



Edmund G. Brown Jr.
Governor

Matthew Rodriguez
Secretary for Environmental Protection

Certified Mail: 7015 1730 0001 0036 8026

July 11, 2018

Mr. Jim Whittle
CUPA Program Manager
Shasta County Department of Resource Management
Environmental Health Division
1855 Placer Street, Suite 201
Redding, California 96001-1759

Dear Mr. Whittle

Shasta County Department of Resource Management Environmental Health Division's Certified Unified Program Agency (CUPA) performance evaluation is scheduled to occur beginning July 2018, through November 2018. The CUPA evaluation process has changed since the last CUPA evaluation took place.

To facilitate the new remote evaluation process, the CUPA must electronically submit documentation requested in Enclosure 1 and Enclosure 2 to the California Environmental Protection Agency (CalEPA) by **September 13, 2018**.

A Secure File Transfer Protocol (SFTP) site has been made available by CalEPA to enable the CUPA to electronically provide the information requested above. The CalEPA Team Lead, Kareem Taylor, will provide information on how to access the SFTP site. If for any reason the SFTP site is not compatible with the local CUPA electronic information system, the requested documentation may be submitted via email to Kareem.Taylor@calepa.ca.gov or by mailing electronic storage media (thumb drives or DVDs) to:

CalEPA Unified Program
Attention: Kareem Taylor
1001 I Street, 2nd Floor, MS 2D
Sacramento, California 95814-2828

As necessary, evaluators from the Department of Toxic Substances Control (DTSC) and the State Water Resources Control Board (State Water Board) may contact you to schedule oversight inspections.

Mr. Jim Whittle
Page 2

Should you have any questions regarding the remote CUPA evaluation process, please contact me at (916) 327-5092 or email John.Paine@calepa.ca.gov.

Sincerely,

Original signed by John Paine

John Paine
Unified Program Manager

Enclosures (2)

cc sent via email:

Mr. Rick Simon, Director
Shasta County
Department of Resource Management
1855 Placer Street, Suite 201
Redding, California 96001-1759

Ms. Carla Serio, Director
Shasta County Department of Resource Management
Environmental Health Division
1855 Placer Street, Suite 201
Redding, California 96001-1759

Ms. Jane Steinhurst
Environmental Health Technician
Shasta County Department of Resource Management
Environmental Health Division
1855 Placer Street, Suite 201
Redding, California 96001-1759

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. Jim Whittle
Page 3

cc sent via email:

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

Ms. Denise Gibson
Environmental Scientist
California Office of Emergency Services
3650 Schriever Avenue
Mather, California 95655-4203

Mr. Glenn Warner
Senior Environmental Scientist, Specialist
CAL FIRE - Office of the State Fire Marshal
P.O. Box 944246
Sacramento, California 94244-2460

Ms. Asha Arora
Senior Environmental Scientist, Specialist
Department of Toxic Substances Control
700 Heinz Avenue, Suite 210
Berkeley, California 94710-2721

Ms. Lisa Jensen
Environmental Scientist
State Water Resources Control Board
P.O. Box 100
Sacramento, California 95812-0100

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

Please provide the following CUPA documentation electronically to CalEPA:

Administrative Documents:

- Inspection and Enforcement Plan
- Self Audit Reports [last three Fiscal Years (FYs)]
- Surcharge Transmittal Reports (Report 1) (last three FYs and through current quarter of this FY)
- Single Fee Invoices (last three FYs and through current quarter of this FY)
 - For each FY, ensure at least one invoice is provided for each program element: California Accidental Release Prevention (CalARP), Underground Storage Tank (UST), Aboveground Petroleum Storage Act (APSA), Hazardous Materials Business Plan, Hazardous Waste Generator
- Fee Accountability Program Documents
 - Record/budget spreadsheet (last two FYs), including revenue and expenditures (itemized direct and indirect costs)
- Staff Education and Training Records (last three FYs)
 - Health and Safety Training Certification with current refresher
 - International Code Council Certifications
 - APSA Inspector Training Certificates
 - Ongoing training documentation
- Three Formal Enforcement case files (closed within the last two years)
- CUPA Organization Chart

Administrative/ Standard Operating Procedures:

- Public Participation
- Records Maintenance
- Information Request Response
- Financial Management (including the single fee system and surcharge collection and reimbursement program)
- Memorandum of Understanding with each Participating Agency, including procedures for Withdrawal or Removal, if applicable
- Data Management
- Fee Dispute Resolution
- Permitting Procedures
- Business Plan Information Forwarding
- Records for Department of Toxic Substances Control (DTSC) referred complaints, if requested

Program Element Specific Documents:

- Area Plan
- CalARP Program Dispute Resolution Procedure
- CalARP Program Performance Audit Reports (last three FYs)

Please submit the following documentation for each facility file listed on Enclosure 2:

