



# CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY



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## Unified Program Guidance Letter 14-02

### Reporting of Compliance Monitoring and Enforcement Data

To: Unified Program Agencies

The California Code of Regulations (CCR), Title 27 Division 1, Subdivision 4, was amended effective December 17, 2013. CCR Title 27 now defines the compliance monitoring, inspection, violation and enforcement (CME) data that each Certified Unified Program Agency (CUPA) is required to submit for each program element. Reports of CME data are now required to be submitted electronically to the California Environmental Protection Agency (CalEPA) within 30 days of each completed quarter per fiscal year [CCR, Title 27, Division 1, Subdivision 4, Section 15290(b)]. CME data can be submitted to CalEPA electronically:

- through a local information management system, then to CalEPA via electronic data transfer,
- by manual entry into the California Environmental Reporting System (CERS) via web forms, or
- by uploading into CERS using the specified Microsoft Excel CME data template (available under the "Compliance" button in CERS).

CalEPA recognizes that the transition to full electronic reporting is taxing the resources of many CUPAs. With this in mind, a reporting deadline extension is being given for reporting of complete CME data for fiscal year 2013-2014.

**CME data for fiscal year 2013-2014 is to be submitted electronically to CalEPA by July 30, 2014** [pursuant to CCR, Title 27, Division 1, Subdivision 4, Section 15290(b) and (d)]. CUPAs are encouraged to submit CME data as soon as practical, but no later than the applicable submittal deadline.

Beginning with fiscal year 2014-2015, quarterly CME data must be submitted electronically no later than the deadlines indicated in the table below:

<b>Fiscal Year Quarter CME Action Occurs (including updates)</b>	<b>Deadline for Electronic Submittal of Quarterly CME Data</b>
July 1 <sup>st</sup> – September 30 <sup>th</sup>	October 30 <sup>th</sup>
October 1 <sup>st</sup> – December 31 <sup>st</sup>	January 30 <sup>th</sup>
January 1 <sup>st</sup> – March 31 <sup>st</sup>	April 30 <sup>th</sup>
April 1 <sup>st</sup> – June 30 <sup>th</sup>	July 30 <sup>th</sup>

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](http://www.calepa.ca.gov/LawsRegs/Regulations/T27/DataDict.pdf)).

**Beginning August 1, 2014, CUPAs will be evaluated on quarterly CME electronic reporting requirements for inspection and enforcement activities occurring on or after July 1, 2013.**

The majority of CCR Title 27 amendments correspond to electronic data reporting requirements pursuant to Health and Safety Code, chapter 6.11, section 25404 (e)(4). The Unified Program Data Dictionary (CCR Title 27, Division 3, Subdivision 1) was revised to reflect these amendments. The amended text for CCR Title 27 is available on the Unified Program website at: <http://www.calepa.ca.gov/CUPA/>.

Please direct questions regarding reporting requirements to John Paine, Supervisor, CalEPA Unified Program, at (916) 327-5092 or email [john.paine@calepa.ca.gov](mailto:john.paine@calepa.ca.gov).

Please direct technical questions regarding electronic submission of data to the CERS Help Center by email at: [cers@calepa.ca.gov](mailto:cers@calepa.ca.gov).

  
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Jim Bohon, Assistant Secretary  
California Environmental Protection Agency