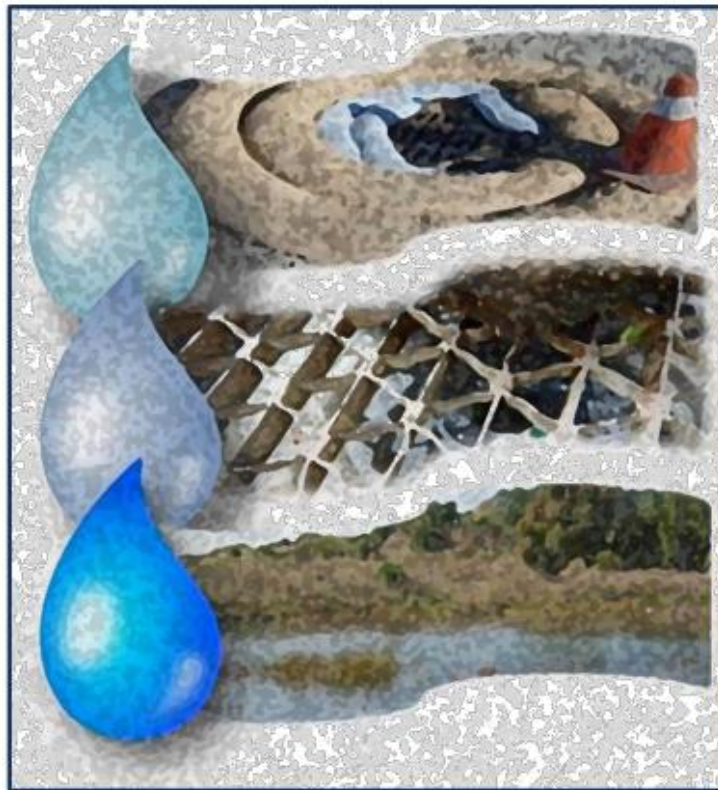




**STATEWIDE INDUSTRIAL GENERAL PERMIT
DISCHARGER'S GUIDE TO THE STORMWATER MULTIPLE
APPLICATION AND REPORT TRACKING SYSTEM (SMARTS)
DATABASE**

