How to Submit a Science Amendment in the CalCannabis Licensing System

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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 on the CalCannabis Licensing System and following the link to My Licenses.
The Science Amendment Process

All active license records listed on your Licenses page now have an Action link for Amendment. This is one route for submitting an amendment. Click on this link to begin.

An alternative method for creating a Science Amendment is to click the License Number to open the record, then click the Create Amendment button.

For more information, please visit: calcannabis.cdfa.ca.gov

Submitting a Science Amendment

October 2019
The first step is to provide License Information.

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

Note the text above the fields:

If transitioning from a Provisional License to an Annual License, identify the proposed type of license below. If submitting for review of a provisional license for approval to renew the license fee must be paid within 60 days prior to the expiration of the license.

You cannot change any fields here, but you can write a note describing the amendment you are proposing and/or the type of license you wish to propose. Notice that the text box can be expanded by dragging the lower right corner.

Note: As of October 24, 2019, the 3-letter prefix of your license number is now CCL, for Cannabis Cultivation License. This change was made to simplify the licensing system. The CCL prefix is the same for all licenses, regardless of the type (Medicinal or Adult-Use, Annual or Provisional).
This space should be used to clarify and identify proposed physical modification(s) to the cultivation plan, if the provisional license is to transition to an annual license, or additional documentation is being provided prior to the renewal of a provisional license.

If you have questions about provisional licenses and CEQA requirements, see the FAQ document on the CalCannabis website titled **Frequently Asked Questions About Provisional Cannabis Cultivation Licenses**.

Note the example comment in the text box we saw above. Click **Continue Application** when ready.
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. 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.

Click Continue Application when ready.

**Power Source**

The next page is for your Power Source. Your current selection(s) are repeated on the righthand, “proposed” side of the screen. Make any changes there and click Continue Application.

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Submiting a Science Amendment

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Water Quality Enrollment

The next page documents your license’s Water Information. The first section, Water Quality Enrollment, asks for a new license requirement, a Waste Discharge Identification Number (WDID). This enrollment number is required for all licenses, except for a processor license. Here is the relevant regulation:

**CCR § 8102(p):** For all cultivator license types except Processor, evidence of enrollment in an order or waiver of waste discharge requirements with the State Water Resources Control Board or the appropriate Regional Water Quality Control Board. Acceptable documentation for evidence of enrollment can be a Notice of Applicability letter. Acceptable documentation for a Processor that enrollment is not necessary can be a Notice of Non-Applicability.
**Water Supply**

The next section documents your **Source of Water Supply**. This is the same set of tables and fields you entered when you first submitted your application. Select the checkbox next to one of your sources and click **Edit Selected**. A pop-up dialog displays, enabling you to make changes. Once you select a new **Type of Water Supply** in the first dropdown list, the other fields will reconfigure to display only the values required for that water supply type.

When you’ve made any required changes, click **Submit** to close the form. Then click **Continue Application**.

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### Source of Water Supply

<table>
<thead>
<tr>
<th>Type of Water Supply</th>
<th>Name of Supplier</th>
<th>Geographical Location Coordinates</th>
<th>Authorized Place of Use</th>
<th>Maximum Amount of Water Delivered</th>
<th>Total Storage Capacity (gallons)</th>
<th>Description</th>
<th>Diversion Number</th>
<th>Water Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail Supplier</td>
<td>ACME Water Co.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Actions**

- **Add a Row**
- **Edit Selected**
- **Delete Selected**
- **Continue Application (Not Saved)**

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For more information, please visit: [calcannabis.cdfa.ca.gov](https://calcannabis.cdfa.ca.gov)
• Photographs of the Rainwater Catchment Infrastructure
• State Water Resources Control Board (SWRCB) Diversion Authorization
• State Water Resources Control Board Evidence of Enrollment in a Water Quality Protection Program
• Evidence of California Environmental Quality Act (CEQA) Compliance
• California Department of Fish and Wildlife (CDFW) Lake and Streambed Alteration Documentation

**Attachments**

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

Click the **Add** button in the pop-up window and a file selector dialog displays.

Double-click or select the file you want to upload from your computer’s drive and click **Open**.

Click **Add** again if there is more than one file and click **Continue** when done.
Select a document **Type** from the dropdown list. If needed, you can type in a description of the document in the text box, which is required if you select **Other** from the **Type** list.

Click **Save** when ready to save your documents, then click **Continue Application** when done.

### 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. Click **Continue Application** when ready.
Transitioning Provisional to Annual

If you are transitioning a Provisional to an annual license, check the Yes button next to the first question.

The list of Declarations displays. Checking the boxes next to these Declarations is required for obtaining an annual license.

If you are not transitioning to an annual license, check the No button next to the first question – you are not using this Science Amendment to request a transition from a provisional to an annual license, and 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.

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

If there is any missing information in your amendment, the CalCannabis Licensing staff will send you a deficiency notice, which you will receive via email and as an announcement when you log in. You will also find a deficiency record in your **Licenses** list.

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**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
**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/When your amendment is approved, you will receive an email from CalCannabis with instructions on how to view your amendment record and, if necessary, how to print your new license certificate.

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