

## FORMAL ENFORCEMENT SUMMARY INSTRUCTIONS

A Formal Enforcement Summary (FES) is to be submitted to the California Environmental Protection Agency (CalEPA) within 30 days after the final disposition, judgment, or agreement of each formal enforcement case is signed. Unified Program Agencies (UPAs) shall submit the FES by email until the information can be collected through the California Electronic Reporting System (CERS).

CUPA – Enter the name of the Certified Unified Program Agency (CUPA) or Participating Agency (PA) that applied the formal enforcement.

DATE SUBMITTED – Enter the date the FES is submitted to CalEPA.

### I. FACILITY IDENTIFICATION

3. BUSINESS NAME – Enter the full legal name of the business. This is the same as the terms Facility Name or Doing Business As (DBA) that might have been used in the past.

103. BUSINESS SITE ADDRESS – Enter the street address or GIS information where the regulated business is located. PO boxes are not allowed. This information must provide a means to identify the regulated business' physical location.

104. BUSINESS SITE CITY – Enter the city or unincorporated area in which the regulated business is located.

105. ZIP CODE – Enter the zip code of the regulated business site.

### VIOLATION SUMMARY

Check the appropriate boxes that apply for the formal enforcement action that resulted from a violation or violations of the following program requirements:

4. HAZARDOUS MATERIALS – Hazardous Material Release Response Plan program.

4a. CalARP REGULATED SUBSTANCES – California Accidental Release Prevention program.

5. UNDERGROUND STORAGE TANKS – Underground Storage Tank program.

8. ABOVEGROUND PETROLUUM STORAGE – Aboveground Petroleum Storage Act program.

9. HAZARDOUS WASTE – Hazardous Waste Generator program.

11. HAZARDOUS WASTE TREATMENT - Hazardous Waste Treatment/Tiered Permitting requirements.

14a. RCRA LQG – Resource Conservation and Recovery Act Large Quantity Generator requirements.

14b. HOUSEHOLD HAZARDOUS WASTE COLLECTION – Household Hazardous Waste collection program.

15. LOCAL REQUIREMENTS – Local ordinances or regulations enacting more stringent requirements for each program.

ENVIROSCREEN SCORE - Helps identify California communities that are most affected by many sources of pollution, and where people are often especially vulnerable to pollution's effects

### NARRATIVE DESCRIPTION OF THE VIOLATIONS OBSERVED

Enter a summary description of each violation that resulted in the formal enforcement action.

### FORMAL ENFORCEMENT ACTION

Type of Enforcement Action:

ADMIN – Check if the formal enforcement action was an Administrative Enforcement Order

CIVIL – Check if the formal enforcement action was a civil case

CRIMINAL - Check if the formal enforcement action was a criminal case

DATE OF INITIAL ENFORCEMENT ACTION – Enter the date the formal enforcement action began

DATE OF FINAL DISPOSITION – Enter the date the outcome of the formal enforcement was decided.

CASH FINES/PENALTIES IMPOSED – Enter the total dollar amount of fines and penalties assessed

TOTAL COSTS RECOVERED – Enter the total dollar amount of the UPA enforcement costs assessed through the formal enforcement action.

VALUE OF SEP PENALTIES IMPOSED – Enter the total dollar amount of all Supplemental Enforcement Projects that resulted from the formal enforcement action.

### DESCRIPTION OF FINAL DISPOSITION

Enter a summary about the outcome of the formal enforcement case.

Please submit the completed form to [CUPA@calepa.ca.gov](mailto:CUPA@calepa.ca.gov).