

UNIFIED PROGRAM NEWSLETTER FOR APRIL 2016

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California Environmental Protection Agency

Board of Equalization Notifications

The Board of Equalization (BOE) would like to provide Certified Unified Program Agencies (CUPA) with a new email address to notify BOE regarding underground storage tank (UST) exemptions (Health and Safety Code, chapter 6.7, 25283.5) granted or rescinded to UST owners/operators. This information is important to BOE in case of potential audits or appeals. The BOE assigns exempted UST owners "blanket exemption" account numbers in their Integrated Revenue Information System for tracking purposes, but no reporting requirements are associated with these "blanket exemption" accounts. As a reminder, owners/operators of exempted USTs are not required to make submittals to the California Electronic Reporting System (CERS). For more information on this and other UST Program updates for March 2016, please follow the link below:

http://www.waterboards.ca.gov/water_issues/programs/ust/cupa/updates/docs/2016mar_ust.pdf.

CalEPA Environmental Complaint System

The CalEPA Environmental Complaint System was established as an Agency-wide complaint tracking system used to receive, track, and respond to environmental complaints reported to CalEPA and its boards, departments and office (BDO). The current system is an Internet web-based solution that provides a consistent, single point of contact for the public to submit environmental complaints.

The CalEPA Environmental Complaint System offers an online complaint form for the public that is used to collect information about potential environmental complaints and/or violations. The system was designed as a tool used to relay complaint information directly to the appropriate CalEPA BDO for action, coordination with local government agencies, and to track follow-up.

Citizen complaints are an important source of information about potential non-compliance with environmental laws. Program managers have found that citizen complaints are usually made to a specific CalEPA BDO, but also may need to be addressed by multiple programs.

CalEPA is excited to announce improvements to the CalEPA Environmental Complaint System that will provide the opportunity for a complete cross-program response to environmental complaints, including receipt, tracking and collaboration with External Partners, such as CUPAs, Water and Air Districts, and other local partners.

The improved application will allow environmental complaint referrals to CUPAs from CalEPA and its BDO, to be received via email with an electronic copy of the environmental complaint. Once a CUPA has determined disposition status of the complaint, the findings can be reported easily and quickly by completing a form and submitting through a secure website.

The current Environmental Complaint System is accessible at:
http://dtsc.ca.gov/database/CalEPA_Complaint/index.cfm. CalEPA plans to host several webinars in April 2016 to guide users through the new features of the system.

Cal OES Open House and Family Day Special Event

The California Office of Emergency Services (Cal OES) is having an Open House and Family Day special event on Tuesday, May 24, 2016 at Cal OES headquarters. The event is an opportunity for Cal OES partner agencies and their staff/families to participate in the special event that includes an open house, family day, career fair, and headquarters building dedication. Numerous Governor Office and other dignitaries have been invited. The Cal OES parking lot will be filled with equipment/displays from several emergency management, law, fire, state, non-governmental organization, and private entities. The Stanislaus County Sheriff's helicopter is scheduled to land early in the day and a Huey helicopter from the Sacramento County Sheriff will perform a complete flyover. There are many more things planned. Cal OES hopes you can attend. The address for Cal OES is:

***California Governor's Office of Emergency Services
3650 Schriever Ave.
Mather, California 95655***

New Evaluation Process

CalEPA is continuing to beta test and fine-tune the new evaluation process. Fremont Fire Department, Orange County Environmental Health, and Roseville City Fire Department CUPAs are currently undergoing beta testing of the new evaluation process. The new evaluation process will commence in May 2016. CUPAs scheduled for an evaluation in 2016 will receive an initial evaluation notification in April 2016. A formal evaluation letter will be sent by CalEPA evaluation team lead approximately 30 days before the scheduled evaluation. The formal letter will include a list of information requested for the evaluation. Webinar training for the new evaluation process will be ready spring 2016.

CERS Business Users Group (CBUG) - Activity Adjourned

At this time, CBUG has fulfilled its mission and its activities are being adjourned. CBUG was created in 2010-2011 with the mission to evaluate and provide feedback to CalEPA on CERS Business Portal. CBUG peaked with more than 300 member business representatives bringing together single owner operated "Mom & Pop" businesses, consultants, and global corporations with an equal voice.

CalEPA has announced that businesses have done an excellent job meeting the obligation to report electronically and are near full participation. CBUG's involvement in CERS 3.0 workgroups and development of recommended enhancements revealed that the primary areas in CERS needing further improvement are in the regulatory and public portals. Today, business concerns are principally geared towards implementation of the State's Unified Program that ensures consistency throughout the state in regard to administrative requirements, permits, inspections, and enforcement matters that are considered to be outside the scope of CBUG's mission.

