

Instructions for completing CUPA to State Summary Reports

Annual Inspection Summary Report

This report is to be submitted to the Secretary by September 30th of each year pursuant to Title 27, CCR, Section 15290(a)(2). Send to:

California Environmental Protection Agency
Unified Program Section
1001 'I' Street, P.O. Box 2815
Sacramento, California 95814

All blank spaces that are not shaded must have a number count or use **N/A** and provide an explanation on a separate sheet of paper or on the bottom or back of the form.

INSPECTION SUMMARY

All program elements of every regulated business should be reflected in all columns. This means that a regulated business would be counted in every row that is applicable to that business.

Hazardous Materials Release Response Plans (HMRRP):

These are businesses that are required to submit a HMRRP under Title 19 CCR, Section 2729.1.

Do not include businesses that are subject solely to local requirements.

California Accidental Release Prevention (CalARP):

Include all stationary sources that are subject to the CalARP program as defined in the CalARP regulations, Title 19 CCR Section 2735.4(a), and pursuant to Title 19 CCR Section 2745.1(d), regardless of whether or not the CUPA has waived the risk management plan requirement for that business pursuant to HSC Section 25534(b)(2)(A).

Underground Storage Tank Facilities (UST):

Include all facilities with one or more state/federally regulated Underground Storage Tank(s). Do not include tanks that are subject solely to local requirements.

Aboveground Petroleum Storage Tank Facilities (SPCCs Only):

Report AST facilities inspected where Spill Prevention Control and Countermeasure (SPCC) plan verifications were conducted.

Hazardous Waste Generators

Generators (All):

Provide the number of all hazardous waste generators (State and Federal) within the jurisdiction. (This category may include counts from some of the following categories)

RCRA Large Quantity Generators (LQG):

Enter the total number of Federal RCRA LQGs within the jurisdiction. These are businesses that are hazardous waste generators pursuant to State and Federal definitions in CFR 40, CCR, Title 22 and HSC Chapter 6.5.

Onsite Hazardous Waste Treatment (PBR, CE, CA):

These are businesses (generators) conducting hazardous waste treatment at the location where the waste is generated (onsite). Do not count Household Hazardous Waste operating under PBR in this row. Use the row at the bottom of the form entitled Household Hazardous Waste (HHW) –Permit-By-Rule (PBR). This on-site treatment is regulated under the permit by rule (PBR), conditional authorization (CA), and/or conditional exemption (CE) tier.

This is a per business count, not a per treatment unit count. For example: if a business has more than one treatment unit/tier, the business should be counted as **one** regulated business.

Do not count transportable treatment units (TTUs) or household hazardous waste (HHW) temporary events.

Recyclers:

Provide the number of recyclers within the jurisdiction. This includes both on-site and off-site recyclers. Count any business only once in this category. Count all recycling facilities here regardless of whether or not they separately qualify as hazardous waste generators.

Household Hazardous Waste (HHW) -- Permit-BY-Rule (PBR):

These are locations regulated under the HHW program as temporary events or permanent facilities. This type of entity is not counted as a generator. Do not count HHW activities authorized by variances.

Number of Regulated Businesses in each Program Element:

Every program element in a regulated business should be reflected in this column. Please refer to the specific instructions for each row when completing this column.

The count of UP regulated businesses in each program element may include a count of the same businesses multiple times, once for each applicable program element.

For example: Niceville County CUPA has 100 regulated businesses that are required to submit Hazardous Materials Release Response Plans (HMRRP). 75 of these are also Hazardous Waste Generators (HWG). This Column would reflect 100 for HMRRP and 75 for HWG.

Number of Regulated Businesses Inspected in each Program Element:

For each business location each program element inspection should be counted once. Only one inspection per element may be counted per State fiscal year. Any type of inspection may be counted.

Multiple non-contiguous locations of a business are counted separately for purposes of counting inspections.

For example: If an inspector from Niceville County CUPA inspected Big Industry Company, Inc.'s main office six times in one year for HMRRP, the CUPA should count this as one business inspection. If the inspector inspected Big Industry Company, Inc. at its six separate locations, the CUPA should count this as six inspections.

Number of Routine Inspections:

A routine inspection is a regularly scheduled inspection to evaluate compliance pursuant to one or more program elements. If a business was inspected more than once during the reporting period, and each inspection was regularly scheduled, each inspection should be counted in this column. Do not count complaint or follow-up inspections in this category.

Multiple non-contiguous locations of a business are counted separately for purposes of counting inspections.

For example: During the Reporting FY, an inspector from Niceville County CUPA inspected Big Industry Company, Inc. on four regularly scheduled Hazardous Waste Generator inspections, and the CUPA also conducted two follow-up inspections and one complaint inspection for the hazardous waste generator program element. The CUPA would count each of the four inspections as four Routine Inspections for the hazardous waste generator program element. The two follow-up inspections and one complaint inspection would be counted as three "Number of Other Inspections" for the hazardous waste generator program element.

If a routine inspection is scheduled for a regulated facility that is found to be no longer in business, an inspection should be counted in each of the appropriate program elements that applied to that business.

% of Routine Inspections that Returned to Compliance w/in 90 Days :

This is the percentage of routine inspections with Class I and/or Class II violations that return to compliance within 90 days. In this percentage calculation, do not use routine inspections with minor violations that return the compliance within 90 days.

Do not include in the percentage routine inspections with class I or Class II violations found that were not corrected within 90 days. Local standards do not apply to this category for reporting purposes.

For example: Niceville County CUPA made 100 routine inspections of Hazardous Waste Generator (HWG) facilities in their jurisdiction during FY 05/06.20 inspections had no violations. A total of 55 inspections had Class 1, and/or Class 2 violations, and 25 had only minor violations. Of the 55 inspections that had Class 1 and/or Class 2 violations, only 17 RTC within 90 days. The % of Routine Inspections that Returned to Compliance within 90 Days was 31% of HWG routine inspections (17 / 55 = 31%).

Number of Other Inspections:

This is a count of other inspections such as complaint investigations, closure, release investigations, tank installation and/or removal oversight, tank cleaning, and follow-up inspections, or other inspections that may be in addition to regularly scheduled compliance inspections.

“Number of Other Inspections” does not include routine compliance inspections, field or site visits whose principle purpose is informational or educational, pollution prevention education, visits needed to verify administrative information or orient new owners and/or operators, or CalARP audits.

If a business was inspected more than once during the reporting period, and none of these inspections were regularly scheduled, then each inspection should be counted in this column by program element. Count all follow-up inspections conducted during this reporting period. Count any closure inspections conducted during this reporting period.

Example #1: If an inspector from Niceville County CUPA inspected Big Industry Company, Inc., a RCRA LQG, on a follow-up inspection regarding their RCRA LQG program and their UST program, the CUPA would report

one count for the RCRA LQG program element, one count for the UST program element, and one count for Generators (All) program element since RCRA LQG is included in the Generators (All) program element.

Example #2: An inspector from Niceville County CUPA investigates a complaint about a business whose property is zoned for handling and/or generating hazardous materials and hazardous waste. The inspector inspects the business for compliance with all applicable program elements only to find that the business is operating without an EPA ID number or a valid permit. The inspector completes an inspection report and issues a Compliance Letter/Notice of Violation/Notice to Comply with a deadline to obtain an EPA ID number and a valid operating permit from the CUPA. This complaint inspection is reported in this column as one count for the HMRRP program element and one count for the Generators (All) program element.

If a facility is found to be no longer in business upon follow-up to a complaint inspection, that follow-up inspection would be counted in this Column for each program element that originally had a violation.