



CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY



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Unified Program Newsletter June 2011

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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