



CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY



1001 I STREET, SACRAMENTO, CALIFORNIA 95814 • P.O. BOX 2815, SACRAMENTO, CALIFORNIA 95812-2815
(916) 323-2514 • (916) 324-0908 FAX • WWW.CALEPA.CA.GOV

LINDA S. ADAMS
ACTING SECRETARY FOR
ENVIRONMENTAL PROTECTION

EDMUND G. BROWN JR.
GOVERNOR

Unified Program Newsletter June 2011

IN THIS ISSUE:

Cal/EPA

Cal/EPA Unified Program Policy Memorandum for the Single Fee System and the Fee Accountability Program

DTSC

2011 Annual EPA ID Number Verification Questionnaire and Manifest Fees Assessment Mailing

SWRCB None

Cal EMA None

OSFM None

California Environmental Protection Agency (Cal/EPA)

Cal/EPA Unified Program Policy Memorandum for the Single Fee System and the Fee Accountability Program

Cal/EPA Unified Program oversees six hazardous waste and materials programs administered by state and local agencies (<http://www.calepa.ca.gov/CUPA/About.htm>). The Unified Program requires Cal/EPA to certify local government agencies, known as Certified Unified Program Agencies (CUPAs), as able to implement all of the required environmental programs and able to consolidate, coordinate and make them consistent within their jurisdiction. CUPAs must issue consolidated permits, consolidate and make consistent the identified programs locally, consolidate business inspections, and institute a single fee system for businesses to pay any fees for the six identified programs. According to the California Health and Safety Code, Unified Program Agencies and state agencies are required to maintain fee accountability programs by implementing a fee accountability system. A policy Memo has been sent to all Unified Program Agencies by Cal/EPA Unified Program for the Single fee system and the fee accountability Program. The purpose of this policy memo is to clarify the single fee system and fee accountability program requirements for Unified Program Agencies and State agencies with Unified Program responsibilities. The policy memo (UP-11-04) is now posted on Unified Program Website, <http://www.calepa.ca.gov/CUPA/Bulletins/2011/June1.pdf>

Department of Toxic Substances Control (DTSC)

2011 Annual EPA ID Number Verification Questionnaire and Manifest Fees Assessment Mailing

On June 3, 2011, the Department of Toxic Substances Control (DTSC) will mail the 2011 Verification Questionnaire and Manifest Fees Assessment to approximately 93,772 permanent and temporary EPA ID Number holders. In addition, we are building on the positive feedback from last year's highly successful pilot effort to streamline and simplify the Verification Questionnaire process. Last year, we emailed ID Number and manifest fee calculation spreadsheets to approximately 50 companies. This year, we are expanding our efforts

at on-line processing by not only the number of participants, but also the level of automation offered in this annual process. Approximately 425 companies will participate in the on-line version of the Verification Questionnaire. DTSC will notify each of these companies by email with instructions on how to access the on-line verification

For the hard copy mailing, DTSC will mail two different packages. The Verification Questionnaire package is mailed to businesses with permanent EPA ID Numbers. These businesses must verify their facility information and pay the EPA ID Number verification fee and/or manifest fees, if any are owed. Businesses are required to return the Verification Questionnaire and Fee Assessment forms to DTSC even if they do not owe fees or do not have changes to their facility information. If the Verification Questionnaire and fee forms and payment are not returned, DTSC may suspend state-issued numbers. Last year, almost 8,500 ID Numbers were suspended due to non-return of the Questionnaire and fee forms.

The Manifest Assessment package is mailed to businesses with a temporary California EPA ID Number or an out-of-state EPA ID Number. These businesses are only responsible for manifest fees. They are required to return the manifest fee form even if they owe no fee.

DTSC has dedicated telephone lines and staff to answer calls regarding the Verification Questionnaire and Manifest Fee Assessment process. Please refer Verification Questionnaire and Manifest Fee Assessment questions to (877) 454-4012 (toll-free) if calling from within California, and (916) 255-4439 when calling from outside California. These telephone lines will be extremely busy for several weeks after the mailing. Callers will hear a recorded message while on hold which provides them with information about the verification process. We recommend that businesses go to www.dtsc.ca.gov to review our Frequently Asked Questions (FAQs) about the verification process. The FAQs can be found under the "Public" tab on the DTSC homepage.

As part of our normal EPA ID Number process, if a business needs a permanent EPA ID Number they should go to www.dtsc.ca.gov and print out DTSC Form 1358. If a business needs a temporary EPA ID Number, they should call (800) 618-6942.