AD HOC MONITORING REPORT

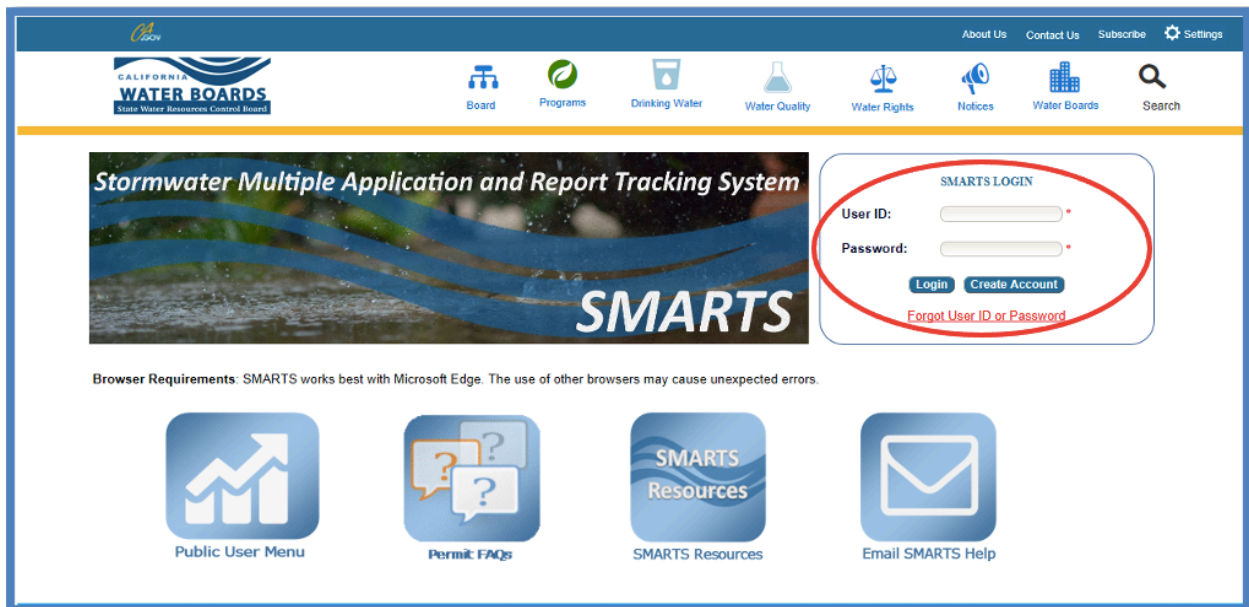


Last Revised: May 20, 2021

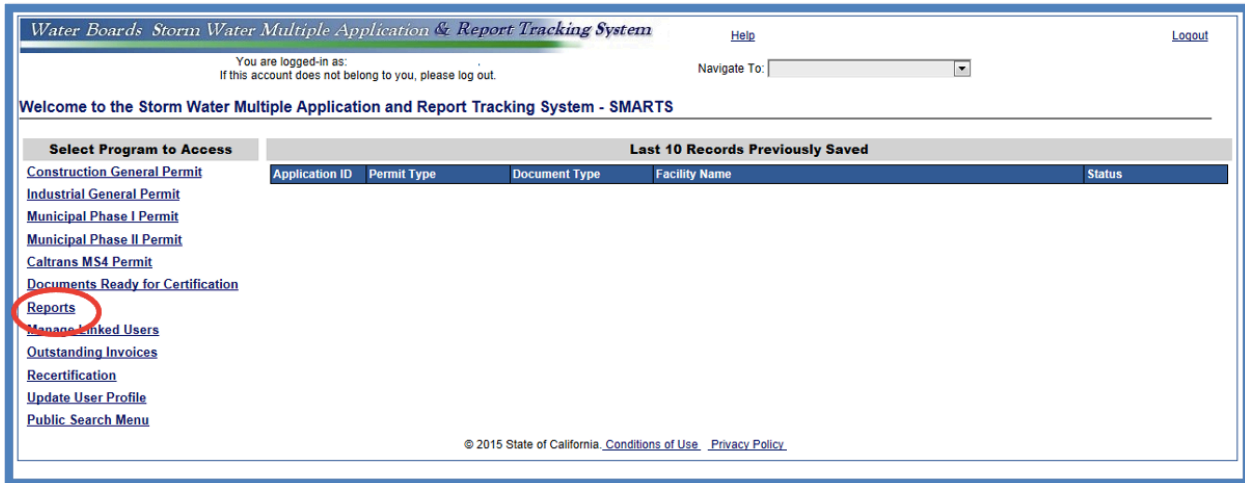
Stormwater Industrial General Permit Monitoring Report (Ad Hoc Report):

Dischargers are required to enter, certify, and submit all sampling and analytical results for all individual or Qualified Combined Samples through SMARTS. The Discharger shall submit all sampling and analytical results for all samples within 30 days of obtaining all results from the laboratory for each sampling event. The Ad Hoc Report is used to submit monitoring results through SMARTS. Ad Hoc Reports can be entered by any SMARTS user that is linked to the facility but can only be certified and submitted by the Legally Responsible Person (LRP) or Duly Authorized Representative (DAR) with a valid eAuthorization form on file. The next series of screenshots are provided to walk a SMARTS user through this process step-by-step.

