

UNIFIED PROGRAM (UP) FORM BUSINESS ACTIVITIES

I. FACILITY IDENTIFICATION

FACILITY ID #		1	EPA ID # (Hazardous Waste Only)	2
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BUSINESS NAME (Same as Facility Name of DBA-Doing Business As) 3

BUSINESS SITE ADDRESS 3a

II. ACTIVITIES DECLARATION

**NOTE: If you check YES to any part of this list,
please submit the Business Owner/Operator Identification page.**

Does your facility...	If Yes, please complete these pages of the UP FORM....
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<p>A. HAZARDOUS MATERIALS</p> <p>Have on site (for any purpose) hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs); or the applicable Federal threshold quantity for an extremely hazardous substance specified in 40 CFR Part 355, Appendix A or B; or handle radiological materials in quantities for which an emergency plan is required pursuant to 10 CFR Parts 30, 40 or 70?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO 4	<p>HAZARDOUS MATERIALS INVENTORY – CHEMICAL DESCRIPTION CONSOLIDATED CONTINGENCY PLAN (Section I and Site Map(s)) TRAINING PLAN</p>
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<p>B. UNDERGROUND STORAGE TANKS (USTs)</p> <p>1. Own or operate underground storage tanks?</p> <p>2. Intend to upgrade existing or install new USTs?</p> <p>3. Need to report closing a UST?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO 5 <input type="checkbox"/> YES <input type="checkbox"/> NO 6 <input type="checkbox"/> YES <input type="checkbox"/> NO 7	<p>UST FACILITY UST TANK (one page per tank)</p> <p>UST FACILITY UST TANK (one per tank) UST INSTALLATION - CERTIFICATE OF COMPLIANCE (one page per tank)</p> <p>UST TANK (closure portion –one page per tank)</p>
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<p>C. ABOVE GROUND PETROLEUM STORAGE TANKS (APSTs)</p> <p>Petroleum oil is stored in any container or tank that has a storage capacity of 55 gallons or more. The aggregate capacity of petroleum oil in all tanks and containers is greater than 1,320 gallons.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO 8	<p>CONSOLIDATED CONTINGENCY PLAN (Section I and Site Map(s))</p>
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<p>D. HAZARDOUS WASTE</p> <p>1. Generate hazardous waste?</p> <p>2. Recycle more than 100 kg/month of excluded or exempted recyclable materials (per HSC 25143.2)?</p> <p>3. Treat hazardous waste on site?</p> <p>4. Treatment subject to financial assurance requirements (for Permit by Rule and Conditional Authorization)?</p> <p>5. Consolidate hazardous waste generated at a remote site?</p> <p>6. Need to report the closure/removal of a tank that was classified as hazardous waste and cleaned onsite?</p> <p>7. Generate in any single calendar month 1,000 kilograms (kg) (2,000 pounds) or more of federal RCRA hazardous waste, or generate in any single calendar month, or accumulate at any time, 1 kg (2.2 pounds) of RCRA acute hazardous waste; or generate or accumulate at any time more than 100 kg (220 pounds) of spill cleanup materials contaminated with RCRA acute hazardous waste.</p> <p>8. Household Hazardous Waste (HHW) Collection site</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO 9 <input type="checkbox"/> YES <input type="checkbox"/> NO 10 <input type="checkbox"/> YES <input type="checkbox"/> NO 11 <input type="checkbox"/> YES <input type="checkbox"/> NO 12 <input type="checkbox"/> YES <input type="checkbox"/> NO 13 <input type="checkbox"/> YES <input type="checkbox"/> NO 14 <input type="checkbox"/> YES <input type="checkbox"/> NO 14a <input type="checkbox"/> YES <input type="checkbox"/> NO 14b	<p>EPA ID NUMBER – provide at the top of this page. As a generator, answer YES to Item E2 and complete Waste Generator Form.</p> <p>RECYCLABLE MATERIALS REPORT ONSITE HAZARDOUS WASTE TREATMENT – FACILITY ONSITE HAZARDOUS WASTE TREATMENT – UNIT (one page per unit) CERTIFICATION OF FINANCIAL ASSURANCE REMOTE WASTE / CONSOLIDATION SITE ANNUAL NOTIFICATION HAZARDOUS WASTE TANK CLOSURE CERTIFICATION</p> <p>Obtain federal EPA ID Number, file Biennial Report (EPA Form 8700-13A/B) and satisfy requirements for RCRA Large Quantity Generator.</p> <p>See CUPA for required forms.</p>
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E. LOCAL REQUIREMENTS 15

