



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

****A licensee must receive a letter from the department to upload required document(s).***

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

If deficiencies are listed in the report, the licensee is required to respond to the deficiencies (aka submit a Plan of Correction) on a [Statement of Deficiencies Response Form](#). The form must be submitted online via the [TransAction Portal \(TAP\)](#) 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 could result in adverse action by the department.

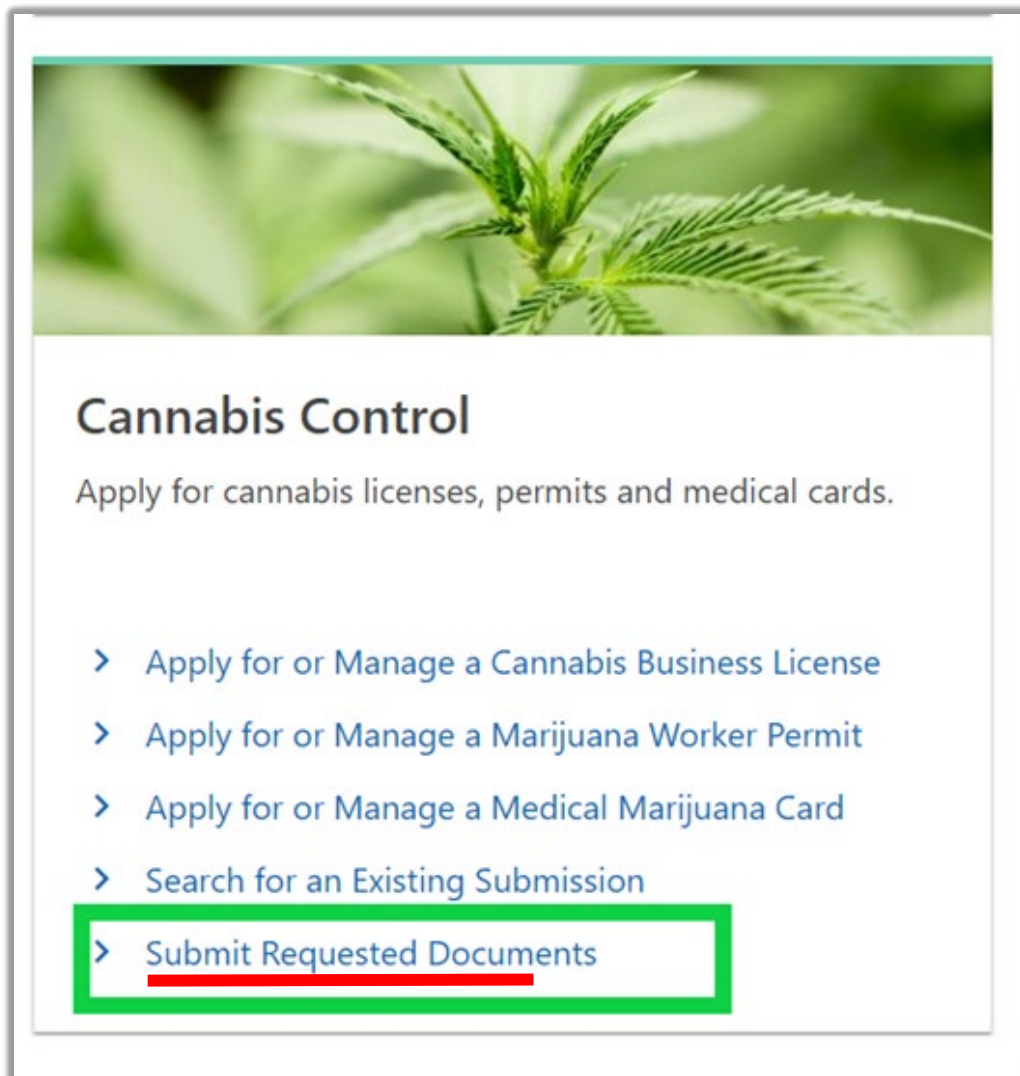
- The licensee is required to respond to each deficiency and to upload the response form in the [TransAction Portal \(TAP\)](#).
- Each response and supporting documentation should be uploaded with a detailed description to easily identify the deficiency being addressed
- To support the claim that each deficiency has been corrected, the licensee will submit documentation in the form of photos, documents, or other attachment(s) with the response form.
- Failure to correct all deficiencies and submit the required materials in a timely manner could result in adverse action by the department

- A follow-up inspection may be completed to verify the licensee's Plan of Correction

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. Navigate to the following link: [https://tap.dor.mt.gov/ /](https://tap.dor.mt.gov/)
2. Scroll down the page to the **Cannabis Control** icon, and choose the option to **Submit Requested Documents**:



3. The next page will be the **Submitter Information**. The licensee **must** then enter the following information:

- The Letter ID (starts with an "L" and is followed by 10 digits)
- Name or "Doing Business As" (DBA)
- Telephone Number
- Email Address
- Confirmation of Email Address
- Message/Additional Information (e.g. "Plan of Correction" or "Statement of Deficiency Response(s)" from cannabis licensee _____)

After entering the required information, select the **Next** button in the bottom, right-hand corner. *Anything with a red asterisk (*) is information that **must** be entered.*

The screenshot shows a web form titled "Submit Requested Documents" with a progress bar at the top. The first step, "Submitter Information", is highlighted with a red bar and a blue circle containing the number 1. The second step, "Upload Attachments", is shown as a grey circle with a red bar. Below the progress bar, the form contains the following fields:

- Identification**
 - Enter the Letter ID: L000000000000
 - Name: STEVE SMITH
 - Phone Number: (406) 222-2222
 - Email Address: mail@mail.com
 - Confirm Email Address: mail@mail.com
- Message**
 - Additional Information: Plan of Correction, Deficiency Responses

At the bottom of the form, there are three buttons: "Cancel", "Previous", and "Next". The "Next" button is highlighted with a green border.

4. The next screen to appear is **Upload Attachments**. On this page, the licensee will upload the completed [Statement of Deficiencies Response Form](#) and any photos, documents, or other attachment(s) to support the claim that the deficiency has been corrected.

Submit Requested Documents

Submitter Information **Upload Attachments**

Upload Attachments

Use the "Browse" button below to attach your document(s).

Attachment Tips

- Document file size limit is 15 MB
- Allowed file types are: .doc, .docx, .dwf, .dwfx, .dwg, .dxf, .jpg, .pdf, .tif, .xls, .xlsx, .jpeg, .png, .heic, .heif
- Max of 20 attachments

Browse

Attachments

Type	Name	Description	Size
There are no attachments.			

It is vital that the "Description" lists the number(s) of the deficiency (e.g. No. 1, No. 26 to 36, etc.)

- Document file size limit is **15 MB**.
- File types that are permitted to be uploaded are: **.doc, .docx, .dwf, .dwfx, .dwg, .dxf, .jpg, .pdf, .tif, .xls, .xlsx, .jpeg, .png, .heic, .heif**
- There is a maximum of twenty (20) attachments allowed.

Select a file to attach

Type
Supporting Documents

Description
No. 2 -26

File
Choose File SAMPLE DOC.docx

Cancel **OK**

Licensee responses should **uniquely** name the **Description** as to the specific deficiencies receiving a response in the **Supporting Documents & Attachments**

5. Upon successful completion of uploading the required attachments, click on the **Submit** button on the bottom-right corner of the screen.

Submit Requested Documents

Submitter Information Upload Attachments

Upload Attachments

Use the "Browse" button below to attach your document(s).

Attachment Tips

- Document file size limit is 15 MB
- Allowed file types are: .doc, .docx, .dwf, .dwfx, .dwg, .dxf, .jpg, .pdf, .tif, .xls, .xlsx, .jpeg, .png, .heic, .heif
- Max of 20 attachments

Browse

Attachments

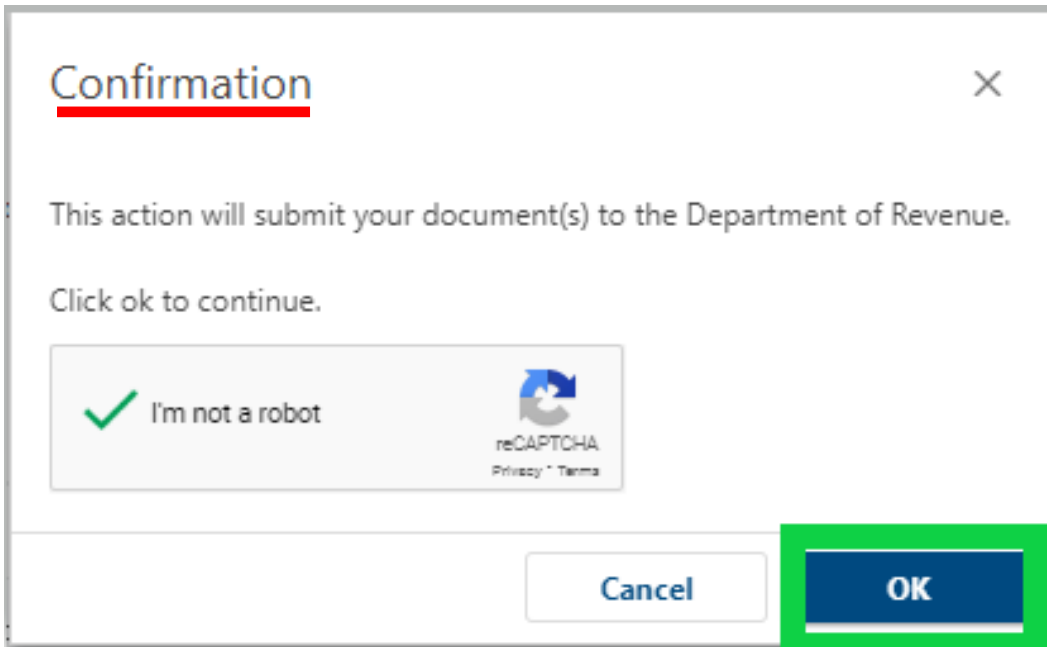
Type	Name	Description	Size
Supporting Documents	SAMPLE DOC.docx	No. 2 -26	11 Remove