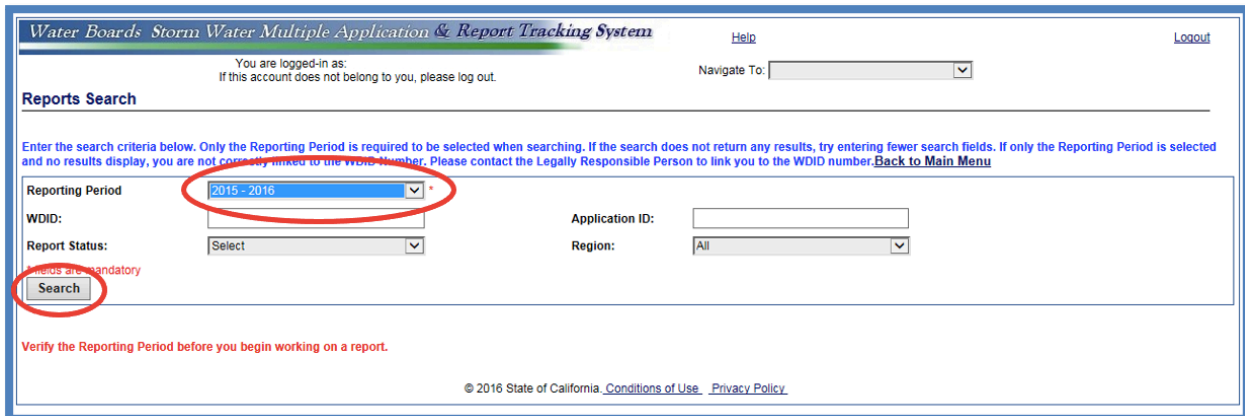
1. Log on to [SMARTS](https://smarts.waterboards.ca.gov) (<https://smarts.waterboards.ca.gov>)
Please use SMARTS in Microsoft Edge



2. From the main menu select “Reports”.



3. Search for reports using the appropriate reporting period. Any facility that you are linked to will display once you select search.



Only the “Reporting Period” is required to be selected when searching. If the search does not return any results, try entering fewer search fields. If only the “Reporting Period” is selected and no results display, you are not correctly linked to the Waste Discharge Identification (WDID) number. Please contact the Legally Responsible Person to link you to the WDID number.

4. Select the facility you wish to start working on by clicking on the facility name hyperlink.

Reports Search

Enter the search criteria below. Only the Reporting Period is required to be selected when searching. If the search does not return any results, try entering fewer search fields. If only the Reporting Period is selected and no results display, you are not correctly linked to the WDID Number. Please contact the Legally Responsible Person to link you to the WDID number [Back to Main Menu](#)

Reporting Period: 2015 - 2016 *
WDID:
Application ID:
Report Status: Select
Region: All

* fields are mandatory

Verify the Reporting Period before you begin working on a report.

Industrial Annual Reports

Facility Name	WDID/App ID	Facility Address	Report Period	Status	No. Ad Hoc	Receipt Date	Remand	Delete
Fried Chicken People	58091026330 467592	6543 Coop Lane	07/01/2015- 06/30/2016	Future				
Mine	58291025869 459447	Not yours street	07/01/2015- 06/30/2016	Not Submitted				

5. Once you have selected the facility, you will be able to select "New Ad Hoc Report." A new report needs to be created for each sampling event conducted at the facility for each Qualifying Storm Event (QSE) (or any sampling event conducted at a stormwater discharge compliance point).

Water Boards Storm Water Multiple Application & Report Tracking System [Help](#) [Logout](#)

You are logged-in as:
If this account does not belong to you, please log out. Navigate To:

Storm Water Annual Report Monitoring (SWARM)

Facility Name: Mine Operator Name: Test WDID: 58291025869
Report Period: 2015-16

Annual Report:
Click on the Report ID below to access the Industrial Annual Report.

Report ID	Report Type	Status	Due Date	Date Submitted	Submitted By	Remand
849291	Annual Report	Not Submitted	07/01/2016			

Ad Hoc Report:
Click on the "New Ad Hoc Report" button to start a new Industrial Ad Hoc Report. The electronic Ad Hoc Report screens are used to enter Rain Event and Non-Storm Water Discharge Event sampling/monitoring data collected.
Ad Hoc Reports associated with this Annual Report are listed below. Click on the Event ID link to access an Ad Hoc Report.

Event ID	Event Type	Start Date & Time	End Date & Time	Status	Received Date	Remand	Delete
----------	------------	-------------------	-----------------	--------	---------------	--------	--------

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6. Select the "Event Type" and click "Start Monitoring Report".

