

# EPIMS Permitting Portal Instructions



EPIMS: Environmental Permit Information Management System



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## Part I: Regional Contact Information

<p><b>Northern Region – Coastal (Region 1)</b>          LSA Program          619 Second Street          Eureka, CA 95501          (707) 441-2075 or (707) 445-6493          Email: <a href="mailto:EPIMS.R1C@wildlife.ca.gov">EPIMS.R1C@wildlife.ca.gov</a></p> <p><i>Serving: Del Norte, Humboldt, and Mendocino counties.</i></p> <p><b>Northern Region – Inland (Region 1)</b>          LSA Program          601 Locust Street          Redding, CA 96001          (530) 225-2367 or (530) 225-2300          Email: <a href="mailto:EPIMS.R1I@wildlife.ca.gov">EPIMS.R1I@wildlife.ca.gov</a></p> <p><i>Serving: Lassen, Modoc, Shasta, Siskiyou, Tehama, and Trinity counties.</i></p>	<p><b>North Central Region (Region 2)</b>          LSA Program          1701 Nimbus Road          Rancho Cordova, CA 95670          (916) 358-2900          Email: <a href="mailto:EPIMS.R2@wildlife.ca.gov">EPIMS.R2@wildlife.ca.gov</a></p> <p><i>Serving: Alpine, Amador, Butte, Calaveras, Colusa, El Dorado, Glenn, Lake, Nevada, Placer, Plumas, Sacramento*, San Joaquin*, Sierra, Sutter, Yolo*, and Yuba counties.</i></p> <p><b>*Note:</b> Those portions of Sacramento, San Joaquin, and Yolo counties that are south of I-80 and west of I-5 are in Region 3. The balance of each county is in Region 2.</p>
<p><b>Bay Delta Region (Region 3)</b>          LSA Program          2825 Cordelia Road, Suite 100          Fairfield, CA 94534          (707) 428-2002          Email: <a href="mailto:EPIMS.R3@wildlife.ca.gov">EPIMS.R3@wildlife.ca.gov</a></p> <p><i>Serving: Alameda, Contra Costa, Marin, Napa, Sacramento*, San Mateo, Santa Clara, Santa Cruz, San Francisco, San Joaquin*, Solano, Sonoma, and Yolo* counties.</i></p> <p><b>*Note:</b> Those portions of Sacramento, San Joaquin, and Yolo counties that are south of I-80 and west of I-5 are in Region 3. The balance of each county is in Region 2.</p>	<p><b>Central Region (Region 4)</b>          LSA Program          1234 East Shaw Avenue          Fresno, CA 93710          (559) 243-4593          Email: <a href="mailto:EPIMS.R4@wildlife.ca.gov">EPIMS.R4@wildlife.ca.gov</a></p> <p><i>Serving: Fresno, Kern, Kings, Madera, Mariposa, Merced, Monterey, San Benito, San Luis Obispo, Stanislaus, Tulare, and Tuolumne counties.</i></p>
<p><b>South Coast Region (Region 5)</b>          LSA Program          3883 Ruffin Road          San Diego, CA 92123          (858) 636-3160          Email: <a href="mailto:EPIMS.R5@wildlife.ca.gov">EPIMS.R5@wildlife.ca.gov</a></p> <p><i>Serving: Los Angeles, Orange, San Diego, Santa Barbara, and Ventura counties.</i></p>	<p><b>Inland Deserts Region (Region 6)</b>          LSA Program          3602 Inland Empire Boulevard, Suite C-220          Ontario, CA 91764          (909) 484-0523          Email: <a href="mailto:EPIMS.R6@wildlife.ca.gov">EPIMS.R6@wildlife.ca.gov</a></p> <p><i>Serving: Imperial, Inyo, Mono, Riverside, and San Bernardino counties.</i></p>

### Have questions about EPIMS?

<https://wildlife.ca.gov/Conservation/Environmental-Review/EPIMS>



## Part II: Available Opportunities

The type of opportunities (i.e., applications/notifications) currently available in the EPIMS Permitting Portal:

[Apply for Self-Certification \(Cannabis Only\)](#) – For cannabis cultivation projects used to assist in determining whether the project, including all associated activities, has or will require notification pursuant to Fish and Game Code section 1602. Start here if your cannabis project is exclusively indoors and you think it will not impact a river, stream, or lake. Indoor cultivation includes structures with a permanent roof, permanent walls, and an impermeable floor.

[Notify for General Agreement \(Cannabis Only\)](#) – The General Agreement is streamlined and exempt from the California Environmental Quality Act (CEQA). A General Agreement applies only to the construction, reconstruction, maintenance, or repair of stream crossings (a bridge, culvert, or rock ford), and water diversions on non-fish rivers, streams, and lakes that is used or will be used for the purpose of cannabis cultivation. Start here if you think your project is eligible for the General Agreement.

[Notify for Standard Agreement \(Cannabis and non-Cannabis\)](#) – A Standard Agreement applies to any project that does not qualify for other agreement types (i.e., gravel, rock, or sand extraction, timber harvesting, general agreement, routine maintenance, Self-Certification, or General Agreement.)

[Request to Amend &/or Extend Agreement](#) – The holder of an agreement may request CDFW to amend or extend an agreement, provided the request is received by CDFW in writing prior to the agreement's expiration. If the agreement was issued through EPIMS, the request to amend or extend must be submitted through EPIMS.

[Notify for Emergency Work](#) – Fish and Game Code section 1610 exempts certain types of emergency work from the notification requirements in section 1602. Although notification is not required before beginning the emergency work, CDFW must be notified in writing within 14 days after the work begins. This requirement can be met by completing the Notify for Emergency Work opportunity in EPIMS.

**Internet Explorer and Safari are not fully compatible with EPIMS. The California Department of Fish and Wildlife (CDFW) recommends using Chrome or Firefox web browser.**



## Part III: Instructions for Creating a User Account in EPIMS

**IMPORTANT: READ THROUGH ALL INSTRUCTIONS TO ENSURE THAT YOU HAVE ALL DOCUMENTS AND REQUIRED MATERIAL BEFORE STARTING THE APPLICATION PROCESS.**

User accounts must be registered using the applicant's name. If you are an agent (e.g., consultant, lawyer, etc.) who is completing the application on behalf of your client (i.e., the applicant), **do not register for an account under your name personally.**

### Who is an applicant?

Notification pursuant to Fish and Game Code section 1602, an “applicant” is defined as the person, State or local government agency, or public utility proposing the project. “Person” means any natural person or any partnership, corporation or limited liability company, trust, or other type of association (Fish & G. Code, § 67).

If the applicant is not a natural person (e.g., business), the applicant or applicant’s designated representative must be an employee of the applicant. For the purposes of cannabis cultivation, the “applicant” is typically the cultivator who is seeking a California Department of Food and Agriculture cultivation license. Once registered, the applicant has the option to designate an Authorized Designated Representative who has authority to sign the notification (application) and any agreement. The Applicant will continue to be legally responsible for complying with Fish and Game Code sections 1602 – 1616.

*Register for only one user account. With one user account, you may complete multiple self-certifications or notifications/applications for multiple Regions, if necessary.*

*If you do not receive an automated confirmation email within a few minutes of registering, please check your Spam/Junk E-mail folder. New User Registration Approval is not automated and may take up to 72 hours. Once approved, you will receive two emails, one containing your User ID, and one containing your temporary password.*

### Steps to Register

1. Navigate to the EPIMS Log-In page at: <https://EPIMS.wildlife.ca.gov>
2. Click “Register Here.”





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3. On the Registration page:
  - a. Fill in all required fields in the “Personal Information” section.
    - i. Under “What Region are you interested in?” select the [Region](#) where the project will be located (If you intend on notifying in multiple regions, select the region most of your projects will be located).
    - ii. Include additional contact information, if applicable. *\*Email addresses entered in the “additional contact information” section will **NOT** receive system-generated emails.*

**NOTE: Once your account is approved you will be able to identify a designated representative or additional contact.**

- b. Fill in all required fields in the “Organization Information” section, if you are affiliated with an organization.

The screenshot shows a registration form with the following sections:

- Personal Information:** Includes fields for Applicant Name (First, Middle, Last), Applicant Title, Applicant Email, Confirm Email, Applicant Address, Applicant Phone (City, State/Province, Postal Code/Zip, Phone, Ext.), and a "Register" button.
- Additional Contact Information:** Includes fields for Contact Name (First, Last), Email, and Phone.
- Organization Information:** Includes a radio button for "Are you Affiliated with an Organization?" (Yes/No), Organization Name, Organization Type, Organization Website, Address, Phone, Fax, and E-mail Address.

