



Edmund G. Brown Jr.  
Governor

Matthew Rodriguez  
Secretary for Environmental Protection

Certified Mail: 7015 1730 0001 0036 7005

October 21, 2017

Ms. Heidi Kunstal, Director  
Del Norte County Environmental Health Division  
981 H Street, Suite 110  
Crescent City, California 95531-3415

Dear Ms. Kunstal:

The Del Norte County Environmental Health Division Certified Unified Program Agency (CUPA) has been selected for an evaluation in **2017**. Evaluations will be conducted remotely and require documents to be submitted to the California Environmental Protection Agency (CalEPA).

Enclosed, please find the list of documentation that will be requested from the CUPA, and the 2017 CUPA evaluation schedule. CalEPA recommends that the CUPA begin compiling administrative and program specific documents now. CalEPA Unified Program Evaluation Team Lead will send a formal request for documents, including facility specific records via mail. Once the formal request is made, the CUPA will have 60 days to submit the documentation to CalEPA.

Should you have any questions regarding the evaluation schedule or the evaluation process, please contact me at (916) 327-5097 or email [loretta.sylve@calepa.ca.gov](mailto:loretta.sylve@calepa.ca.gov).

Sincerely,

Original Signed by Loretta Sylve

Loretta Sylve  
Unified Program Supervising Senior Environmental Scientist

Enclosures (2)

(See next page)

Ms. Heidi Kunstal, Director  
Page 2

cc's sent via email

Mr. Brian McNally  
Senior Environmental Health Specialist  
Del Norte County Environmental Health Division  
981 H Street, Suite 110  
Crescent City, California 95531-3415

Mr. Houawa Moua  
Senior Environmental Health Specialist  
Del Norte County Environmental Health Division  
981 H Street, Suite 110  
Crescent City, California 95531-3415

Ms. Laura Fisher, Chief  
State Water Resources Control Board  
P.O. Box 100  
Sacramento, California 95812-0100

Ms. Diana Peebler  
Senior Environmental Scientist, Supervisor  
Department of Toxic Substances Control  
700 Heinz Avenue, Suite 210  
Berkeley, California 94710-2721

Mr. Greg Andersen, Chief  
CAL FIRE - Office of the State Fire Marshal  
P.O. Box 944246  
Sacramento, California 94244-2460

Mr. Thomas E. Campbell, Chief  
California Office of Emergency Services  
3650 Schriever Avenue  
Mather, California 95655-4203

## Documents Requested from the CUPA

### Administrative Documents

- Inspection and Enforcement Plan
- Self Audit Reports (last 2 Fiscal Years (FYs))
- Surcharge Transmittals (last 3 years)
- Single Fee Invoices
- Staff Training Records
- Recently closed formal enforcement cases from each program element.
- CUPA Organization Chart
- Fee Accountability Program Documents
  - Revenue
  - Expenditures including Itemized Direct and Indirect Costs

### Administrative/ Standard Operating Procedures

- Public Participation
- Records Maintenance
- Information Request Response
- Information Forwarding
- Financial Management
- Participating Agency Withdrawal or Removal
- Data Management
- Fee Dispute Resolution
- Permitting Procedures
- Business Plan Information Forwarding

### Program Element Specific Documents

- Area Plan
- CalARP Dispute Resolution
- CalARP Performance Audit Reports (last 3 years)
- List of APSA facilities with capacity to store 10,000+ gallons of petroleum products
- Database lists and counts
  - Requested when data is not available in CERS, appears inaccurate, or inconsistent with other documents.

### Facility Files

- The last two inspection reports (3 for UST program)
- Return to Compliance documentation
- Correspondence related to returning the facility to compliance
- Current Unified Program Facility Permit
- UST Facilities Only
  - Last three Annual Monitoring Certification Reports
  - Last three Spill Bucket Tests
  - Last two Secondary Containment Test Reports
  - Tank Lining Certifications
  - Last three Tank and Piping Integrity Tests
  - Enhance Leak Detection test results.

Intentionally Left Blank

2017 CUPA Evaluation Schedule		
CUPA	Data Due	Exit Briefing Month (Estimate)
City of Los Angeles Fire Department, Bureau of Fire Prevention and Public Safety	November 2016	January 2017
Santa Fe Springs City Fire Department	November 2016	January 2017
Tehama County Environmental Health	December 2016	February 2017
Butte County Public Health Department	December 2016	February 2017
Union City Fire Department Environmental Programs	January 2017	March 2017
Amador County Environmental Health	January 2017	March 2017
Napa County Environmental Health	January 2017	March 2017
Ventura County Division of Environmental Health	February 2017	April 2017
City of Oxnard Fire Department	February 2017	April 2017
San Francisco City & County Public Health Department	February 2017	April 2017
Petaluma City Fire Department	March 2017	May 2017
Stanislaus County Department of Environmental Resources	March 2017	May 2017
Santa Cruz County Environmental Health	April 2017	June 2017
Inyo County Department of Environmental Health Services	April 2017	June 2017
Healdsburg/Sebastopol JPA	April 2017	June 2017

2017 CUPA Evaluation Schedule		
CUPA	Data Due	Exit Briefing Month (Estimate)
Mariposa County Health Department	May 2017	July 2017
San Joaquin County Environmental Health Department	May 2017	July 2017
Calaveras County Environmental Health Department	June 2017	August 2017
City of San Leandro Environmental Services	June 2017	August 2017
County of Kings Environmental Health Services	July 2017	September 2017
County of Del Norte Environmental Health Division	July 2017	September 2017
County of San Diego Department of Environmental Health	August 2017	October 2017
Santa Clara City Fire Department	August 2017	October 2017
Fresno County Department of Public Health	September 2017	November 2017
County of Siskiyou Environmental Health Division	September 2017	November 2017
County of Sonoma Fire & Emergency Services Department	October 2017	December 2017
County of Santa Barbara Public Health Department	October 2017	December 2017