



Guide to Submitting a Statement of Deficiencies Response and the Required Documentation:

****A licensee must receive a letter from the department to submit a deficiency response.***

After an inspection is completed, the licensee will receive a Deficiency Report letter from the Cannabis Control Division. If no deficiencies are identified, a report will still be issued but there will be no deficiencies noted.

The licensee is required to respond to the deficiencies through a Statement of Deficiencies Response application via the [TransAction Portal \(TAP\)](#). Completion of this application must be within 10 days of receipt of the report.

If a response from the licensee is not received within the 10 days, the department will assume that the deficiencies have not been corrected. Failure to correct all deficiencies and submit required materials in a timely manner may result in potential department action.

- The licensee is required to respond to each deficiency and submit the response application in the [TransAction Portal \(TAP\)](#).
- Each deficiency must be responded to and supporting documentation must be uploaded with a detailed description to easily identify the deficiency being addressed.
- To support the claim that each deficiency has been corrected, the licensee will submit documentation in the form of photos, documents, or other attachment(s) within the application.
- A follow-up inspection may be completed to verify the licensee's Plan of Correction
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Please NOTE: Your online session will timeout after 45 minutes of inactivity. Please save your work if you will be away from your computer.

Instructions:

1. Log into your [TAP](#) account.
2. On the Cannabis License section, click on More...

- > [Make a Payment](#)
- > [New Cannabis License](#)
- > [View Sites, Application Summaries, and Payments](#)
- > [More...](#)

3. Under the Account Options select “Submit a Statement of Deficiencies Response”. (This will only appear after the Deficiency Report letter has been issued.)

 **Account Options**

Account specific forms/applications.

- > [Submit Packaging and Labeling Application](#)
- > [View Packaging and Labeling Status](#)
- > [Submit a Statement of Deficiencies Response](#)
- > [Update Owners and Ownership Percentages](#)
- > [Update a Dispensary, Manufacturer, Cultivator and/or Transporter License](#)
- > [Send Us a Message](#)

4. Enter the Letter ID from the Deficiency Report letter and click next.

Please enter the letter ID from your deficiency letter.

* Letter ID *Required*

Cancel Save Draft < Previous **Next** >

5. Confirm the Licensee, DBA (if stated), Letter Date, and Letter ID information is correct. There are instructions and information for assistance if needed as well. For guidance contact your inspector or the Education Specialists.

Statement of Deficiencies Response

Licensee _____

DBA _____

Letter Date _____ Letter ID _____

Each item from your deficiency report must be individually addressed by the licensee with this Statement of Deficiencies Response. Licensee will input the reference rule or law (for example: 16-12-104, MCA, ARM 42.39.118) and, in the response box, what was done to bring the observed item into compliance. As applicable, documents and/or photos are required to verify deficiencies are adequately cured. A followup inspection may be completed to verify the plan of correction.

All deficiencies must be corrected and the completed statement of deficiencies response must be submitted with the deficiency report letter ID and proof of the corrections, within 10 calendar days of the deficiency report being sent. Failure to correct all deficiencies and submit required materials in a timely manner could result in adverse action by the department. If you have any questions or need additional guidance, please contact your Inspector or our Education Specialist at DORCCD@mt.gov or (406) 444-0596

6. Each deficiency cited will appear numbered. These numbers are the same as the letter sent. (Hint: have a copy of the letter available to reference, and for the notes pertaining to each deficiency.)



