EPIMS Permitting Portal Instructions

EPIMS: Environmental Permit Information Management System

Contents

Part I: Regional Contact Information

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

Have questions about EPIMS?
https://wildlife.ca.gov/Conservation/Environmental-Review/EPIMS

Part II: Type of Agreements

The type of agreements currently available in EPIMS:

Self-Certification for Cannabis Cultivation – 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.

General Agreement for Cannabis Cultivation – 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-finfish 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 – 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, or routine maintenance, Self-Certification, or General Agreement.)

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.

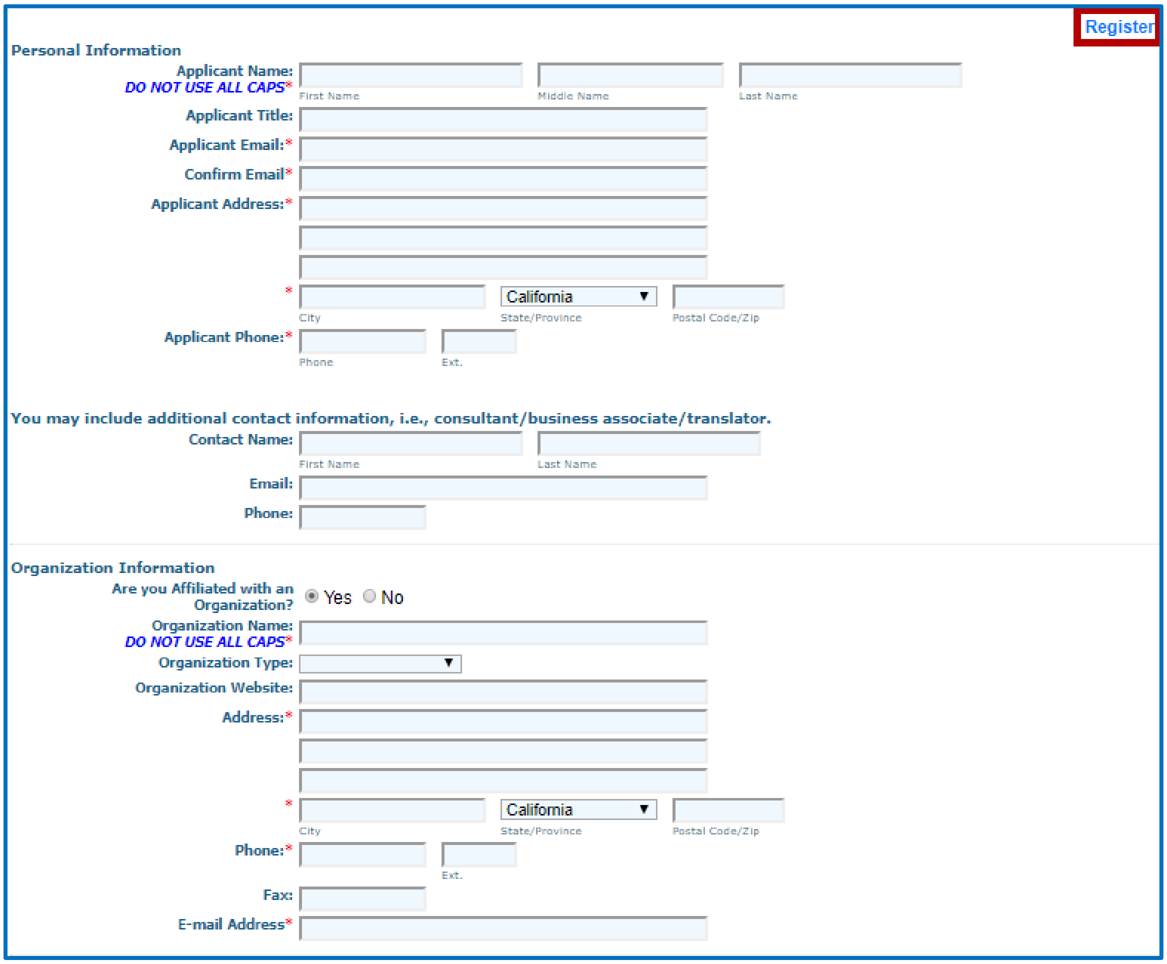
Register for only one user account. With one user account, you may complete multiple self-certifications or notifications/applications for multiple Regions, if necessary.

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."

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. 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.

