

California Environmental  
Protection Agency



Winston H. Hickox  
**Agency Secretary**

December 22, 2000

California CUPA  
Forum



Bill Lent  
**Board Chairman**

*Prepared by the*  
**UNIFIED PROGRAM ADMINISTRATION AND  
ADVISORY GROUP (UPAAG)**

**ENFORCEMENT WORKGROUP**

**TO:** ALL CERTIFIED UNIFIED PROGRAM AGENCIES  
ALL PARTICIPATING AGENCIES

**SUBJECT:** **FINAL GUIDANCE FOR ADMINISTRATIVE ENFORCEMENT ORDER (AEO)  
AND HEARING PROCEDURES**

DEAR UNIFIED PROGRAM MANAGERS:

In previous transmittals, the Enforcement Workgroup of the Unified Program Administration and Advisory Group (UPAAG) has kept you posted on the purpose of this project, its activities and Dspecific deliverables. These previous transmittals are also posted on the California Certified Unified Program Agency (CUPA) website for your reference.

Attached to this letter is one of the project's key deliverables, The final "Guidance for Administrative Enforcement Order and Hearing Procedures", with sample legal forms and examples of completed forms.

The workgroup prepared this document (and modified it to reflect the comments we received on the draft version) to assist Unified Programs in adding this administrative option to their enforcement 'tool box' for appropriate hazardous waste violations.

Within this general objective, the document was designed to meet two needs. First, it is intended to provide Unified Program managers with the information they need to establish the infrastructure within their organization to implement this enforcement tool. We will also discuss the additional State assistance available to each of you as you begin using this enforcement tool.

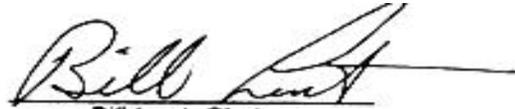
The second purpose of this guidance is to provide your enforcement staff with the specific forms and step by step procedures needed to actually issue and settle an AEO. Detailed training for the staff you plan to have use this authority is scheduled for the Spring of 2001. The first class will be presented at the CUPA Conference in Universal City beginning on February 5, 2000.

We believe the guidance, management workshops and implementation training our workgroup has prepared will provide you and your staff the tools needed to implement this important enforcement tool, beginning with the modification of your inspection and enforcement plans on or before the April 30, 2001 date in our joint agreement.

We hope you will find it useful and we look forward to continuing our cooperative and productive working relationship as you begin actual implementation.



**Don Johnson**  
Assistant Secretary  
California Environmental Protection Agency



**Bill Lent, Chair**  
CUPA Forum Board



**Watson Gin, P.E.**  
Deputy Director  
Department of Toxic Substances Control