



CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY



MATTHEW RODRIQUEZ
SECRETARY FOR
ENVIRONMENTAL PROTECTION

1001 I STREET, SACRAMENTO, CALIFORNIA 95814 • P.O. BOX 2815, SACRAMENTO, CALIFORNIA 95812-2815
(916) 323-2514 • (916) 324-0908 FAX • WWW.CALEPA.CA.GOV

EDMUND G. BROWN JR.
GOVERNOR

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Unified Program Guidance Letter 14-01 (Revised)

ONSITE MAINTENANCE OF REQUIRED UNIFIED PROGRAM INFORMATION

To: Unified Program Agencies

Regulated businesses are required to electronically submit Unified Program information for each program element mandated by statute and regulation using the statewide information management system, made up of the California Environmental Reporting System (CERS) and local reporting portals. State statutory or regulatory requirements do not specify that regulated businesses must maintain required Unified Program information onsite in a hard copy format, but rather in a format that can be readily accessed onsite by facility staff and Unified Program Agency (UPA) inspectors.

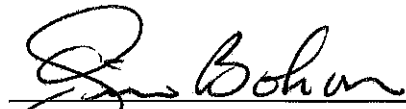
If required Unified Program information can be readily accessed onsite by facility staff and UPA inspectors through electronic means, it is not necessary for a regulated business to also maintain a copy of such information onsite in another format (i.e. hard or soft copy documents). However, if facility staff and UPA inspectors cannot readily access the required information onsite, a copy of such information must be maintained onsite in another format.

Facilities may be cited if UPA inspectors cannot verify that required Unified Program information is updated, accurate and readily accessible onsite by facility staff.

Unless otherwise required by a local law or ordinance, a UPA may not require regulated businesses to maintain an additional copy of required Unified Program information onsite if the same information has been submitted electronically and facility staff can access the information onsite.

Pursuant to a local law or ordinance, if a UPA requires a regulated business to maintain a copy of required Unified Program information onsite, in addition to being submitted into CERS, and the business is found to be in violation of this requirement, the UPA may only cite the local law or ordinance as the basis for violation.

Please direct questions regarding this guidance to John Paine, Manager for the Unified Program, at (916) 327-5092 or john.paine@calepa.ca.gov.



Jim Bohon, Assistant Secretary
Local Program Coordination and Emergency Response
California Environmental Protection Agency