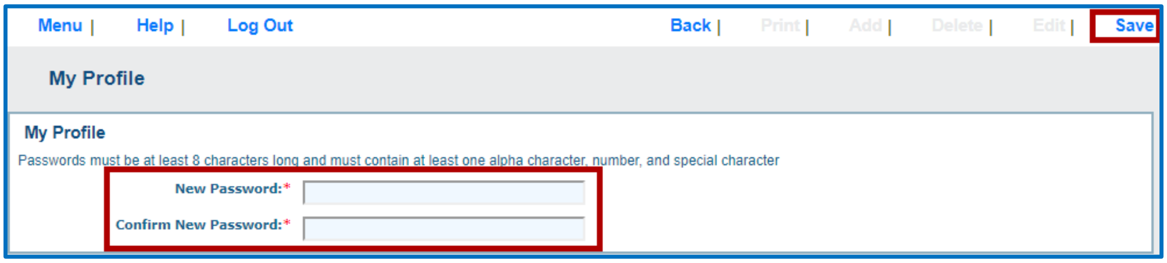


4. Click "Register," and you will receive a confirmation, as well as an email.
5. Your user registration will be reviewed for completion and approved by CDFW.
   a. Once approved, you will receive an email with a temporary password.

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.



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

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

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 "Email." Click "Save" upon completion.

CAUTION: All email addresses entered 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).

NOTE: Email addresses entered in the "additional contact information" section will NOT receive system-generated emails.

Part IV: Instructions for Completing EPIMS Cannabis Cultivation Self-Certification

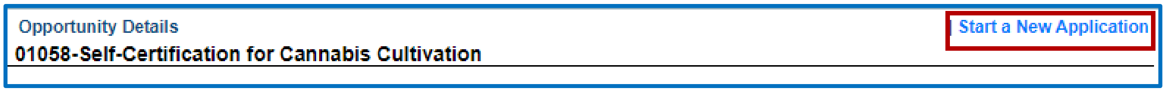
1. Log in to https://EPIMS.wildlife.ca.gov.
2. Click on "Apply for a Permit."

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.

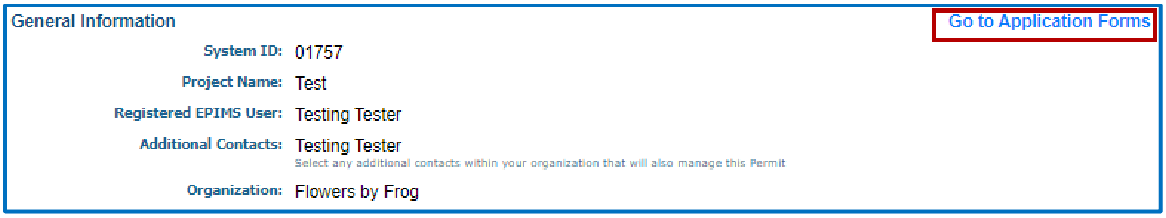
4. Under the 'Opportunity Details' section, click on "Start a New Application."



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.

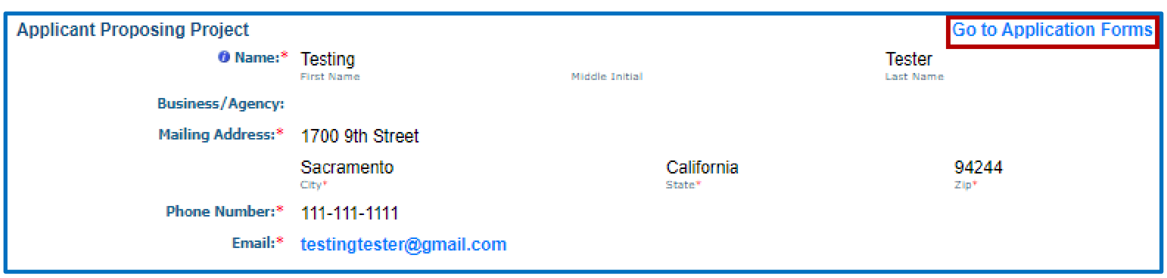
    b. Select "Organization": If you are affiliated with an organization that is listed within the drop down, select that organization. If you are not affiliated with an organization, select 'Apply as Individual.'
    c. Return to the top of the page and click "Save" in the toolbar.
    d. If you are associated 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
Go to Application Forms
System ID: 01757
Project Name: Test
Registered EPIMS User: Testing Tester
Additional Contacts: Testing Tester
Select any additional contacts within your organization that will also manage this Permit
Organization: Flowers by Frog

7. On the next screen you will see a list of “Application Forms” that are required to complete the Cannabis Cultivation 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’ ([Symbol]) 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
Go to Application Forms
Name:* Testing
First Name
Middle Initial
Tester
Last Name
Business/Agency:
Mailing Address:* 1700 9th Street
Sacramento
City*
California
State*
94244
Zip*
Phone Number:* 111-111-1111
Email:* 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.

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.