CERS Maintenance Activities for April 2016

CERS Technology Services is planning maintenance activity on April 8 and 9. This planned maintenance task is occurring outside of normal posted maintenance windows and is scheduled as follows:

- Date and Time:** April 8, 6:00 p.m. through April 9, 8:00 p.m.
- Description:** CalEPA Headquarters Annual Power Down
- User Impact:** CERS will be unavailable.
- Technology Services ID:** CERS.PowerDown.20160408

If you have any questions, please contact CERS Technology Services at CERS@CalEPA.ca.gov.

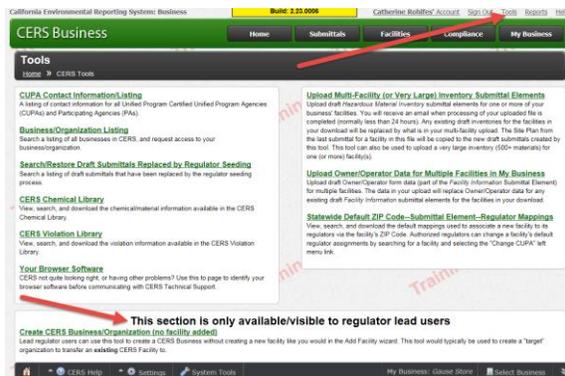
CERS Tips and Tricks

CERS Tips and Tricks include helpful explanations and resolutions regarding current issues recently received by the CERS Technical Support Team (CTST). If you have questions or concerns, please contact the CTST at cers@calepa.ca.gov.

How to create a CERS Business/Organization for a facility that was transferred to the wrong organization?

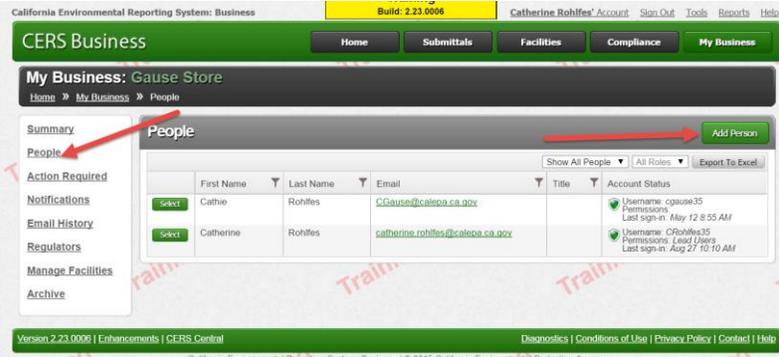
This process must be completed by a CERS Regulator and requires the use of the Business and Regulator Portals.

- **CERS Business Portal**
 - From the “Home” page, select the “Tools” link located in the upper right-hand corner of each page).



- Select the “Create CERS Business/Organization (no facility added)” link. *Please note: This link will only be visible to Regulator “Lead Users.”*
- Enter the Business Organization name, city/state of business’ headquarters, and ensure the “Origin” field displays “CUPA” and “My Regulator” field displays the correct regulatory agency (these fields should already be set by default).

- Select “Save.”
- Select the “People” link, from the sub-menu on the left-hand side of the “Business Summary” page.
- Select the “Add Person” button from the “People” section header bar.



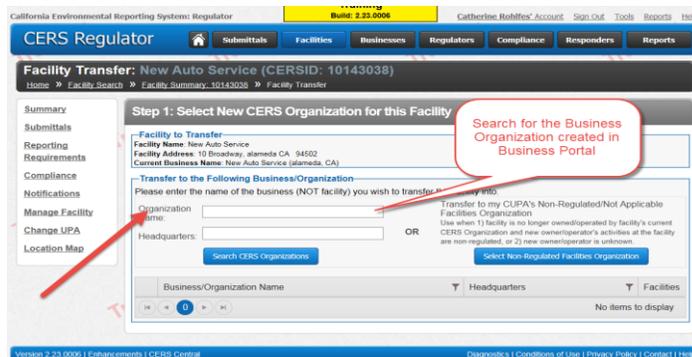
- Enter the email address, phone number and title of the business user that is being added and select “Continue.”
- Select checkbox next to one or more available options, under the “Permission Group” column.
- Select “Save” to add the new user, with the selected permissions, to the Business Organization.

- **CERS Regulator Portal**

- Select “Manage Facilities” link from the menu on the left-hand side of the “Facility Summary” page. This will allow the inactive facility to be transferred into Business Organization.



