

Unified Program Annual Single Fee Summary Report Instructions

In accordance with California Code of Regulations (CCR), Title 27 §15290(a)(2) and (a)(2)(B) each Certified Unified Program Agency (CUPA) shall submit the Annual Single Fee Summary Report (Appendix C) to the Secretary **no later than September 30**, following the end of each fiscal year to CalEPA. Please submit by email to CUPA@CalEPA.ca.gov.

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 along with the Annual Single Fee Summary, per CCR, Title 27 §15290.

State Surcharge Fee Schedule* (as of June 2019)

Title 27, §15240

CUPA Oversight**

\$49.00 - Assessed Per Regulated Business

Aboveground Petroleum Storage Act (APSA)

\$26.00 - Assessed Per Regulated Tank Facility

Underground Storage Tank (UST) Program**

\$20.00 - Assessed Per Regulated UST

California Accidental Release Prevention (CalARP) Program

\$270.00 - Assessed Per Business

Refinery Safety*** Assessed to Refinery Facilities according to the daily barrel capacity (DBC)

\$45,000 - Tier 1 (equal to or greater than 200,000 DBC)

\$27,500 - Tier 2 (100,000 to 199,999 DBC)

\$13,750 - Tier 3 (50,000 to 99,999 DBC)

\$ 3,500 - Tier 4 (Less than 50,000 DBC)

* The surcharge transmittal should only reflect current program element surcharge totals and not include remittance of any assessed late fees or other charges.

** Effective fiscal year 2017-2018, the CUPA Oversight surcharge increased by \$14 per regulated business and the UST surcharge increased by \$5 per regulated tank.

*** Effective fiscal year 2018-2019, the Refinery Safety surcharge was established.

Form Instructions:

To complete the Top Section (page 1):

- Enter the applicable Certified Unified Program Agency Name
- Enter the applicable fiscal year (Should only capture information for the previous fiscal year July 1st – June 30th)
- Enter the name of the CUPA representative completing the Annual Single Fee Summary
- Enter the telephone number of the identified CUPA representative
- Enter the date the Annual Single Fee Summary is submitted to CalEPA

Single Fee:

Title 27, §15210 and Health and Safety Code, Division 20, §25404.5

- 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. CUPA's report State surcharge amounts in a different section of the Annual Single Fee Summary.

Participating Agencies (If Applicable)

Title 27, §15210

- 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.
- 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, identify by entering "N/A."

Instructions for Reporting State Surcharge Amounts per Element (page 1)

Per Title 27, §15290 and Health and Safety Code, Division 20, §25404.5 the amounts should fall within the reporting period of July 1 through June 30 of previous State Fiscal Year.

Total amount of surcharge Billed:

Per applicable program element, enter the total dollar amount billed during the reporting period. It should equal the number of regulated businesses, tanks, etc. (base count) multiplied by the surcharge fee amount. If the calculation does not match the base count, please use the cover letter to provide further details.

Total amount of surcharge Waived:

Per applicable program element, enter the total dollar amount waived during the reporting period. If there are *known* businesses billed during the reporting period, that will not be collected (i.e. went out of business) this is where it is reported. Please keep documentation of how the amount was calculated as further details may be requested as needed. (Must be in accordance with CCR Title 27, Division 1, Subdivision 4, Part II, Article 5, § 15250)

Total amount of surcharge Collected:

Per applicable program element, enter the total dollar amount collected during the reporting period. The amounts collected during the reporting period may be for current or prior fiscal year billing. The billing year will be identified on the Surcharge Transmittal Report when remitted to CalEPA.

Total amount of surcharge Remitted:

Per applicable program element, enter the total dollar amount remitted during the reporting period. The remitted total should match the totals on the Surcharge Transmittal Reports submitted to CalEPA for quarters 1 through 4 of the reporting period.

Total amount of surcharge Owed:

Per applicable program element, enter the total dollar amount still owed during the reporting period. The amount owed is the difference between the collected and remitted totals. All surcharges collected must be remitted to the state.

Surcharge Totals:

The sum total of Billed, Waived, Collected, Remitted, and Owed for all Program Elements.

COUNTS per each Fee Source (page 2)**Businesses Assessed CUPA Oversight Surcharge:**

Enter the number of regulated businesses that were assessed the CUPA Oversight Surcharge during the time period of July 1 – June 30.

Aboveground Storage Tank Facilities with the Capacity to Store 10,000 Gallons or More of Petroleum Assessed the APSA Surcharge:

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. (27 CCR §15110(k))

Businesses Assessed the CalARP Program Surcharge:

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 within the business. (Title 27, Division 1, Subdivision 4, Article 5, §15240)

Onsite Hazardous Waste Treatment Facilities: Permit by Rule

Enter the number of Permit by Rule facilities (not on-site treatment units). (Title 22, Division 4.5, Chapter 45, Article 1, §67450.1)

Onsite Hazardous Waste Treatment Facilities: Conditional Authorization

Enter the number of Conditional Authorization facilities (not on-site treatment units). (HSC Division 20, Chapter 6.5, Article 9, §25200.0 & §25110.9.1)

Onsite Hazardous Waste Treatment Facilities: Conditional Exemption

Enter the number of Conditional Exemption facilities (not on-site treatment units). 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). (HSC Division 20, Chapter 6.5, Article 9, §25201.5 & §25110.9.1)

Hazardous Waste Generators:

Enter the number of Hazardous Waste Generators.

RCRA Large Quantity Hazardous Waste Generators (RCRA LQGs):

Enter the number of RCRA Large Quantity Hazardous Waste Generators (RCRA LQGs).

Large Quantity Hazardous Waste Generators (LQGs):

Enter the number of Large Quantity Hazardous Waste Generators (LQGs).

Small Quantity Hazardous Waste Generators (SQGs):

Enter the number of Small Quantity Hazardous Waste Generators (SQGs).