

UPAAG Work Plan 2007

Mission: To protect public health and safety, to restore and enhance environmental quality, and sustain economic vitality through effective and efficient implementation of the Unified Program.

Philosophy: The Unified Program Administrative Advisory Group will continue to play an active role in policy oversight and implementation of the Unified Program. All Unified Program participants at the federal, state and local level shall engage in a quality of communication which enhances mutual trust

Top Active Work Plan Priorities

1.	Develop ways to better measure performance and communicate performance	Lead	Update
a	Development a format for an Annual State of the CalARP report	CalARP Work Group (Howard Wines)	No Activity
b	Cal/EPA Enforcement Initiative <ul style="list-style-type: none"> • Overall • Cal/EPA Enforcement Program Operations Plan • Research States & programs for performance measures. 	Enforcement Steering Committee (Larry Matz, Bill Jones)	
c	Development of communications plan coordinated with the Cal/EPA enforcement communication plan.	Jim Bohon/Valerie Toney	No Activity
d	Develop program performance metrics in coordination with Cal/EPA cross BDO Performance Metrics project. Develop a methodology to identify/measure UP work load.	State - TBD, CUPAs - Janet Ortiz	Per March meeting, combined with Cal/EPA metrics work group.

2.	Work together on standards & policy development, rule making, and legislative concept development and coordination	Lead	Update
a	AST legislation – Move to CUPAs	Legislative SC (Don Johnson, John Paine)	AB 1130 (Laird). Bill is making its way through the legislature.
b	HSC Ch 6.95 updates	Legislative SC (Bill Jones, John Paine)	Assembly Toxics Committee looking at San Diego bill AB 1098.

c	Development of CalARP regulation change plan with regulation changes and time frames	CalARP TAG (Howard Wines)	Waiting on pending legislation.
d	Legislation to sunset single-wall UST systems	UST Steering Committee (Kevin Graves, Greg Smith, Jason Boetzer)	Did not make it into 2007/08 legislative cycle. Target for 2008/09 legislative cycle.
e	CUPA and LEPC program integration.	UPAAG level Work Group (Mike Warren)	CUPA-LEPC work group formed in March 2006. Preliminary results done Nov 2006. On hold until OES replaces UP Manager.

3.	Improve the uniformity of inspection and enforcement	Lead	Update
a	Develop a risk based regulatory program plan which outlines elements to be in a risk based inspection and enforcement program <ul style="list-style-type: none"> San Diego pilot performance measure project UP Regulatory Performance Model. (related to 1.5) 	Enforcement SC (Larry Matz, Bill Jones)	Revised UP RPM draft presented at 2007 CUPA Conference. Being work shopped around state.
b	Clarify and update guidance documents <ul style="list-style-type: none"> Exec summary of AEO guidance (Sales piece) Update Inspection and Enforcement Guidance 	Enforcement SC ESC I&E Work Group (JoAnn Jaschke, Dennis Karidis)	Focus shifted to I&E Guidance revision.
c	Achieve full implementation of the Unified Program for farms <ul style="list-style-type: none"> Evaluate scope of issue Develop outreach plan Implement plan 	Cal/EPA UP (Jim Bohon)	Target start for FY 2007/08
d	Develop a format to record the development of UP Guidance or standards using the SWRCB Local Guidance letter or FAQ's and Q&A as a model format.	Jim Bohon/Peggy Harris/Valerie Toney/Kevin Graves	Target for CY 2007 No activity
e	Design a violation classification system and identify legislative or regulatory changes that must be made to accomplish the standardization.	Enforcement SC	Legislative or regulatory change work delayed to CY 2008.

4.	Pursue the development and delivery of coordinated training opportunities	Lead	Update
a	Create professional statewide CUPA new staff training	Training Steering Committee (John Paine, Bill Lent)	TSC working on charter and strategic plan. Set for August 2007 discussion.
b	Expand non-conference training	Same	Same
c	Increase the number of inspector academy classes offered each year	Same	Same
d	Work with Cal/EPA Enforcement Initiative Training Team on development of a UP web based training tool	Same	Same
e	Focus class development on those subjects identified as part of the core curriculum for the UP	Same	Same
f	System to provide UP employee training. Fund the development of the training and attendance at this training with SEP's. Need to develop a SEP Policy or guidance on this subject.	Same	Same

5.	Improve data and reporting processes and infrastructure	Lead	Update
a	UP Data System	Jim Bohon, Dan Firth	Phase 1 completed Nov 2006 and is available to CUPAs. Phase 2 started. Unidocs update in progress.

6.	Develop Career Marketing Plan	Lead	Update
a	Use CUPA Conference to target students	Don Johnson, Bill Jones	2008 Conference plans to have more for students.
b	Create student outreach processes	UPAAG	Training Steering Committee proposed to work on this area.

Note: Original Work Plan Priority “2 - Minimize the impact of new or increased workload” was consolidated into Priorities 3 and 4. The Priorities were renumbered after consolidation. Original Priorities 3 and 4 are now Priorities 2 and 3. New Priority 7 was added. by UPAAG.