<p>1. REGULATED SUBSTANCES</p> <p>Have Regulated Substances (RS) including Extremely Hazardous Substances (EHS) stored on site at greater than the threshold planning quantities established by the California Accidental Release Program (Cal ARP) ?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO 15a	<p>In addition to Hazardous Materials requirements, complete: Regulated Substance Registration Risk Management Plan (when required)</p>
<p>2. Have hazardous materials on site at or above threshold amount established by CUPA or PA local ordinance?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO 15b	<p>Consult local CUPA or PA for added reporting requirements</p>

INSTRUCTIONS FOR THE UNIFIED PROGRAM (UP) FORM

Business Activities

Please submit the Business Activities page, the Business Owner/Operator Identification page (Form 2730), and Hazardous Materials Inventory - Chemical Description pages (Form 2731) for all submissions. Please number all pages of your submittal. This helps your CUPA or PA identify whether the submittal is complete and if any pages are separated.

1. FACILITY ID NUMBER Leave this blank. This number is assigned by the Certified Unified Program Agency (CUPA) and identifies your facility.
2. EPA ID NUMBER If you generate, recycle, or treat hazardous waste, enter your facility's 12-character U.S. Environmental Protection Agency (U.S. EPA) or California Identification number. For facilities in California, the number usually starts with the letters "CA". If you need a CA EPA number, complete and submit DTSC Form 1358 located at http://www.dtsc.ca.gov/IDManifest/ID_Numbers.cfm to the Department of Toxic Substances Control (DTSC), or if you need a federal EPA number, call (415) 495-8895 <http://www.epa.gov/region09/waste/epanums.html#rcranum>
3. BUSINESS NAME Enter the full legal name of the business. This is the same as the terms "Facility Name" or "DBA - Doing Business As".
- 3a. BUSINESS SITE ADDRESS- Enter the street address where the facility is located. No post office box numbers are allowed. This information must provide a means to geographically locate the facility.
4. HAZARDOUS MATERIALS ONSITE Check the box to indicate whether you have hazardous materials onsite. You have a hazardous material if:
 - It is handled in quantities equal to or greater than 500 pounds, 55 gallons, or 200 cubic feet of gas (calculated at standard temperature and pressure),
 - It is handled in quantities equal to or greater than the applicable federal threshold planning quantity for an extremely hazardous substance listed in 40 CFR Part 355, Appendix A,
 - Radioactive materials are handled in quantities for which an emergency plan is required to be adopted pursuant to Part 30, Part 40, or Part 70 of Chapter 10 of 10 CFR, or pursuant to any regulations adopted by the state in accordance with these regulations.

If you have hazardous materials onsite, then you must complete the Business Owner/Operator Identification page (OES Form 2730) and the Hazardous Materials Inventory - Chemical Description page (OES Form 2731), as well as an Emergency Response Plan (i.e. Consolidated Contingency Plan) and Training Plan. Do not answer "YES" to this question if you exceed only a local threshold, but do not exceed the state threshold.