4. Click “Register,” and you will receive a confirmation, as well as an email.
5. Your user registration will be reviewed for completion and approved by CDFW.
  - a. Once approved, you will receive an email with a temporary password.



## Logging into EPIMS

1. When you have received your username and temporary password, log in to <https://EPIMS.wildlife.ca.gov>.
2. When logging in for the first time, you will be prompted to change your temporary password.
3. Enter your new password, and confirm, then click Save in the toolbar.

The screenshot shows the 'My Profile' section of the EPIMS interface. At the top, there is a toolbar with buttons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Save' button is highlighted with a red box. Below the toolbar, the 'My Profile' section contains a heading 'My Profile' and a note: 'Passwords must be at least 8 characters long and must contain at least one alpha character, number, and special character'. There are two input fields: 'New Password:\*' and 'Confirm New Password:\*', both highlighted with red boxes.

**IMPORTANT: Use the “Back” icon, in the toolbar, when navigating within EPIMS.**

The screenshot shows the EPIMS toolbar with buttons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Back' button is highlighted with a red box.

**For detailed instructions, click "Help" in the toolbar.”**

The screenshot shows the EPIMS toolbar with buttons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Help' button is highlighted with a red box.

4. Once logged in, you will see the Main Menu, which contains:
  - a. Instructions: These are general instructions for navigating EPIMS.
  - b. My Profile: Allows you to update profile information which includes, email, address, phone, and Associated Organizations. My Profile also allows you to view all email alerts that have been sent to you.
  - c. Apply for a Permit: Access the permits available in EPIMS. Note: The permits are grouped by region.
  - d. My Permit Applications: Permit applications in process.
  - e. Permit Tracking: Lists all permits/applications that are Underway.



## EPIMS Cc Email Function

After receiving your user id and password, EPIMS will allow you (i.e., the Applicant) to add multiple email addresses which will enable system-generated emails to be sent to multiple email addresses.

As the Registered EPIMS User (i.e., Applicant), if you would like someone (e.g., your consultant, lawyer, etc.) other than yourself to receive system-generated emails, you must add the email address(es) to your profile.

To access your profile, from the EPIMS Main Menu, click My Profile, click Edit, and include all email addresses, separated by a semicolon (e.g., abc@wildlife.ca.gov; xyz@wildlife.ca.gov), in the box labeled "Applicant Email." Click "Save" upon completion.

**CAUTION: All email addresses entered in Applicant Email will receive ALL system generated emails (including instances when the Registered User requests a new User ID and/or Password).**

**NOTE: If you no longer want system-generated emails to be sent to additional contacts, or if you want to change the email addresses, you will need to access you profile and remove/edit the email address(es).**



## Part IV: Instructions for Completing EPIMS Self-Certification (Cannabis Only)

1. Log in to <https://EPIMS.wildlife.ca.gov>.
2. Click on “Apply for a Permit.”

**IMPORTANT: Read instructions carefully before answering questions within the application forms. Hover over the Information Icon for additional details.**

3. Select the ‘Region Permit Title’ according to CDFW Region where the project is going to take place.

**Note: See Part I: Regional Contact Information to determine the correct region and Opportunity Title to select. If the incorrect region is selected, the application will have to be withdrawn and resubmitted to the correct region.**

4. Under the ‘Opportunity Details’ section, click on “Start a New Application.”



5. General Information:

- a. Fill in “Project Name.” This is the name of the overall project.

**Note: If the project does not have a formal name or title, use a name that best describes the project. For example, if the project is the installation of a culvert on private property, you might name the project, “Culvert on Smith Property.” If the project has already been assigned a name for other permitting or environmental review purposes, use the same name.**

- b. Select “Organization”: If you are affiliated with an organization that is listed within the drop down, select that organization. If you are not affiliated with an organization, select ‘Apply as Individual.’
  - c. Return to the top of the page and click “Save” in the toolbar.
  - d. If you are associated with an organization and would like to allow a user within your organization, who also have an EPIMS User Account, to access applications to assist in client processing, follow these steps before moving on to step 6:
    - i. Click “Edit” in the toolbar.
    - ii. Any EPIMS User associated to the same organization will appear in the “Additional Permittee Contacts” box. This is a multi-select box (hold the Ctrl button on your keyboard), select all additional contacts.
    - iii. Click “Save” in the toolbar.
  - e. Review information in the General Information section, if changes are needed, click “Edit” in the toolbar, and when complete, click “Save.”
6. Click “Go to Application Forms.”



General Information		<a href="#">Go to Application Forms</a>
System ID:	01757	
Project Name:	Test	
Registered EPIMS User:	Testing Tester	
Additional Contacts:	Testing Tester	
	<small>Select any additional contacts within your organization that will also manage this Permit</small>	
Organization:	Flowers by Frog	

7. On the next screen you will see a list of “Application Forms” that are required to complete the Self-Certification process. These forms include:
  - a. General Information (You have already completed this form. No further action is required.)
  - b. Contact Information
  - c. Property Location
  - d. Self-Certification Survey
  - e. Cultivation Operation
  - f. Project Description and Details
  - g. Documents and Maps
  - h. Acknowledgement and Signature

**Note: All required fields must be completed, and each form must be marked as ‘Complete’ in order to submit the application.**

8. From the Applications Forms list, select the “Contact Information” form.
  - a. Under the ‘Applicant Proposing Project’ section fill in ALL required (\*) fields. Note: As previously instructed, the person identified here as the applicant must be the same as the registered user.
  - b. Under the ‘Contact Person’ section, if the person is different from the Applicant Proposing Project, select “No,” and fill in ALL required (\*) fields.
    - i. This section allows the applicant to designate and authorize an agent (e.g., lawyer, consultant, etc.) to act as an Authorized Designated Representative. Identify the agent, if applicable.
  - c. Under the ‘Property Owner’ section, if the person is different from the Applicant Proposing Project, select “No,” and fill in ALL required (\*) fields.
  - d. Return to the toolbar and click “Save” in the toolbar.
  - e. Review information under each section, if changes are needed, click “Edit” in the toolbar. If no changes are needed, click “Mark as Complete” next to ‘Applicant Proposing Project.’

Applicant Proposing Project		<a href="#">Go to Application Forms</a>
<b>Name:</b> *	Testing	Tester
	<small>First Name</small>	<small>Last Name</small>
	<small>Middle Initial</small>	
<b>Business/Agency:</b>		
<b>Mailing Address:</b> *	1700 9th Street	
	Sacramento	California
	<small>City*</small>	<small>State*</small>
		94244
		<small>Zip*</small>
<b>Phone Number:</b> *	111-111-1111	
<b>Email:</b> *	testingtester@gmail.com	

9. From the Application Forms list, select the “Property Location” form.
  - a. Click the “Add” button in the toolbar and complete all required information for each project location.



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- b. Click “Save” in the toolbar.
  - i. If there are multiple locations associated with the project, repeat steps A and B for each additional location.
- c. Once all location information has been added, click “Mark as Complete.”

Property Location		<a href="#">Mark as Complete</a>	<a href="#">Go to Application Forms</a>
Street Address?	<input type="text"/> Street Address.*	<input type="text"/> GPS Coordinates:	Longitude: <input type="text"/> County: <input type="text"/>

10. From the Applications Forms list, select the “Self-Certification Survey” form.
  - a. Click “Edit” in the toolbar.
  - b. Answer all survey questions.
  - c. Return to the in the toolbar and click “Save” in the toolbar.
    - i. Upon clicking “Save,” based on the responses enter in the Self-Certification Survey, you may receive an alert indicating that the project is not eligible for Self-Certification.
      1. If you receive this alert, it simply means CDFW needs more information about your project to verify that the project activities are not subject to Fish and Game Code section 1602. You may submit notification for a General Agreement for Cannabis Cultivation or Standard Agreement. Completing an application for a General Agreement or Standard Agreement will help CDFW understand your project in its entirety. Once we receive your application, we may later determine that your project is not subject to Fish and Game Code section 1602 requirements and you’ll receive a refund.
    - ii. In the event the project is not eligible for Self-Certification:
      1. Click “OK” in the alert.
      2. Click the “Menu” icon in the toolbar.
      3. Click on “Apply for a Permit.”
      4. Select either the “General Agreement for Cannabis Cultivation” OR “Notify for Standard Agreement,” for the Region in which most of the project will take place.