Completed Work Plan Priorities

1.	Develop ways to better measure performance and communicate performance	Contacts for history
a	Have come to a consensus that enforcement numbers are not the only or best way to measure program success	--
b	CAL ARP Report	(Howard Wines)
c	CUPA Forum Board established an Issue Coordinators position for this topic	(Mike Dorsey, Bill Jones)
d	The evaluation process has gone through several revisions in the past, each improving the evaluation process from the previous program	(John Paine, Doug Snyder)
e	Revised evaluation process that will base evaluation frequency and nature upon the history of the CUPA as noted in the past evaluations and the annual reports	John Paine/State Evaluator Agencies
a	Project to track the progress of the new evaluation process implemented April 2006. Detailed tracking system in place.	Jim Bohon
c	Title 27 Data Dictionary Update. DSC finalized all changes Nov 06. UPAAG in Nov 06. Filed with OAL Mar 07.	Jim Bohon Loretta Sylve

2.	Work together on standard development, rule making, and legislative concept development and coordination	Contacts for history
a	Established a UPAAG Legislative SC	(Don Johnson, Bill Jones)
b	Established a single AEO process for all program elements (2481)	--
c	Develop a legislative SC process to coordinate development of legislative proposals with other UPAAG SCs and TAGS	(Don Johnson, Bill Jones)
d	Minor violation legislation	Bill Jones
e	CUPA Forum to established an Issue Coordinator position (CA Performance Model)	Bill Jones
f	Legislation tracking reports	Legislative SC
G	Update Issue Coordinators list for legislation purposes	Legislative SC
h	Identify regulations that may impact the Unified Program	Legislative SC
i	CESQG/Universal Waste 5% policy	(Mike Dorsey)

3.	Improve the uniformity of inspection and enforcement	Contacts for history
a	AEO guidance document	(Bill Jones)
b	Industry Workgroup issue resolution mechanism. Additional step: Memorialize the issues resolved by the industry roundtable by placing on the UP Web page.	--
c	Inspection Report Guidance Document	(Bill Jones, Larry Matz)
d	Development of the inspection guidance (report writing) and enforcement guidance (AEO)	(Bill Jones)
e	Achieve full implementation of the Unified Program	Larry Matz
f	Inspection Report Guidance Document implementation	Bill Jones, Jim Bohon
g	Find better ways to use local, state and federal resources cooperatively	Enforcement SC
h	Standardize violation classifications across all the UP program elements. Violation Classification Guidance completed and posted Jan 2007.	Enforcement SC

4.	Pursue the development and delivery of coordinated training opportunities	Contacts for history
a	CUPA Conference	--
b	Making UST Training available via website	(Laura Chaddock)
c	Using settlement money to support training programs	(Bill Jones)
d	Making classes available on disk	(Bill Lent)
e	Established Cal EPA Assistant Secretary for Enforcement Training for state and local agencies	--
f	Identify the conference classes/presentations that are to be taped and notify the speakers and their supervisors several months in advance.	Training Work Group, Conference Work Group
g	Training Committee will identify other opportunities	Training Work Group
h	Get USEPA involved in the conference with one training class and one non-conference training class	Training Work Group

5.	Improve data and reporting processes and infrastructure	Contacts for history
a	Established Data SC	(Dan Firth, Jim Bohon)
b	Data Management Plan	Data SC
c	Reactivated TGIF	Jim Bohon

d	Establish management of change program	Jim Bohon
e	Put Data Management Plan into text format, clean up PowerPoint	Jim Bohon
f	Linking of Unidocs and Geotracker	Liz Haven/Dan Firth
g	Livermore-US EPA pilot project	Danielle Stefani
h	US EPA Grant to tie Unidocs to Cal/EPA system. Grant approved April 2006. Contract executed Nov 2006.	Dan Firth
i	Title 27 Data Dictionary Development filed with OAL March 2007.	Data Steering Committee (Jim Bohon, Dan Firth)
j	Coordinate Cal/EPA Data Dictionary Development. Cal/EPA created a Data Standards Steering Committee in Nov 2006. CUPA have representative on DSSC.	Data Management SC (Jim Bohon)

6.	Achieve full implementation of the Unified Program	
a	DTSC CUPA for Trinity and Imperial; others now certified. Continue to monitor for at least another year to be sure Trinity and Imperial Counties are operating as a CUPA	(Chuck McLaughlin)
b	CAL ARP now a part of the CUPA evaluations. A survey/review of the program is needed to determine the level of implementation. A follow up project will be to develop an implementation schedule for those CUPA's not properly/fully implementing the program.	(Moustafa Abou-Taleb)
c	Resolve Federal Facility Fee issue. Release guidance, discuss guidance with military then take appropriate action to enforce if military does not comply. Include AMTRAC, Post Office, and GSA in issue.	Larry Matz
d	Improve the uniformity of inspection and enforcement	Enforcement SC
e	Complete a review of the Business Plan Program implementation at agricultural facilities. The report on the review will recommend a course of action to be sure the program is fully implemented in a consistent manner statewide.	OES/Cal/EPA

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