

COUNTY OF LOS ANGELES - FIRE DEPARTMENT

CERTIFIED UNIFIED PROGRAM AGENCY (CUPA)



ANSWERS TO YOUR QUESTIONS ABOUT THE CERTIFIED UNIFIED PROGRAM FEES

WHY AM I PAYING THESE FEES?

Under Federal and State statutes, various local hazardous materials/waste programs were established to protect public health, safety, and the environment. These laws and regulations were passed to control and regulate the handling, storage, and disposal of hazardous materials/waste. Various State laws, including Senate Bill 1082 (SB 1082) which established the Certified Unified Program, allow for local agencies to recover the necessary and reasonable costs of administering these programs through the passage of local ordinances. These costs are billed to you as program fees. Annual program fees were established per Los Angeles County Ordinance Title 12, Chapters 12.50, 12.52, 12.64, and 12.70.

WHAT DOES THE CERTIFIED UNIFIED PROGRAM ACCOMPLISH?

SB 1082 was created to eliminate duplicate inspections, permits, and regulations, and to consolidate existing program fees into one invoice to make the administration of these program elements consistent:

1. Hazardous Materials Handler (Business Plans)
2. California Accidental Release Prevention (CalARP)
3. Hazardous Waste Generator & Tiered Permitting
4. Aboveground Petroleum Storage Act (APSA)
5. Underground Storage Tanks (UST)
6. California Uniform Fire Code (Hazardous Materials)

WHAT IS A CERTIFIED UNIFIED PROGRAM AGENCY (CUPA)?

A CUPA is a local agency, such as a county or city that applied to the State of California under SB 1082 to administer the six program elements. The County of Los Angeles - Fire Department (LACoFD) applied and was appointed by the State to be your CUPA, under the SB 1082 legislation.

A CUPA may enter into agreements with Participating Agencies (PA) (e.g., cities, etc.) to have them administer one or more of the six program elements. PAs are allowed to charge for necessary and reasonable costs, and depending upon where your facility is located, a program fee may originate from a PA. Refer to the PA list information at the end of this brochure.

CUPA PROGRAMS

Hazardous Materials Program

A hazardous materials permit is required if a business/agency handles any material that poses a significant hazard to human health or the environment if the amount of materials stored/handled onsite is above State or local reporting thresholds.

CalARP

A CalARP permit is required if a business/agency handles a regulated substance exceeding State or Federal threshold quantities. The annual program fee is based on the maximum quantity of each regulated substance in your inventory. The refinery fee is based on an increased workload due to the adoption of new regulations and standards for petroleum refineries.

Hazardous Waste Generator Program

A hazardous waste permit is required if a business/agency generates any amount of hazardous waste, and stores used or processed chemicals or materials in containers that are to be disposed of by an outside waste management company. Examples may include dry-cleaning plants, automotive repair facilities, and plating shops.

Tiered Permitting Program

A tiered permit is a subset of the hazardous waste generator program. Program fee amounts are based on the type of treatment conducted.

APSA

An APSA permit is required if an agency or business stores petroleum, or fractions thereof, at a capacity of 1,320 gallons or more in tanks/containers that are substantially above the ground. The annual fee is based on tank storage capacity.

UST

A UST Permit is required for all facilities managing and/or operating a UST. The goal of the UST program is to protect the public, the environment (air, soil, and groundwater) and UST owners/operators by ensuring that UST facilities are permitted, designed, installed, modified, operated and eventually closed in compliance with Local/State/Federal requirements.

WHAT ARE THE STATE SURCHARGES?

The CUPA single fee system includes annual State surcharges. The State surcharges support the State's activities necessary to ensure consistent and effective statewide implementation of the unified program.

The State's four surcharges are shown below, and you are responsible for one or more of these surcharges. Your invoice indicates which surcharges apply to your business/agency.

Surcharge	Fee
Oversight	\$79
Aboveground tank facility	\$26
Underground storage tank	\$20
Regulated CalARP program	\$370
Refinery- based on daily barrel capacity (DBC)	
Tier 1 - Equal to or >200,000 DBC	\$45,000
Tier 2 - 100,000 to 199,999 DBC	\$27,500
Tier 3 - 50,000 to 99,999 DBC	\$13,750
Tier 4 - less than 50,000 DBC	\$3,500

WHAT IS THE PAYMENT DUE DATE FOR MY CONSOLIDATED INVOICE?

Your payment is due 60 days from the INVOICE DATE.

CAN I PAY MY CONSOLIDATED INVOICE WITH A CREDIT CARD or ELECTRONIC CHECK (eCHECK)?