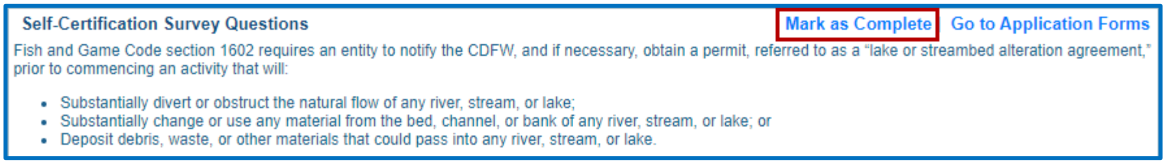
c. Once all location information has been added, click "Mark as Complete."

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.

6. Note: If you haven't 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.

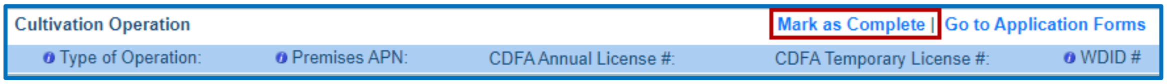
Note: If you did not receive an alert indicating the project is not eligible for Self-Certification, please continue to the next step, and then to #11.

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

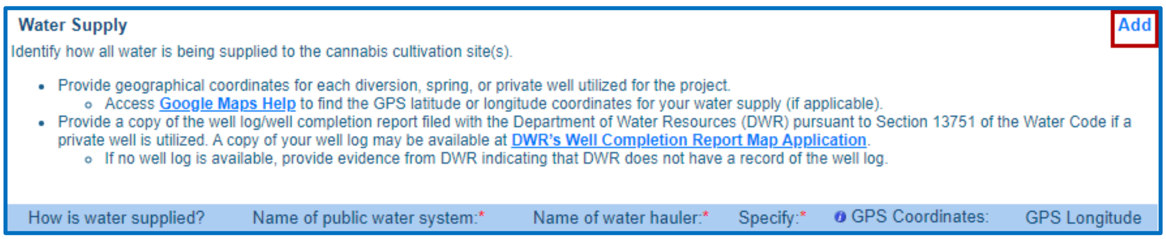


11. From the Applications Forms list, select the "Cultivation Operation" form.
    a. Click "Add in the toolbar.

        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.

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:*

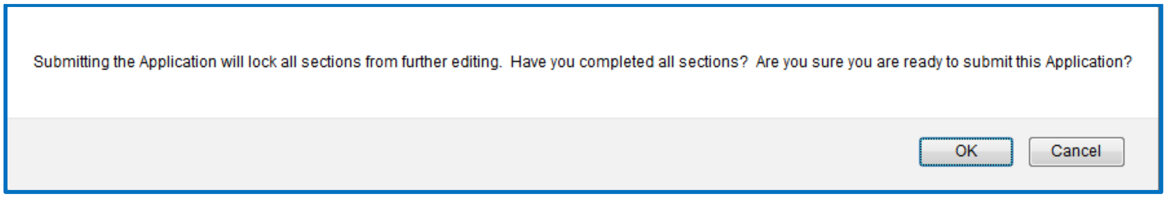
15. Once all Application Forms have been checked as Complete, you can submit your application by clicking on "Submit".

a. All forms should be marked as "Compete" before submitting.

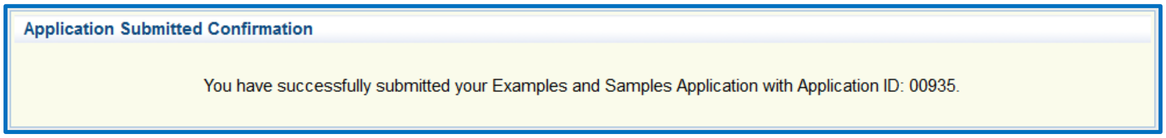
Application Forms Application Details | Submit | Withdraw

Form Name	Complete?	Last Edited
General Information	✓	06/27/2018
Contact Information	✓	10/29/2019
Property Location	✓	10/29/2019
Self-Certification Survey	✓	10/29/2019
Cultivation Operation	✓	10/29/2019
Project Description and Details	✓	10/30/2019
Documents and Maps	✓	10/29/2019
Acknowledgment and Signature	✓	11/06/2019

16. 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.



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



18. After the onscreen confirmation, you will receive an email similar to the onscreen confirmation, indicating your application has been submitted.
19. 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**.
20. 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 for Cannabis Cultivation

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."

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.

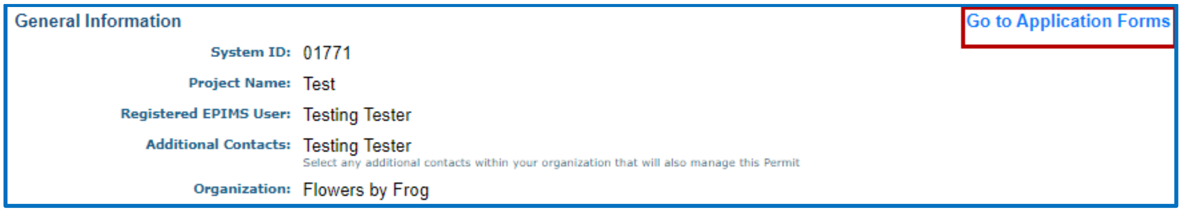
   b. Select "Organization": If you are affiliated with an organization that is listed within the drop down, select that organization. If you are not affiliated with an organization, select 'Apply as Individual.'
   c. Return to the toolbar at the top of the page and click "Save."

