



How to Submit a Science Amendment

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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?

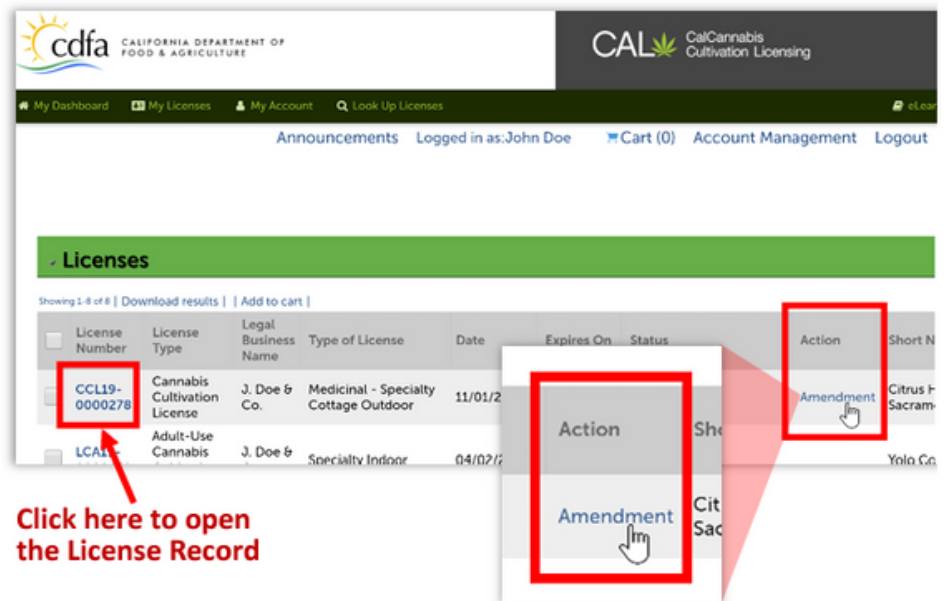
There are several reasons to notify the Department via a science amendment. This includes transitioning a provisional license to an annual license, submitting documentation for a provisional license renewal review, or proposed physical modifications to the licensed premises. A Science Amendment can only 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**.



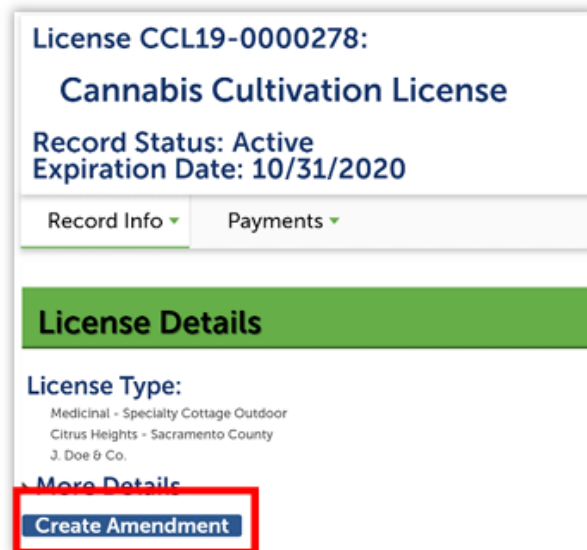
The Science Amendment Process

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.

The screenshot shows the 'Science Amendment' form with a progress bar at the top containing steps 1 through 7. Step 1, 'License Information', is highlighted. Below the progress bar, the heading 'Step 1: License Information > License Information' is followed by a 'Science Amendment' definition and instructions. A red box highlights a warning: 'Warning: Only the Designated Responsible party can submit a science amendment.' Below this, there are input fields for License Number (CCL19-000278), License Expiration Date (10/31/2020), DRP First Name (VSP3m), DRP Last Name (VSP3m), and DRP Email Address (jmolnar@evativp.com). A larger text box for 'Please describe proposed amendment(s):' is highlighted with a red box and has a mouse cursor at its bottom-right corner. At the bottom of the form, there are two buttons: 'Save and resume later' and 'Continue Application (Not Saved)', both highlighted with red boxes.

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.

This close-up shows the 'Please describe proposed amendment(s):' text box. A red box highlights the text 'Providing evidence of CEQA compliance and converting from Provisional to Annual.' Below the text box is an orange button labeled 'Save and resume later'.