**Note: If you have not previously been working with a consulting firm, it is likely that you will not have the required information for the General Agreement.**

5. Go to the page in this document where the “Instructions for Completing EPIMS General Agreement for Cannabis Cultivation” OR “Notify for Standard Agreement” and begin the application process.

**Note: If you did not receive an alert indicating the project is not eligible for Self-Certification, please continue to the next step, and then to #11.**

- d. Once all information has been added, click “Mark as Complete.”

Self-Certification Survey Questions		<a href="#">Mark as Complete</a>	<a href="#">Go to Application Forms</a>
Fish and Game Code section 1602 requires an entity to notify the CDFW, and if necessary, obtain a permit, referred to as a “lake or streambed alteration agreement,” prior to commencing an activity that will:			
<ul style="list-style-type: none"> <li>• Substantially divert or obstruct the natural flow of any river, stream, or lake;</li> <li>• Substantially change or use any material from the bed, channel, or bank of any river, stream, or lake; or</li> <li>• Deposit debris, waste, or other materials that could pass into any river, stream, or lake.</li> </ul>			

11. From the Applications Forms list, select the “Cultivation Operation” form.
  - a. Click “Add in the toolbar.



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- i. 'Property APN' information entered on the 'Project Location' form will appear in the Premises APN drop-down. Select the APN and complete all other corresponding information.
- b. Click "Save" in the toolbar.
  - i. If you entered multiple project locations, you will need to complete Cultivation Operation information for each location by, repeating steps A and B.
- c. Once all information has been added, click "Mark as Complete."

- 12. From the Applications Forms list, select the "Project Description and Details" form.
  - a. Click "Edit" in the toolbar.
    - i. Complete all required information under the 'Project Description and Details' section.
  - b. Return to the toolbar of the page and click "Save" in the toolbar.
  - c. Under the 'Water Supply' section click "Add."

- i. Complete all required information for each water supply source(s).
- d. Return to the toolbar of the page and click "Save" in the toolbar.
  - i. If the cultivation operation is going to utilize different water supply sources repeat steps C and D for each additional water supply source.

**Note: If private well or public water system is selected, additional documentation is required. Attach documentation to the Documents and Maps form.**

- e. Once all information has been added, click "Mark as Complete."

- 13. From the Applications Forms list, select the "Documents and Maps" form.
  - a. Click on the "Tips to Create a Quality Map" document link for help in creating a project map.
  - b. Click "Add" in the toolbar.
    - i. Enter a description of the document/map (e.g., property location map, property diagram, well completion report, public water system bill, etc.).
    - ii. Attach document/photo.



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**Note: If no map is included, or the map does not provide enough information to allow a person not familiar with the area to find the project site or identify the features of the project, CDFW may determine your self-certification incomplete.**

- c. Return to the toolbar and click “Save” in the toolbar.
  - i. Complete step B and C to add multiple documents.
- d. Once all information has been added, click “Mark as Complete.”

**Documents and Maps** [Mark as Complete](#) [Go to Application Forms](#)

Attach map(s) that marks the location(s) of each project for which you are self-certifying and denote a north arrow and map scale.

- Include map(s) that mark the location of the project(s) with a reference to the nearest city or town, and provide driving directions from a major road or highway.

[Click Here for Tips to Create a Quality Map](#)

**Additional attachments may include:**

- Attach any photographs or other materials that would assist CDFW in determining impacts to a river, stream, lake, or springs.
- If a spring is being utilized, provide a map(s) that marks the location of the spring in comparison to the project.
- If a private well is being utilized, attach a copy of the report filed with the Department of Water Resources (DWR) pursuant to Section 13751 of the Water Code.
  - A copy of your well log may be available at [DWR's Well Completion Report Map Application](#). If no well log is available, provide evidence from DWR indicating that DWR does not have a record of the well log.
- If a Public Water System is being utilized, attach the most recent copy of water services bill.

**IMPORTANT: IF NO MAP IS INCLUDED, OR THE MAP DOES NOT PROVIDE ENOUGH INFORMATION TO ALLOW A PERSON NOT FAMILIAR WITH THE AREA TO FIND THE PROJECT SITE, CDFW MAY DETERMINE YOUR SELF-CERTIFICATION INCOMPLETE.**

- 14. From the Applications Forms list, select the “Acknowledgment and Signature” form.
  - a. Read ALL TEXT CAREFULLY.
  - b. Select “Self-Certification that Notification is Not Required”
    - i. Sign and Date
  - c. Return to the toolbar at the top of page and click “Save.”
  - d. Once all information has been added, click “Mark as Complete.”

**Acknowledgment and Signature** [Mark as Complete](#) [Go to Application Forms](#)

I hereby certify under penalty of law that:

1. Implementation of the project as described in this self-certification **has not and will not** substantially divert or obstruct the natural flow of any river, stream, or lake; or substantially change or use any material from the bed, channel, or bank of, any river, stream, or lake; or deposit or dispose of debris, waste, or other material containing crumbled, flaked, or ground pavement where it may pass into any river, stream, or lake.
2. I understand that this self-certification applies only to the project(s) described herein and that I and/or the applicant may be subject to civil or criminal prosecution for undertaking any project not described herein unless CDFW has been separately notified of that project in accordance with Fish and Game Code section 1602.
3. The cannabis cultivation is **exclusively indoor** and located within a structure with a permanent roof, permanent walls, and an impermeable floor.
4. I am the applicant, or I have the authority to make the aforesaid certification on behalf of the applicant.

**Self-Certification that Notification is Not Required pursuant to Fish and Game Code 1602:\***

- 15. From the Applications Forms list, select the “Correspondence” form.
  - a. Click “Mark as Complete.”

**Documents from CDFW** [Mark as Complete](#) [Go to Application Forms](#) | [Add](#)

To view any of the documents listed, click on the blue hyperlink text in the left column. To print any document listed open the document and print from the document window.

File Name:	Attachment:

**Documents to CDFW** [Add](#)

To add documents:

1. Click the “Add” link to the right.
2. Enter the “File Name”.
3. Attach the document/image.
4. Click “Save” at the top of the page.
  - Repeat steps 1 and 2 to include multiple entries.

File Name:	Attachment:



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- 16. Once all Application Forms have been checked as Complete, you can submit your application by clicking on “Submit”.
  - a. All forms should be marked as “Complete” before submitting.

Application Forms		Application Details		Submit	Withdraw
Form Name	Complete?				
General Information	✓			10/06/2020	
Contact Information	✓			10/06/2020	
Property Location	✓			10/06/2020	
Self-Certification Survey	✓			10/06/2020	
Cultivation Operation	✓			10/06/2020	
Project Description and Details	✓			10/06/2020	
Documents and Maps	✓			10/06/2020	
Acknowledgment and Signature	✓			10/06/2020	
Correspondence	✓			10/06/2020	

- 17. When you click Submit, you will receive an alert informing you that once submitted, all forms will be locked from any further editing. If you are ready click “OK.” If changes need to be made to any of the forms, click “Cancel” and edit the applicable forms.

Submitting the Application will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Application?

- 18. Once submitted, you will receive an onscreen confirmation, which includes the application ID number (i.e., your EPIMS number).

**Application Submitted Confirmation**

You have successfully submitted your Examples and Samples Application with Application ID: 00935.

- 19. After the onscreen confirmation, you will receive an email similar to the onscreen confirmation, indicating your application has been submitted.
- 20. CDFW will receive notification of the submittal and will begin processing the Self-Certification for Cannabis Cultivation application. *Provided you submitted all the required information, processing the Self-Certification usually occurs within 30-days.*
- 21. Once CDFW has completed the review, you will receive an email regarding CDFWs decision and will includes additional steps you will need to take.