Responses No. 1 No. 2 No. 3 No. 4 No. 5 No. 6 No. 7 No. 8 No. 9 No. 10 No. 11 No. 12						
Show Errors						
No	Category	Site ID	Citation	Description of Deficiency	Date Corrected	
1	Advertising	C-100295-001, D-	42.39.123(9)(f)	use objects such as toys or inflatables, movie or cartoon characters, or an *		
2	Advertising	C-100295-001, D-	42.39.123(9)(g)	use or employ a commercial mascot outside of, and in proximity to, a lice *		
3	Advertising	C-100295-001, D-	42.39.123(10)	The prohibition in (9)(c) does not prohibit the use of informational pamph *		
4	General Facilities	C-100295-001, D-	16-12-104(3)	A licensee may not cultivate hemp or engage in hemp manufacturing at a *		
5	General Facilities	C-100295-001, D-	16-12-104(6)	A license issued pursuant to this chapter must be displayed by the licensee *		

7. Each deficiency must be responded to. When you select the deficiency number, the deficiency cited will be at the top. Below is the Number, Category, Site ID (multiple sites might be cited), Inspector, Inspection Date, Address, Citation Number, Description of Deficiency, Date Corrected, and Response/Steps taken to correct.



Responses No. 1 No. 2 No. 3 No. 4 No. 5 No. 6 No. 7 No. 8 No. 9 No. 10 No. 11 No. 12 No. 13						
No. 1 : 42.39.123(9)(f) - use objects such as toys or inflatables, movie or cartoon characters, or any other depiction or image likely to be appealing to youth, where the objects, images, or depictions indicate an intent to cause youth to become interested in the purchase or consumption of marijuana products;						
No.	Category	Site ID		Inspection Date		
1	Adv	C		3		
Inspector				Address		
Aman				9220 E		
Citation		Description of Deficiency		Date Corrected *		
42.39.123(9)(f)		use objects such as toys or inflatables, movie or cartoon characters, or any other depic		Required		
Response/Steps taken to correct *						
Required						
Cancel		Save Draft		< Previous Next >		

8. The red asterisks indicate the fields that must be filled out to complete each deficiency response.


Citation	Description of Deficiency	Date Corrected *
42.39.123(9)(f)	use objects such as toys or inflatables, movie or cartoon characters, or any other depic	Required
Response/Steps taken to correct *		
Required		

9. Once each deficiency is responded to, all the red exclamation marks  will disappear. You can go back to “Responses” to review each deficiency and the date you chose for when it was corrected. If you would like to go back to that specific deficiency, you can click on the pencil icon  to be directed back to the response.

Responses	No. 1	No. 2	No. 3	No. 4	No. 5	No. 6	No. 7	No. 8	No. 9	No. 10	No. 11	No. 12	No. 13
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No	Category	Site ID	Citation	Description of Deficiency	Date Corrected
 1	Advertising	C-100295-001, D-10	42.39.123(9)(f)	use objects such as toys or inflatables, movie or cartoon characters, or any other def	22-Feb-2023
 2	Advertising	C-100295-001, D-10	42.39.123(9)(g)	use or employ a commercial mascot outside of, and in proximity to, a licensed mariji	22-Feb-2023

10. Once you have addressed each deficiency, click “Next” to move onto uploading documents.

 13	Waste	C-100295-001, D-10	42.39.310(3)	Waste that must be rendered unusable prior to disposal includes:	22-Feb-2023
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11. Here you will upload documents to support your corrected deficiencies. You will click on “Supporting Documents (Deficiency Response)” or “Add” to upload each document.

Instructions

Instructions: The table below contains all of the items required to submit your application.

- The first column contains the item name.
- The second column contains the number of items that are required.
- The third column contains the number of items that are attached.

Step 1: Attach an item by clicking the Add Attachment button or by clicking the Item Name from the list.

Step 2: Select the item type from the drop-down list and add a description.

You may attach additional items if necessary.

Documents and photographs are required to verify cured deficiencies.

[For additional information on required attachments visit the CCD web page: Click here](#)

Required Attachments

Item Name	Number Required	Number Attached	OK
Supporting Documents (Deficiency Response)	0	0	<input checked="" type="checkbox"/>

Attachments

Type	Name	Description	Size
There are no attachments.			

