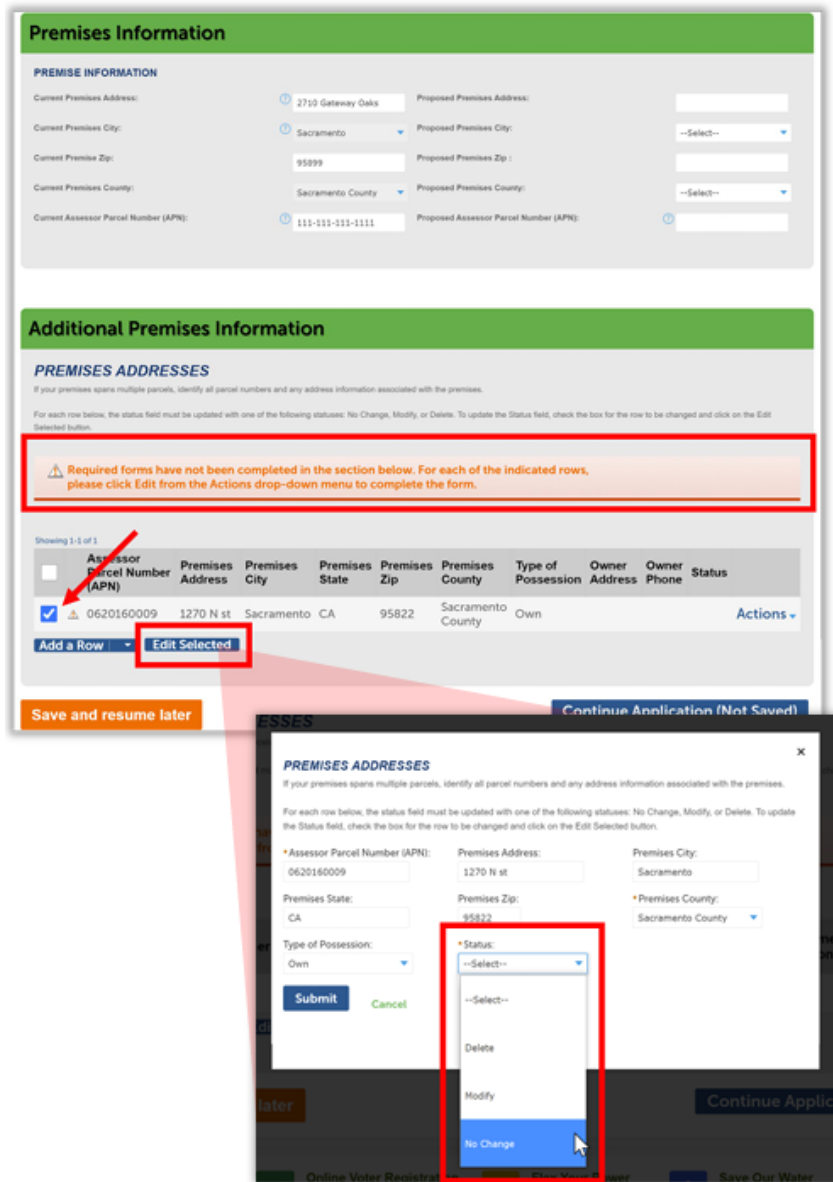Click **Continue Application** when ready.

Premises Information

On the next page you can make changes to your Premises address, by entering new values in fields on the right side of the screen, the "proposed" side of the screen. Note that you cannot change physical locations without applying for a new license – your license is for a single location.

You can make corrections to address information or your Assessor Parcel Number (APN).

Likewise, if needed, you can change **Additional Premises Information** in the lower section. Again, this is supplemental address information for the location where you cultivate, not for additional sites.

To update the status field(s) and make modifications check the box for all rows to be changed and click on the **Edit Selected** button. For additional premises addresses click on the **Add a Row** button.

For each row in the table the status field must be updated with one of the following statuses: **No Change**, **Modify**, or **Delete**.

Click **Continue Application** when ready.

Power Source

In the **Power Source** section, the selections you made in your original application are repeated on the righthand, "proposed" side of the screen, where you can make any necessary changes. Then click **Continue Application**.

Source of Water Supply

The next section documents your source of water supply. This is information you provided when you first submitted your application. For all table entries, you must check the boxes at left, click on the **Edit Selected** button, and then tell us if there is **No Change**, or you want to **Modify** or **Delete** the entry.

A pop-up dialog displays so you can make changes or mark as No Change. If you select a new **Type of Water Supply**, the display reconfigures to show other fields for the values required for that water supply type.

To add another source of water supply, click **Add a Row**.
Click **Submit** to close the form. Then click **Continue Application**.

Document List

The next page displays a detailed **List of Documents**. There are several documents that may apply to the Science Amendment:

- Property Diagram
- Premises Diagram
- Documents required for Nursery and Processor license types
- Lighting Diagram
- Waste Management Plan
- Water Service Bill
- Well Completion Report
- Photographs of the Rainwater Catchment Infrastructure
- State Water Resources Control Board (SWRCB) Diversion Authorization
- Evidence of Enrollment in a Water Quality Protection Program
- Evidence of California Environmental Quality Act (CEQA) Compliance

  Lake and Streambed Alteration Documentation (CDFW)

Add an Attachment

At the bottom of the screen in the **Attachment** section, click the **Add** button to begin uploading any documents you need to attach.