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."



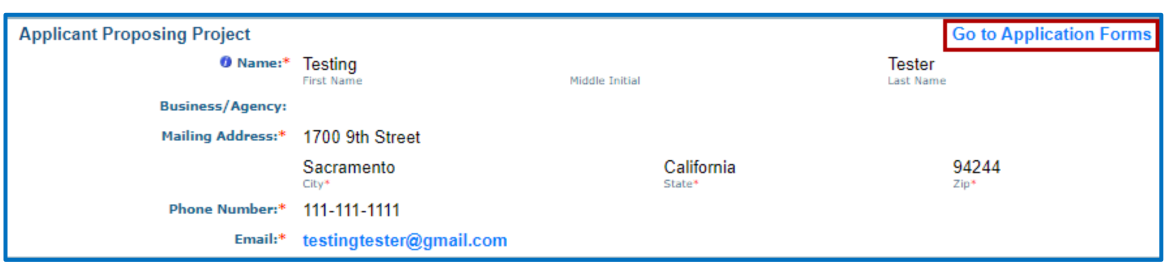
General Information
Go to Application Forms

System ID: 01771
Project Name: Test
Registered EPIMS User: Testing Tester
Additional Contacts: Testing Tester
Select any additional contacts within your organization that will also manage this Permit
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 for Cannabis Cultivation 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
Go to Application Forms

Name:* Testing (First Name) | (Middle Initial) | Tester (Last Name)
Business/Agency:
Mailing Address:* 1700 9th Street
Sacramento (City*) | California (State*) | 94244 (Zip*)
Phone Number:* 111-111-1111
Email:* testingtester@gmail.com

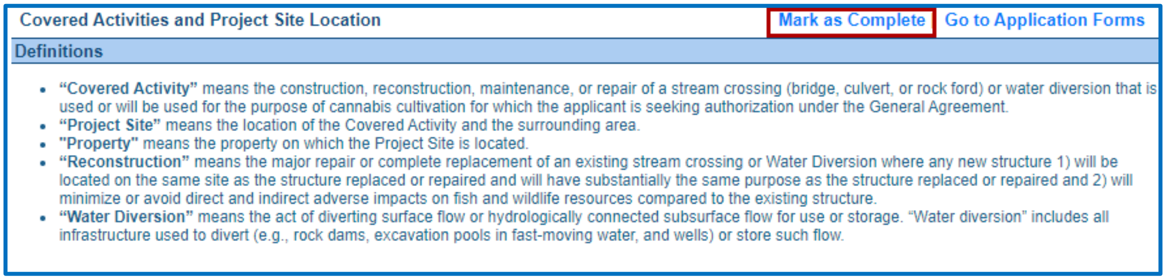
9. From the Application Forms list, select the “Covered Activities and Project Site Location” form.
   a. Click “Add” in the toolbar.

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."



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.

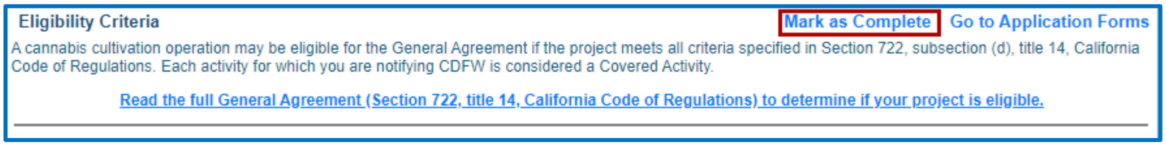
1. If you receive this alert, your project activity may not be a covered activity, and/or you do not have the required documents in your possession at the time of your submittal. If you have any questions regarding the General Agreement requirements go to: https://www.wildlife.ca.gov/Conservation/Cannabis/Permitting#53542665-general-agreement

ii. In the event the project is not eligible for General Agreement:

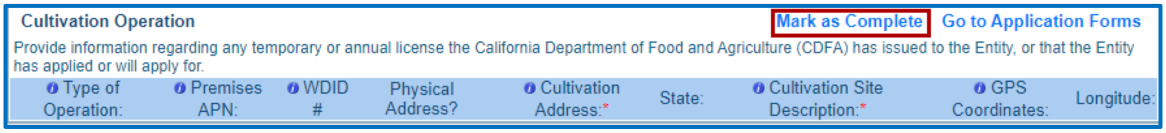
1. Click "OK" in the alert.
2. Click the "Menu" icon in the toolbar.
3. Click on "Apply for a Permit."
4. Select "Notify for Standard Agreement" for the Region where the project will take place.
5. Go to the page in this document for "Notify for Standard Agreement" and begin the application process.