12. In the description for the attachment, state the deficiency number the file is referring to. If multiple files are being uploaded for one deficiency, number each one in the description as well. Example below:

Select a file to attach ×

Type

Supporting Documents (Deficiency Response) ▼

Description

No. 1 - 1 of 3

File ^{*}

No file chosen

13. To submit video files, licensees must use the [Montana File Transfer Service](#). For instructions on how to submit files through the Montana File Transfer Service, go to <https://transfer.mt.gov/Home/Instructions>. The files that are able to be sent are below:

- Windows Media Formats (.asf, .wma, .wmv, .wm)
- Audio Visual Interleave (.avi)
- Moving Pictures Experts Group (.mpg, .mpeg, .m1v, .mp2, .mp3, .mpa, .mpe, .m3u)
- MP4 Video file (.mp4, .m4v, .mp4v, .3g2, .3gp2, .3gp, .3gpp)

14. Once all the supporting documents have been uploaded, click “Next” to affirm, sign, and submit your deficiency response.

Affirmation and Signature

I declare under penalty of false swearing that the information provided is true, correct, and complete.

By checking this box, I agree to the above statement(s). *

Full Name * Date 22-Feb-2023

15. After you click “Submit” you will have to enter your password and click okay.

Confirmation

This action will send your application to the Cannabis Control Division (CCD).

Please ensure all information is correct before continuing. Once your submission has been processed, you will be unable to make changes to it without contacting CCD.

Password *

16. To view your responses after you have submitted, click “More...” from the top options and click on “Search Submissions”.

Favorites Summary Action Center Settings **More...**

Q What are you looking for?

Registration Options
Options for registering more accounts.

- > Register to Upload W2, 1099, or Withholding Files
- > Register for a New Tax Account
- > Register for Personal Property Reporting

Submissions
Search for previous submissions.

> Search Submissions

Correspondence
View/manage letters and messages.

- > View Letters
- > View Messages

17. Then you will click on the title of the submission. No changes can be made once you have submitted your deficiency responses.

Pending Processed Rejected

Submissions Filter

Date	Title	Account	Account ID	Period	Confirmation Number
22-Feb-2023	Cannabis Statement of Deficiency Response	Cannabis License	7003446-003-CAL		1-627-673-344

18. If you cannot complete your deficiency responses in one session, you can save a draft and complete it later. To save, click “Save Draft” at the bottom of the screen.

Cancel **Save Draft** < Previous Next >

19. Enter your password and click "OK".

Confirmation



You have asked to save your application. The information you entered will be stored until you complete and submit your application.

Password *

Required

Cancel

OK

20. A confirmation number will be provided, and options to continue, finish later, or print view.

Saved

Thank you for submitting your response. Your confirmation number is 1-732-203-264.

Continue Editing

Finish Later

Printable View

21. To access saved drafts, click on "More..." at the top of the main screen and click on "Search Submissions".

Favorites Summary Action Center Settings **More...**

What are you looking for?

Registration Options

Options for registering more accounts.

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Submissions

Search for previous submissions.

> Search Submissions

Correspondence

View/manage letters and messages.

- > View Letters
- > View Messages

22. On the “Draft” tab, confirm that the confirmation number is the same one provided when you saved the draft. Click on the title of the submission to access your saved deficiency response.

Draft Pending Processed Rejected

Submissions Filter

Date	Title	Account	Account ID	Period	Confirmation Number
22-Feb-2023	Cannabis Statement of Deficiency Response	Cannabis License	7003446-003-CAL		1-732-203-264

23. Your deficiency response will be submitted to the Cannabis Control Division for review. A Deficiency Follow-up letter will be sent to address each deficiency that was cured of uncured. **Once the follow-up letter is sent, you cannot submit anymore responses or changes to the deficiencies cited.**

Forms, Helpful Tips:

- Contact information: [Inspectors](#) and [Education Specialists](#)
- CCD [Inspection Checklist](#)
- For other information pertaining to licensee inspections, visit our CCD Inspection [link](#)
- Questions? Call (406) 444-0596 and press Option 5 to be connected to the education specialists or email DORCCDEducation@mt.gov.