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1. The **File Upload** pop-up window displays.

2. Click **Add.**

3. A file selector dialog displays.

4. Double-click on the file you want to upload from your computer's drive, or select it and click **Open**.

5. To add more files, click **Add** again.

6. If there are no more files to upload, click **Continue**.
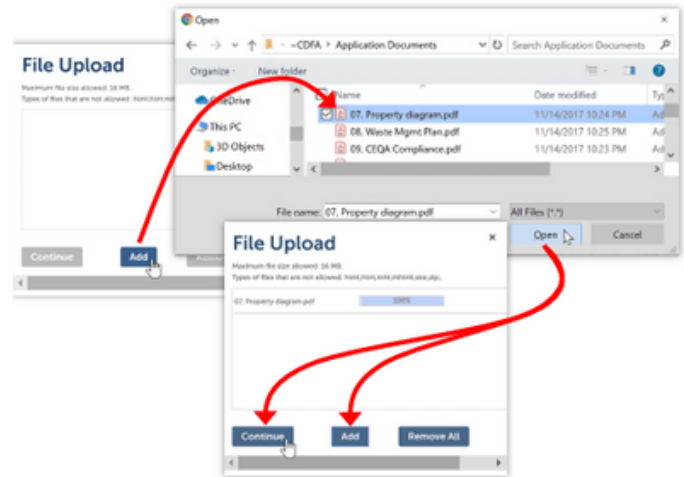
Select a document **Type** from the comprehensive list of types in the dropdown. If needed, you can enter a description of the document in the text box (required if you select **Other** from the **Type** list).

Click **Add** to upload more files, or select **Remove All** to start over with choosing documents.

Note: After submitting your Amendment, you can provide additional documents until the amendment is approved or rejected. Once the amendment is approved or rejected you will no longer be able to upload additional documents.

Click **Save** when you're ready to save your documents for upload.

A message at the top of the screen indicates a successful upload.

Finally, click **Continue Application** when done.

Note: The system only accepts certain files up to 16MB, and only the following formats: PDF, MSWord (.docx), Excel (.xlsx), text files (.txt), graphic formats JPG, PNG, TIFF, and email file (.msg and .eml).

Declarations

If this Science Amendment applies to an Annual license, you won't need to check the Declarations checkboxes again, and instead you will see this screen, stating that you previously made these declarations. Check **No**, then click **Continue Application**.
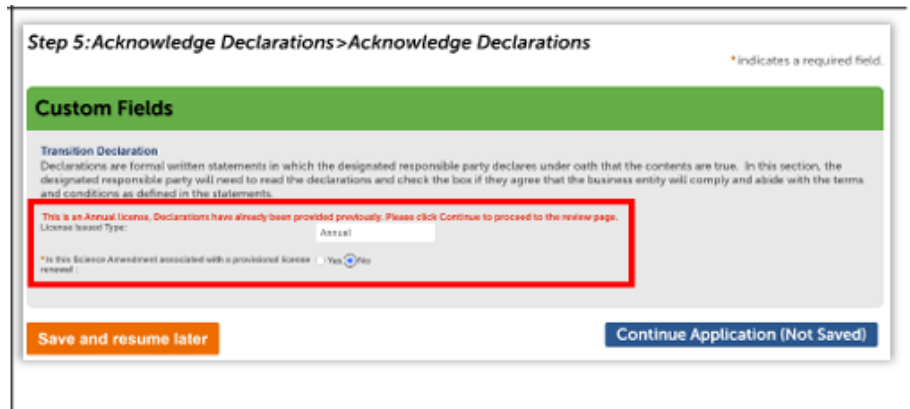
Renewing a Provisional License or Transitioning Provisional to Annual

If this Science Amendment Applies to a Provisional License, and it is associated with your provisional renewal, check the Yes button next to the first question.

A field displays a dropdown list of years in which your Provisional license may expire. Select the correct year.

The second question asks "*Is this Science Amendment for a transition from a provisional to an annual license:*"

A **Yes** answer here displays the list of Declarations. Checking each box next to these Declarations is required for obtaining an annual license.

If you are not using this Science Amendment to request a transition from a provisional to an annual license, check the **No** button, the Declarations do not display.

Click **Continue Application** when ready.

Review and Certification

Next is the **Review** page where you may return to previous sections and edit your amendment.

At the bottom of the **Review** screen, check the box that you agree to the above certification statement, then click **Continue Application**. This submits your Science Amendment.

Confirmation and Receipt

The next screen is a notice that your amendment was submitted. Note the amendment number at the bottom.

Deficiencies

If your amendment is missing any information, the CalCannabis Licensing staff sends a deficiency notice, which you will receive via email. You can also click on the Amendment record, navigate to the drop-down menu, and select Attachments to review the deficiency notice.

Deficiency details can also be reviewed under the Amendment record by navigating to the drop-down menu, and selecting License Details.

Processing Status

If you would like to check the progress of your Amendment's review process, click on the Amendment number in your **Licenses** list, select the **Record Info** dropdown list, and choose **Processing Status**.

Note: If your amendment is approved, you'll receive an email from CalCannabis with instructions on how to view your amendment record and, if necessary, how to print your new license certificate.