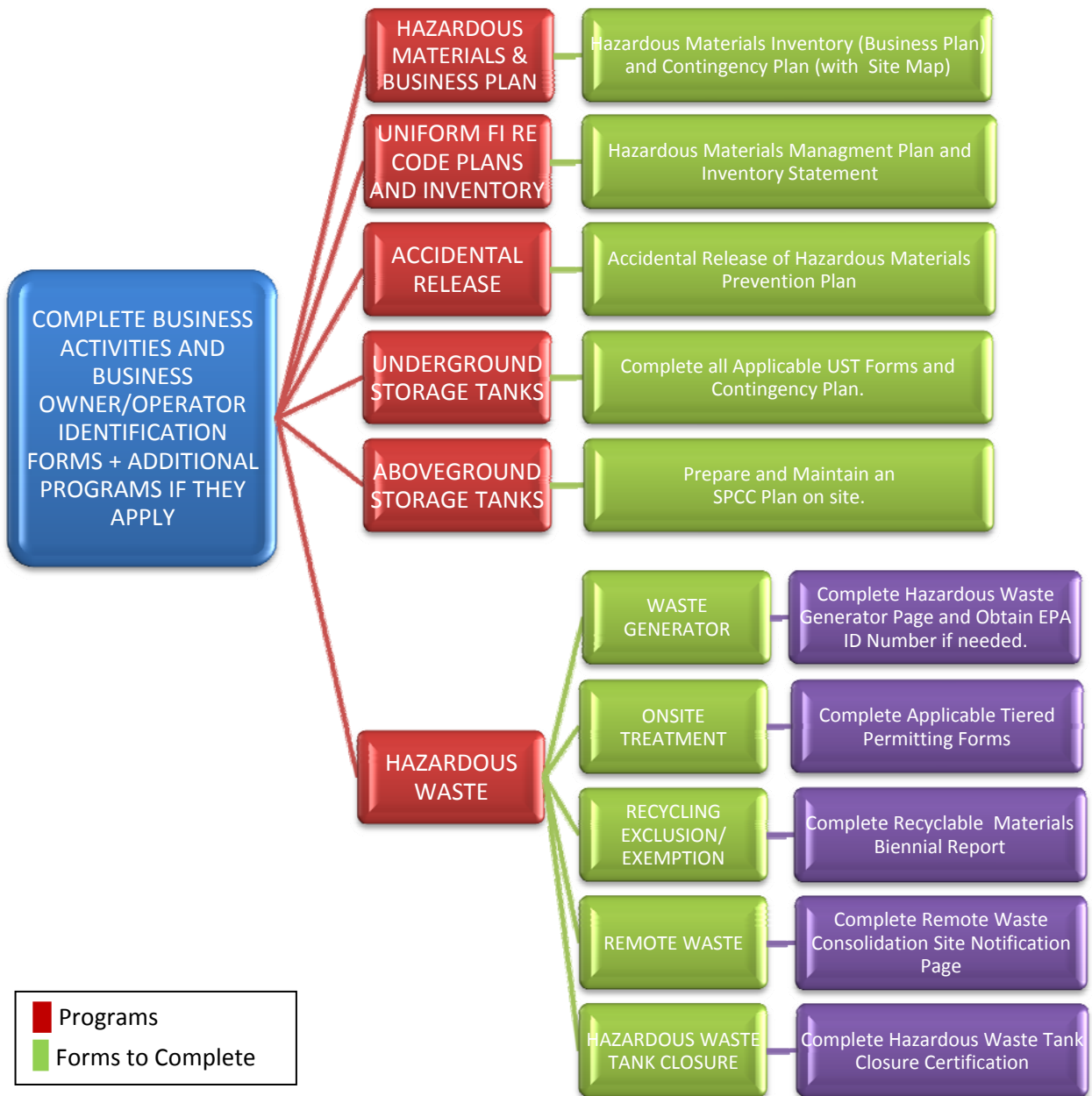


# Certified Unified Program (Hazardous Material)

## What is a Certified Unified Program?

The California Environmental Protection Agency is responsible for coordinating the administration of the Unified Program, which consolidates, coordinates, and makes consistent the six programs depicted pictorially below under the authority of a local Certified Unified Program Agency (CUPA).



There are currently 83 CUPAs in the state. You can find your local CUPA at <http://cersapps.calepa.ca.gov/Public/Directory/>

Any business which handles the minimum amount of 55 gallons or 500 pounds of any hazardous material or 200 cubic feet of a compressed gas at any one time during the reporting year is considered a handler of hazardous materials.

- **Effective Jan 1, 2013, Unified Program Consolidated Forms (UPCF) for CUPA Reporting must be filed Online.** Businesses may use the California Environmental Reporting System's (CERS) Business Portal (Link Below), or the local portal that has been developed by some CUPAs.
- The CUPA local web portal may have additional features or services for businesses that are not offered in CERS. Businesses whose facilities are ALL within a single CUPA jurisdiction may prefer to use a CUPA local reporting portal. Businesses with facilities in multiple CUPAs may prefer to use CERS as their single reporting site for all their facilities.
- Reporting to both CERS and a local CUPA reporting portal is prohibited to prevent duplicate reporting.