General Info

In order to change the information of an NOI, please click the link [Click here to go to NOI screens](#)

A. Event Type:
Event Type: Select

B. Owner Information (Read Only):

Owner Name:	Test	Contact Name:	RWQCB Test
Owner Address:	1001 I Street	E-mail:	r5s_stormwater@waterboards.ca.gov
City/State/Zip:	Sacramento CA 95814	Phone:	999-999-9999

C. Site Information (Read Only):

Site Name:	Mine	Contact Name:	RWQCB Test
Physical Address:	Not yours street	E-mail:	r5s_stormwater@waterboards.ca.gov
City/State/Zip:	Auburn CA 95814	Phone:	999-999-9999

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Note for Dischargers with an active Compliance Option:

Dischargers with a Compliance Option will see “Rainfall amount” and “Discharge Volume Estimate” in the “Event Details” section. The “Rainfall amount” and “Discharge Volume Estimate” is required for facilities with an active On-Site Compliance Option. Dischargers opting for an On-Site Compliance Option are required to submit monitoring results for infiltrated water, if applicable, and influent entering the BMP(s). This information will not be used for enforcement of water quality standards or Industrial General Permit compliance, but to provide feedback on the effectiveness of Compliance Options. Refer to the monitoring and reporting requirements found in Section II. H of Attachment I of the Industrial General Permit for more information:

Storm Water Monitoring Report

Facility Name: _____ Operator Name: _____ WDID: _____
Compliance Group: _____ Report Period: _____ Report Status: _____

General Info | Monitoring Location | Raw Data | PET | Data Summary | Attachments | Notes | Certify | Status History | Back to Report Main

In order to change the information of an NOI, please click the link [Click here to go to NOI screens](#)

A. Event Details:

Event Type: Qualifying Storm Event *
Rainfall amount: _____ Inches/Hour - Format: 9999.99
Discharge Volume Estimate: _____ Gallons - Format: 9999.99

B. Owner Information (Read Only):

Owner Name: _____ Contact Name: _____
Owner Address: _____ E-mail: _____
City/State/Zip: _____ Phone: _____

C. Site Information (Read-Only):

Site Name: _____ Contact Name: _____
Physical Address: _____ E-mail: _____
City/State/Zip: _____ Phone: _____

Save Event Details

* - Indicates required.

Back Next

- ***Rainfall Amount:** the size of each rain event, in inches of rain per hour, that discharges from the BMP(s).
 - ***Discharge Volume Estimate:** the estimated volume, in gallons, of the corresponding discharge.
7. From the “Monitoring Location” tab, you can select locations that you have already created, or you can create new locations. If you have already created your locations, please proceed to Step 12 to enter sampling information.

8. From the “Monitoring Location” tab, click “Create New Monitoring Location”.



9. Enter “Monitoring Location” information.

***NOTE:** If the information does **not** have an asterisk next to it, that field is not required. Each field entry is described below.

- ***Discharge Point Type: Effluent, Influent, Internal, Receiving Water:** if you are sampling stormwater from a discharge location leaving your facility, this is considered effluent monitoring.
- ***TMDL or Ocean Discharge:** if you are not sure, contact your local Regional Water Quality Control Board.¹ See Attachments E & G of the Industrial General Permit for more information.
- **Water Body Name:** not required, but you can select a water body from the drop-down menu.
- ***Monitoring Location Name (25 Characters):** the name of what your discharge location is called. Each discharge location should be uniquely identified
- **Description:** although this field is not required, it is recommended that a description of the monitoring location be entered (e.g., NW corner outfall).
- ***Latitude and Longitude (lat/long):** you can use the “view map tool” to locate the facility and then click on the map to specify the location where the sampling was completed.

¹[Regional Water Board Contact Information](http://www.swrcb.ca.gov/water_issues/programs/stormwater/contact.shtml)

(http://www.swrcb.ca.gov/water_issues/programs/stormwater/contact.shtml)

- **Accuracy:** accuracy of the location inputted from the lat/long.
- **Datum:** map datum of the location inputted from the lat/long.
- ***Status:** active or inactive (e.g., "active" are for current monitoring locations, and "inactive" for previous monitoring location that are no longer used).

