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CALIFORNIA
CUPA
FORUM

Countdown: 36 Months

ELECTRONIC REPORTING BULLETIN #2

Preliminary Survey Results and Draft Implementation Plan

This bulletin presents the general implementation timeline for electronic reporting and some recommendations to help you start to plan for your transition to electronic data exchange.

1. **Updates:** Information to help you implement electronic reporting in your jurisdiction.
2. **New FAQs:** Aimed at answering many of your questions
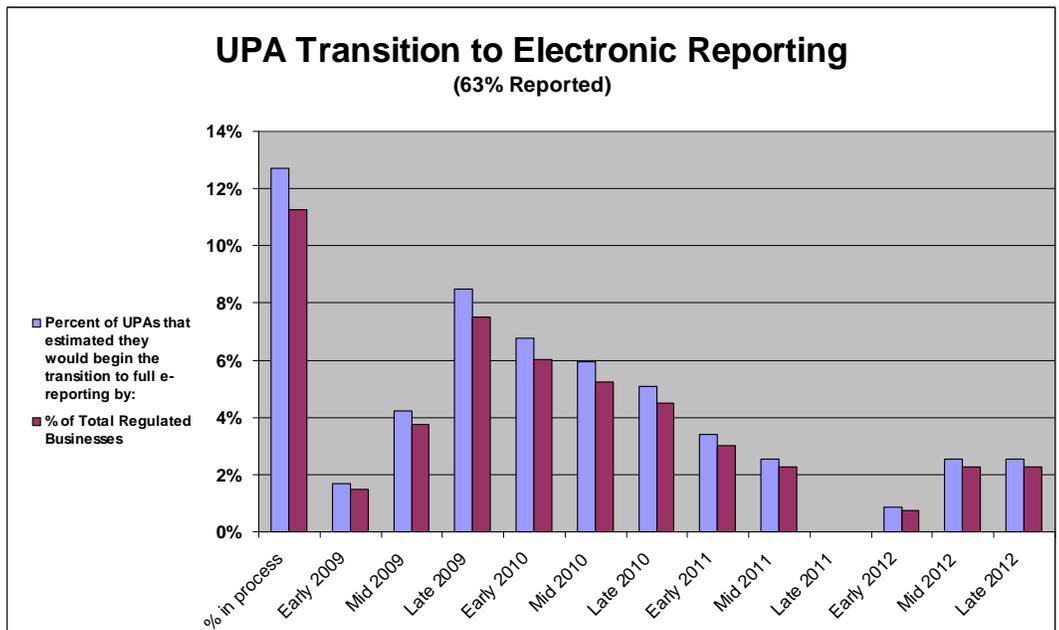3. **What's Coming:** A preview of what will be published in upcoming bulletins

Please send your comments and ideas to improve these bulletins to cupa@calepa.ca.gov

PRELIMINARY SURVEY RESULTS

The graph shows that most UPAs (blue bars) are already transitioning to electronic reporting or will begin by mid 2011. The UPAs that are not planning to start until 2012 may find it difficult to complete by January 2013. The regulated businesses (red bars) covered by the UPAs generally follow the same trend. The survey also indicates that about 75% of the UPAs are only accepting paper filing from businesses. While

UPA Transition to Electronic Reporting
(63% Reported)

Legend:
- Percent of UPAs that estimated they would begin the transition to full e-reporting by:
- % of Total Regulated Businesses

Categories: % in process, Early 2009, Mid 2009, Late 2009, Early 2010, Mid 2010, Late 2010, Early 2011, Mid 2011, Late 2011, Early 2012, Mid 2012, Late 2012

not unexpected, this verifies that most UPAs will have significant business outreach needs. Finally, most of the reporting UPAs use either CUPA DMS or another Microsoft Access based management system, the Decade Envision application or Unidocs.

Response to the initial survey is vital since the data will be helpful to plan implementation strategies (including fund allocation) at the state level. If you have not provided your survey response yet, please send it in! Members of the work group have begun to contact non-responding UPAs.

DRAFT IMPLEMENTATION PLAN STATUS

The Electronic Reporting Work Group is developing an implementation plan to meet the operational and funding needs of the UPAs and the state as everyone transitions to electronic reporting. These bulletins will provide updates on the implementation plan to allow UPAs to follow those activities and have the earliest opportunities to progress with individual implementation plans.

The Work Group is developing general guiding principles that are now being used in planning development. The initial guiding principles are:
1. The state will develop master contracts that provide service to UPAs in the areas of technical assistance, business and UPA training, and data capture from documents to reduce local burdens and administrative overhead costs.
2. The UPAs will decide when businesses under their jurisdiction may begin submitting regulatory information electronically. This prevents electronic reporting by businesses before UPAs are ready to process their submittals. Putting UPAs in charge of this timing also helps improve data quality and minimize duplicative work.
3. State and local agencies will involve business groups in planning to implement electronic reporting in early 2009 to leverage technical experience and organizational outreach.

ACTION ITEMS
These are suggestions regarding implementation measures that UPAs should be considering or taking now in order to facilitate the transition to electronic reporting.

To help your agency understand your electronic reporting transition needs and to crate a local implementation plan, describe how you do your work now, identify where your data currently comes from, what you do with the collected information and where it goes. You might create a flow chart to identify and prioritize current program activities and information needs. You should also contact your IT staff for help in this effort.

NEW FAQs

Q1: When will the new surcharge be published and when will it be effective.
A1: The work group recommended that the revised surcharge become effective July 1, 2009. Before the surcharge is changed, it must go through the process required by regulation. It is expected that the revised surcharge will be published for comment in March 2009, the comments reviewed in April 2009 and the revised surcharge would be published final in May 2009 for billing beginning July 2009.

Q2: When will grant funds be available for electronic reporting projects?
A2: With the surcharge being included in billing cycles beginning July 1, 2009, the revenue from the increased surcharge will start to be available in January 2010. Grants funds are therefore planned to be available beginning in January 2010. The grant application process will be developed and published before then.

WHAT'S COMING?

We expect to publish bulletin #3 in early February 2009. It should include more detail on who is implementing which system when. It will also include additional information on those master contracts that were mentioned above. The general implementation time line is currently in draft and should be firm by February. Finally, Cal/EPA expects to have electronic reporting implementation web pages and the next bulletin will have the address of that site.