State Water Resources Control Board (SWRCB) - None

California Emergency Management Agency (Cal EMA) - None

Office of the State Fire Marshal (OSFM) - None



CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY



1001 I STREET, SACRAMENTO, CALIFORNIA 95814 • P.O. BOX 2815, SACRAMENTO, CALIFORNIA 95812-2815
(916) 323-2514 • (916) 324-0908 FAX • WWW.CALEPA.CA.GOV

LINDA S. ADAMS
ACTING SECRETARY FOR
ENVIRONMENTAL PROTECTION

EDMUND G. BROWN JR.
GOVERNOR

Unified Program Newsletter July 2011

IN THIS ISSUE:

- Cal/EPA** **New: Emergency Response/Contingency Plan Template for Electronic Reporting in CERS Introduction to Criminal Environmental Investigations**
- DTSC** **None**
- SWRCB** **Local Guidance (LG) 159; Annual UST Compliance Inspection
Local Guidance Letter (LG) 165-2; Storage Tanks in Containment Structures Located Beneath the Surface of the Ground
Local Guidance Letter (LG) 164; Reporting of Significant Operational Compliance (SOC)
Reporting of Biodiesel Variances**
- Cal EMA** **None**
- OSFM** **None**

California Environmental Protection Agency

New: Emergency Response/Contingency Plan Template for Electronic Reporting in CERS

A consolidated Emergency Response/Contingency Plan template for electronic reporting to the California Environmental Reporting System (CERS) has been created by representatives of the California CUPA Forum Board. It has been reviewed and approved by Cal/EPA and Cal EMA. The template and Instruction are available on the Unified Program Publications and in CERS under the "Business" tab. The template is an optional form that can be used by business to meet the following requirements:

- Health and Safety Code (HSC) §25504(b) requirement that Hazardous Materials Business Plans (HMBP) contain Emergency Response Plans and Procedures in the event of a reportable release or threatened release of a hazardous material.
- HSC §25504(c) requirement that HMBPs address training of employees in safety procedures in the event of a reportable or threatened release.
- Title 22 California Code of Regulations (22 CCR) §66262.34(a) requirement that facilities that generate 1,000 kilograms or more of hazardous waste per month, or accumulate more than 6,000 kilograms of hazardous waste on-site at any one time, prepare a Contingency Plan. Facilities that generate in any month more than 1 kilogram of acutely hazardous waste (AHW), or more than 100 kilograms of debris resulting from the spill of an AHW, or which treat hazardous waste onsite under the Permit by Rule (PBR) onsite treatment tier must also prepare a Contingency Plan.

This template has been developed to unify emergency response and contingency plan requirements for hazardous materials and hazardous wastes, provide for basic contingency planning for an average small to mid-size facility and incorporate minimal regulatory requirements. Other supplements or amendments may be required for facilities of exceptional size or having exceptional operations or processes that warrant additional contingency planning. Use of

this template is not mandatory. A business may substitute their own format or another emergency planning document [e.g., Spill Prevention Control and Countermeasure (SPCC) Plan], provided that it satisfies the HSC and 22 CCR requirements for content.

Thanks to Greg Breshears, Santa Clara County Department of Environmental Health, John White, Anaheim Fire Department and others that contributed to the development of this template.

Introduction to Criminal Environmental Investigations

Cal/EPA and the Western States Project (WSP) are offering scholarships to the "Introduction to Criminal Environmental Investigations" class. The training will be held in Reno, Nevada on September 27-29, 2011. This class is offered once a year and it is always out of state. As the curriculum does not change, this class should only be taken once. Thirty-six (36) full scholarships are available.

Full scholarships cover registration, travel costs and per diem. **Applications must be received by Cal/EPA no later than 5:00 p.m. on Friday July 29, 2011.** Late applications will not be accepted. This training is appropriate for regulators, investigators, prosecutors and in house counsel. This training is limited to government employees only.

In order to receive a scholarship you must have the approval of your supervisor. You must attend also all sessions of the training to be reimbursed. Travel reimbursement may take up to 8 weeks after submission of completed reimbursement forms; reimbursement is paid in accordance with state travel rules. **Please do not apply unless you are sure you can attend, as substitutions will not be allowed.** Each individual must apply on their own behalf; applications by supervisors for their staff for example, will not be accepted.

To apply for a scholarship, send an email to Jami Ferguson at jferguson@calepa.ca.gov with the following information:

Name, Title, Agency
Program Area (hazardous waste, solid waste, air, water, pesticides etc.)
Email address, mailing address, phone number
Supervisor's name and email address
Supervisor's phone number
Duties (particularly as they relate to enforcement)
Have you ever received a WSP or Cal/EPA Scholarship before? If so, when?

Incomplete applications will not be considered. You will be notified via email of scholarship award and will receive further instructions at that time.

AGENDA TOPICS

Subjects to be covered will include an introduction to environmental crimes and regulations and the criminal justice system, coordinating the investigation, case development and management, crime scene evaluation, industry examples and illegal activities, technical support, evidence gathering, information management, interviewing techniques for regulators, sampling, personal protection, high-tech evidence, interviewing report writing, using documents to build a case, search warrant preparation and execution, and defense and judicial perspective.

DTSC - None

State Water Resources Control Board

Local Guidance (LG) 159; Annual UST Compliance Inspection

LG 159 clarifies the necessary elements of the annual UST facility compliance inspection as required by California Health and Safety Code Chapter 6.7, Section 25288 and Title 23, California Code of Regulations, Section 2712. Included with this guidance is a handbook which provides supplemental information to conducting a thorough compliance inspection and model inspection checklists that include violation classifications to assist with significant operational compliance reporting.

