



State Water Resources Control Board Site Cleanup Program (SCP) Invoicing Frequently Asked Questions (FAQs) for Responsible Parties

1. Why am I receiving this invoice?

You are receiving this invoice because there was cleanup work performed on your site during these months listed on the invoice. Water Code section 13304 authorizes the Regional Water Boards to recover costs associated with the oversight of site cleanup at sites where a discharge of waste has occurred and that discharge creates, or threatens to create, a condition of pollution or nuisance. The State Water Board handles the invoicing and collection on behalf of the Regional Water Boards.

2. What is overhead? What is the difference between the State Board overhead and the Regional Board overhead? How is overhead calculated?

There are three types of overhead used by the SCP: Overhead, State Board Program Admin Charge and Regional Board Program Admin Charge. A brief explanation of each is below. Contact our office for further explanation or to obtain the current rates.

- *Overhead* – The cost of doing business for the Water Boards (State Board and Regional Board), including rent, electricity, utilities, etc. This is calculated by taking the Operating Expenses and Equipment (OEE) cost for a given month and pro-rating it across every program from which staff time was utilized for a site for that quarter.
- *State Board Program Admin Charge* – The cost for State Board staff to track site activity, including auditing and correcting monthly costs charged to a site, invoicing and collection of payments, and assisting Responsible Parties and Regional Board staff with various issues. This is calculated by taking the time charged by each State Board staff and prorating it across all nine regions. The prorated amount is then divided equally among all sites within each region being invoiced in that quarter.
- *Regional Board Program Admin Charge* – The cost for Regional Board staff to do work not specific to an individual site, including drafting documents applicable to all sites and certain types of testing. This is calculated by taking the time charged by Regional Board staff (for a particular region) and prorating it across all sites being invoiced in that region in that quarter.

3. How often does the Site Cleanup Program invoice?

The Site Cleanup Program invoices at the end of each quarter for work performed in that quarter. Usually, the billing will take place 6 weeks after the quarter ends.

4. Does the Site Cleanup Program have late payment fees?

The Site Cleanup Program does not have any late payment fees or charges. However, outstanding amounts will be considered delinquent 30 days after the date on the invoice and balances that remain outstanding 90 days past the date of the original invoice may be turned over to a collection agency. You will be notified in writing prior to the Site Cleanup Program turning over any amounts.

5. Does the Site Cleanup Program have payment plans?

No, the State Water Board is not able to offer any payment plans.

6. There are multiple Responsible Parties (RPs). Can the invoice be split between all the RPs?

No, due to our system limitations, there can only be one responsible party listed.

7. Where do I mail my payment?

SWRCB Accounting
ATTN: Site Cleanup Program
P.O. Box 1888
Sacramento, CA 95812-1888

8. To whom do I make my check payable?

Make checks payable to SWRCB or State Water Resources Control Board.

9. What is the State Water Board's taxpayer ID?

- #68-0281986. A current W-9 can be found on the Fee Branch website at http://www.waterboards.ca.gov/resources/fees/docs/swrcb_w9.pdf.

For additional invoicing and payment questions, contact us at:
(916) 341-5643 or SiteCleanup@waterboards.ca.gov