Click **Continue Application** when ready.



Premises Information

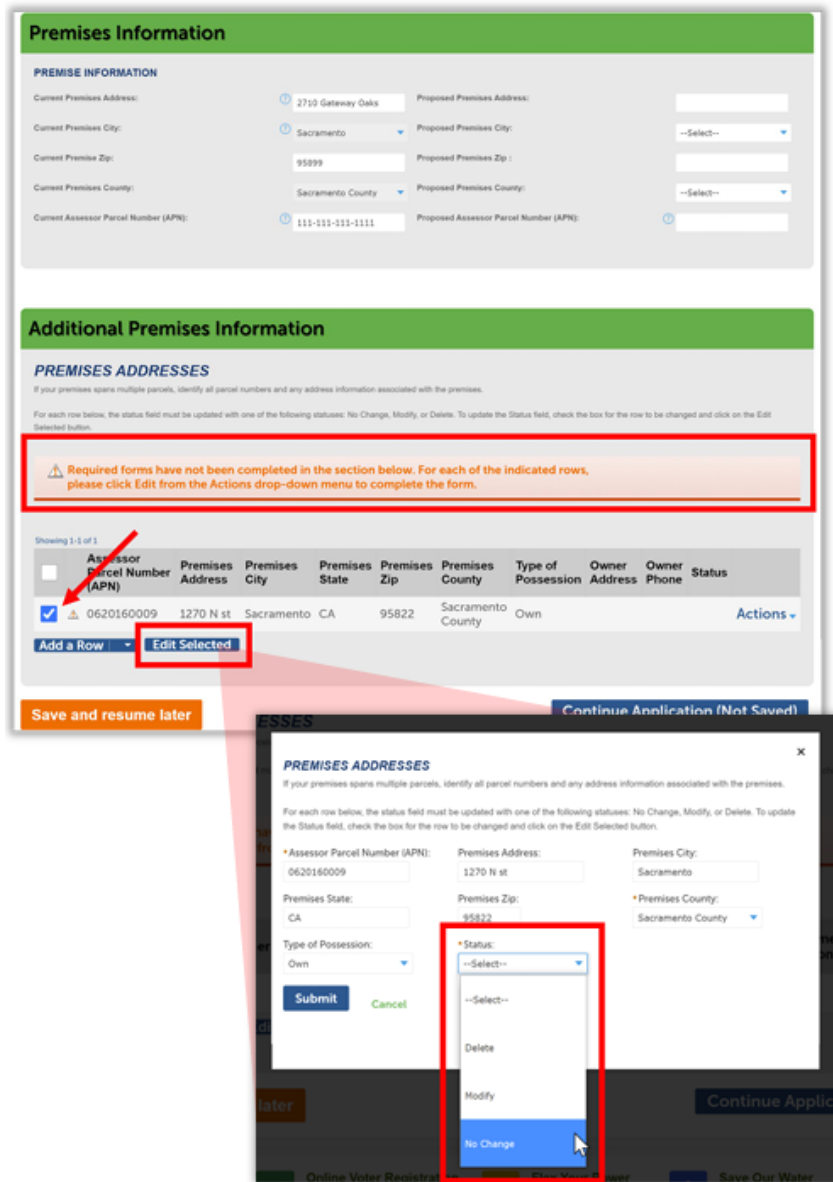
On the next page you can make changes to your Premises address, by entering new values in fields on the right side of the screen, the “proposed” side of the screen. Note that you cannot change physical locations without applying for a new license – your license is for a single location.

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**.

Step 3: Power and Water Information > Power Information *Indicates a required field.

Power Source

POWER SOURCE
Please review the existing power source information relating to your commercial cannabis cultivation license, which is identified as "Current" below. If applicable, check all additional "Proposed" power sources you plan to utilize forward. If you are no longer using power sources indicated below, please uncheck the corresponding box.