You can pay with a Credit/Debit Card or eCheck by visiting our website at:

<https://fire.lacounty.gov/payment-options/>

Payment installment plans are not available.

PAYMENT INFORMATION

When mailing your payment, please include the stub from the bottom of your invoice and return your payment in the envelope provided. Please do not use other envelopes; otherwise, it is your responsibility to ensure the correct postal office lockbox is used. It is your responsibility to send your payment, so we receive it by the INVOICE DUE DATE indicated on your invoice stub to avoid penalties. In-person payments may be made at the following location:

County of Los Angeles Fire Department
Financial Management Division
5801 South Eastern Avenue, Suite 130
Commerce, CA 90040

We must receive your payment by the INVOICE DUE DATE to avoid a 40% penalty on your total fee amount (State surcharge amounts are not subject to this penalty.)

WHAT IF I DISPUTE ALL OR PART OF MY INVOICE?

Should you dispute your program fees, you still need to pay the assessed program fees to avoid a penalty for late payment. Do not pay with a Credit/Debit Card or eCheck, or you will lose the payment processing fee. You can contact us at (323) 890-4000 to explain your dispute. If it is determined that your dispute is valid, and you are entitled to a refund, the processing timeframe will be approximately 4 to 6 weeks after your refund is approved. If your business/agency status changes during the fiscal year (e.g., tanks are removed, your employee count changes, or you are no longer a hazardous waste generator and/or a hazardous material handler, etc.), the program fees due for that fiscal year, will not change.

IN MANY CASES, A SITE VISIT CONDUCTED BY AN INSPECTOR IS REQUIRED TO RESOLVE QUESTIONS OR DISPUTES

IF MY BUSINESS/AGENCY CLOSED DURING THE FISCAL YEAR, FOR WHAT PART OF THE PROGRAM FEES AM I LIABLE?

A business/agency is liable for the entire fiscal year fee amount regardless of the number of days during which it operates.

YOU WILL NEED TO CONTACT CUPA AS SOON AS THE CHANGE OCCURS, SO THE FOLLOWING FISCAL YEAR'S PROGRAM FEES WILL BE APPROPRIATELY UPDATED.

IT IS YOUR RESPONSIBILITY TO REPORT TO US ANY OF THE FOLLOWING EVENTS:

- Change in ownership;
- Relocation of your business/agency;
- Change in the business mailing address;
- Closure of business/agency;
- Change in business/agency name;
- Change in employee count for hazardous waste generators; or
- Significant change in your hazardous materials inventory.

Please contact CUPA at (323) 890-4000 to report any of these changes.

WHEN WILL I RECEIVE MY CONSOLIDATED PERMIT?

After your program fees (and penalties, if imposed) are paid in full, a Unified Program Facility Permit will be issued and sent to your billing address. You should receive your permit approximately 90 days from the time your full payment is received. If you do not receive your

permit within that timeframe, you may call (323) 838-2345, regarding the status of your permit. This permit must be displayed in a conspicuous location at your place of business. (There is a \$15.00 charge for a duplicate permit.)

FOR MORE INFORMATION ON THE CUPA AND IMPORTANT UPDATES, VISIT OUR WEBSITE AT:
<https://fire.lacounty.gov/health-hazardous-materials-division/>

PA CONTACT INFORMATION

For questions regarding the Hazardous Materials, CalARP, or UST programs under the jurisdiction of Burbank, Culver City, Downey, Monrovia, County of Los Angeles Public Works, Pasadena, and Torrance. Please contact the Participating Agencies below:

Burbank Fire Department

(818) 238-3473

<https://www.burbankfire.us/divisions/fire-prevention-bureau/certified-unified-program-agency-hazardous-materials-program>

Culver City Fire Department

(310) 253-5925

<https://www.culvercityfd.org/Fire-Services/Community-Risk-Reduction/Hazardous-Materials>

Downey Fire Department

(562) 904-7345

<https://www.downeyca.org/our-city/departments/fire/divisions/fire-prevention>

LACo Public Works

(626) 458-3517

<https://pw.lacounty.gov/epd/ust/>

Monrovia Fire Department

(626) 256-8105

<https://www.cityofmonrovia.org/your-government/fire-department/about-us/divisions>

Pasadena Fire Department

(626) 744-4668

<https://www.cityofpasadena.net/fire/fire-prevention/hazardous-materials/>

Torrance Fire Department

(310) 618-2973

<https://www.torranceca.gov/Government/Departments-Offices/Departments-Offices/Fire/Divisions/Community-Risk-Reduction-Division>