**Note: It is important that you follow all instructions outline in subsequent emails from CDFW.**



## Part V: Instructions for Completing EPIMS General Agreement (Cannabis Only)

1. Log in to <https://EPIMS.wildlife.ca.gov>.
2. Click on “Apply for a Permit.”

**IMPORTANT: Read instructions carefully before answering questions within the application forms. Hover over the Information Icon for additional details.**

3. Select the ‘Region Permit Title’ according to CDFW Region where the project is going to take place.

**Note: See Part I: Regional Contact Information, Section “Regions” to determine the correct region and Opportunity Title to select. If the incorrect region is selected, the application will have to be withdrawn and resubmitted to the correct region.**

4. Under the ‘Notification Details’ section, click on “Start a New Application.”

Opportunity Details	<a href="#">Start a New Application</a>
01441-Notify for General Agreement (Cannabis Only)	

5. General Information:
  - a. Fill in “Project Name.” This is the name of the overall project.

**Note: If the project does not have a formal name or title, use a name that best describes the project. For example, if the project is the installation of a culvert on private property, you might name the project, “Culvert on Smith Property.” If the project has already been assigned a name for other permitting or environmental review purposes, use the same name.**

- b. Select “Organization”: If you are affiliated with an organization that is listed within the drop down, select that organization. If you are not affiliated with an organization, select ‘Apply as Individual.’
- c. Return to the toolbar at the top of the page and click “Save.”

**Note: If you are associated with an organization and would like to allow a user within your organization, who also have an EPIMS User Account, to access applications to assist in client processing, follow these steps:**

- i. Click “Edit” in the toolbar.
  - ii. Any EPIMS User associated to the same organization will appear in the “Additional Permittee Contacts” box. This is a multi-select box (hold the Ctrl button on your keyboard), select all additional contacts.
  - iii. Click “Save” in the toolbar.
  - d. Review information in the General Information section, if changes are needed, click “Edit” in the toolbar, and when complete, click “Save”
6. Click “Go to Application Forms.”



General Information		<a href="#">Go to Application Forms</a>
System ID:	01771	
Project Name:	Test	
Registered EPIMS User:	Testing Tester	
Additional Contacts:	Testing Tester	
	<small>Select any additional contacts within your organization that will also manage this Permit</small>	
Organization:	Flowers by Frog	

7. On the next screen you will see a list of ‘Application Forms’ that are required to complete the General Agreement (Cannabis Only) process. These forms include:
  - a. General Information (You have already completed this form. No further action is required.)
  - b. Contact Information
  - c. Covered Activities and Project Site Location
  - d. General Agreement Documentation and Eligibility Criteria
  - e. Cannabis Cultivation Operation
  - f. Remediation
  - g. Documents and Maps
  - h. Fees Schedule
  - i. Acknowledgment and Signature

**Note: All required fields must be completed, and each form must be marked as ‘Complete’ in order to submit the application.**

8. From the Applications Forms list, select the “Contact Information” form.
  - a. Under the ‘Applicant Proposing Project’ section fill in ALL required (\*) fields. Note: As previously instructed, the person identified here as the applicant must be the same as the registered user.
  - b. Under the ‘Contact Person’ section, if the person is different from the Applicant Proposing Project, select “No,” and fill in ALL required (\*) fields.
    - i. This section allows the applicant to designate and authorize an agent (e.g., lawyer, consultant, etc.) to act as an Authorized Designated Representative. Identify the agent, if applicable.
  - c. Under the ‘Property Owner’ section, if the person is different from the Applicant Proposing Project, select “No,” and fill in ALL required (\*) fields.
  - d. Return to the top of the page and click “Save” in the toolbar.
  - e. Review information under each section, if changes are needed, click “Edit” in the toolbar. If no changes are needed, click “Mark as Complete” next to ‘Applicant Proposing Project.’

Applicant Proposing Project		<a href="#">Go to Application Forms</a>
Name:*	Testing	Tester
	<small>First Name</small>	<small>Last Name</small>
	<small>Middle Initial</small>	
Business/Agency:		
Mailing Address:*	1700 9th Street	
	Sacramento	California
	<small>City*</small>	<small>State*</small>
Phone Number:*	111-111-1111	94244
		<small>Zip*</small>
Email:*	testingtester@gmail.com	

9. From the Application Forms list, select the “Covered Activities and Project Site Location” form.
  - a. Click “Add” in the toolbar.



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- i. Complete all required information for ‘Covered Activities,’ ‘Project Site Location and Description,’ and ‘Affected Body of Water’ sub-sections.
- b. Return to the top of the page and click “Save” in the toolbar.
- i. If there are multiple covered activities and/or site locations associated with the project, repeat steps A and B.
- c. Once all information has been added, click “Mark as Complete.”

Covered Activities and Project Site Location	<a href="#">Mark as Complete</a>	<a href="#">Go to Application Forms</a>
<b>Definitions</b>		
<ul style="list-style-type: none"><li>• “Covered Activity” means the construction, reconstruction, maintenance, or repair of a stream crossing (bridge, culvert, or rock ford) or water diversion that is used or will be used for the purpose of cannabis cultivation for which the applicant is seeking authorization under the General Agreement.</li><li>• “Project Site” means the location of the Covered Activity and the surrounding area.</li><li>• “Property” means the property on which the Project Site is located.</li><li>• “Reconstruction” means the major repair or complete replacement of an existing stream crossing or Water Diversion where any new structure 1) will be located on the same site as the structure replaced or repaired and will have substantially the same purpose as the structure replaced or repaired and 2) will minimize or avoid direct and indirect adverse impacts on fish and wildlife resources compared to the existing structure.</li><li>• “Water Diversion” means the act of diverting surface flow or hydrologically connected subsurface flow for use or storage. “Water diversion” includes all infrastructure used to divert (e.g., rock dams, excavation pools in fast-moving water, and wells) or store such flow.</li></ul>		

10. From the Applications Forms list, select the “General Agreement Documentation and Eligibility Criteria” form.
  - a. Answer all questions, under the ‘Eligibility Criteria’ section.
  - b. Answer all questions, under the ‘Required Documentation’ section.
  - c. Return to the top of the page and click “Save” in the toolbar.
    - i. Upon clicking “Save,” based on the responses entered in the Eligibility Criteria and Required Documentations sections, you may receive an alert indicating that the project is not eligible for the General Agreement.
      1. If you receive this alert, your project activity may not be a covered activity, and/or you do not have the required documents in your possession at the time of your submittal. If you have any questions regarding the General Agreement requirements go to: <https://www.wildlife.ca.gov/Conservation/Cannabis/Permitting#53542665-general-agreement>
    - ii. In the event the project is not eligible for General Agreement:
      1. Click “OK” in the alert.
      2. Click the “Menu” icon in the toolbar.
      3. Click on “Apply for a Permit.”
      4. Select “Notify for Standard Agreement” for the Region where the project will take place.
      5. Go to the page in this document for “Notify for Standard Agreement” and begin the application process.

**Note: If you did not receive an alert indicating the project is not eligible for the General Agreement, please continue to the next step, and then to #11.**

- d. Once all information has been added, click “Mark as Complete.”

Eligibility Criteria	<a href="#">Mark as Complete</a>	<a href="#">Go to Application Forms</a>
A cannabis cultivation operation may be eligible for the General Agreement if the project meets all criteria specified in Section 722, subsection (d), title 14, California Code of Regulations. Each activity for which you are notifying CDFW is considered a Covered Activity.		
<a href="#">Read the full General Agreement (Section 722, title 14, California Code of Regulations) to determine if your project is eligible.</a>		



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11. From the Applications Forms list, select the “Cannabis Cultivation Operation” form.
  - a. Click “Add” in the toolbar.
    - i. Complete all required information.
  - b. Return to the top of the page and click “Save” in the toolbar.
    - i. If there are multiple cultivations associated with the project site, repeat steps A and B.
  - c. Once all information has been added, click “Mark as Complete.”

<b>Cultivation Operation</b>						<a href="#">Mark as Complete</a>	<a href="#">Go to Application Forms</a>
Provide information regarding any temporary or annual license the California Department of Food and Agriculture (CDFA) has issued to the Entity, or that the Entity has applied or will apply for.							
Type of Operation:	Premises APN:	WDID #	Physical Address?	Cultivation Address:*	State:	Cultivation Site Description:*	GPS Coordinates: Longitude:

12. From the Applications Forms list, select the “Remediation” form.
  - a. Click “Add” in the toolbar.
    - i. Complete all required information.
  - b. Return to the top of the page and click “Save” in the toolbar.
    - i. If there are multiple areas of remediation associated with the project site, repeat steps A and B.
  - c. Once all information has been added, click “Mark as Complete.”

