



# CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY



*MATTHEW RODRIQUEZ*  
SECRETARY FOR  
ENVIRONMENTAL PROTECTION

1001 I STREET, SACRAMENTO, CALIFORNIA 95814 • P.O. BOX 2815, SACRAMENTO, CALIFORNIA 95812-2815  
(916) 323-2514 • (916) 324-0908 FAX • [WWW.CALEPA.CA.GOV](http://WWW.CALEPA.CA.GOV)

*EDMUND G. BROWN JR.*  
GOVERNOR

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## Unified Program Guidance Letter 14-04

### REPORTING FOR THE HAZARDOUS MATERIALS BUSINESS PLAN PROGRAM BELOW THRESHOLD QUANTITIES

To: Unified Program Agencies

A business handling hazardous materials in quantities equal to or greater than those specified in Health and Safety Code (HSC), chapter 6.95, section 25507, is regulated under the hazardous materials business plan (HMBP) program. Each regulated business is required to electronically report HMBP information to its Unified Program Agency (UPA) through California Environmental Reporting System (CERS), or local UPA reporting portal [HSC, chapter 6.11, section 25404(e)(4)].

A UPA may impose additional or more stringent business plan reporting requirements on businesses, so long as the authority to administer such requirements is adopted in local law or ordinance governing implementation of the HMBP program [HSC, chapter 6.95, section 25500(a) and (b)]. Therefore, if the governing body of a UPA has adopted a local law or ordinance requiring a business to report hazardous materials in quantities below those required by HSC, chapter 6.95, section 25507, the UPA shall implement and enforce this requirement as part of the local Unified Program. If such a local law or ordinance does not exist, a business is only required to report hazardous materials in quantities equal to or greater than those specified in HSC, chapter 6.95, section 25507.

A UPA may assess local fees for necessary and reasonable costs of implementing the HMBP program and the business plan reporting requirements, including implementation of any local law or ordinance. State surcharges for all applicable Unified Program elements cannot be waived and must be applied if any local fees are assessed.

Please direct questions regarding this guidance to John Paine, Unified Program Manager, at (916) 327-5092 or email [john.paine@calepa.ca.gov](mailto:john.paine@calepa.ca.gov).

Jim Bohon, Assistant Secretary  
Local Program Coordination and Emergency Response  
California Environmental Protection Agency