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.

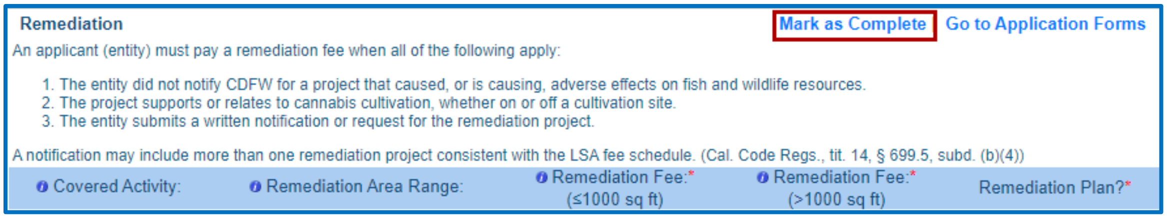
d. Once all information has been added, click "Mark as Complete."



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."



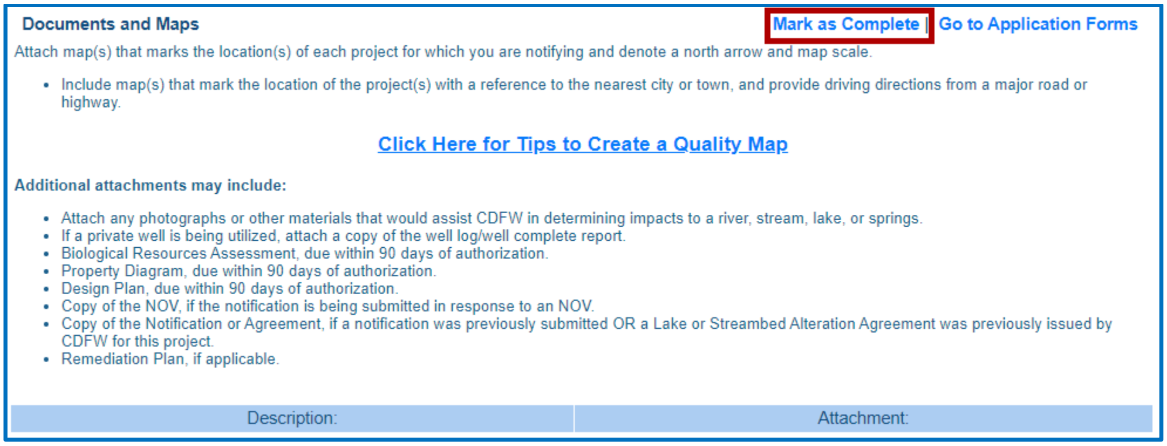
12. From the Applications Forms list, select the "Remediation" form.
    a. Click "Add" in the toolbar.
        i. Complete all required information.
    b. Return to the top of the page and click "Save" in the toolbar.
        i. If there are multiple areas of remediation associated with the project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



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."



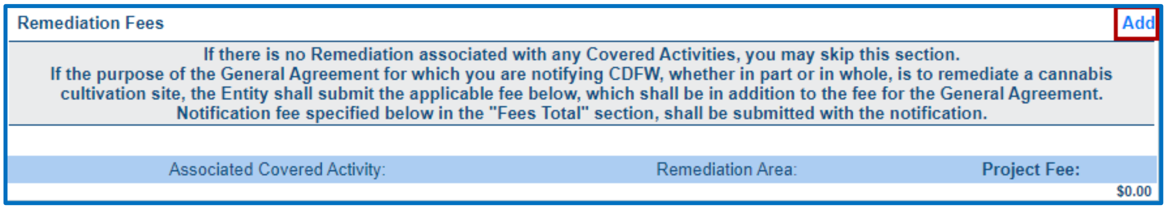
14. From the Applications Forms list, select the "Fees Schedule" form.
    a. Read ALL TEXT CAREFULLY.

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.

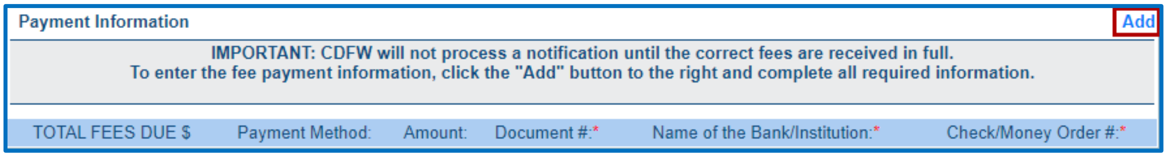
Note: Each Covered Activity entered under the 'Project Site Location Description and Covered Activities' form MUST have an associated fee.