<b>Remediation</b>				<a href="#">Mark as Complete</a>	<a href="#">Go to Application Forms</a>
An applicant (entity) must pay a remediation fee when all of the following apply:					
1. The entity did not notify CDFW for a project that caused, or is causing, adverse effects on fish and wildlife resources.					
2. The project supports or relates to cannabis cultivation, whether on or off a cultivation site.					
3. The entity submits a written notification or request for the remediation project.					
A notification may include more than one remediation project consistent with the LSA fee schedule. (Cal. Code Regs., tit. 14, § 699.5, subd. (b)(4))					
Covered Activity:	Remediation Area Range:	Remediation Fee:*	Remediation Fee:*	Remediation Plan?*	
		(≤1000 sq ft)	(>1000 sq ft)		

13. From the Applications Forms list, select the “Documents and Maps” form.
  - a. Click on the “Tips to Create a Quality Map” document link for help in creating a project map.
  - b. Click “Add” in the toolbar.
    - i. Enter a description of the document/map (e.g., property location map, property diagram, well completion report, public water system bill, etc.).
    - ii. If you have the required documents (e.g., Biological Resources Assessment, Property Diagram, etc.), you may submit them with your application. If not submitted, they will be due within 90 days of authorization.
    - iii. Attach any other documents or photos.

**Note: If no map is included, or the map does not provide enough information to allow a person not familiar with the area to find the project site or identify the features of the project, CDFW may determine your application incomplete.**

- c. Return to the top of the page and click “Save” in the toolbar.
  - i. Repeat steps B and C to add multiple documents.
- d. Once all information has been added, click “Mark as Complete.”



<b>Documents and Maps</b>		<a href="#">Mark as Complete</a>	<a href="#">Go to Application Forms</a>
Attach map(s) that marks the location(s) of each project for which you are notifying and denote a north arrow and map scale.			
<ul style="list-style-type: none"> <li>• Include map(s) that mark the location of the project(s) with a reference to the nearest city or town, and provide driving directions from a major road or highway.</li> </ul>			
<a href="#">Click Here for Tips to Create a Quality Map</a>			
Additional attachments may include:			
<ul style="list-style-type: none"> <li>• Attach any photographs or other materials that would assist CDFW in determining impacts to a river, stream, lake, or springs.</li> <li>• If a private well is being utilized, attach a copy of the well log/well complete report.</li> <li>• Biological Resources Assessment, due within 90 days of authorization.</li> <li>• Property Diagram, due within 90 days of authorization.</li> <li>• Design Plan, due within 90 days of authorization.</li> <li>• Copy of the NOV, if the notification is being submitted in response to an NOV.</li> <li>• Copy of the Notification or Agreement, if a notification was previously submitted OR a Lake or Streambed Alteration Agreement was previously issued by CDFW for this project.</li> <li>• Remediation Plan, if applicable.</li> </ul>			
Description:		Attachment:	

14. From the Applications Forms list, select the “Fees Schedule” form.

a. Read ALL TEXT CAREFULLY.

**IMPORTANT: CDFW annually adjusts the LSA Fee Schedule on January 1st for inflation. Any notification received on or after January 1 shall include a fee that complies with the new fee schedule.**

b. Under the ‘General Agreement Fees’ section click “Add.”

i. Complete all information for General Agreement Fees.

c. Return to the top of the page and click “Save” in the toolbar.

**Note: Each Covered Activity entered under the ‘Project Site Location Description and Covered Activities’ form MUST have an associated fee.**

d. If the project includes Remediation entered on the ‘Remediation’ form, click “Add” under the ‘Remediation Fees’ section.

i. Complete all information for Remediation.

e. Return to the top of the page and click “Save” in the toolbar.

<b>Remediation Fees</b>			<a href="#">Add</a>
If there is no Remediation associated with any Covered Activities, you may skip this section.			
If the purpose of the General Agreement for which you are notifying CDFW, whether in part or in whole, is to remediate a cannabis cultivation site, the Entity shall submit the applicable fee below, which shall be in addition to the fee for the General Agreement.			
Notification fee specified below in the “Fees Total” section, shall be submitted with the notification.			
Associated Covered Activity:	Remediation Area:	Project Fee:	\$0.00

**Note: The ‘Fees Total’ section will auto-populate based on the information entered in the General Agreement and Remediation Fee sections. The ‘Total Fees’ is the amount you need to enter in the ‘Payment Information’ section.**

f. Under the ‘Payment Information’ section click “Add.”

<b>Payment Information</b>						<a href="#">Add</a>
IMPORTANT: CDFW will not process a notification until the correct fees are received in full.						
To enter the fee payment information, click the “Add” button to the right and complete all required information.						
TOTAL FEES DUE \$	Payment Method:	Amount:	Document #.*	Name of the Bank/Institution:*	Check/Money Order #.*	

i. Select a “Payment Method.”

ii. Enter “Amount”



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- iii. Once you select a 'Payment Method,' follow all instructions for each payment method.
- g. Return to the top of the page and click "Save" in the toolbar.
- h. Once all information has been added, click "Mark as Complete."

General Agreement Fees					<a href="#">Mark as Complete</a>	<a href="#">Go to Application Forms</a>	<a href="#">Add</a>
Notification fee specified below in the "Fees Total" section, shall be submitted with the notification.							
Name of Covered Activity:	Type of Covered Activity:	Actual Covered Activity Cost:	Covered Activity Cost Range:	Project Fee:			
				\$0.00			

**IMPORTANT: CDFW will not process an application until the correct fee(s) are received in full. To enter the fee payment information, click the "Add" button to the right, and complete all required information**

- 15. From the Applications Forms list, select the "Acknowledgement and Signature" form.
  - a. Read each acknowledgment and certification statement carefully and check the "I Acknowledge" or "I Certify" boxes before signing.
    - i. Sign and Date
  - b. Return to the top of the page and click "Save" in the toolbar.
  - c. Once all information has been added, click "Mark as Complete."

Acknowledgement and Signature		<a href="#">Mark as Complete</a>	<a href="#">Go to Application Forms</a>
Read each statement below carefully and check the "I Acknowledge" OR "I Certify" boxes before signing.			

- 16. From the Applications Forms list, select the "Correspondence" form.
  - a. Click "Mark as Complete."

Documents from CDFW		<a href="#">Mark as Complete</a>	<a href="#">Go to Application Forms</a>	<a href="#">Add</a>
To view any of the documents listed, click on the blue hyperlink text in the left column. To print any document listed open the document and print from the document window.				
File Name:	Attachment:			
Documents to CDFW				<a href="#">Add</a>
To add documents:				
<ol style="list-style-type: none"> <li>1. Click the "Add" link to the right.</li> <li>2. Enter the "File Name".</li> <li>3. Attach the document/image.</li> <li>4. Click "Save" at the top of the page.           <ul style="list-style-type: none"> <li>o Repeat steps 1 and 2 to include multiple entries.</li> </ul> </li> </ol>				
File Name:	Attachment:			

- 17. Once all Application Forms have been checked as 'Complete', you can submit your application by clicking on "Submit."
- a. All forms should be marked as "Complete" before submitting.

Application Forms	Form Name	Application Details		Submit	Withdraw
		Complete?	Last Edited		
<a href="#">General Information</a>		✓	10/06/2020		
<a href="#">Contact Information</a>		✓	10/06/2020		
<a href="#">Covered Activities and Project Site Location</a>		✓	10/06/2020		
<a href="#">General Agreement Documentation and Eligibility Criteria</a>		✓	10/06/2020		
<a href="#">Cannabis Cultivation Operation</a>		✓	10/06/2020		
<a href="#">Remediation</a>		✓	10/06/2020		
<a href="#">Documents and Maps</a>		✓	10/06/2020		
<a href="#">General Agreement Fees</a>		✓	10/06/2020		
<a href="#">Acknowledgment and Signature</a>		✓	10/06/2020		
<a href="#">Correspondence</a>		✓			



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18. When you click “Submit,” you will receive an alert informing you that once submitted, all forms will be locked from any further editing. If you are ready click “OK.” If changes need to be made to any of the forms, click “Cancel” and edit the applicable forms.

Submitting the Application will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Application?

OK Cancel

19. Once submitted, you will receive an onscreen confirmation, which includes the application ID number (i.e., your EPIMS number).

Application Submitted Confirmation

You have successfully submitted your Examples and Samples Application with Application ID: 00935.

20. After the onscreen confirmation, you will receive an email similar to the onscreen confirmation, indicating your application has been submitted.
21. CDFW will receive notification of the submittal and will begin processing the General Agreement application.
22. Once CDFW has completed the review, you will receive an email regarding CDFW's decision and will include additional steps you will need to take.

