



County of San Diego

DEPARTMENT OF ENVIRONMENTAL HEALTH
HAZARDOUS MATERIALS DIVISION

P.O. BOX 129261, SAN DIEGO, CA 92112-9261

(858) 505-6880 FAX (858) 505-6786

<http://www.sdcdeh.org>



Unified Program Facility Permit Fee FAQs

What is a Unified Program Facility Permit (UPFP)?

A Unified Program Facility Permit has commonly been referred to as a “Hazardous Materials Permit” or a “Health Permit”. It is a permit issued by the County of San Diego, Department of Environmental Health, Hazardous Materials Division (HMD) to regulated facilities. Additional information is provided below.

What is the Unified Program?

The Unified Program was designed to consolidate, coordinate and make consistent the requirements, permits, inspections and enforcement activities of six environmental and emergency response programs within California. The purpose of the CUPA program is the protection of public health and the environment through education, community and industry outreach, inspections and enforcement. HMD was certified by the California Environmental Protection Agency as the CUPA for San Diego County in 1996. Additional information can be found on the California CUPA Forum website at:

<http://www.calcupa.com>

Do I need a UPFP?

If your facility generates, handles or stores regulated waste or materials, you are required by law to obtain a UPFP. Regulated facilities are in one or more of the following categories:

- Handle [hazardous materials](#)
- Generate or treat [hazardous wastes](#)
- Generate or treat [medical waste](#)
- Store at least 1320 gallons of [petroleum above ground](#)
- Own or operate [underground storage tanks](#)

Additional information can be found on our permits website:

http://www.sdcounty.ca.gov/deh/hazmat/hmd_permits.html

Can I pay my fees online?

Yes. Go to www.dehpay.com. Select the “DEH” tab and search for your permit record. Once your record is found, select, “Pay Fees Due”. Then follow the prompts to complete the payment submittal. Please note that partial payments cannot be made online, only the full amount due can be paid.

How are the Unified Program Facility Permit (UPFP) fees calculated?

Permit fees are based on the permit type and quantity of materials or wastes:

<http://www.sdcounty.ca.gov/deh/hazmat/pdf/hm-9128-UPFP.pdf>

Facilities with more materials or wastes will have higher fees than a business with one material or waste.

What do the UPFP fees pay for?

The permit fees, required to be paid annually, support the inspection program and fund the compliance, emergency services, outreach, training and community activities performed by the HMD all year long. See this YouTube video for information about the program: http://www.youtube.com/watch?v=_ax47TIAUw8

Why are my permit fees higher than last year's fees?

Permit fees are based on the hazardous material permit types and are listed in this chart: <http://www.sdcounty.ca.gov/deh/hazmat/pdf/hm-9128-UPFP.pdf> The current fees became effective September 2010. Facilities that updated their information by adding hazardous or medical waste, chemicals, underground tanks, and other regulated activities may have a higher permit fee than before. If you suspect a billing error, please refer to our Permits website on how to inquire about your invoice:

http://www.sdcounty.ca.gov/deh/hazmat/hmd_permits.html

How can I reduce my UPFP fees?

A facility can reduce their permit fees by reducing the type and amount of hazardous materials and wastes and/or making sure the hazardous materials and waste reported in CERS is accurate and required to be reported. Outdated inventory information in CERS can contribute to a permit fee that is higher than expected. For example, in 2011, the State increased the reporting thresholds for inert gases and low risk irritants, which can mean that the facility may not have to report those chemicals and their fee would be lower. See this web link for additional information:

<http://www.sdcounty.ca.gov/deh/press/hmd-ab408.html>

Will my permit fees be affected if I include an item in my CERS submittal that is not required to be reported?

Yes, the information regarding the hazardous materials and regulated wastes reported in CERS is used to calculate permit fees. For example, if a business recycles used oil filters and they are not being managed as a hazardous waste, or shipped off site under a uniform hazardous waste manifest, they should not be reported in CERS.

What happens to a UPFP when there is a change of ownership?

UPFPs are site specific and nontransferable. A new owner must apply for a new UPFP within 30 days of the change of ownership to comply with the law. The permit application process is conducted online by the facility using the California Environmental Reporting System (CERS). To get assistance with the process, you must complete a CERS I.D./Access Request form and submit it to the HMD. This form and more information can be found at: <http://www.sdcounty.ca.gov/deh/hazmat/hmd-cers-info.html>

I moved my business location; what do I have to do?

Same as above: UPFPs are site specific and nontransferable. The owner must complete the UPFP application for the new location using CERS. To get assistance with the process, complete and submit a CERS I.D./Access Request form to HMD. This form and more information can be found at: <http://www.sdcounty.ca.gov/deh/hazmat/hmd-cers-info.html>

I am a new business and need a UPFP, how do I get started?

Same as above: Facilities in the County of San Diego that generate hazardous waste or medical waste, handle or store hazardous materials or have underground storage tanks, must apply for a UPFP through CERS within 30 days of starting their operations to comply with the law. To get assistance with the process, complete and submit a CERS I.D./Access Request form to HMD. This form and more information can be found at: <http://www.sdcounty.ca.gov/deh/hazmat/hmd-cers-info.html>

I am closing my business soon, what do I do?

The owner or their designee must select, "NO" to all of the questions on the Business Activities page in CERS and then submit the facility information. This will notify the HMD that facility is no longer subject to regulation. It is also helpful to add a "comment to the regulator" regarding the business closure when submitting the updated facility information. This should be done 30 days before closing the facility. An HMD inspector will then conduct the site inspection to verify no hazardous waste or chemicals are left behind and that there is no contamination observed on the property. Questions regarding this process should be directed to your HMD inspector. Additional information regarding CERS can be found at: <http://www.sdcounty.ca.gov/deh/hazmat/hmd-cers-info.html>

I lost my UPFP, can I get another copy?

Yes, upon request, a copy of your permit can be mailed to the business. For a green duplicate permit to be created there is a small replacement fee of \$18.00. Contact HMD Invoice/Billing unit at: (858) 505-6930 to request a copy.

I changed my business name (not change of owner); what do I need to do?

If the business name has changed and there is no change of ownership, a new permit is not required but you need to update the information using the CERS (<http://cers.calepa.ca.gov/>) and indicate in "Comments to Regulator" that this is a "name change only".

How can I update the mailing address on my invoice/permit?

Any changes to the facility information, including mailing address, must be made using the CERS: <http://cers.calepa.ca.gov/>

Who can I contact if I have questions about my HMD permit fee invoice?

Use the information on our website to inquire about permit fee invoices: http://www.sdcounty.ca.gov/deh/hazmat/hmd_permits.html

For questions, please contact HMD via email at hmdutyeh@sdcounty.ca.gov, or call (858) 505-6880 and leave a message. There is a Specialist on duty M-F, 8:00 am to 5:00 pm that will respond to your message.