

**DEPARTMENT:** HEALTH

**BY:** C. B. MOSHER, MD, MPH, H.O.  
**PHONE:** 966-3689

**RECOMMENDED ACTION AND JUSTIFICATION:**

Recommend resolution authorizing Health Officer to apply for grant to develop electronic reporting for businesses that handle hazardous materials and for the regulatory agency (the CUPA - Mariposa County Health Department).

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

State law requires electronic reporting for CUPA Program by January, 2013. The State agency Cal EPA is offering \$34,794 for this county to gear up for electronic reporting. This would make the process more efficient for both businesses and Health Department Staff. The Board of Supervisors assigned CUPA (Hazardous Material regulation and permitting) to the County Health Department.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not apply for grant. Develop electronic reporting, using County General Funds.

Financial Impact? ( ) Yes (X) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded		
Amount in Budget: \$ _____		List Attachments, number pages consecutively
Additional Funding Needed: \$ _____		California Environmental Protection Agency
		Electronic Reporting Transition Plan Transmittal
		Letter and Instructions.
Source:		_____
Internal Transfer	_____	_____
Unanticipated Revenue	_____ 4/5's vote	_____
Transfer Between Funds	_____ 4/5's vote	_____
Contingency	_____ 4/5's vote	_____
( ) General ( ) Other		_____

**CLERK'S USE ONLY:**


Res. No.: 10-511 Ord. No. \_\_\_\_\_  
Vote - Ayes: 4 Noes: \_\_\_\_\_  
Absent: Bobby  
*MW* Approved  
( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_  
Attest: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California  
By: \_\_\_\_\_  
Deputy

**COUNTY ADMINISTRATIVE OFFICER:**

Requested Action Recommended  
 No Opinion  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CAO: 



# CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY



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GOVERNOR

## ELECTRONIC REPORTING TRANSITION PLAN TRANSMITTAL LETTER AND INSTRUCTIONS

### BACKGROUND

Assembly Bill AB 2286 (statutes 2008) went into effect January 1, 2009. It requires all local government agencies (Unified Program Agencies-UPAs) and business regulated under the Unified Program to report electronically by January 1, 2013. The new law specifies that all information gathered by the UPA and required to be reported by the businesses is subject to this requirement. UPA information includes:

- facility data regarding hazardous material regulatory actives,
- chemical inventories,
- underground and aboveground storage tanks,
- hazardous waste generation, and
- Unified Program Agency (UPA) data such as inspections and enforcement actions.

All regulated businesses and UPAs in the State of California must transition to the Cal/EPA system or to an internet/electronic based reporting system capable of exchanging data with the Cal/EPA system by January 1, 2013.

AB 2282 requires that, in addition to any other funding that becomes available, the Secretary, California Environmental Protection Agency shall increase the oversight surcharge by an amount necessary to establish the data system, but not to exceed \$25 each year for 3 years, to establish the statewide information management system and would provide that not less than 75% of that funding shall be provided to certified UPAs and participating agencies through grant funds for the purposes of the system. The bill would require the secretary to establish milestones to measure the implementation of the information management system and provide periodic status updates to interested parties. The California Constitution requires the state to reimburse local agencies for certain costs mandated by the state.

California Environmental Protection Agency, Office of the Secretary, Unified Program (Cal/EPA) has complied an Electronic Reporting Grant and Transition Plan package in order for local agencies to apply for grant funds available to the local agencies.

### APPLICATION PACKAGE

The following list and descriptions outline the Electronic Reporting Grant and Transition Plan package.

- **Transition Plan Template** - Each Unified Program Agency (UPA) will develop an Electronic Reporting Transition Plan to address the local agency's plans for implementing the electronic reporting requirements of Assembly Bill 2286 (2008, Feuer). The transition Plan should be between 6-8 pages and may include any Participating Agency's information.
- **Sample Transition Plan** - Cal/EPA has provided a Sample Transition Plan for Unified Program Agencies to better understand the expectation of Cal/EPA.

- **Grant Application Form** – The grant application will identify the Unified Program Agency as well as outline the details of how the Grant funds will be used when awarded.
- **Sample CUPA Grant Application** - Cal/EPA has provided a Sample Grant Application for Certified Unified Program Agencies to better understand the expectation of Cal/EPA.
- **Sample PA Grant Application** - Cal/EPA has provided a Sample Grant Application for a Participating Agencies to better understand the expectation of Cal/EPA.
- **Sample Grant Agreement** – Cal/EPA has provided a sample Grant Agreement for the Unified Program Agencies to review.
- **Funding Attachment** – Cal/EPA has outlined the available funding for each CUPA in the attached document.

## **ELECTRONIC REPORTING TRANSITION PLAN GRANT PROCESS OVERVIEW**

1. UPA complete and submit Electronic Reporting Transition Plan and Grant Application to Cal/EPA.
2. Cal/EPA reviews and accepts the Grant Application and Transition Plan or requests revisions within 45 days.
3. If accepted, Cal/EPA sends a Transition Plan acceptance letter, processes the grant agreement and forwards to UPA for signature.
4. UPA returns signed grant agreement to Cal/EPA.
5. Cal/EPA signs grant agreement and sends to applicant within 15 days.
6. Upon Executed Agreement, if requested Cal/EPA will request 25% advanced payment be sent to UPA.
7. If not accepted, Cal/EPA will contact the UPA representative for recommended revisions.

## **SUBMITTAL OF THE APPLICATION**

Submit completed Transition Plan and Grant Application both electronically and in hardcopy format between May 15, 2010 and June 1, 2011 (extensions may be granted upon written request). Submit the electronic application (MS Word format) via e-mail to the Cal/EPA Unified Program e-mail address [bdonnachie@calepa.ca.gov](mailto:bdonnachie@calepa.ca.gov). Submit the grant application, transition plan, governing body resolutions (if applicable) and cover letter with original signature to Cal/EPA at the following address:

California Environmental Protection Agency  
Unified Program Section  
Attention: Brittani Donnachie  
1001 "I" Street 2<sup>nd</sup> Floor  
Sacramento, California 95814

## **REPORTING INFORMATION**

The Grant Invoices and Transition Plan Status Report shall be submitted to Cal/EPA quarterly. A reporting schedule and template will be provided upon approval of the Grant Application and Transition Plan. The Transition Plan Status Report will be submitted quarterly for the duration of the Transition Plan to track the overall process of the UPA's transition to electronic reporting. Invoices will be submitting along with the Status Report until the Grant Funds have been expended.

## **CONTACT INFORMATION**

More information can be obtained on the Cal/EPA Unified Program website or by contacting Brittani Donnachie at (916) 445-6800 or [bdonnachie@calepa.ca.gov](mailto:bdonnachie@calepa.ca.gov).