    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.



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."

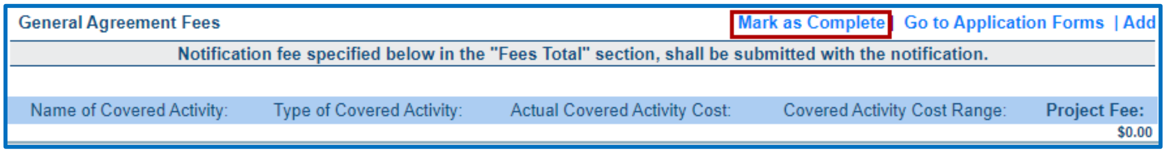


        i. Select a "Payment Method."
        ii. Enter "Amount"

iii. Once you select a 'Payment Method,' follow all instructions for each payment method.

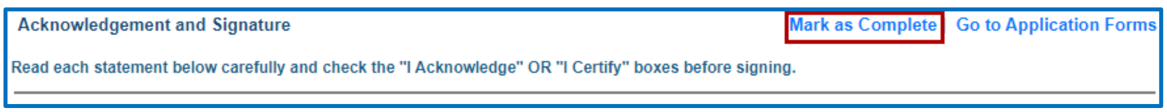
g. Return to the top of the page and click "Save" in the toolbar.

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

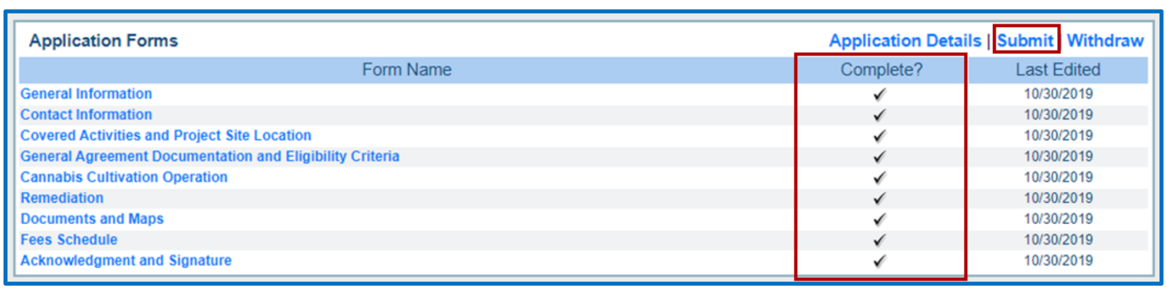


IMPORTANT: CDFW will not process an application until the correct fee(s) are received in full. To enter the fee payment information, click the "Add" button to the right, and complete all required information

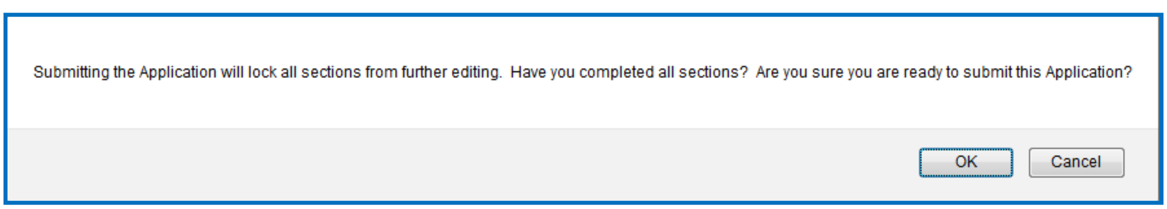
15. From the Applications Forms list, select the "Acknowledgement and Signature" form.
    a. Read each acknowledgment and certification statement carefully and check the "I Acknowledge" or "I Certify" boxes before signing.
        i. Sign and Date
    b. Return to the top of the page and click "Save"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



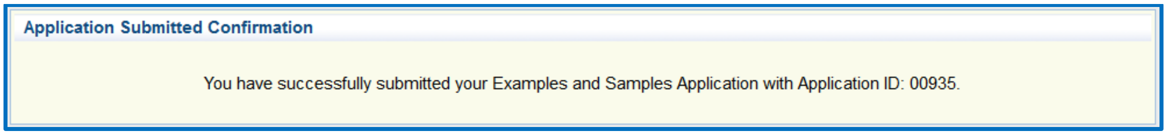
16. Once all Application Forms have been checked as 'Complete', you can submit your application by clicking on "Submit."
    a. All forms should be marked as "Compete" before submitting.



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.



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



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 General Agreement application.
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 outlined in subsequent emails from CDFW.

Part VI: Instructions for Completing EPIMS Standard Agreement

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.