10. Once you save the monitoring location you will be able to view it in this tab.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: General Info, Monitoring Location (highlighted), Raw Data, PET, Data Summary, Attachments, Notes, Certify, Status History, and Back to Report Main. Below the navigation bar is a text instruction: "Click on 'Create New Monitoring Location' to add a monitoring location. To view/edit/delete previously entered data, use the table below." A button labeled "Create New Monitoring Location" is positioned above a table. The table has the following columns: Monitoring Location Name, Discharge Point Type, Description, Latitude, Longitude, Status, and Delete. A single row is visible with the following data: Test_1, Influent Monitoring, Location in North East Corner, 38.58178, -121.49209, Active, and Delete. Below the table are two buttons: "Back" and "Next", with the "Next" button circled in red. At the bottom of the interface, there is a copyright notice: "© 2016 State of California. Conditions of Use. Privacy Policy."

Add as many monitoring locations as you need for your facility. When you have all monitoring locations entered, you select "Next" to move on to the "Raw Data" tab.

***NOTE:** These monitoring locations will be saved for the next time you enter a report.

11. You will now be able to enter sampling results for the monitoring locations you created. You can use the "Raw Data" tab to enter sample results individually or you can use the "PET" (Parameter Entry Tool) tab to create an excel file containing results for upload. You are not required to use the Parameter Entry Tool as you can enter everything via the "Raw Data" tab. Should you wish to use the Parameter Entry Tool, please see the California Integrated Water Quality System (CIWQS) guide for Parameter Entry Tool guidance.

12. To enter data on the "Raw Data" tab you will select "Enter New Sample".

The screenshot shows the same web application interface but with the "Raw Data" tab highlighted in the navigation bar. The text instruction now reads: "Click on 'Enter New Sample' to enter the sampling results. To view/edit/delete previously entered data, click on the Sample ID." A button labeled "Enter New Sample" is circled in red. Below this button is a table with the following columns: Sample ID, Monitoring Location Name, Sample Date, Sample Time, % of Total Discharge, Discharge Start Date, and Discharge Start Time. Below the table are two buttons: "Back" and "Next". At the bottom of the interface, there is a copyright notice: "© 2016 State of California. Conditions of Use. Privacy Policy."

13. Enter the Information:

***NOTE:** If the information does not have an asterisk next to it, that field is not required. You can read about each field entry below.

- ***Monitoring Location:** this will be populated from the “Monitoring Location” tab that you entered previously.
- ***Sample Date and Time:** the date and time the sample was taken (time is in 24-hour format).
- **% of Total Discharge:** not required.
- **Estimated Discharge Start Date and Time:** the date and time the discharge started at that specific monitoring location (time is in 24-hour format). *Required for those with an active Compliance Option
- **Estimated Discharge End Date and Time:** the date and time the discharge ended at that specific monitoring location (time is in 24-hour format). *Required for those with an active Compliance Option.

14. SMARTS will automatically populate some parameters from the “Requirements” tab in the Notice of Intent (NOI). You can add additional parameters that you sampled or delete parameters that you did not collect.

- a.) To add a parameter only to the report you are working on select “Cancel”.
- b.) To add a parameter to all reports in the future select “OK”.

The screenshot shows the 'Parameter Search' interface. At the top, there is a search box with 'Copper' entered in the 'Parameter Name' field. Below the search box is a table with the following data:

Parameter	Attribute Description	Cas Number	Pcs Number	Action
Copper	Copper, Total Recoverable		01119	Select
Copper	Copper, Percent Removal		51402	Select
Copper	Copper, Dissolved		01040	Select
Copper	Copper, Total		01042	Select

Below the table is a confirmation dialog box with the text: "The page at https://water24.waterboards.ca.gov says: Would you like to add this parameter to all reports associated with WDID above?". The dialog has two buttons: "OK" and "Cancel". Red arrows point from the text 'b.)' to the "OK" button and from 'a.)' to the "Cancel" button.

15. Enter results from sample analysis.

***NOTE:** if the information does not have an asterisk next to it, that field is not required. You can read about each field entry below.