- Last two routine inspection reports, including summaries of violations, notices to comply, and notices of violation
- Return to Compliance documentation
- Correspondence related to returning the facility to compliance
- Current Unified Program Facility Permit(s)
- For CalARP facility files requested by CalOES, please also include:
 - CalARP Program Level
 - Current Risk Management Plan (RMP) date
 - Statement of whether or not an RMP audit was conducted
- For Tiered Permit facility files requested by DTSC, please also include:
 - Applicable Tiered Permit notifications
- For APSA facility files requested by OSFM, if not in CERS, please also include:
 - Most recent "Tank Facility Statement" or Business Plan
 - If including the Business Plan, include the most recent site map and most recent Emergency Response and Training Plans
- For UST facility files requested by the State Water Board, please also include:
 - Last three Annual Inspection Reports
 - Last three Monitoring Certification Reports
 - Last three Spill Bucket Tests
 - Last two Secondary Containment Test Reports
 - Tank Lining Certifications, as appropriate
 - Last three Tank and Piping Integrity Tests, as appropriate
 - Enhance Leak Detection test results, as appropriate

**Shasta County Department of Resource Management
Environmental Health Department CUPA
Facility File Request**

CalARP Facility Files Requested by Cal OES

- 10618336 Bella Vista Water District – Wintu Pump Station
- 10621387 Burney Forest Power
- 10621633 City of Anderson Water Pollution Control Plant
- 10621876 City of Redding Buckeye Water Treatment Plant
- 10621717 City of Redding Clear Creek Wastewater Treatment Plant
- 10621885 City of Redding Foothill Water Treatment Plant
- 10622305 City of Redding Stillwater Wastewater Treatment Plant
- 10638667 City of Shasta Lake Wastewater Treatment Plant
- 10621648 Clear Creek Community Services District – Treatment Plant
- 10616437 Fishermans Point Water Treatment Plant
- 10644976 Shasta Community Services District
- 10617277 Sierra Pacific Industries
- 10100644 Wheelabrator Shasta Energy Company

Facility Files Requested by DTSC

- 10505017 American Appliance
- 10594366 Anderson High School
- 10502383 Autoworks
- 10121704 Bureau of Reclamation
- 10417612 CVS Pharmacy #3911
- 10617280 City of Redding Solid Waste Utility
- 10511566 Jiffy Lube #1779
- 10487269 Kay Bee Gas & Liquor Store
- 10404439 LensCrafters
- 10630762 Mayers Memorial Hospital – Fall River Facility
- 10423495 Nor Cal Oil Inc dba Premier Oil Change
- 10600378 Nor Cal Petroleum Equipment Inc
- 10625008 Northstate Recycling
- 10448794 O2 Motorsports
- 10600516 Pac West Helicopter
- 10139527 PG&E/Pit 5 Powerhouse (CAD981450612)
- 10480975 Pacific West Graphics
- 10616227 Redding Subaru
- 10173895 SAF – West
- 10153779 Seco Manufacturing
- 10617277 Sierra Pacific Industries

- 10612435 Shasta Gas Propane Inc
- 10483315 South Market Place
- 10750378 Victory Body & Paint
- 10443535 Western Area Power Adm/Keswick

Please also provide complaint records for the following DTSC referred complaints:

- COMP – 10433
- COMP – 16827
- COMP – 36595
- COMP – 36605
- COMP - 37436

Facility Files Requested by OSFM

- 10621111 Air Shasta Rotor & Wing, LLC
- 10621030 Crystal Creek Aggregate, Inc
- 10472110 Redding Oil Company
- 10156303 Redding Air Service
- 10621375 Bob's Market
- 10600411 JMB Oil Co
- 10646731 Dicalite Minerals Corp
- 10586371 Hat Creek Construction
- 10134049 Ed Staub & Sons Petroleum, Inc (Burney)
- 10622929 Hoy & Son Construction, Inc
- 10617301 Northern Lights Energy, Inc
- 10608892 Stimpel-Wiebelhaus Associates, Inc
- 10625788 Folsom Ready Mix – Anderson
- 10617199 Fall River Mills Airport

Facility Files Requested by State Water Board

- 10477792 Youngman Trucking
- 10483783 Bonnyview Texaco
- 10483690 Shasta Street Valero
- 10502854 Pit Stop Store
- 10502287 Oasis Shell Mini Mart
- 10482340 Turtle Bay Mini Mart
- 10477846 Vasu Gas and Food
- 10485529 Maruti Gas Plus
- 10169805 Colonial Energy CE 20111 (DBA Power Mart)
- 10468642 Speedy Valero
- 10591024 Country Market
- 10165831 7-Eleven Inc Store #18860
- 10137928 Rocky Ledge Food & Gas

- 10467649 Antlers Food & Fuel
- 10479217 Sportsman Liquort
- 10491121 JKSD Gas and Mini Mart – Circle K
- 10504312 Redding One Stop Food Mart
- 10410667 Safeway Fuel Center #1826
- 10448245 AT&T California – TAR20
- 10487407 Flyers #266