**Note: It is important that you follow all instructions outlined in subsequent emails from CDFW.**



## Part VI: Instructions for Completing EPIMS Standard Agreement (Cannabis and non-Cannabis)

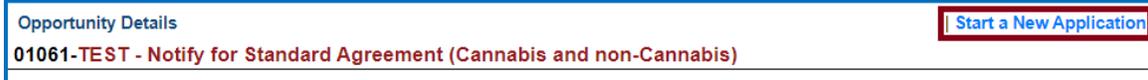
1. Log in to <https://EPIMS.wildlife.ca.gov>.
2. Click on “Apply for a Permit.”

**IMPORTANT: Read instructions carefully before answering questions within the application forms. Hover over the Information Icon for additional details.**

3. Select the Region Permit Title according to CDFW Region where the project is going to take place.

**Note: See Part I: Regional Contact Information, Section “Regions” to determine the correct region and Opportunity Title to select. If the incorrect region is selected, the application will have to be withdrawn and resubmitted to the correct region.**

4. Under the ‘Opportunity Details’ section, click on “Start a New Application.”



5. General Information:
  - a. Fill in “Project Name.” This is the name of the overall project.

**Note: If the project does not have a formal name or title, use a name that best describes the project. For example, if the project is the installation of a culvert on private property, you might name the project, “Culvert on Smith Property.” If the project has already been assigned a name for other permitting or environmental review purposes, use the same name.**

- b. Select ‘Organization’: If you are affiliated with an organization that is listed within the drop down, select that organization. If you are not affiliated with an organization, select ‘Apply as Individual.’
- c. Return to the top of the page and click “Save” in the toolbar.

**Note: If you are associated with an organization and would like to allow a user within your organization, who also have an EPIMS User Account, to access applications to assist in client processing, follow these steps:**

- i. Click “Edit” in the toolbar.
  - ii. Any EPIMS User associated to the same organization will appear in the “Additional Permittee Contacts” box. This is a multi-select box (hold the Ctrl button on your keyboard), select all additional contacts.
  - iii. Click “Save” in the toolbar.
- d. Review information in the General Information section, if changes are needed, click “Edit” in the toolbar, and then click “Save” again. If no changes are needed, click “Mark as Complete.”
6. Click “Go to Application Forms.”



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General Information		<a href="#">Go to Application Forms</a>
System ID:	08957	
Project Name:	Testing	
Registered EPIMS User:	Testing Tester	
Additional Contacts:	Testing Tester	
<small>Select any additional contacts within your organization that will also manage this Permit</small>		

7. On the next screen you will see a list of ‘Application Forms’ that are required to complete the Standard Agreement process. These forms include:
  - a. General Information (You have already completed this form. No further action is required.)
  - b. Contact Information
  - c. Project Location and Category
  - d. Prior Notification and Orders
  - e. Project Description, Terms, and Impact
  - f. Environmental Review
  - g. Measures to Protect Fish, Wildlife and Plant Resources
  - h. Prior Notification, Orders, and Permits
  - i. Documents and Maps
  - j. Fee Schedule
  - k. Acknowledgement and Signature
  - l. Correspondence

**Note: All required fields must be completed, and each form must be marked as ‘Complete’ in order to submit the application.**

8. From the Applications Forms list, select the “Contact Information” form.
  - a. Under the ‘Applicant Proposing Project’ section fill in ALL required (\*) fields. Note: As previously instructed, the person identified here as the applicant must be the same as the registered user.
  - b. Under the ‘Contact Person’ section, if the person is different from the Applicant Proposing Project, select “No,” and fill in ALL required (\*) fields.
    - i. This section allows the applicant to designate and authorize an agent (e.g., lawyer, consultant, etc.) to act as an Authorized Designated Representative. Identify the agent, if applicable.
  - c. Under the ‘Property Owner’ section, if the person is different from the Applicant Proposing Project, select “No,” and fill in ALL required (\*) fields.
  - d. Return to the top of the page and click “Save” in the toolbar.
  - e. Review information under each section, if changes are needed, click “Edit” in the toolbar. If no changes are needed, click “Mark as Complete” next to ‘Applicant Proposing Project.’

Applicant Proposing Project		<a href="#">Mark as Complete</a>	<a href="#">Go to Application Forms</a>
<b>Name:</b> *	Testing <small>First Name</small>		Tester <small>Last Name</small>
<b>Business/Agency:</b>			
<b>Mailing Address:</b> *	1700 9th Street Sacramento <small>City*</small>	California <small>State*</small>	95823 <small>Zip*</small>
<b>Phone Number:</b> *	111-111-1111		
<b>Email:</b> *	testingtester@gmail.com		



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9. From the Applications Forms list, select the “Project Location and Project Category” form.
  - a. Click “Add” at the top of the form.
    - i. Complete all required information for ‘Project Location,’ ‘Project Category,’ ‘Affected Body of Water,’ and ‘Wild and Scenic Rivers Act’ sub-sections.

**Note: Identify all the projects that are subject to the notification requirements in Fish and Game Code section 1602. Only projects identified here will be covered by the agreement.**

- b. Click “Save” in the toolbar.
      - i. If there are multiple locations associated with the project, repeat steps A and B.
    - c. Once all information has been added, click “Mark as Complete.”
  10. From the Applications Forms list, select the “Project Description, Terms, and Impacts.”
    - a. Under Project Description and Details:
      - i. Describe all project activities in detail
      - ii. Describe all equipment and machinery that has or will be used to complete the project.
    - b. Under the ‘Water Right(s), Water Diversion(s), & Reservoir(s)’ section:
      - i. Complete all required information.
      - ii. Including ‘Reservoir(s)’ section

**IMPORTANT: Complete this section only if your project includes a diversion, obstruction, extraction, or impoundment of a river, stream, or lake. If not applicable, mark as “no” and continue with the next section of the application.**

**Note: If project includes any water right, attach supporting documentation in the Documents and Maps form.**

- c. Under the ‘Commercial Cannabis Cultivation’ section:
        - i. Complete all required information

**IMPORTANT: Complete this section if the project includes cannabis cultivation and you are seeking authorization under an individual lake or streambed alteration agreement or any aspect of the project is to remediate a cannabis cultivation site. If not applicable, select “Mark as Complete” and continue with the next form of the application.**

**Note: Either attach a copy of the Cultivation Property Diagram in the Documents and Maps form or provide a brief explanation why the property diagram is not attached. Your application may be incomplete if a property diagram is not included with your application.**

- d. Under the ‘Agreement Term’ section, select the Agreement Term Requested.
        - e. Under the ‘Project Term’ section:
          - i. Enter the Project Term dates (e.g., beginning in 2020, ending in 2025).
        - f. Under the ‘Seasonal Work Period’ section:
          - i. Enter the time period(s) you intend to work on the project.
          - ii. If the work period will exceed one year, specify the work period for each year of the project



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- g. Under the 'Project Impacts' section:
  - i. Provide detailed information on Impacts to River, Lake or Stream
  - ii. Complete all required information for 'Impacts to Special Status Species,' and 'Source of Information' sub-sections.
- h. Under the 'Impacts to Trees and Vegetation' section:
  - i. Complete all required information.
  - i. Click "Save" in the toolbar.
  - j. Once all information has been added, click "Mark as Complete."
- 11. From the Applications Forms list, select the "Environmental Review" form.
  - a. Complete all required information under the 'California Environmental Quality Act (CEQA)' section.
  - b. Complete all required information under the 'National Environmental Policy Act (NEPA)' section
  - c. Click "Save" in the toolbar.

**Note: If applicable, include all CEQA and NEPA documents and notices, and a copy of the Environmental Filing Fee receipt (CEQA filing fee pursuant to Fish and Game Code section 711.4) in the Documents and Maps form.**

- d. Once all information has been added, click "Mark as Complete."
- 12. From the Applications Forms list, select the "Measures to Protect Fish, Wildlife, and Plant Resources" form.
  - a. Complete all required information regarding, Sediment/ Erosion Control, Avoidance/Minimization Measures, and Mitigation/Compensation Measures.
  - b. Click "Save" in the toolbar.
  - c. Once all information has been added, click "Mark as Complete."
- 13. From the Applications Forms list, select the 'Prior Notification, Orders, and Permits' form.
  - a. Under the 'Prior Notifications and/or Agreements' section click "Add."

