

# Annual Single Fee Summary: *Instructions*

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At the end of every fiscal year, in accordance with California Code of Regulations, Title 27, §15290(b), each Certified Unified Program Agency (CUPA) shall submit to the Secretary of the California Environmental Protection Agency (CalEPA) an annual summary of all single fee and surcharge amounts billed, waived, collected, remitted and still owed, relative to each program element surcharge component for the previous fiscal year.

If the CUPA believes that the number of regulated businesses will change significantly for any program element in the current fiscal year or in the next fiscal year, a cover letter addressing the estimated changes for each program element shall be submitted with the Annual Single Fee Summary, per California Code of Regulations, Title 27, §15290(b)(2).

**CUPAs are required to submit the Annual Single Fee Summary report by September 30, following the end of each fiscal year, to CalEPA via:**

<u>Email:</u>	<u>U.S. Postal Service:</u>	<u>Express mail:</u>
<a href="mailto:CUPA@CalEPA.ca.gov">CUPA@CalEPA.ca.gov</a>	CalEPA Unified Program Section P.O. Box 2815 Sacramento, California 95812-2815	CalEPA Unified Program Section 1001 "I" Street Sacramento, California 95814

**The following are instructions to complete to the form:**

<b>CUPA:</b>	Enter the Certified Unified Program Agency submitting the Annual Single Fee Summary to CalEPA.
<b>Fiscal Year:</b>	Enter the fiscal year for which the Annual Single Fee Summary is submitted. The Annual Single Fee Summary should only capture information for the previous fiscal year (July 1 <sup>st</sup> – June 30 <sup>th</sup> ).
<b>Date Created:</b>	Enter the date the Annual Single Fee Summary is being prepared and/or submitted to CalEPA.
<b>Completed By:</b>	Enter the name of the CUPA representative completing the Annual Single Fee Summary.
<b>Telephone Number:</b>	Enter the telephone number of the CUPA representative completing the Annual Single Fee Summary.
<b>Single Fee:</b>	Report the total amount of the single fee billed, waived, and collected from all regulated businesses. The single fee includes the CUPA's fees for necessary and reasonable costs to implement the Unified Program.  For Annual Single Fee Summary reporting purposes, state surcharge amounts should not be included in the single fee amounts. State surcharge amounts will be reported in a different section of the Annual Single Fee Summary.  Title 27, §15210 and Health and Safety Code, Division 20, §25404.5

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<b>Participating Agencies:</b>	Report the total amount of the single fee billed and collected on behalf of the Participating Agencies. Report the total amount of the single fee remitted to and still owed to Participating Agencies, if any. The single fee for Participating Agencies includes the Participating Agency’s fees for necessary and reasonable costs to implement one or more elements of the Unified Program. If a CUPA does not have any applicable single fee amounts to report regarding Participating Agencies, each field should be completed with “N/A.” Title 27, §15210
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<b>Surcharges*:</b>	Report the total amount of each surcharge billed, waived, and collected. Report the total amount of each surcharge remitted to and still owed to the State (CalEPA). The amount remitted to CalEPA for each program element surcharge on the Annual Single Fee Summary Report should equal the sum of all quarterly Surcharge Transmittal Reports for the same program element for the previous fiscal year. Title 27, §15240 and Health and Safety Code, Division 20, §25404.5
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For Fiscal Year

CUPA Oversight and CERS NextGen	Aboveground Petroleum Storage Act (APSA)	Underground Storage Tank (UST)	California Accidental Release Program (CalARP)	Refinery Safety	
For Each Regulated Facility	For Each Regulated Tank Facility	For Each Regulated UST	For Each Regulated Business	For Each Regulated Refinery Facility	
\$67.00 Oversight AND \$27.00 CERS NextGen = \$94 Total	\$26.00	\$20.00	\$370.00	Tier 1: \$45,000.00	Equal to or greater than 200,000 daily barrel capacity
				Tier 2: \$27,500.00	100,000 to 199,999 daily barrel capacity
				Tier 3: \$13,750.00	50,000 to 99,999 daily barrel capacity
				Tier 4: \$3,500.00	Less than 50,000 daily barrel capacity

\* The surcharge transmittal should only reflect applicable program element surcharge amounts and should not reflect remittance of any assessed late fees or other charges.

<b>Surcharge Totals:</b>	Report the total amount of surcharge billed, waived, and collected. Report the total amount of surcharge remitted to and still owed to the State (CalEPA).
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COUNTS		
<b>Businesses Assessed CUPA Oversight Surcharge:</b>	Enter the number of regulated businesses that were assessed the CUPA Oversight Surcharge.	
<b>Businesses Assessed CERS NextGen Surcharge:</b>	Enter the number of regulated businesses that were assessed the CERS NextGen portion of the Oversight Surcharge.	
<b>Aboveground Storage Tank Facilities with the Capacity to Store 10,000 Gallons or More of Petroleum Assessed the APSA Surcharge:</b>	Enter the number of regulated aboveground petroleum storage tank facilities with the Capacity to store 10,000 gallons or more of petroleum that were assessed the APSA surcharge.	
<b>Businesses Assessed the CalARP Program Surcharge:</b>	Enter the number of regulated businesses that were assessed the CalARP surcharge. The CalARP surcharge is assessed on a regulated business, regardless of the number of stationary sources the business has.	
<b>Onsite Hazardous Waste Treatment Facilities:</b>	<b>Permit By Rule</b>	Enter the number of Permit By Rule facilities (not on-site treatment units) as defined in Title 22, Division 4.5, Chapter 45, Article 1, §67450.1.
	<b>Conditional Authorization</b>	Enter the number of Conditional Authorization facilities (not on-site treatment units) as defined in HSC Division 20, Chapter 6.5, Article 9, §25200.3 & §25110.9.1.
	<b>Conditional Exemption</b>	Enter the number of Conditional Exemption facilities (not on-site treatment units) as defined in HSC Division 20, Chapter 6.5, Article 9, §25201.5 & §25110.9.1. This number includes Conditionally Exempt Commercial Laundries (CECL), Conditionally Exempt Specified Waste streams (CESW), Conditionally Exempt Small Quantity Treatment (CESQT) and Conditionally Exempt Limited (CEL).
<b>Hazardous Waste Generators:</b>		Enter the number of Hazardous Waste Generators.
<b>RCRA Large Quantity Hazardous Waste Generators :</b>		Enter the number of RCRA Large Quantity Hazardous Waste Generators (RCRA LQGs).
<b>Non-RCRA Large Quantity Hazardous Waste Generators:</b>		Enter the number of Non-RCRA Large Quantity Hazardous Waste Generators (Non-RCRA LQGs).
<b>Small Quantity Hazardous Waste Generators (SQGs):</b>		Enter the number of Small Quantity Hazardous Waste Generators (SQGs).