Current Grid - Refers to electric utility companies:	<input checked="" type="checkbox"/>	Proposed Grid - Refers to electric utility companies:	<input checked="" type="checkbox"/>
Current Solar - Refers to solar photovoltaic systems:	<input type="checkbox"/>	Proposed Solar - Refers to solar photovoltaic systems:	<input type="checkbox"/>
Current Generator - Rated 50 HP and greater:	<input type="checkbox"/>	Proposed Generator - Rated 50 HP and greater:	<input type="checkbox"/>
Current Generator - Rated under 50 HP:	<input type="checkbox"/>	Proposed Generator - Rated under 50 HP:	<input type="checkbox"/>
Current Other - Refers to other renewable energy systems:	<input type="checkbox"/>	Proposed Other - Refers to other renewable energy systems:	<input type="checkbox"/>
Current Other Source Description:	<input type="text"/>	Proposed Other Source Description:	<input type="text"/>

Save and resume later Continue Application (Not Saved)



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**.

Source of Water Supply

SOURCE OF WATER SUPPLY

Retail Supplier - Any local entity, including a public agency, city, county, or private water company, that provides retail water service.
 Small Retail Supplier - Delivery or pickup from a groundwater well.
 Groundwater Well - Hole drilled into ground to access water contained in an aquifer.
 Rainwater Catchment System - Rainwater management through collection of rainwater and using it onsite.
 Diversion from Waterbody (or an Underground Stream Flowing in a Known and Defined Channel) - System of structures and measures that intercept clear surface runoff.

For each row below, the status field must be updated with one of the following statuses: No Change, Modify, or Delete. To update the Status field, check the box for the row to be changed and click on the Edit Selected button.

Required forms have not been completed in the section below. For each of the indicated rows, please click Edit from the Actions drop-down menu to complete the form.

Showing 1 of 2

<input type="checkbox"/>	Type of Water Supply	Name of Supplier	Geographical Location Coordinates	Authorized Place of Use	Maximum Amount of Water Delivered	Total Square Footage	Total Storage Capacity (gallons)	Description	Diversion Number	Water Source	Status
<input checked="" type="checkbox"/>	Rainwater Catchment System					765	200	Testing MR12 Story 6669			Action
<input checked="" type="checkbox"/>	Retail Supplier	Retail Supplier									Action

Add a Row **Edit Selected**

Save and resume later **Continue Application (Not Saved)**

SOURCE OF WATER SUPPLY

Retail Supplier - Any local entity, including a public agency, city, county, or private water company, that provides retail water service.
 Small Retail Supplier - Delivery or pickup from a groundwater well.
 Groundwater Well - Hole drilled into ground to access water contained in an aquifer.
 Rainwater Catchment System - Rainwater management through collection of rainwater and using it onsite.
 Diversion from Waterbody (or an Underground Stream Flowing in a Known and Defined Channel) - System of structures and measures that intercept clear surface runoff.

For each row below, the status field must be updated with one of the following statuses: No Change, Modify, or Delete. To update the Status field, check the box for the row to be changed and click on the Edit Selected button.

*Type of Water Supply: Rainwater Catchment System
 Name of Supplier:
 Geographical Location Coordinates:
 Authorized Place of Use:
 Maximum Amount of Water Delivered: gallons
 Total Storage Capacity (gallons): 200
 Description: Testing MR12 Story 6669
 Diversion Number:
 Water Source:

*Status: **Modify** **No Change**



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.

Science Amendment

1 2 Premises Information
3 Power and Water Information
4 Documents
5 Acknowledge Declarations
6 Review
7

Step 4: Documents > List of Documents

Property Diagram: The following must be included: boundaries and dimensions of property and proposed premises, entrances and exits to the property and premises, roads, water crossings, water sources identified and labeled for beneficial use type, assessor's parcel number(s) (APN), and other activities. If a water source is a diversion, well, or rainwater catchment include the location with coordinates, water distribution system, and location, type, and capacity of each storage unit used for cultivation.

Premises Diagram: For specialty cottage, specialty, small, and medium license types the following areas are required: canopy area(s), pesticide and other agricultural chemical storage area(s), cannabis composting area(s) or cannabis waste storage area(s), harvested cannabis storage area(s), and administrative hold area. If applicable identify processing area(s), packaging area(s), and areas outside of canopy where immature plants shall be maintained. Area (s) shared between licenses held by one licensee must be identified.

For nursery license types the following areas are required: pesticide and other agricultural chemical storage area(s) and cannabis composting area(s) or cannabis waste storage area(s). At least one of the following areas must be identified: area(s) containing only immature plants or seed production area(s). If applicable identify the research and development area(s).