<b>Prior Notifications and/or Agreements</b>			<a href="#">Create New Version</a>   <a href="#">Mark as Complete</a>   <a href="#">Go to Application Forms</a> <b>Add</b>
Identify any notification previously submitted to, or Lake or Streambed Alteration Agreement previously issued by, CDFW for the project described in this notification. Include a copy of the previously submitted notification and/or agreement in the Documents and Maps form.			
Name of Applicant:	Last Name:	Notification Number:	Date:

- i. Complete all required information.
- ii. If a notification was previously submitted and/or an agreement previously issued, attach the document(s) in the Documents and Maps form.
- b. Click "Save" in the toolbar.
  - i. If there are multiple notifications, repeat steps A and B.
- c. Under the 'Prior Orders, Notice, and/or Violations' section click "Add."

<b>Prior Orders, Notice, and/or Violations</b>			<b>Add</b>
If this notification is being submitted in response to a court or administrative order or notice, or a notice of violation issued by CDFW, complete this section for each order, notice, or violation. Include a copy of each order, notice, or violation in the Document and Maps form.			
<i>Note: If the notification is being submitted in response to a court or administrative order or notice, and CDFW determines that an agreement is required, the measures CDFW includes in a draft agreement will not be subject to arbitration (Fish &amp; G. Code, § 1614).</i>			
Person who Directed you to Submit:	Last Name:	Agency that Directed you to Submit:	Describe Circumstances:



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- i. Complete all required information.
- ii. If a notice of violation (NOV) and/or a court or administrative order has been issued, attach the document(s) in the Documents and Maps form.
- d. Click “Save” in the toolbar.
  - i. If there are multiple orders, repeat steps C and D.
- e. Under 'Local, State, and/or Federal Permits' click “Add.”

Local, State, and/or Federal Permits <span style="float: right;">Add</span>			
<p>List any local, state, and/or federal permits required for the project and mark whether applied or issued. Include a copy of each permit that has been issued in the Documents and Maps form. You are responsible for obtaining all necessary permits and authorizations from CDFW and other agencies before beginning any project described in the notification.</p> <p><i>Examples include: a grading permit by the county; authorization by CDFW, USFWS, NMFS to take a listed species, or “section 404” permit the U.S. Army Corps of Engineers.</i></p>			
Permit Name:	Permit Type:	Applied/Issued:	Date Issued/Aplied:*

- i. Provide any permits required for the project and mark whether applied or issued.
  - f. Click “Save” in the toolbar.
    - i. If there are multiple orders, repeat steps E and F.
  - g. Once all information has been added, click “Mark as Complete.”
14. From the Applications Forms list, select the “Documents and Maps” form.
- a. Click on the “Tips to Create a Quality Map” document link for help in creating a project map.
  - b. Click “Edit” in the toolbar.
    - i. Attach (required) Project Site Map, Project Aerial View Map, Project Site Photos.
    - ii. Attach any other documents or photos.
      - 1. Enter a description of the document/map (e.g., property location map, property diagram, well completion report, public water system bill, etc.).

**Note: If no map is included, or the map does not provide enough information to allow a person not familiar with the area to find the project site or identify the features of the project, CDFW may determine your application incomplete.**

- c. Return to the top of the page and click “Save” in the toolbar.
    - i. Complete step B and C to add multiple documents.
  - d. Once all information has been added, click “Mark as Complete.”
15. From the Applications Forms list, select the “Fees Schedule.”

- a. Read ALL TEXT CAREFULLY.

**IMPORTANT: CDFW annually adjusts the LSA Fee Schedule on January 1st for inflation. Any notification received on or after January 1 shall include a fee that complies with the new fee schedule.**

- b. Under the “Regular Term Notification Fees” section click “Add.”

Regular Term Notification Fees <span style="float: right;">Add</span>			
<p>Click "Add" if notifying for a Regular Term Agreement.            If you are not notifying for a regular term agreement, do not complete this section.            CDFW will not process this notification until all fees have been received.</p>			
Project Name:	Project Cost Range:	Actual Project Cost:	Project Fee: \$0.00



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- i. Complete all information for Regular Term Notification Fees. Return to the top of the page and click “Save” in the toolbar.

**Note: Each project entered under the ‘Project Location and Project Category’ form MUST have an associated fee. Repeat steps B and C to add a fee for each project.**

- c. If Applicable under the “Long Term Notification Fees” section, click “Add.”

Long Term Notification Fees <span style="float: right;">Add</span>			
Click "Add" if notifying for a Long Term Agreement. If you are not notifying for a long term agreement, do not complete this section. CDFW will not process this notification until all fees have been received.			
Project Name:	Project Cost Range:	Actual Project Cost:	Project Fee: \$0.00

- i. Complete all information for Long Term Notification Fees.
- d. If the project includes Remediation entered on the ‘Remediation’ form, click “Add” under the ‘Remediation Fees’ section.

Remediation Fees <span style="float: right;">Add</span>		
Click "Add" if any aspect of the project is to remediate a cannabis cultivation site, in part or in whole. If your project is not associated with cannabis or the project does not include remediation, do not complete this section. CDFW will not process this notification until all fees have been received.		
Project Name:	Remediation Area:	Project Fee: \$0.00

- i. Complete all information for Remediation.
- e. Return to the top of the page and click “Save” in the toolbar.

**Note: The ‘Total Fees Due’ section will auto-populate based on the information entered in the Standard Agreement and Remediation Fee sections. The ‘Total Fees’ is the amount you need to enter in the ‘Payment Information’ section.**

- f. Under the ‘Payment Information’ section click “Add.”
16. Select a “Payment Method.”

Payment Information <span style="float: right;">Mark as Complete   Go to Application Forms   Add</span>			
Enter the fee payment information.			
Payment Method:	Document #:	Name of the Bank/Institution:	Check/Money Order #:

- a. Enter “Amount”
- b. Once you select a ‘Payment Method,’ follow all instructions for each payment method.

**Note: If Credit Card payment is selected a 5% service fee is included in the line item on [CDFW Internet Sales](#).**

- c. Return to the top of the page and click “Save” in the toolbar.
- d. Once all information has been added, click “Mark as Complete.”

Payment Information <span style="float: right;">Mark as Complete   Go to Application Forms   Add</span>			
Enter the fee payment information.			
Payment Method:	Document #:	Name of the Bank/Institution:	Check/Money Order #:



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**IMPORTANT: CDFW is not required to determine whether a notification is complete or otherwise begin processing the notification until the correct CDFW regional office has received the notification and correct notification fee.**

- 17. From the Applications Forms list, select “Acknowledgement and Signature.”
  - e. Under “Site Inspection” select inspection preference.
    - a. Provide any additional information needed.
  - f. Under “Electronic Signature”:
    - a. Read each acknowledgment and certification statement CAREFULLY before checking boxes.
    - b. Sign and Date

**Note: If you do not understand any of the statements, contact the CDFW regional office where your project is located to discuss further.**

- g. Return to the top of the page and click “Save” in the toolbar.
- h. Once all information has been added, click “Mark as Complete.”

- 18. From the Applications Forms list, select the “Correspondence” form.
  - a. Click “Mark as Complete.”

**Documents from CDFW** [Mark as Complete](#) | [Go to Application Forms](#) | [Add](#)

To view any of the documents listed, click on the blue hyperlink text in the left column. To print any document listed, open the document and print from the document window.

File Name:	Attachment:

**Documents to CDFW** [Add](#)

To add documents:

1. Click the "Add" link to the right.
2. Enter the "File Name".
3. Attach the document/image.
4. Click "Save" at the top of the page.
  - o Repeat steps 1 and 2 to include multiple entries.

File Name:	Attachment:

- 19. Once all Application Forms have been checked as Complete, you can submit your application by clicking on “Submit”.

