



Edmund G. Brown Jr.
Governor

Matthew Rodriguez
Secretary for Environmental Protection

Certified Mail: 7015 1730 0001 0036 5414

July 19, 2017

Mr. Rick Dean
CUPA Manager
Siskiyou County Environmental Health Division
806 South Main Street
Yreka, California 96097-3321

Dear Mr. Dean:

The Siskiyou County Environmental Health Division Certified Unified Program Agency (CUPA) has been selected for an evaluation in **2017**. The evaluation process has changed since the last evaluation took place.

To facilitate this new process, you will be required to submit the following documents to California Environmental Protection Agency (CalEPA) by September 19, 2017.

- Inspection and Enforcement Plan
- Facility Files (Enclosure)
- Self Audit Reports for Fiscal Year (FY) 2013-2014, 2014-2015, and 2015-2016
- California Accidental Release Prevention (CalARP) Performance Audit for FY 2013-2014, 2014-2015, and 2015-2016
- CalARP dispute resolution procedure
- CUPA Administrative procedures
 - public participation,
 - records maintenance,
 - information request response,
 - business plan information forwarding,
 - permitting,
 - financial management (includes the single fee system, fee accountability program, and surcharge collection and reimbursement program),
 - fee dispute resolution,
 - data management.

- Fee accountability program documents including record/budget spreadsheet for FY 2015-2016 and 2016-2017 (documentation should show CUPA specific revenue and itemized direct and indirect costs)
- Surcharge Transmittal Reports (Report 1) from FY 2014-2015, 2015-2016, and 2016-2017
- Single fee invoices from FY 2014-2015, 2015-2016, and 2016-2017 (Please ensure that at least one invoice is provided for each of the following facility types per fiscal year: CalARP, Underground Storage Tank, Aboveground Petroleum Storage Act (APSA), Hazardous Materials Business Plan, Hazardous Waste Generator)
- Area Plan
- Staff education and training records for each CUPA staff
 - Health and Safety Training Certification with current refresher
 - International Code Council Certifications
 - APSA Inspector Training Certificates
 - Ongoing training Documentation (past 3 years)
- 2-3 recently closed formal enforcement case files (within the last 2 years)
- CUPA Organization Chart

Several methods, including a Secure File Transfer Protocol (SFTP) site are available to convey information listed above to CalEPA. The CalEPA Team Lead will follow up with you, and provide information on how to access the SFTP site. If for any reason the SFTP site is not compatible with a CUPA's system, evaluation documentation may also be submitted via email kareem.taylor@calepa.ca.gov or mail using electronic storage media (thumb drives or DVDs) to:

CalEPA Unified Program
Attention: Kareem Taylor
P.O. Box 2815
Sacramento, California 95812-2815

As necessary, the Department of Toxic Substances Control (DTSC), California Governor's Office of Emergency Services (Cal OES), CALFIRE - Office of the State Fire Marshal (OSFM), and State Water Resources Control Board (State Water Board) evaluators may contact you to schedule oversight inspections.

Mr. Rick Dean
Page 3

Please remember to provide the documents listed above and in the enclosure by September 19, 2017. Should you have any questions regarding the evaluation process, please contact me at (916) 322-7188 or email Greg.Vlasek@CalEPA.ca.gov.

Sincerely,

Original Signed by Gregory E. Vlasek

Gregory E. Vlasek
Assistant Secretary
Local Program Coordination and Emergency Response

Enclosure

cc sent via email

Mr. Bill Navarre
Deputy Director
Siskiyou County Environmental Health Division
806 South Main Street
Yreka, California 96097-3321

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

Mr. Larry Collins, Chief
California Office of Emergency Services
3650 Schriever Avenue
Mather, California 95655-4203

Mr. Jack Harrah
Senior Emergency Services Coordinator
California Office of Emergency Services
3650 Schriever Avenue
Mather, California 95655-4203