For processor license types the following areas are required: processing area(s), harvested cannabis storage area(s) and cannabis composting area(s) or cannabis waste storage area(s). If applicable identify the packaging area(s).

Lighting Diagram: Include the location of lights in canopy area(s) and the maximum wattage or wattage equivalent of each light.

Waste Management Plan: Identify the method(s) for managing cannabis waste generated.

Water Service Bill: Provide a copy of most recent water service bill.

Well Completion Report: Provide a copy of well completion report filed with the Department of Water Resources (DWR). If no well completion report is available, provide evidence from DWR.

Photographs of the Rainwater Catchment Infrastructure: Provide photographs including location, size, and type of all surface areas that collect rainwater.

State Water Resources Control Board (SWRCB) Diversion Authorization: Provide applicable water right statement, application, permit, license, or small irrigation use registration identification numbers(s), and either a copy of any applicable statement, registration certificate, permits, licenses, or proof of a pending application or if claiming an exception from the requirement provide a copy of the documentation submitted to the State Water Resources Control Board.

Evidence of Enrollment in a Water Quality Protection Program: If enrollment has changed or updated provide a copy of the Notice of Applicability or Notice of Non-Applicability.

Evidence of California Environmental Quality Act (CEQA) Compliance: Provide all documentation pertaining to CEQA compliance. To transition a provisional license to annual license evidence of CEQA compliance that meets the requirements of section 8102(r) of Title 3 of the California Code of Regulations must be provided. To renew a provisional license the licensee must be in the process of complying with local ordinances and completing requirements. Indicate in the description box what CEQA documentation is being provided.

Lake and Streambed Alteration (LSA) Agreement Document(s): To transition from a provisional license to an annual license an LSA Agreement or written verification that one is not needed is required from CDFW. To renew a provisional license evidence of progress toward completion of an LSA agreement or written verification that an LSA Agreement is not needed is required. Indicate in the description box which CDFW documentation is being provided.

*Indicates a required field.

Attachment

Upload file information

Maximum file size allowed: 100 MB
Types of files that are not allowed:
ade,adp,bat,cmd,com,cpl,exe,hta,htm,html,ins,isp,jar,jis,lib,lnk,mde,mht,mhtml,mac,msg,mat,php,pif,scr,act,shb,sys,vb,vsbe,vbs,vxd,wsc,wsf,wsht,zip

Name	Type	Size	Latest Update	Action
No records found.				

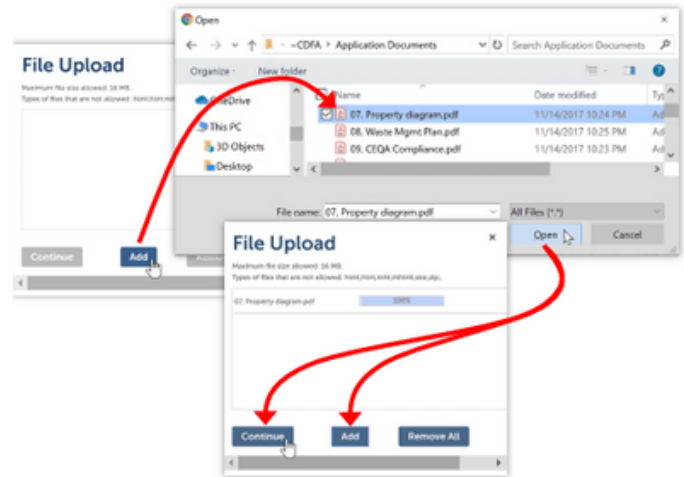
Add

Save and resume later

Continue Application (Not Saved)



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.

The screenshot shows the 'Attachment' upload interface. A dropdown menu is open, displaying a list of document types. The type 'Local - Evidence of CEQA Compliance' is selected and highlighted in blue. A red box highlights the 'Type' dropdown menu, and another red box highlights the 'Add', 'Remove All', and 'Save' buttons. A red arrow points from the selected type in the dropdown to the 'Description' text box. Below the interface, a green success message states: 'The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.'

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.