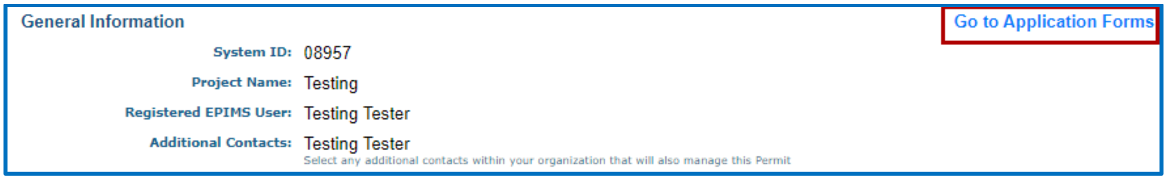
   b. Select 'Organization': If you are affiliated with an organization that is listed within the drop down, select that organization. If you are not affiliated with an organization, select 'Apply as Individual.'
   c. Return to the top of the page and click "Save" in the toolbar.

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."


General Information

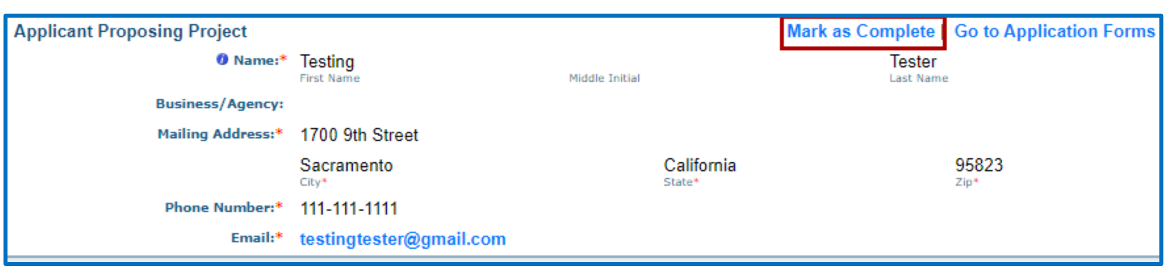
Go to Application Forms

System ID:	08957
Project Name:	Testing
Registered EPIMS User:	Testing Tester
Additional Contacts:	Testing Tester Select any additional contacts within your organization that will also manage this Permit

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

Mark as Complete | Go to Application Forms

Name:*	Testing First Name	Middle Initial	Tester Last Name
Business/Agency:			
Mailing Address:*	1700 9th Street		
	Sacramento City*	California State*	95823 Zip*
Phone Number:*	111-111-1111		
Email:*	testingtester@gmail.com		

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
   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.

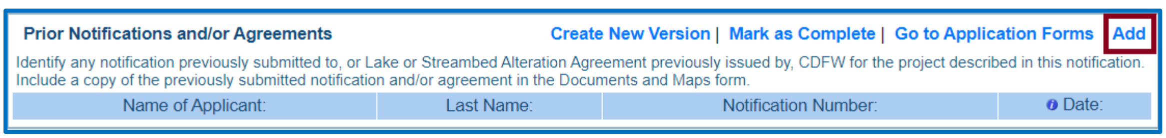
   a. Complete all required information regarding, Sediment/ Erosion Control, Avoidance/Minimization Measures, and Mitigation/Compensation Measures.

   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."



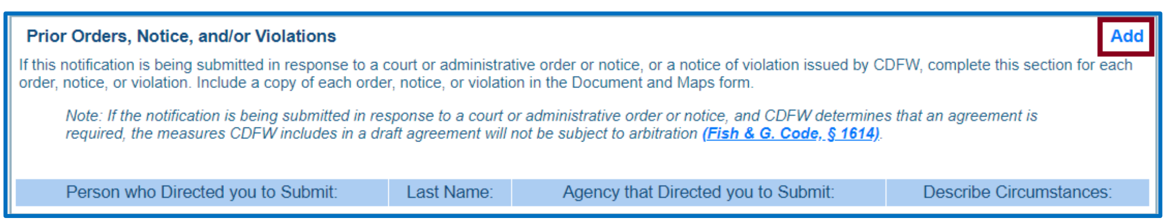
      i. Complete all required information.

      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."



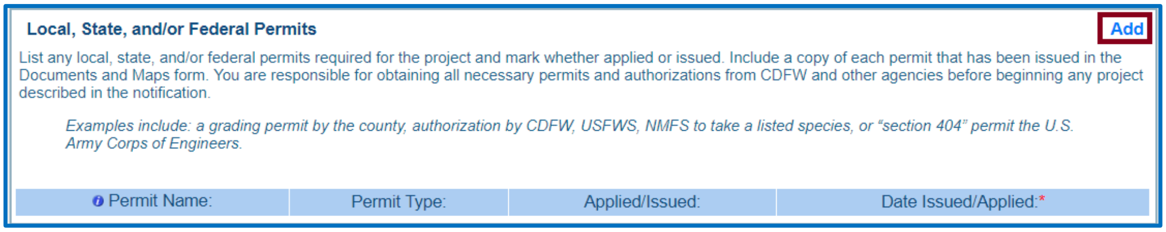
      i. Complete all required information.

