

# HOW TO NOTIFY OF THEFT OR DIVERSION

## MANUFACTURED CANNABIS SAFETY BRANCH



If a cannabis manufacturing licensee finds evidence of theft or diversion of cannabis or cannabis products, they are required to inform the Manufactured Cannabis Safety Branch (MCSB) and local law enforcement within 24 hours of discovery ([§40207](#)).

If you have experienced a theft or discovered evidence of diversion, follow the steps below to notify us.

## HOW TO NOTIFY MCSB OF THEFT, LOSS OR DIVERSION

### 1 Gather Your Information.

The notice to MCSB must be in writing. You can use this optional [Notification of Theft, Loss or Diversion form](#), which will assist you with providing the information needed.

If you prefer not to use the form, you can type the information requested in the form directly into an email. Make sure to include the date and time of the incident; a description of the incident, including any items that were taken or missing; and the name of the local law enforcement agency that was notified of the incident.

We understand that having a theft at your business can be an unsettling experience. Don't worry if you don't have a complete list of missing inventory right away. The most important thing is to notify us promptly, and tell us what you do know.

### 2 Submit Your Request.

Email your completed form to [MCSB.CCTT@cdph.ca.gov](mailto:MCSB.CCTT@cdph.ca.gov). If your local law enforcement agency has already assigned a police report number to your case, please include that number in your email.

A member of our team will review your notification and reach out to you. You do not need to take any action in track-and-trace until you speak with us.

### 3 Follow the Instructions Provided.

Our team will follow up with a request for specific UID numbers and an inventory of product that is missing or damaged, and they will provide instructions for making the appropriate adjustments to your track-and-trace records.

If you have any questions about this process, please email us: [MCSB.CCTT@cdph.ca.gov](mailto:MCSB.CCTT@cdph.ca.gov).