Cancel < Previous **Submit**

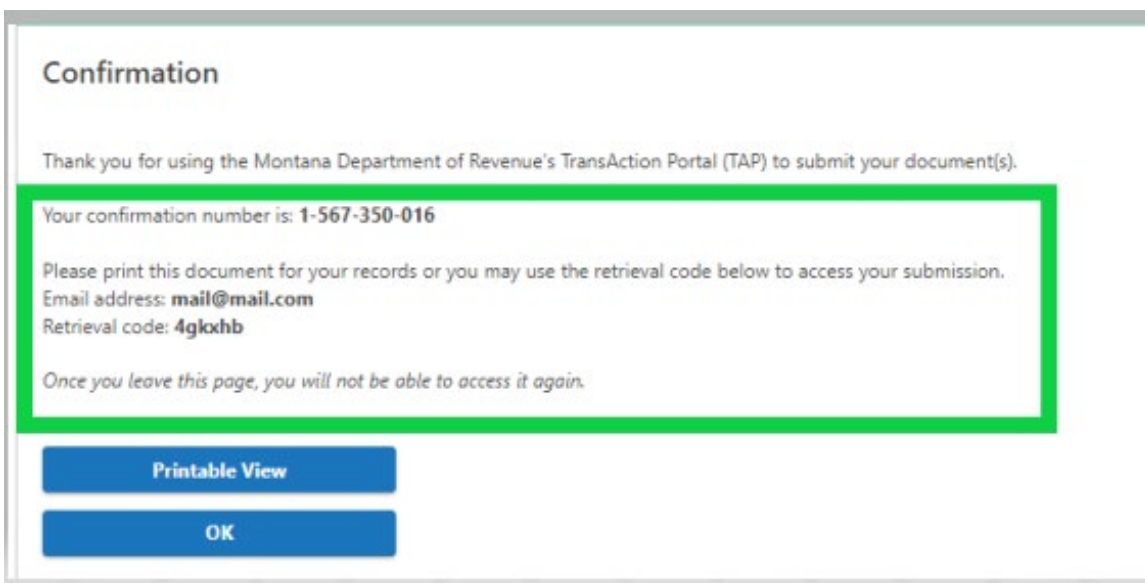
An example of a successfully uploaded [Statement of Deficiency Response Form](#) and associated attachments (e.g. photographic evidence of corrected deficiencies)

The **Description** states the Deficiency Number(s) that the licensee is responding to per their [Statement of Deficiency Response Form](#). Associated attachments should be uniquely named.

6. The licensee will then be prompted to check the box listed in the **Confirmation** section, affirming that the responses are not being provided by a robot. Next, click **OK** in the bottom-right corner of the page.



7. The licensee will then be taken to the **Confirmation** screen and provided with a confirmation number; the licensee may print this document for their records. *Once a licensee leaves this page, they will not be able to again access it.*
- * The licensee will be provided with a retrieval code that is associated with the existing submission so that they may access it later through e-mail that is attached to their TAP account.*



To Search for an Existing Submission:

*To **Search for an Existing Submission**, click [here](#). The licensee will then be prompted to submit their **email address** and **retrieval code** associated with their [Statement of Deficiency Response Form](#) and online submission in TAP. The licensee will then follow the additional online prompts to access their responses.*

8. The department will send a response approving or denying the Plan of Correction within 10 days. Licensees with deficiencies that are still considered uncorrected will receive a **Deficiency Follow Up Letter**. Licensees will then be given an additional 10 days to cure any still-outstanding, uncorrected deficiencies.

Forms, Helpful Tips:

- Cannabis Control Division, [Statement of Deficiencies Response Form](#)
- CCD [Inspection Checklist](#)
- For other information pertaining to licensee inspections, visit our CCD Inspection [link](#)
- Questions? Dial 406.444.0596 and press Option 6 to be connected to the education specialists.