



Linda S. Adams
Secretary for
Environmental Protection

ELECTRONIC REPORTING BULLETIN #1

Electronic Reporting is Coming to Your Agency

**The deadline is January 1, 2013
(And you need to be ready!)**

Cal/EPA in coordination with the CUPA Forum Board, State Water Resources Control Board, Department of Toxic Substances Control, Office of Emergency Services, and the State Fire Marshal's Office has prepared this first in a series of bulletins as an introduction to the changes ahead.

The following information is to assist you in the initial planning for your agency and your regulated community to convert from paper reporting to electronic reporting. To assist us, we have a short survey on the back page for you to complete.

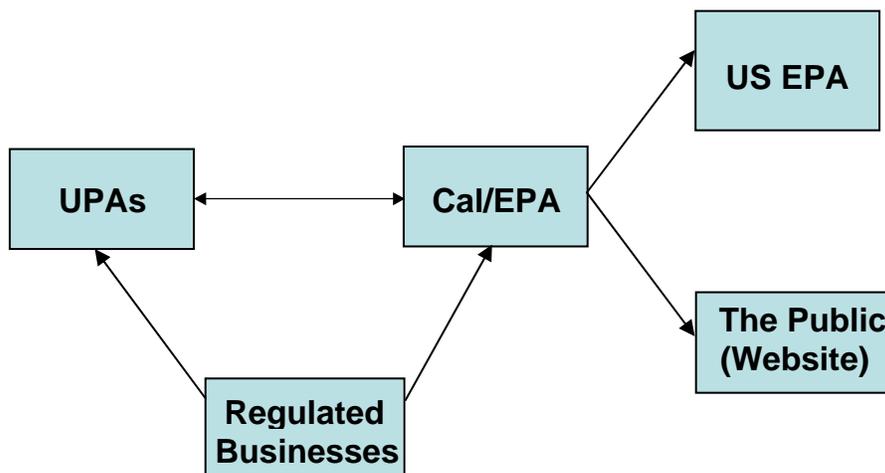
Early planning and implementation can significantly benefit your organization and your regulated community.

For more information you can contact Jim Bohon of Cal/EPA at jbohon@calepa.ca.gov or Corey Vincent at cupa@srcity.org.

INTRODUCTION

Assembly Bill 2286 requiring Unified Program electronic reporting has been passed. It requires the electronic submittal of Unified Program data by 2013. Data will be exchanged and shared in several ways, as shown below:

The regulated community will be able to submit data directly to their local UPA. Cal/EPA will serve as a "virtual data warehouse." Alternatively, the regulated community will be able to exchange data with Cal/EPA. Cal/EPA will in turn exchange specific data with US EPA and will create a public access website that will display information mandated to be provided to the public.



HOW WILL THE TRANSITION TO E-REPORTING BE FUNDED?

The bill provides a funding mechanism for the transition to e-reporting. Each regulated business will be required to pay up to \$25 per year for three years via the Unified Program service charge process. This will result in a total of approximately \$10 million. Of this amount, about \$2 million, will remain with Cal/EPA for the development and ongoing maintenance and support of the state's data submission portal and data exchange system. The remaining approximately \$8 million will be distributed to or used directly to support the UPAs. A mechanism of fund allocation and distribution is currently being developed. These funds or services contracted by Cal/EPA will be available to UPAs to fund various aspects of the transition to e-reporting.

WHAT IS THE STATE'S ROLE DURING THE TRANSITION PROCESS?

The state's role is to coordinate the transition process and to provide for technical support as well as funding.

WHEN SHOULD I GET STARTED?

You should start now. Delaying may seem desirable but there are potential issues that could develop and there are benefits to be gained by starting this process early. For example, there may be too many agencies at the end to allow the desired level of assistance that each may want. Starting early will enable your agency to receive adequate technical support and will lessen the impact on state resources at the end of the process. Resources may be limited nearer the deadline because many agencies will be working to meet the deadline.

WHICH UPAS ARE CURRENTLY UTILIZING FULL E-REPORTING?

- City of Palo Alto;
- City of Santa Clara;
- City of Santa Rosa.

Additionally, there are a number of local agencies, such as Sonoma County, actively preparing to transition in the near future. Each of these agencies has valuable experience that they can share with the transition team and directly with other local agencies.

WILL E-REPORTING RESULT IN MORE WORK FOR THE UPAS?

The e-reporting process is designed to mesh with whatever data management tool you may already use. Initially, UPAs may need to spend additional time assuring that all regulated businesses are capable of e-reporting. Mechanisms such as a publicly accessible computer may expedite this process. UPAs may want to consider utilizing funds from the service charge enhancement to pay for data entry services to assure the initial upload of all local data. One of the project's goals is to avoid duplicative data entry by local agencies and the regulated community.

WHAT ARE THE BENEFITS TO UPAS?

- Elimination of periodic UPA to state reporting;
- Better availability of data for emergency response and planning purposes;
- Elimination of need to physically provide Hazardous Materials Business Plan data to local fire agencies within 15 days as each fire agency will be able to log in and download emergency response data for their jurisdiction;
- Standardized chemical database to reduce the amount of work by agency and regulated business staff to research hazard properties of commonly reported materials;
- Reduction in local agency staff time keying data into local data management systems;
- Enhanced UPA data management systems that can be the foundation of electronic field inspection systems.

Bulletin #1 Action Items for Local Agencies

Please complete this form and email or fax it to Kareem Taylor of Cal/EPA at kareemt@calepa.ca.gov or (916) 319-7847 by October 15, 2008.

Agency Name: _____ Contact Name: _____

Phone: _____ Fax: _____ eMail: _____

1. Please check the appropriate boxes for your agency

- Businesses file only paper forms;
- Businesses file only electronically;
- Businesses can file either paper or electronically.

- UPA keeps only paper records (There is no agency data management system);
- UPA uses the following data management system(s):
 - Envision;
 - CUPA DMS;
 - FileMaker Pro;
 - Excel;
 - MS Access (other than CUPA DMS);
 - SWEEPS;
 - Unidocs Hazardous Materials Online Inventory Project (HMOIP);
 - Other (please specify) _____

- UPA captures the following data into an agency data management system:
 - Facility-related information (Owner/operator, address, contact, etc.);
 - Chemical inventory information (from HMBP);
 - UST/AST-related data;
 - Inspection-related information;
 - Enforcement-related information;
 - Permitting/Billing-related information;
 - Other (please specify) _____

2. Estimate when you will be ready to begin the process to transition to full electronic reporting by businesses in your jurisdiction. This should generally be the point at which you will be creating tangible changes to your existing process. (Note that the later you start the more likely resources may not be as readily available.)

- Already in process
 - 2009 Early; Mid; Late.
 - 2010 Early; Mid; Late.
 - 2011 Early; Mid; Late.
 - 2012 Early; Mid; Late.