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 — Add

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.

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.

Permit Name:	Permit Type:	Applied/Issued:	Date Issued/Applied:*

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.

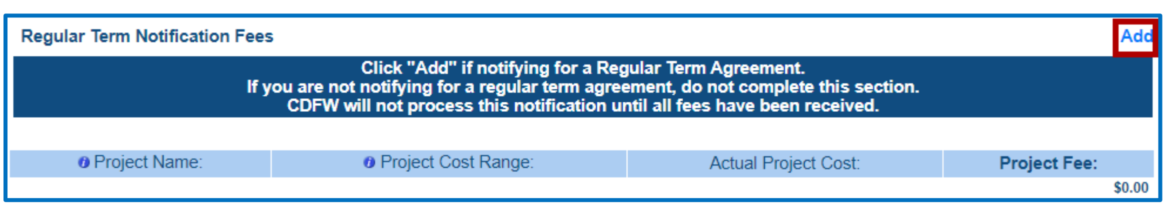
d. Once all information has been added, click "Mark as Complete."

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 — Add

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.

Project Name:	Project Cost Range:	Actual Project Cost:	**Project Fee:**
			$0.00

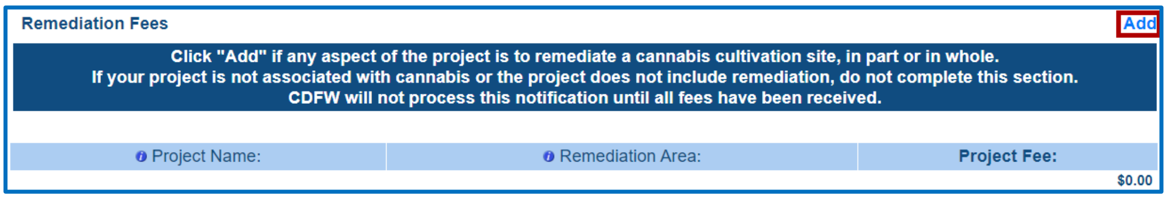
i. Complete all information for Regular Term Notification Fees. Return to the top of the page and click "Save" in the toolbar.

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."

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.



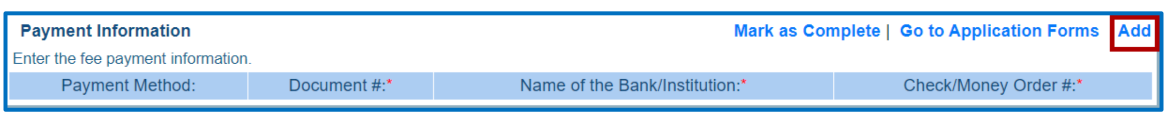
i. Complete all information for Remediation.

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."



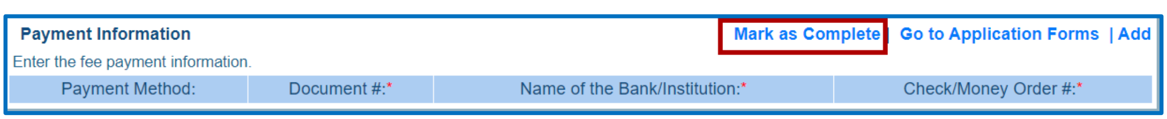
a. Enter "Amount"

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."



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.

2. From the Applications Forms list, select "Acknowledgement and Signature."
   a. Under "Site Inspection" select inspection preference.
      a. Provide any additional information needed.
   b. 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.

   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."
3. 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	✓	03/05/2020
Contact Information	✓	03/05/2020
Project Location and Category	✓	03/05/2020
Project Description, Term, and Impacts	✓	03/05/2020
Environmental Review	✓	03/05/2020
Measures to Protect Fish, Wildlife, and Plant Resources	✓	03/05/2020
Prior Notification, Orders, and Permits	✓	03/05/2020
Documents and Maps	✓	03/05/2020
Fees Schedule	✓	03/13/2020
Acknowledgement and Signature	✓	03/13/2020
Correspondence	✓	03/13/2020

4. 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.
5. Once submitted, you will receive an onscreen confirmation, which includes the application ID number (i.e., your EPIMS number).
6. After the onscreen confirmation, you will receive an email similar to the onscreen confirmation, indicating your application has been submitted.
7. CDFW will receive notification of the submittal and will begin processing the Standard Agreement application.
8. 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 outlined in subsequent emails from CDFW.

Part VII: Instructions for Completing EPIMS Amendments and Extension

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)

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.

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