

Date

Name

Title

CUPA

Address

City, California ZIP

Dear **Name**:

The **CUPA** Certified Unified Program Agency (CUPA) performance evaluation begins upon receipt of this letter. The evaluation will assess the implementation of the Unified Program during the timeframe of **Month Day, Year, through Month Day, Year**.

An evaluation team consisting of a representative from CalEPA, the Department of Toxic Substances Control (DTSC), CAL FIRE - Office of the State Fire Marshal (OSFM) and the State Water Resources Control Board (State Water Board), led by a CalEPA evaluator, will conduct a remote assessment of administrative documentation, review of regulated facility file documentation, information from the local data management system (if applicable), and information reported to the California Environmental Reporting System.

The CUPA evaluation may also include one or more oversight inspections for one or more of the following Unified Program elements:

- California Accidental Release Prevention (CalARP) Program
- Hazardous Materials Business Plan (HMBP) Program
- Hazardous Waste Generator (HWG) Program
- Underground Storage Tank (UST) Program

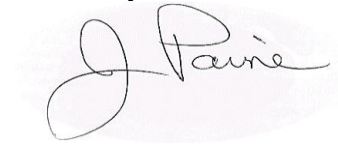
If an oversight inspection will occur, you will be contacted by the corresponding evaluation team representative from CalEPA, DTSC, and/or the State Water Board to coordinate a scheduled inspection.

To facilitate the assessment process, the information requested in Enclosure 1 and Enclosure 2 should be electronically provided to CalEPA by **Date**.

The CalEPA evaluation team lead, **Lead**, will soon contact you to schedule meeting dates for establishing the evaluation workplan (Enclosure 3) and to provide information on how to access CalEPA's Microsoft SharePoint site (Enclosure 4), to electronically provide the information requested in Enclosure 1 and Enclosure 2. If for any reason access to the SharePoint site is not possible, please contact the CalEPA evaluation team lead to arrange for the requested documentation to be submitted via other secured means of file transfer, or by email to Lead@calepa.ca.gov.

Should you have any questions regarding the CUPA performance evaluation process, please contact Melinda Blum at Melinda.Blum@calepa.ca.gov.

Sincerely,

A handwritten signature in black ink that reads "John Paine". The signature is written in a cursive style and is placed on a light pink rectangular background.

John Paine
Unified Program Manager

Enclosures (2)

cc sent via email:

Ms. Cheryl Prowell
Supervising Water Resource Control Engineer
State Water Resources Control Board

Mr. Tom Henderson
UST Leak Prevention Unit and
Office of Tank Tester Licensing Manager
State Water Resources Control Board

Ms. Julie Pettijohn
Environmental Program Manager
CUPA Enforcement Branch
Department of Toxic Substances Control

Ryan Miya, Ph.D.
Senior Environmental Scientist, Supervisor
Department of Toxic Substances Control

Ms. Jennifer Lorenzo
Senior Environmental Scientist, Supervisor
CAL FIRE - Office of the State Fire Marshal

Mr. Glenn Warner
Senior Environmental Scientist, Specialist
CAL FIRE - Office of the State Fire Marshal

Mr. Brennan Ko-Madden
Senior Environmental Scientist
Department of Toxic Substances Control

Ms. Mia Goings
Senior Environmental Scientist

Department of Toxic Substances Control

Ms. Jenna Hartman, REHS
Environmental Scientist
State Water Resources Control Board

Ms. Kaitlin Cottrell
Environmental Scientist
State Water Resources Control Board

Mr. Rick Bandelin
Page 4

cc sent via email:

Mr. John Elkins
Environmental Program Manager
California Environmental Protection Agency

Ms. Melinda Blum
Senior Environmental Scientist, Supervisor
California Environmental Protection Agency

Ms. Elizabeth Brega
Senior Environmental Scientist, Supervisor
California Environmental Protection Agency

Ms. Andrea Moron-Solano
Environmental Scientist
California Environmental Protection Agency

Ms. Kaeleigh Pontif
Unified Program Evaluation Team Lead
California Environmental Protection Agency