



CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY



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Unified Program Guidance Letter 13-05

Submission of Annual Summary Reports and Formal Enforcement Summaries

To: Unified Program Agencies

California Environmental Protection Agency (Cal/EPA) and Unified Program Agencies are in the process of deploying the necessary technology to allow for data exchange between Certified Unified Program Agencies' (CUPAs) local data systems and the California Environmental Reporting System (CERS). Until such a time that a CUPA is providing inspection and enforcement data to CERS, either electronically or through the online CERS website, Cal/EPA cannot generate the information required to replace the Annual Inspection Summary and Annual Enforcement Summary Reports. These reports provide necessary information to Cal/EPA and state agencies to effectively manage the state Unified Program.

Therefore, Cal/EPA has determined that, for information covering Fiscal Year 2012/2013, CUPAs need to continue to submit the following reports via fax, email, or mailed hard copy to Cal/EPA.

- Annual Inspection and Enforcement Summary Reports (Reports 3 and 4) using current forms by September 30, 2013 (California Code of Regulations, title 27, sections 15186 (d) and 15290 (a)). CUPAs also need to continue to submit the Formal Enforcement Summary Report using the current template within 30 days after the final disposition, judgment, or agreement of each formal enforcement case.
- CUPAs need to continue to submit the Annual Single Fee Summary Report (Report 2) using the current form found in California Code of Regulations title 27 section 15290.

Please direct questions regarding this guidance to Farida Islam, at (916) 322-2155 or email at farida.islam@calepa.ca.gov, or Dan Firth, at (916) 445-5049 or email at dan.firth@calepa.ca.gov.

Jim Bohon, Assistant Secretary
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