The screenshot shows the 'Raw Data' entry form. At the top, there are tabs for 'General Info', 'Monitoring Location', 'Raw Data', 'PET', 'Data Summary', 'Attachments', 'Notes', 'Certify', 'Status History', and 'Back to Report Main'. Below the tabs, there are several input fields for 'Monitoring Location', 'Sample Date/Time', 'Estimated Discharge Start Date/Time', and 'Estimated Discharge End Date/Time'. Below these fields is a table with the following data:

Parameter	ND/DNQ Entry Result Qualifier	Result	Unit Conversions Units	Analytical Method	Method Detection Limit (MDL)	Reporting Limit (RL)	Analyzed By	Entry By	Delete
Copper, Total	= v *		mg/L	Select v *		*	Lab v	Raw Data	Delete
Zinc, Total	= v *		mg/L	Select v *		*	Lab v	Raw Data	Delete
Oil and Grease	= v *		mg/L	Select v *		*	Lab v	Raw Data	Delete
pH	= v *		SU	Select v *		*	Lab v	Raw Data	Delete
Total Suspended Solids (TSS)	= v *		mg/L	Select v *		*	Lab v	Raw Data	Delete

At the bottom of the form, there are buttons for 'Add Additional Parameter', 'Save & Stay', 'Save & Add New Sample', 'Save & Back To List', and 'Delete Sample'.

- ***Result:** enter the numerical value.
- **Units:** you cannot change units in this column so please be sure you enter the result value correctly. (Some unit conversion factors are available by selecting the hyperlink above the “Units” column).

- ***Analytical Method:** Dischargers must use U.S. EPA-approved sufficiently sensitive analytical test methods, which are listed in 40 CFR 136.3. All methods approved in 40 CFR 136.3 will be entered into SMARTS. If a method is not there you can request for it to be added by the State Water Board.
- ***Method Detection Limit (MDL):** this is provided by the lab.
- ***Reporting Limit (RL):** this is provided by the lab.
- **Analyzed By:** select “Lab” or “Self” (e.g., field monitoring of pH by a discharger is consider “self”).

***NOTE:**

If the analytical result is less than the Method Detection Limit:

- a) Use “**ND**” (Not Detected) as the qualifier.
- b) Leave the “Result” field blank.
- c) Enter the Method Detection Limit.

If the analytical result is less than Reporting Limit but greater than or equal to the Method Detection Limit:

- a) Use “**DNQ**” (Detected, Not Quantifiable) as the qualifier.
- b) Enter the test result.
- c) Enter the Method Detection Limit and Reporting Limit

***NOTE:** pH paper does not have a standard test method, so it is appropriate to select “pH paper” as the test method. Most pH paper is designed to provide a coarse measurement of pH. A Method Detection Limit is required to be entered, and since pH paper does not have a Method Detection Limit, you can enter the number one (1) in the column. Portable Calibrated Meters will be marked as “pH field” test method since all meters are different. The Method Detection Limit of the meter would be based on the calibration performed on the meter. It is a coarse measurement that is dependent on the meter, calibration, and care. Method Detection Limits are required to be entered, but pH meters are calibrated with a range of buffer solutions which do not provide a Method Detection Limit, so you can enter the number one (1) in the column.

16. After all results are entered you can move on to the “Data Summary” tab to verify that all information is correctly entered. If you need to make changes, you can go back and edit the entry.

Monitoring Location	Sample Date	Sample Time	% of Total Discharge	Parameter	Result in Units	Analytical Method	Method Detection Limit (MDL)	Reporting Limit (RL)	Analyzed By	Entry From	Delete
Test 1	02/25/2016	10:00		Oil and Grease	ND mg/L	E1664A	1	5	LAB	Raw Data	Delete
Test 1	02/25/2016	10:00		pH	=6.5 SU	pH_Field	1		SELF	Raw Data	Delete
Test 1	02/25/2016	10:00		Total Suspended Solids (TSS)	=60 mg/L	A2540D	20		LAB	Raw Data	Delete

First Prev Next Last Current Page:1 Total Pages:1

Back Next

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17. Moving on to the “Attachments” tab, you must upload the applicable analytical lab report(s).