Application Forms	Application Details	<a href="#">Submit</a>	<a href="#">Withdraw</a>
Form Name	Complete?		Last Edited
<a href="#">General Information</a>	✓		03/05/2020
<a href="#">Contact Information</a>	✓		03/05/2020
<a href="#">Project Location and Category</a>	✓		03/05/2020
<a href="#">Project Description, Term, and Impacts</a>	✓		03/05/2020
<a href="#">Environmental Review</a>	✓		03/05/2020
<a href="#">Measures to Protect Fish, Wildlife, and Plant Resources</a>	✓		03/05/2020
<a href="#">Prior Notification, Orders, and Permits</a>	✓		03/05/2020
<a href="#">Documents and Maps</a>	✓		03/05/2020
<a href="#">Fees Schedule</a>	✓		03/13/2020
<a href="#">Acknowledgement and Signature</a>	✓		03/13/2020
<a href="#">Correspondence</a>	✓		03/13/2020

- 20. When you click Submit, you will receive an alert informing you that once submitted, all forms will be locked from any further editing. If you are ready, click “OK.” If changes need to be made to any of the forms, click “Cancel” and edit the applicable forms.
- 21. Once submitted, you will receive an onscreen confirmation, which includes the application ID number (i.e., your EPIMS number).



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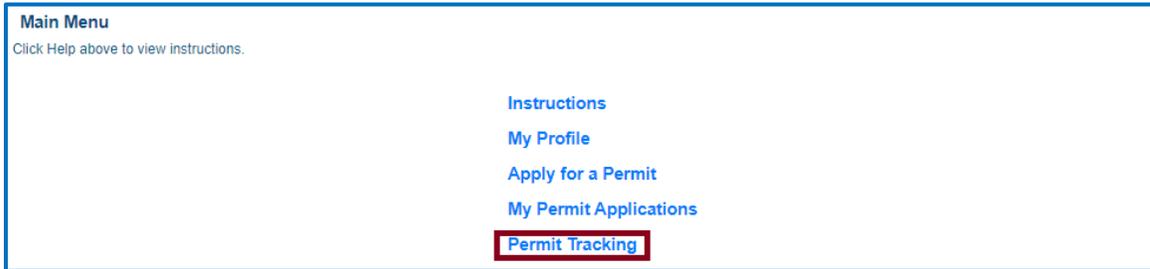
22. After the onscreen confirmation, you will receive an email similar to the onscreen confirmation, indicating your application has been submitted.
23. CDFW will receive notification of the submittal and will begin processing the Standard Agreement application.
24. Once CDFW has completed the review, you will receive an email regarding CDFW's decision and will include additional steps you will need to take.

**Note: It is important that you follow all instructions outlined in subsequent emails from CDFW.**



## Part VII: Instructions for Completing an EPIMS Amendments and/or Extension Request

1. Log into EPIMS.
2. Click "Permit Tracking."



3. Select the Project Name of your application.
4. Select the "Amendments & Extension" form listed under Permit Components.

**Note: Confirm the Permit Title listed at the top of the page (example: EPIMS-HUM-09843-R1 – Cultivation Project 352)**

Permit Components	
Component	Last Edited
<a href="#">General Information</a>	06/30/2020
<a href="#">Draft Agreement</a>	06/30/2020
<a href="#">Final Agreement</a>	06/30/2020
<a href="#">Status Reports</a>	
<a href="#">Amendments &amp; Extension</a>	
<a href="#">Correspondence</a>	06/30/2020
<a href="#">Opportunity</a>	-
<a href="#">Application</a>	-

1. Click the "Add" link next to Return to Components.
2. Enter the Permit Title listed on the previous page that you noted then click "Save" in the toolbar.
3. Click "Return to Components."
4. Select the " Amendment and/or Extension" form listed under Components.
5. Click "Edit" at the top of the page.
6. Complete each section of the form as directed in the Instructions.
7. Click the "Mark as Complete" link.
8. Click the "Submit" link under the "Components" section.
9. Click "OK" in the alert window.
10. Log out of EPIMS.

If your Amendment and/or Extension has been “Approved with Conditions”, complete the following step:

1. You will receive an email indicating your Amendment and/or Extension has been approved.
2. You will receive a second email indicating you have a Status Report to be completed.

**Note: This email will include an attached PDF file of the Amendment and/or Extension Approved with Conditions letter. Review the attachment.**

1. Log into EPIMS.



2. Click "Permit Tracking."
3. Select the Project Name of your application.
4. Select the "Status Reports" form listed under Permit Components.
5. Click on the ID for Status Report type "Approved with Conditions" from the list.
6. Select the "Approval with Conditions" form listed under Components.
7. Complete all required fields and click "Save" in the toolbar.
8. Click the "Mark as Complete" link.
9. Click the "Submit" link under the "Components" section.
10. Click "OK" in the alert window.
11. Log out of EPIMS.



## Part VIII: Instructions for Completing EPIMS Notification for Emergency Work

1. Log in to <https://EPIMS.wildlife.ca.gov>.
2. Click on “Apply for a Permit.”

**IMPORTANT: Read instructions carefully before answering questions within the application forms. Hover over the Information Icon for additional details.**

3. Select the ‘Region Permit Title’ according to CDFW Region where the project is going to take place.

**Note: See Part I: Regional Contact Information to determine the correct region and Opportunity Title to select. If the incorrect region is selected, the application will have to be withdrawn and resubmitted to the correct region.**

4. Under the ‘Opportunity Details’ section, click on “Start a New Application.”

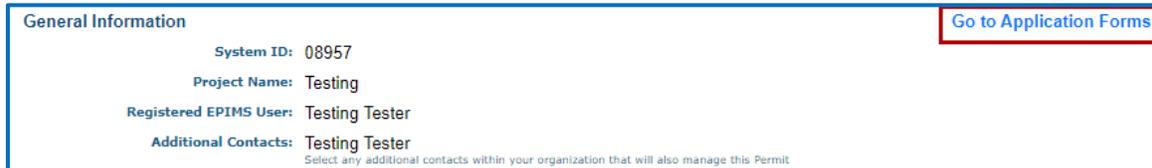


5. General Information:

- a. Fill in “Project Name.” This is the name of the overall project.

**Note: If the project does not have a formal name or title, use a name that best describes the project. For example, if the project is the installation of a culvert on private property, you might name the project, “Culvert on Smith Property.” If the project has already been assigned a name for other permitting or environmental review purposes, use the same name.**

- b. Select “Organization”: If you are affiliated with an organization that is listed within the drop down, select that organization. If you are not affiliated with an organization, select ‘Apply as Individual.’
- c. Return to the top of the page and click “Save” in the toolbar.
- d. If you are associated with an organization and would like to allow a user within your organization, who also have an EPIMS User Account, to access applications to assist in client processing, follow these steps before moving on to step 6:
  - i. Click “Edit” in the toolbar.
  - ii. Any EPIMS User associated to the same organization will appear in the “Additional Permittee Contacts” box. This is a multi-select box (hold the Ctrl button on your keyboard), select all additional contacts.
  - iii. Click “Save” in the toolbar.
- e. Review information in the General Information section, if changes are needed, click “Edit” in the toolbar, and when complete, click “Save.”



6. Click “Go to Application Forms.”



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7. On the next screen you will see a list of “Application Forms” that are required to complete the Emergency Work process. These forms include:
  - a. General Information (You have already completed this form. No further action is required.)
  - b. Emergency Notification

**Note: All required fields must be completed, and each form must be marked as ‘Complete’ in order to submit the application**

8. From the Applications Forms list, select the “Emergency Notification” form.
  - a. Under the ‘Contact Information’ section fill in ALL required (\*) fields.
  - b. Under the ‘Location of Work’ section fill in ALL required (\*) fields.
  - c. Under the ‘Nature of Emergency Work’ section fill in ALL required (\*) fields.
  - d. Include any necessary attachments in the “Documents and Maps’ section.
  - e. Complete the ‘Electronic Signature’ section.
  - f. Click ‘Save’ in the toolbar at the top of the page.
  - g. Once all information has been added, click “Mark as Complete.”
9. Once all Application Forms have been checked as Complete, you can submit your application by clicking on “Submit”.

Application Forms		Application Details	Submit	Withdraw
Form Name	Complete?	Last Edited		
General Information	✓	10/08/2020		
Emergency Notification	✓	10/08/2020		

10. When you click Submit, you will receive an alert informing you that once submitted, all forms will be locked from any further editing. If you are ready, click “OK.” If changes need to be made to any of the forms, click “Cancel” and edit the applicable forms.
11. Once submitted, you will receive an onscreen confirmation, which includes the application ID number (i.e., your EPIMS number).
12. After the onscreen confirmation, you will receive an email similar to the onscreen confirmation, indicating your application has been submitted.
13. CDFW will receive notification of the submittal and will begin our review.
14. Once CDFW has completed the review, you may receive an email regarding the notification. This email may include questions regarding the nature of the emergency and/or additional steps you need to take to minimize/mitigate the emergency activities.