Mr. Rick Dean
Page 4

cc sent via email

Ms. Loretta Sylve
Senior Environmental Scientist, Supervisor
California Environmental Protection Agency

Mr. Kareem Taylor
Unified Program Evaluation Team Lead
California Environmental Protection Agency

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Facility File Request
Siskiyou County Environmental Health Division CUPA

Please submit documentation for each facility file listed below that includes the following:

- Last two routine inspection reports with summaries of violations/notices to comply/notices of violation
- Correspondences related to returning the facility to compliance
- Return to compliance documentation
- Current Unified Program Facility Permit
- For Tiered Permit facilities, please submit the applicable Tiered Permit notifications
- For the Underground Storage Tank facilities, please submit the following additional information:
 - Last three (3) Annual Inspection Reports
 - Last three (3) Monitoring Certification Reports
 - Last three (3) Spill Bucket Tests
 - Last two (2) Secondary Containment Test Reports
 - Tank Lining Certifications (as appropriate)
 - Last three (3) Tank and Piping integrity tests (as appropriate)
 - Enhanced Leak Detection test results (as appropriate)
- For CalARP Facilities, please submit the following additional information:
 - CalARP Program Level
 - Current Risk Management Plan (RMP) Date
 - Statement of whether an RMP audit was conducted

Cal OES Requested Facilities

CERS ID, Facility Name

- 10166827, Sun Mountain Mutual Water Company
- 10404859, USFS KNF Grass Lake Fire Station
- 10416106, Shasta Valley Asphalt
- 10421098, Eagles Nest Siskiyou County Airport
- 10124047, Siskiyou County Office of Emergency Services Warehouse
- 10412302, White Logging Co.
- 10159465, Ed Staub & Sons Petroleum, Inc. (Stateline Road)
- 10408309, Butte Valley Unified School District
- 10615396, Butte Valley Wildlife Area
- 10158343, Sousa Ag. Service

CalARP facility

- 10424077, Mount Shasta Wastewater Treatment Plant

OSFM Requested Facilities

CERS ID, Facility Name

- 10448191, Seiad Cardlock, Inc.
- 10452628, McCloud Railway Company
- 10408312, Eagles Nest Aviation Svc. LLC

- 10202401, Siskiyou County Central Yard
- 10407085, Pilot Travel Centers, LLC
- 10191982, Pacific States Treating, Inc.
- 10339606, Don R. Erickson Oil, Inc.
- 10408318, Shasta Forest Products, Inc.
- 10180483, Cross Petroleum
- 10159463, Ed Staub & Sons Petroleum, Inc. (Tulelake Bulk Plant)

DTSC Requested Facilities

CERS ID, Facility Name

- 10709266, JH Baxter & Co..
- 10001872, Caltrans-Mt Shasta
- 10166393, Stidham Trucking, Inc.
- 10166899, OB's Automotive
- 10208182, SOLANO'S, Inc.
- 10339462, Siskiyou County District 5F Maintenance Facility
- 10400002, CHP Yreka #145
- 10409194, Mount Shasta City Shop
- 10422640, Weed Golf Club, Inc
- 10440520, G&M Automotive
- 10586872, Grass Auto Repair
- 10601494, Finwall's Diagnostics
- 10687702, SW Maintenance Corp

State Water Board Requested Facilities

CERS ID, Facility Name

- 10339636, Siskiyou Food Mart
- 10339627, Erickson Shell
- 10397554, Cross Petroleum Yreka
- 10398724, Handy Stop
- 10406092, Truck Village Cardlock
- 10416136, AT&T California - TA122
- 10419319, Grenada Texaco
- 10467646, Macdoel Shell
- 10200154, Hornbrook Chevron
- 10406932, 3Js Deli & Mini Mart Inc
- 10228954, Mountain Village Park, Inc.
- 10357261, Fort Jones Chevron
- 10397236, Cortright's Market & Deli
- 10400479, Dorris' Alliance
- 10415482, Tesoro (Mobil) 68240