General Info Monitoring Location Raw Data PET Data Summary **Attachments** Notes Certify Status History Back to Report Main

Please click on the “Upload Attachment” button to upload the corresponding files. **Upload Attachment**

Attached files: The following are the current documents related to the SWARM Report. Click on the Attachment ID to view them.

Attachment ID	File Type	File Title	File Description	Document Date	Part No.	Date Attached	Upload By	Delete
No records found.								

Back Next

Please use file type “Laboratory Results” and then continue to upload the file from your computer.

General Info Monitoring Location Raw Data PET Data Summary **Attachments** Notes Certify Status History Back to Report Main

Please click on the “Upload Attachment” button to upload the corresponding files.

Attachment File Type	Attachment Title	File Description	Part No.	Document Date	File Name
Laboratory Results	Lab Report	Laboratory Analysis for Samples	Part 1 of 1		Browse...

Upload Files Cancel Add New Row

Attached files: The following are the current documents related to the SWARM Report. Click on the Attachment ID to view them.

Attachment ID	File Type	File Title	File Description	Document Date	Part No.	Date Attached	Upload By	Delete
No records found.								

Back Next

18. The “Notes” tab will allow you to enter any notes or comments about the Ad Hoc Report.

The screenshot shows the 'Notes' tab selected in the navigation menu. The interface includes a 'Note Date' field with a calendar icon, a 'Notes' text area containing 'Test Note', and a 'Save' button. Below the text area, there is a table with columns for 'Note Type', 'Note Text', 'Note Date', 'Note By', 'Edit', and 'Delete'. The table is currently empty. At the bottom, there are 'Back' and 'Next' buttons and a copyright notice for the State of California.

19. The “Certify” tab will have the SMARTS user perform a completion check on the Ad Hoc Report.

The screenshot shows the 'Certify' tab selected. A message reads: 'Before certifying the report, the system must verify that all required sections have been completed. To perform this check, click the button below:'. A button labeled 'Perform Completion Check' is circled in red. The copyright notice for the State of California is visible at the bottom.

The “Perform Completion Check” function will provide the user with a notification of any errors that must be corrected prior to submission of the Ad Hoc report (e.g., lab results were uploaded incorrectly). Anyone can perform this check, but if a Data Entry Person performs the check and the report is complete, it will only allow them to notify the Legally Responsible Person or Duly Authorized Representative that the report needs to be certified and submitted.

The screenshot shows the 'Certify' tab with a green notification message: 'The Ad Hoc Application appears to be complete. A Data Entry Person cannot certify the application. Please contact the Legally Responsible Person, Approved Signatory, or Duly Authorized Representative to certify and submit the application.' Below the message is a 'Submit to LRP/AS' button. A second message explains: 'On Clicking the Send Email to LRP/AS button, the status of the document is updated as Not Submitted - certification required. An email is sent to the LRP/AS informing them that the data entry is complete.' The copyright notice for the State of California is at the bottom.

A Data Entry Person completing the check will see the screen below. Once the Data Entry Person selects “Submit to LRP/AS” they will see that an email was sent, and the status is “Not Submitted – certification required”.

The screenshot shows the 'Storm Water Monitoring Report' interface. The 'Report Status' is highlighted in red and reads 'Not Submitted - certification required'. Other fields include 'Facility Name: Mine', 'Operator Name: Test', 'Report Period: 2015-16', and 'WDID: 5S29I025869'. The 'Certify' tab is selected in the navigation menu. Below the report details, there is a 'Perform Completion Check' button and the copyright notice for the State of California.

20. The Ad Hoc Report needs to be certified and submitted by the Legally Responsible Person or Duly Authorized Representative. This can be done by the Legally Responsible Person or Duly Authorized Representative selecting the report from the “Reports” search screen and selecting the “Ad Hoc Report” that requires certification (same report search process as outlined in the beginning of the guide)².

