



CERTIFIED UNIFIED PROGRAM AGENCY (CUPA)
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UNIFIED PROGRAM ELECTRONIC REPORTING SURCHARGE

All regulated businesses and CUPAs are required by the State of California to comply with new electronic reporting (e-reporting) requirements, starting with a new State Electronic Reporting Surcharge that was effective July 1, 2009. This announcement is intended to notify our regulated businesses of our initial e-reporting plans and to connect regulated businesses with informational resources as e-reporting requirements are phased in from now until the January 1, 2013, statewide deadline.

The San Bernardino County CUPA:

- Does not plan to mandate e-reporting prior to the January 1, 2013, statewide deadline.
 - Expects our regulated businesses to do their e-reporting using the California Environmental Reporting System (CERS).
 - Will assist businesses in:
 - using CERS to enter, edit, and then print those CUPA forms that are included in the e-reporting requirements; and
 - filing and maintaining the additional compliance documentation that is not subject to e-reporting and not in CERS.
 - Anticipates requiring printed copies of all CUPA forms through at least May of 2012.
 - Included the new \$25.00 increase in State surcharge as a separate line item on CUPA invoices that are due after 7/1/2009. The All Facility State Service Charge and the State Electronic Reporting Surcharge are both transmitted to Cal/EPA.
 - Will post e-reporting plans and links to State resources on our website, www.sbcfire.org/hazmat/index.asp.
 - Will send periodic updates of e-reporting plans to the email addresses of Environmental Contacts provided on Business Plans.
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INFORMATION FROM CAL/EPA ON UNIFIED PROGRAM ELECTRONIC REPORTING SURCHARGE

What is electronic reporting?

In 2008 a new law took effect that will require all regulated businesses and all regulated local government agencies, called Certified Unified Program Agencies (CUPAs), to use the Internet to file required Unified Program information now filed by paper forms. This includes facility data regarding hazardous material regulatory activities, chemical inventories, underground and aboveground storage tanks, and hazardous waste generation. It also includes CUPA data such as inspections and enforcement actions.

When do businesses have to file electronically?

All regulated businesses and Certified Unified Program Agencies in the State of California must use the Internet to file by January 1, 2013. The earliest electronic filers began using the statewide system, called the California Environmental Reporting System (CERS), in September of 2009. Based on when your CUPA is able to receive the data from the state system, the CUPA will determine when electronic reporting is possible locally. After CERS is available, businesses may voluntarily use it to enter and store their filing information, but those businesses may still have to print paper forms from CERS to file with their CUPAs. If you have not been contacted by your local CUPA with information regarding the use of CERS, it is highly recommended that you contact your local CUPA for additional information.

What is the electronic reporting surcharge and how much is it?

All regulated businesses had been paying a minimum state surcharge fee of \$24 to their CUPA. To pay for the costs of implementing electronic reporting statewide, the legislature temporarily increased the minimum surcharge by \$25 per year for three years. The additional money will be used for system development, outreach & training, and technical support for CUPAs to be able to accept the information electronically. This means that the amount of your minimum state surcharge increased from \$24 per year to \$49 per year for three years beginning on annual billing statements due after 7/1/2009. You will continue to pay the state surcharge to your CUPA, in addition to your local CUPA fees.

How will statewide electronic reporting through the Internet help businesses?

- Regulated businesses will be able to easily maintain and update their regulatory information.
- Environmental consultants will be able to electronically file for businesses.
- Multi-jurisdictional businesses will be able to file in one place through CERS.
- Businesses will save time by not processing and reentering data already in CERS.
- Businesses can save space storing paper because the information is in an accessible electronic file.
- Response agencies can access the information at any time, saving businesses from duplicate filing requirements.

How does a business get started?

First, talk to your local CUPA. They will have more information about local timing and requirements. The CUPAs will also be providing information through their local business outreach programs as electronic reporting is implemented throughout the state. Detailed help pages, wizards and an online tutorial are also being planned for inclusion in CERS2, which is scheduled for release in late fall 2011. Finally, information on electronic reporting requirements is being developed by Cal/EPA and will be posted on the Electronic Reporting web page at calepa.ca.gov/CUPA. You should check this, and your local CUPA website, for additional information.

This information is adapted from www.calepa.ca.gov/CUPA/EReporting/#ImplementationInfo. The original Cal/EPA flyer is available on the Cal/EPA website in the following languages: Spanish, Arabic, Hindi, Urdu, Farsi, Russian, Chinese, Korean, Tagalog, Thai, and Laotian.