

September 26, 2022

## **Unified Program Guidance Letter 22-01**

### **ELECTRONIC DATA TRANSFER FOR PARTICIPATING AGENCIES**

To: Participating Agencies

#### **Statement of Purpose**

To clarify the Electronic Data Transfer (EDT) options available to Participating Agencies (PAs) in the California Environmental Reporting System (CERS).

#### **Policy Statement**

Unified Program Agencies (UPAs) may use EDT to upload and download information from CERS. The CERS EDT Services available to Regulators are divided into six tiers, with increasing business process complexity and security required for higher numbered tiers. Historically participating agencies (PAs) were limited to the first two tiers which download information. After assessing the data volume and hierarchy in CERS, PAs may now use all six tiers without impacting CUPA data.

#### **Background**

The Unified Program consolidates, coordinates, and makes consistent the administrative requirements, permits, inspections, and enforcement activities of six environmental and emergency management programs. The state agencies responsible for these programs set the standards for their program and local government agencies implement those standards. Cal/EPA oversees the implementation of the program as a whole. The six programs are:

- Hazardous Materials Release Response Plans and Inventories (Business Plans)
- California Accidental Release Prevention (CalARP) Program
- Underground Storage Tank Program (USTs)
- Aboveground Petroleum Storage Act (APSA) Program
- Hazardous Waste Generator and Onsite Treatment (Tiered Permitting) Program
- California Uniform Fire Code: Hazardous Material Management Plans and Hazardous Material Inventory Statements

The Unified Program is implemented at the local level by 83 local government agencies, certified through a formal process by the Secretary of Cal/EPA. These Certified Unified Program Agencies (CUPAs) are permitted to have other local government agencies, typically cities, implement one or more of the programs identified above. These Participating Agencies (PAs) have a formal agreement

with the CUPAs covering the program(s) they implement for the CUPAs. Together, these CUPAs and PAs are referred to as Unified Program Agencies (UPAs).

A UPA which wishes to make use of CERS EDT Services, needs to determine which services they will be using. The CERS EDT Services available to Regulators are divided into six tiers, with increasing business process complexity and security required for higher numbered tiers.

## **Analysis**

The six tiers of EDT are:

1. Tier 1 - Library
2. Tier 2 - Query
3. Tier 3 - Upload CME data into CERS
4. Tier 4 - Upload submittal review actions from the local data system to CERS
5. Tier 5 - Creating facilities in CERS
6. Tier 6 - Transmitting facility submittals collected from a local reporting portal or proxy submittals generated from the local data system.

CERS EDT Implementers must successfully perform and document to CalEPA a series of tests for each CERS EDT Service Tier before being authorized for production use of an EDT Tier(s).

## **Questions**

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



Jason Boetzer

Assistant Secretary for Local Program Coordination and Emergency Response