Water Boards Storm Water Multiple Application & Report Tracking System

You are logged-in as: [Name] If this account does not belong to you, please log out. Navigate To: [Dropdown]

Storm Water Annual Report Monitoring (SWARM)

Facility Name: Mine Operator Name: Test WDID: 5S291025869
Report Period: 2015-16

Annual Report:
Click on the Report ID below to access the Industrial Annual Report.

Report ID	Report Type	Status	Due Date	Date Submitted	Submitted By	Remand
849291	Annual Report	Not Submitted	07/01/2016			

Ad Hoc Report:

Click on the "New Ad Hoc Report" button to start a new Industrial Ad Hoc Report. The electronic Ad Hoc Report screens are used to enter Rain Event and Non-Storm Water Discharge Event sampling/monitoring data collected.

Ad Hoc Reports associated with this Annual Report are listed below. Click on the Event ID link to access an Ad Hoc Report.

Event ID	Event Type	Start Date & Time	End Date & Time	Status	Received Date	Remand	Delete
865708	Qualifying Storm Event	07/01/2015 00:00	06/30/2016 00:00	Not Submitted - certification required			Delete

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Go to the “Certify” tab.

General Info Monitoring Location Raw Data PET Data Summary Attachments Notes **Certify** Status History Back to Report Main

Before certifying the report, the system must verify that all required sections have been completed. To perform this check, click the button below:

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Verify the report’s accuracy prior to continuing to “Submit/ Certify” by selecting the check box and entering your password and your security question answer.

² ***NOTE:** If the Data Entry Person has properly sent the Ad Hoc Report for certification to the Legally Responsible Person or Duly Authorized Representative, then they can also view reports ready for certification in the “Documents Ready for Certification” SMARTS menu option.

General Info | Monitoring Location | Raw Data | PET | Data Summary | Attachments | Notes | **Certify** | Status History | Back to Report Main

Completion/Error Check Completed: Report appears to be complete!

Please take a moment to review, print (if necessary), and certify your submission.
[Review and Print Ad Hoc Report](#)
 You can now save this Ad Hoc Report after completing the form below.

Select Certification & Submission check list

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Certifier Details

Certifier Name: _____ Date Report Received: 03/04/2016

Certifier Title: Test

Please answer your security question and password before certifying the document.

What is your father's middle name?

Please enter your password

Submit / Certify

On Clicking the Certify Later button, the status of the document is updated to Not Submitted - certification required. You can later certify it in bulk by going to Applications submitted to LRP for certification (NOI, NOT, Annual Report, Ad Hoc Report, COI) in Pending Documents link in the Main Menu.

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21. A confirmation screen will then confirm submission of the Ad Hoc Report in SMARTS.

Storm Water Monitoring Report

Facility Name: Mine Operator Name: Test WDID: 5S29I025869

Report Period: 2015-16 Report Status: **Submitted**

General Info | Monitoring Location | Raw Data | PET | Data Summary | Attachments | Notes | **Certify** | Status History | Back to Report Main

Your electronic event Report has been successfully received by the State Water Resources Control Board's database and is hereby certified. Your confirmation information for this certification is as follows:

WDID	5S29I025869
Report Period	2015-16
Certifier Name	
Date Certified	03/04/2016
Certification ID	865708

All records must be retained for 5 years from the date of the report or monitoring activity.

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22. If an Ad Hoc Report was submitted and an error was discovered after it was certified, the Legally Responsible Person has the ability to “Remand” the report and have it edited prior to the applicable reporting period closure. The report will need to be certified and submitted again by the Legally Responsible Person or Duly Authorized Representative.

Storm Water Annual Report Monitoring (SWARM)

Facility Name: Mine Operator Name: Test WDID: 5S29I025869

Report Period: 2015-16

Annual Report:
 Click on the Report ID below to access the Industrial Annual Report.

Report ID	Report Type	Status	Due Date	Date Submitted	Submitted By	Remand
849291	Annual Report	Not Submitted	07/01/2016			

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Event ID	Event Type	Start Date & Time	End Date & Time	Status	Received Date	Remand	Delete
865708	Qualifying Storm Event	07/01/2015 00:00	06/30/2016 00:00	Submitted	03/04/2016	Remand	

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