The screenshot shows the 'Attachment' interface after a document has been uploaded. The table below shows the uploaded document:

Name	Type	Size	Latest Update	Action
09_CEGA Compliance.pdf	Local - Evidence of CEQA Compliance	7 bytes	03/17/2021	Actions ▾

Below the table, there is an 'Add' button. At the bottom of the interface, there are two buttons: 'Save and resume later' and 'Continue Application (Not Saved)'. The 'Continue Application (Not Saved)' button is highlighted with a red box.

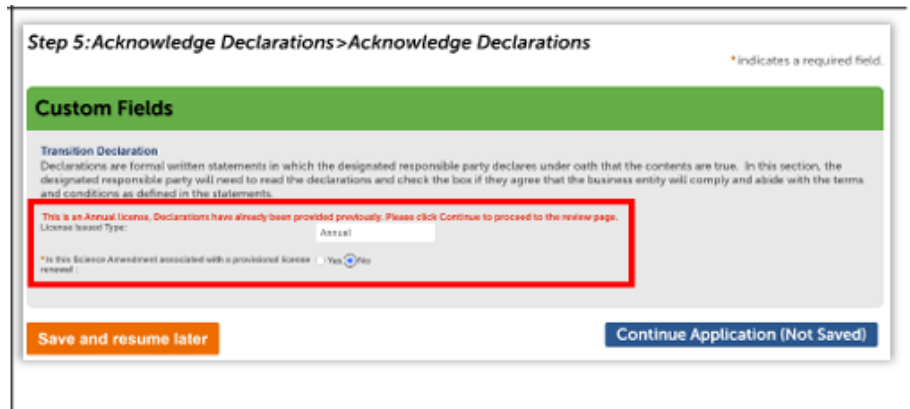
A message at the top of the screen indicates a successful upload.

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.

Science Amendment

1 2 3 Power and Water Information 4 Documents 5 Acknowledge Declarations 6 **Review** 7 Record Issuance

Step 6: Review

Save and resume later Continue Application (Not Saved)

Please review all of the information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move forward in the application. Please read the certification statement at the bottom of the review page. If you agree with the statement, check the box to continue.

Application Type

Science Amendment

License Information

LICENSE TYPE: [Edit]

License Number: CCL19-0000278
 License Expiration Date: 10/31/2029
 DRP First Name: VIRGIN
 DRP Last Name: VIPSANOR

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.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: 03/19/2021

Save and resume later Continue Application (Not Saved)

Confirmation and Receipt

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

1 Select item to pay 2 Payment information 3 **Receipt/Record issuance**

Step 3: Receipt/Record issuance

Receipt

Your application(s) has been successfully submitted. Click on your Application Record Number below to print your record(s) and retain a copy for your records.

CCL19-0000278-SA002



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.

Science Amendment

Record Status: Additional Information Needed

Record Info ▾ Payments ▾

License Details

-More Details

- ▣ Related Contacts
- ▣ Application Information
- ▣ Application Information Table

SOURCE OF WATER SUPPLY

Type of Water Supply:	Small Retail Supplier - Delivery or pickup of water from a groundwater well
Name of Supplier:	ACME Water Co.
Geographical Location Coordinates:	45 55 45 75
Maximum Amount of Water Delivered:	150000
Type of Water Supply:	Small Retail Supplier - Delivery or pickup of water from a groundwater well
Name of Supplier:	ACME Water Co.
Geographical Location Coordinates:	45 55 45 75
Maximum Amount of Water Delivered:	150000
Type of Water Supply:	Small Retail Supplier - Delivery or pickup of water from a groundwater well
Name of Supplier:	ACME Water Co.
Geographical Location Coordinates:	45 55 45 75
Maximum Amount of Water Delivered:	150000

Deficiencies

Deficiency Type:	Water - Lake and Streambed Alteration Document
Deficiency Details:	The application is missing a copy of a valid California Department of Fish and Wildlife (DFW) Permit 1602, pursuant to Section 1602 of the Fish and Game Code. Please provide a copy of the permit. If a lake and streambed alteration agreement is not required, written verification from the DFW must be provided.
Status:	Deficient

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.

License CCL19-0000278-SA002:

Science Amendment

Record Status: Submitted

Record Info ▾ Payments ▾

Processing Status

📄 ▾ Science Amendment Review

Completed on TBD

