

# Instructions: Annual Single Fee Summary Report (Report 2)

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In accordance with California Code of Regulations, Title 27, Article 5, §15250 and Article 6, §15290, at the end of every fiscal year, each Certified Unified Program Agency (CUPA) shall submit to the Secretary for Environmental Protection (CalEPA) an annual summary of all single fee and surcharge amounts billed, waived, collected, remitted and still owed for the fiscal year.

If the CUPA believes that the number of regulated businesses will change significantly for any program element in the current fiscal year or in the next fiscal year, a cover letter addressing the estimated changes for each program element must also be submitted with the Annual Single Fee Summary Report, per California Code of Regulations, Title 27, Article 6, §15290.

The annual single fee summary report shall be submitted by September 30<sup>th</sup> to CalEPA through:

<u>U.S. Postal Service at:</u>	or	<u>Express mail at:</u>
California Environmental Protection Agency Unified Program Section P.O. Box 2815 Sacramento, California 95812-2815		California Environmental Protection Agency Unified Program Section 1001 "I" Street Sacramento, California 95814

The following information shall be completed as follows:

<b>CUPA:</b>	Enter the Certified Unified Program Agency submitting the Annual Single Fee Summary Report to CalEPA.
<b>Fiscal Year:</b>	Enter the fiscal year for which the Annual Single Fee Summary Report is being submitted.
<b>Date Submitted:</b>	Enter the date the Annual Single Fee Summary Report is being submitted to CalEPA.
<b>Completed By:</b>	Enter the name of the person completing the Annual Single Fee Summary Report.
<b>Telephone Number:</b>	Enter the telephone number of the person completing the Annual Single Fee Summary Report.
<b>Single Fee:</b>	Report the total single fee amount billed, waived, and collected from all regulated businesses. The single fee includes the CUPA's fees for necessary and reasonable costs to implement and enforce the Unified Program.
<b>Single Fee for Participating Agencies:</b>	Report the total single fee amount billed and collected on behalf of the Participating Agencies. Report the total single fee amount remitted to and still owed to Participating Agencies, if any. The single fee for Participating Agencies includes the Participating Agency's fees for necessary and reasonable costs to implement and enforce one or more Unified Program elements.  If a CUPA does not have any applicable single fee amounts to report regarding Participating Agencies, each field should be completed with "N/A."

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<b>Program Element Surcharge:</b>	<p>Enter the surcharge amount billed, waived, collected, remitted and/or still owed to CalEPA.</p> <p>The remitted amount for each program element surcharge on the annual single fee summary should equal the sum of all quarterly surcharge transmittals for the same program element for the fiscal year.</p> <p>Surcharge assessments for each program element are as follows:</p>
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Program Element Surcharge*				
	CUPA Oversight	Aboveground Petroleum Storage Act (APSA)	Underground Storage Tank (UST)	California Accidental Release Program (CalARP)
Fiscal Year	For Each Regulated Business/Facility Location	For Each Regulated Tank Facility	For Each Regulated Tank	For Each Regulated Stationary Source Location
2011-12	\$49.00 <small>**includes the Electronic Reporting surcharge</small>	-	\$15.00	\$270.00
2012-13	\$35.00	-	\$15.00	\$270.00
2013-14	\$35.00	-	\$15.00	\$270.00
2014-15	\$35.00	\$26.00	\$15.00	\$270.00

\* The surcharge transmittal should only reflect applicable program element surcharge amounts and should not reflect remittance of any assessed late fees or other charges.

\*\* Effective fiscal year 2009-2010, an Electronic Reporting surcharge was established to fund the California Environmental Reporting System (CERS). The Electronic Reporting surcharge was \$25.00 per year, for three years [HSC 25404(e)(3)]. CUPAs must assess and collect the Electronic Reporting surcharge from their regulated businesses for three complete billing cycles. Once collected for three complete billing cycles, the Electronic Reporting surcharge is no longer applicable.

<b>CUPA Oversight:</b>	<b># of Regulated Businesses</b>	Enter the number of regulated businesses/facilities as defined in 27 CCR § 15110(k). If a regulated business/facility is no longer in business but was doing business in the fiscal year (even for a time as limited as one day), the business/facility should still be reported as a regulated business/facility.
<b>Aboveground Petroleum Storage Act (APSA):</b>	<b># of Regulated Tank Facilities</b>	Enter the number of regulated facilities as defined in Health and Safety Code chapter 6.67, § 25270.2 subject to the surcharge.

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<b>Underground Storage Tank (UST):</b>	<b># of Regulated UST Facilities</b>	Enter the number of regulated facilities as defined in Health and Safety Code chapter 6.67, § 25281 subject to the surcharge.
	<b># of Regulated USTs</b>	Enter the total number of USTs as defined in Health and Safety Code chapter 6.67, § 25281 at all regulated UST facilities. A regulated UST facility may have more than one UST.
<b>California Accidental Release Program (CalARP):</b>	<b># of Regulated Stationary Source Facilities</b>	Enter the number of regulated businesses/facilities as defined in Health and Safety Code chapter 6.95, § 25500-25546.5.
	<b># of Regulated Stationary Sources</b>	Enter the number of stationary sources as defined in Health and Safety Code chapter 6.95, § 25500-25546.5.
	<b># of Stationary Sources Granted a RMP Waiver Determination</b>	Enter the number of regulated stationary sources granted a RMP Waiver Determination as defined in Health and Safety Code Chapter 6.95, § 25500-25546.5.
<b>Onsite Hazardous Waste Treatment Facilities</b>	<b>Permit By Rule</b>	Enter the number of permit by rule, conditional authorization and conditional exemption facilities (not the number of on-site treatment units), as defined in Health and Safety Code chapter 6.5, § 25100-25258.2. Conditional exemption facilities include Conditionally Exempt Commercial Laundries (CECL), Conditionally Exempt Small Quantity Treatment (CESQT) and Conditionally Exempt (CEL).
	<b>Conditional Authorization</b>	
	<b>Conditional Exemption</b>	
<b>Total:</b>	Enter the sum of all surcharge amounts for each program element.	