5. OWN OR OPERATE UNDERGROUND STORAGE TANK (UST) Check the appropriate box to indicate whether you own or operate USTs containing hazardous substances as defined in Health and Safety Code (HSC) §25316. If "YES", then you must complete one UST Facility page and UST Tank pages for each tank. **You must also submit a plot plan and a monitoring program plan.**
6. UPGRADE/INSTALL UST Check the appropriate box to indicate whether you intend to install or upgrade USTs containing hazardous substances as defined in HSC §25316. If "YES", then you must complete the UST Installation - Certificate of Compliance page in addition to UST Facility and Tank pages, plot plan and monitoring program plan.
7. UST CLOSURE Check the appropriate box if you are closing an UST and complete the closure portion of the UST Tank pages for each tank.
8. OWN OR OPERATE ABOVEGROUND PETROLEUM STORAGE TANK (APST) To calculate the storage capacity of petroleum oil, add the volume capacities of all containers and tanks that store 55 gallons or more of petroleum oil in your calculation. Do not include underground storage tanks. In the H&SC, Section 25270.2 (g) defines petroleum oil and Section 25270.2 (a)(4) lists the types of petroleum oil that are exempt. Until the CUPA provides a tank facility statement, document your consolidated contingency plan with the following tank information: (1) facility name, address, and owner or operator; (2) total storage capacity, and (3) the location, size, age, and contents of each storage tank that exceeds 10,000 gallons of petroleum oil. If you have 1,320 gallons or more of petroleum oil, prepare a spill prevention control and countermeasure plan.
9. HAZARDOUS WASTE GENERATOR Check the appropriate box to indicate whether your facility generates hazardous waste. A generator is the person or business whose acts or processes produce a hazardous waste or who causes a hazardous substance or waste to become subject to State hazardous waste law. If your facility generates hazardous waste, you must obtain and use an EPA Identification number (ID) in order to properly transport and dispose of it. Report your EPA ID number in #2. Hazardous waste means a waste that meets any of the criteria for the identification of a hazardous waste adopted by DTSC pursuant to HSC §25141. "Hazardous waste" includes, but is not limited to, federally regulated hazardous waste. Federal hazardous waste law is known as the Resource Conservation and Recovery Act (RCRA). Unless explicitly stated otherwise, "hazardous waste" also includes extremely hazardous waste and acutely hazardous waste.
10. RECYCLE Check the appropriate box to indicate whether your facility recycles more than 100 kilograms per month of recyclable material under a claim that the material is excluded or exempt per HSC §25143.2. Check "YES" and complete the Recyclable Materials Report pages, if you either recycled onsite or recycled excluded recyclable materials which were generated offsite. Check "NO" if you only send recyclable materials to an offsite recycler; you do not need to report.
11. ONSITE HAZARDOUS WASTE TREATMENT Check the appropriate box to indicate whether your facility treats hazardous waste onsite. "Treatment" means any method, technique, or process which is designed to change the physical, chemical, or biological character or composition of any hazardous waste or any material contained therein, or removes or reduces its harmful properties or characteristics for any purpose. "Treatment" does not include the removal of residues from manufacturing process equipment for the purposes of cleaning that equipment. Amendments (effective 1/1/99) add exemptions from the definition of "treatment" for certain processes under specific, limited conditions. Refer to HSC §25123.5 (b) for these specific exemptions. Treatment of certain laboratory hazardous wastes do not require authorization. Refer to HSC §25200.3.1 for specific information. Please contact your CUPA to determine if any exemptions apply to your facility. If your facility treats hazardous waste onsite, complete the Onsite Hazardous Waste Treatment Notification - Facility page and one set of Onsite Hazardous Waste Treatment Notification - Unit pages for each unit.
12. FINANCIAL ASSURANCE Check the appropriate box to indicate whether your facility is subject to financial assurance requirements for closure of an onsite treatment unit. Unless they are exempt, Permit by Rule (PBR) and Conditionally Authorized (CA) operations are required to provide financial assurance for closure costs (per 22 CCR §67450.13 (b) and HSC §25245.4). If your facility is subject to financial assurance requirements or claiming an exemption, then complete the Certification of Financial Assurance page.
13. REMOTE WASTE CONSOLIDATION SITE Check the appropriate box to indicate whether your facility consolidates hazardous waste generated at a remote site. Answer "YES" if you are a hazardous waste generator that collects hazardous waste at remote sites and transports the hazardous waste to a consolidation site you also operate. You must be eligible pursuant to the conditions in HSC §25110.10. If your facility consolidates hazardous waste generated at a remote site, then complete the Remote Waste Consolidation Site Annual Notification page.
14. HAZARDOUS WASTE TANK CLOSURE Check the appropriate box to indicate whether the tank being closed would be classified as hazardous waste after its contents are removed. Classification could be based on your knowledge of the tank and its contents, the mixture rule, testing of the tank, the listed wastes in 40 CFR 261.31 or 40 CFR 261.32, or inability to remove hazardous materials stored in the tank. If the closed tank would be classified as hazardous waste, then complete the Hazardous Waste Tank Closure Certification page.
- 14a. RCRA LQG- Check the appropriate box to indicate whether your facility is a Large Quantity Generator. If YES, you must obtain a US EPA ID Number.
- 14b. HOUSEHOLD HAZARDOUS WASTE COLLECTION- Check the appropriate box to indicate whether your facility is a HHW Collection Site.
15. LOCAL REQUIREMENTS- Some CUPAs or AAs may require additional information. Check with your CUPA before submitting the UPCF.
- 15a. LOCAL REQUIRED INFORMATION: REGULATED SUBSTANCES (RS) Check the box to indicate whether Regulated Substances (RS) are stored onsite. An RS is any substance, listed in CCR, Title 19, Section 2770.5. See attached Regulated Substance list. If you handle an RS at greater than the threshold planning quantities then complete the Regulated Substance Registration in addition to forms required under item number 4.
- 15b. LOCAL HAZARDOUS MATERIALS THRESHOLD Check the appropriate box to indicate if you are subject to reporting hazardous materials at a level established by your local CUPA or PA. Check with your local CUPA or PA for details.