

1. How do I pay my fees?

To pay online, go to www.dehpays.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. To pay by check: Please cut the bottom portion of this invoice as indicated on the reverse side and send it to the address listed. Checks are payable to: County of San Diego - DEH. To pay in person, you may visit our office at 5500 Overland Avenue, Suite 170, San Diego, 92123.

2. What happens if I make a late payment?

An **initial delinquent fee of \$50**, or **50% of the permit fee** whichever is less, is assessed if payment is not received by the *permit expiration date*. An **additional delinquent fee of \$100** or **100% of the permit fee** whichever is less, for a maximum total delinquent fee of \$150 or 150% of the permit fee, is assessed if payment for the permit fee and initial delinquent fee is not received by the *last day of the month following the permit expiration date*.

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

Permit fees are based on the permit type and also the number of hazardous materials and wastes.

http://www.sandiegocounty.gov/content/dam/sdc/deh/doing_business/pdf/deh_fee_chart.pdf

Facilities with more hazardous materials or wastes will have higher fees than a business with one material or waste. UPFP fee elements are based on information required to be reported in the California Environmental Reporting System (CERS) and shall be based on the most recent information in CERS, including any updates "accepted" by the DEH Hazardous Materials Division (HMD) prior to calculating an annual invoice amount (these calculations are typically made 90 days before a permit renewal date). It is the responsibility of the facility owner/operator to verify and submit CERS information that is up to date and accurate, and that exempt items are not being reported. Refer to the HMD website for guidance:

<http://www.sandiegocounty.gov/content/dam/sdc/deh/hazmat/hmd.html>. DEH may collect a higher fee than the "accepted" data in CERS would indicate if DEH has verified (e.g., during an inspection) that any data element in CERS is inaccurate and a correction to that data element would result in a higher fee. DEH is not obliged to reduce CERS-based fees where a correction to any "accepted" CERS data element would result in a lower fee.

4. What happens when there is a change of ownership or if I am a new business and need a UPFP, how do I get started?

UPFPs are site specific and nontransferable. A new owner or operator must notify HMD within 30 days of the change of ownership to comply with the law. The permit application process is conducted online by the facility using CERS. For assistance with the process, you must complete a CERS I.D./Access Request form and submit it to HMD. This form and more information can be found at:

http://www.sandiegocounty.gov/content/dam/sdc/deh/hazmat/hmd_cers.html.

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

Same as #4 above, UPFPs are site-specific and non-transferable. The owner must notify HMD 30 days prior to the relocation and complete the permit application process for the new location using CERS. To inactivate the existing permit, the owner or designee must select "NO" to all of the questions on the Business Activities Page and make a submittal in CERS (refer to #6). For assistance with the process, call the CERS Help Desk at (858) 505-6990.

6. 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 CERS Business Activities page and make their submittal in CERS. This will notify HMD that the facility no longer requests a permit (UPFP). It is also helpful to add a "Comment to Regulator" in CERS 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/medical 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.sandiegocounty.gov/content/dam/sdc/deh/hazmat/hmd_cers.html.

7. 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, and a hard copy mailed, there is a small replacement fee of \$18.00. Contact HMD at: (858) 505-6661 to request a copy.

8. 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.sandiegocounty.gov/content/dam/sdc/deh/doing_business/pdf/deh_fee_chart.pdf. The current fees are effective for fees due on or after July 1, 2017. Facilities that updated their information by adding hazardous or medical waste, chemicals, underground tanks, and other regulated activities when reporting in CERS may have a higher permit fee than before. If you suspect a billing error, please refer to the HMD Permits website on how to inquire about your invoice: http://www.sdcounty.ca.gov/deh/hazmat/hmd_permits.html.

9. 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, up to date, and required by law to be reported. Outdated inventory information in CERS can contribute to permitting fees that are 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 could be lower. See this web link for additional information: <http://www.sdcounty.ca.gov/deh/press/hmd-ab408.html>.

10. 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 by the facility in CERS is used to calculate permit fees. For example, if a business recycles drained, 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 as the item will be billed. Refer to #3 above for additional information regarding invoice calculation.

11. 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 CERS: <http://cers.calepa.ca.gov/> and add a "Comment to Regulator" in CERS that this is a "business name change only".

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

Any changes to the facility and contact(s) information, including mailing/billing addresses, must be made by updating the Business Owner/Operator Identification page a making a submittal in CERS: <http://cers.calepa.ca.gov/>.

13. Who can I contact if I have questions about my Unified Program Facility invoice?

For questions, please contact HMD via email at hmdutyeh@sdcounty.ca.gov or call (858) 505-6661 and leave a message. There is staff on duty M-F, 8:00 am to 4:30 pm that will respond to your message. Online information is also available on our website: http://www.sdcounty.ca.gov/deh/hazmat/hmd_permits.html.

14. What are the Cal.EPA surcharges observed on the permit invoice?

The Cal.EPA surcharges will impact facilities regulated under the Unified Program and are used to fund the costs of the state agencies with Unified Program responsibilities. The local Certified Unified Program Agencies are responsible for billing and collecting the state surcharges from each regulated business or facility as part of the single fee requirement and the surcharges are not a DEH program fee. The surcharges collected are forwarded to Cal.EPA as required by State law. <https://www.calepa.ca.gov/cupa/>.