LG 159 is posted at http://www.waterboards.ca.gov/water_issues/programs/ust/leak_prevention/lgs

UST Program Contact: Terry Snyder (tsnyder@waterboards.ca.gov; 916-341-5385) or Sean Farrow (sfarrow@waterboards.ca.gov; 916-324-7493).

Local Guidance Letter (LG) 165-2; Storage Tanks in Containment Structures Located Beneath the Surface of the Ground

LG 165-2 answers some common questions that have arisen to date regarding whether storage tanks in containment structures located beneath the surface of the ground (e.g. vaults, basements) are USTs, and if so, how to determine whether such USTs are exempt from the requirements set forth in Chapter 6.7 of the Health and Safety Code.

LG 165-2 is posted at http://www.waterboards.ca.gov/water_issues/programs/ust/leak_prevention/lgs

UST Program Contact: Cory Hootman (chootman@waterboards.ca.gov; 916-341-5668)

Local Guidance Letter (LG) 164; Reporting of Significant Operational Compliance (SOC)

LG 164 outlines the reporting requirements of SOC for underground storage tank facilities. Included in the LG is an updated copy of the SOC Matrices.

LG 164 is posted at http://www.waterboards.ca.gov/water_issues/programs/ust/leak_prevention/lgs

UST Program Contact: Terry Snyder (tsnyder@waterboards.ca.gov; 916-341-5385)

Reporting of Biodiesel Variances

The number of biodiesel variances issued through December 31, 2010 was 56. Of those, 15 were withdrawn during the July to December 2010 reporting period. 12 of the 15 variances withdrawn were for up to B5. B5 was redefined and no longer requires a variance. The other 3 variances withdrawn were for blends >B5. Currently there are only 41 active biodiesel variances that have been issued statewide. At least 12 of those variances were for B20.

The following CUPA/PAs have active variances for >B5: Fremont (2), Gilroy (1), Hayward (2), Mountain View (1), Livermore/Pleasanton (1), Santa Monica (2), Cupertino (1), Alameda (1), Contra Costa (4), Fresno (2), Marin (1), Monterey (2), San Bernardino (2), San Diego (7), San Francisco (6), San Mateo (2), Santa Clara County (1), Santa Cruz (1), Sonoma (1), Yolo (1).

UST Program Contact: Terry Snyder (tsnyder@waterboards.ca.gov; 916-341-5385)

California Emergency Management Agency - None

Office of the State Fire Marshal - None



CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY



1001 I STREET, SACRAMENTO, CALIFORNIA 95814 • P.O. BOX 2815, SACRAMENTO, CALIFORNIA 95812-2815
(916) 323-2514 • (916) 324-0908 FAX • WWW.CALEPA.CA.GOV

MATTHEW RODRIQUEZ
SECRETARY FOR
ENVIRONMENTAL PROTECTION

EDMUND G. BROWN JR.
GOVERNOR

Unified Program Newsletter August 2011

IN THIS ISSUE:

- Cal/EPA** **Annual Summary Reports (FY 2010-2011) Due on September 30, 2011**
Rural County Reimbursement Program
- DTSC** **None**
- SWRCB** **None**
- Cal EMA** **None**
- OSFM** **None**

California Environmental Protection Agency

Annual Summary Reports (FY 2010-2011) Due on September 30, 2011

The Unified Program would like to remind all Certified Unified Program Agencies (CUPAs) that Summary Reports 2 through 4 are due to Cal/EPA by September 30, 2011, in accordance with the California Code of Regulations, Title 27, Section 15290(a)(1-3). Forms for the reports may be found on Cal/EPA's web site at <http://www.calepa.ca.gov/CUPA/Publications/#CUPAtoState>. Data from these reports are used by the State and Federal agencies for a variety of purposes, including CUPA evaluations.

Cal/EPA is often asked by state legislators, federal representatives and other interested parties for information on the number of staff resources utilized statewide for the Unified Program. To help us address these questions, we are asking that in addition to the normal summary reports, please include the following additional summary information this year on local staffing within the Unified Program.

- Number of inspectors,
- Number of technical staff that are not inspectors,
- Number of support staff, and
- Number of managers/supervisors that are not technical staff or inspectors.

The Unified Program Section encourages CUPAs to send these reports by certified mail to ensure they are received. Please submit the reports to:

Secretary for Environmental Protection
Unified Program Section
Attention: Ms. Farida Islam
1001 I Street
P.O. Box 2815
Sacramento, California 95812-2815

You may also send the reports via e-mail to Farida Islam at fislam@calepa.ca.gov. If you decide to do so, there is no requirement to send additional hard copies.

Rural County Reimbursement Program

The Unified Program office will soon be sending application packages to CUPAs eligible for the Rural County Reimbursement Program. Packages are expected to be sent by late August to early September. For assistance, contact Mary Wren-Wilson at maryw@calepa.ca.gov.

DTSC - None

State Water Resources Control Board - None

California Emergency Management Agency - None

Office of the State Fire Marshal - None