- Select “Transfer Facility to another Business.”
- Select “Business Organization.”



- Select “Search CERS Organizations.”

- Enter “Comments.” It is helpful to note why the inactive facility is being transferred in order to become active again.
- Select the check mark on the statement “Transfer Past Submittals” (and any current drafts) to New Business/Organization.”
- Select “Confirm.”

Reminder: Compliance Monitoring and Enforcement (CME) Data must be entered into CERS
Starting fiscal year 2014/2015, CME data must be submitted electronically within 30 days of each completed quarter [CCR Title 27, Division 1, Subdivision 4, §15290(b)]. Submittal deadlines are listed below:

Fiscal Year Quarterly CME Action Occurs (including updates)	Deadline for Electronic Submittal Of Quarterly CME Data
July 1 – September 30	October 30
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30

As of August 1, 2014, CUPAs are evaluated on quarterly CME electronic reporting requirements for inspection and enforcement activities occurring on or after July 1, 2013.

All CME data must include the complete detail record fields identified in the CERS Regulator Portal (<http://cers.calepa.ca.gov/>) and defined in the Unified Program Data Dictionary (www.calepa.ca.gov/LawsRegs/Regulations/T27/DataDict.pdf).

For more information, please refer to Unified Program Guidance Letter 14-02 (<http://www.calepa.ca.gov/CUPA/Bulletins/2014/Jan17.pdf>).

State Water Resources Control Board

Notice of Proposed Regulatory Action

The State Water Resources Control Board (State Water Board) has issued a Notice of Proposed Regulatory Action to amend California Code of Regulations, title 23, division 3, chapter 16 to clarify or make specific the method of reporting for existing reporting requirements. Specifically, the proposed amendments define whether existing reporting requirements are to be submitted electronically to the California Environmental Reporting System (CERS) or GeoTracker, or if they may be submitted via other means, such as mail, email, fax, or hand delivery.

The 45 day public comment period for the proposed regulatory action begins on Friday, March 25, 2016 and ends at 12 p.m. on Tuesday, May 10, 2016.

The Notice of Proposed Regulatory Action to amend California Code of Regulations, title 23, division 3, chapter 16 is available at: <http://www.oal.ca.gov/res/docs/pdf/notice/13z-2016.pdf>

The proposed rulemaking package is available at: http://www.waterboards.ca.gov/public_notices/comments/index.shtml

Additional information and resources related to the proposed emergency regulation are provided on the State Water Board's Underground Storage Tank Leak Prevention webpage: http://www.waterboards.ca.gov/water_issues/programs/ust/adm_notices/elect_rpt_regs/

For more information, please contact Gabriel Herrera at gabriel.herrera@waterboards.ca.gov or (916) 319-9128.

Informational Workshop on Permanent Closure of Single-Walled USTs April 26 in Clovis

The State Water Board will be holding an informational workshop to discuss the permanent closure of single-walled underground storage tanks (USTs) in Clovis on April 26, 2016. UST Leak Prevention Program staff will discuss in detail the design and construction requirements, as well as the closure requirements, imposed by Senate Bill 445 (Stats. 2014, Ch. 547). Replacing, Removing, or Upgrading Underground Storage Tanks (RUST) Program staff will discuss loan and grant funding opportunities available to assist eligible small business owners/operators to meet the single-walled UST removal requirement. Lastly, UST Cleanup Fund staff will present information regarding cleanup funds available to assist eligible owners/operators with cleaning up petroleum-related contamination from the UST.

The workshop is from 9:00 a.m. to 1:00 p.m. on Tuesday, April 26, 2016 in the Liberty Room of the Clovis Veterans Memorial District at 808 4th Street, Clovis, California 93612.

For more information see our information page located at: http://www.waterboards.ca.gov/ust/single_walled/docs/single_walled_closure_workshop_april_2016.pdf or contact Jessica Botsford at Jessica.botsford@waterboards.ca.gov or (916) 341-7338.

Revised CERS FAQ Posted

The CERS FAQ titled, "Is an ICC certification required to review and accept UST CERS submittals" has been updated to reflect new information. The updated FAQ makes it clear that non-ICC certified staff may change a submittal status to "not accepted" for an older, non-reviewed UST submittal when there is a newer UST submittal available for review. This clarification may help CUPAs deal with backlogged submittals. Links to the FAQ can be found on the State Water Board's website at http://www.waterboards.ca.gov/water_issues/programs/ust/cers/faqs.shtml.

For more information, please contact Gabriel Herrera at gabriel.herrera@waterboards.ca.gov or (916) 319-9128.