*To go to California Environmental Reporting System (CERS)*  
<http://cers.calepa.ca.gov/Home>

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Every business handling hazardous materials is obligated to complete and submit a Business Activity Form and Business Operator Identification Form, in addition your business is required to complete and submit reporting forms for any of the following programs that apply to your facility.

### **1) Hazardous Material Disclosure and Business Plan**

The Hazardous Materials Inventory and Business Emergency Response Plan Program regulate the use and storage of hazardous materials by business and industry.

These Require all businesses which use, store, or handle hazardous materials (at or above threshold amounts by local CUPA's ordinance –often 55 gallons for liquids, 500 pounds for solids, and 200 cubic feet for gases—) to file the following two plans. (Complete the following forms in CERS if these apply to your facility)

- Inventory & Chemical description form
- Consolidation contingency plan
- Consolidation contingency plan instructions
- Site map of the facility

### **2) Regulated Substances Registration**

The California Accidental Release Prevention (CalARP) program's main objective is to prevent accidental releases to ambient air of those regulated substances (RS) determined to potentially pose the greatest risk of immediate harm to the public and the environment. The planning activities required by the program are intended to minimize the possibility of an accidental release by encouraging engineering and administrative controls. It is further intended to mitigate the effects

of an accidental release, by requiring owners or operators of facilities to develop and implement an accident prevention program. Subsequently, the owner or operator may be required to develop and submit a risk management plan (RMP) to the administering agency.

Businesses that handle Regulated Substances (including Federally listed Extremely Hazardous Substances and State listed Acutely Hazardous Materials), are required to submit a Regulated Substance Registration to the CUPA.

### **3) Underground Storage Tank (UST) Program**

Businesses that have underground storage tanks to store hazardous materials, including gasoline, are required to complete and submit a UST Facility form and UST Tank form for each tank to their corresponding CUPA. New USTs must complete and submit a UST Installation - Certificate of Compliance form. Also, these businesses must complete and submit Section II of the Consolidated Contingency Plan and a plot plan (with location of UST system) to the CUPA. (Complete the following forms in CERS if these apply to your facility)

- Underground Storage Tank (UST) Facility form
- Underground Storage Tank (UST) Tank form
- Underground Storage Tank (UST) Installation

### **4) Aboveground Petroleum Storage Tanks (APST)**

Any business, which stores petroleum products (gasoline, oil, etc.) in aboveground storage tanks with a total capacity for the facility greater than 1,320 gallons, is required to complete a Spill Prevention Countermeasure Control (SPCC) Plan. The plan is approved by the Regional Water Quality Control Board and is maintained at the tank location. For more information visit US EPA's website at: <http://www.epa.gov/oilspill/>

### **5) Hazardous Waste Generator**

Any business which generates any quantity of a hazardous waste is a hazardous waste generator. Hazardous wastes are any chemical wastes which are toxic, corrosive, reactive, or ignitable, as defined in State law, including waste oil, waste coolant, waste parts cleaner, waste photo developer, waste printing inks, waste cleaning solvent, waste paint and spray booth filters. Generators are required to submit a Waste Generator Form to the CUPA.

Businesses that generate hazardous waste and conduct onsite hazardous waste treatments authorized under Permit-By-Rule (PBR), Conditional Authorization (CA) and Conditional Exemption (CE) tiers, are required to complete and submit Onsite Hazardous Waste Treatment Notification - Facility, Onsite Hazardous Waste Treatment Notification - Unit, Certificate of Financial Assurance pages, and other attachments to the CUPA.

Hazardous waste generators that collect non-RCRA hazardous waste or conduct hazardous waste activities exempt from RCRA at remote sites, and subsequently transport the hazardous waste to consolidation sites operated by the generator must complete and submit a Remote Waste Consolidation Site Annual Report page to the CUPA.

Businesses closing Hazardous Waste tanks must complete and submit a Hazardous Waste Tank Closure Certification page to the CUPA.

## **6) Uniform Fire Code Plan and Inventory**

The Office of the State Fire Marshall is responsible for ensuring the implementation of the California Fire Code Hazardous Materials Management Plans (HMMP) and Hazardous Materials Inventory Statements (HMIS) program element. The HMMP/HMIS program ties in closely with the Hazardous Material Disclosure and Business Plan program, and for many CUPAs the two programs have been compressed into the Hazardous Material Disclosure and Business Plan program.

The two programs provide vital facility chemical and emergency response information. In contrast to the Hazardous Material Disclosure and Business Plan program requirements, the following additional items are pertinent to HMMP/HMIS:

- A fire chief may require additional information to the Business Plan to meet the California Fire Code HMMP/HMIS requirements.
- A fire chief may also require submission of the HMMP/HMIS below the state Business Plan reporting threshold quantity amounts for building occupancy type and fire code permits.

Contact your local Unified Program Agency for additional information.