



Recertifying your Hazardous Materials Business Plan

[CERS WEBSITE](#)

What is required ?

- ▶ Per the California Health & Safety Code, Section 6.95, businesses who handle/store/use hazardous materials meeting the reporting thresholds are required to obtain Hazardous Materials Management permit and establish a Hazardous Material Business Plan (HMBP).
- ▶ Once established, the HMBP must be recertified annually in the California Environmental Reporting System (CERS).
(<https://cers.calepa.ca.gov/>)
- ▶ New facilities must obtain a hazardous materials management permit & establish and implement the HMBP within 30 days.
- ▶ Recertification is required annually even if there's been no changes.



What are the reporting thresholds

- ▶ 55 Gallons of a liquid
- ▶ 200 cubic feet of compressed gas
- ▶ 500 pounds of a solid
- ▶ 1,000 cubic feet of an inert gas where the only hazard is simple asphyxiant.

Log In

- ▶ Click on Business Portal Sign in.
- ▶ Enter your Username and click next.
- ▶ Enter your password and click next .

CERS Central

Welcome to the California Environmental Reporting System (CERS)

Business Portal Sign in

Regulator Sign In

Business Training Portal Sign In

Regulator Training Portal Sign In

CERS Business Sign-In

Your Username

Next

[Forgot your Username or Password?](#)

CERS Business Sign-In

Your Password Protection Phrase

Enter password only if the phrase below matches what you provided in account registration.

son name dob

Your Password

Next

Cancel

[Forgot your password?](#)

Start/Edit/Certify Submittal

- ▶ Once logged in, Click on the GREEN START/EDIT/CERTIFY Submittal button.

- ▶ You will then go to the page where you can edit and submit all the required elements.

The screenshot shows the 'Common Tasks' section with four cards: 'Start Facility Submittal or Certification' (green), 'Add Facility' (yellow), 'People/Users' (pink), and 'Contact Your Local Regulator(s)' (purple). Below is the 'Facilities' section with a table of facilities. A red arrow points to the 'City' column of the first facility row.

	Facility Name	Address	Last Submittal	CERS ID
Start / Edit / Certify Submittal	City			

The screenshot shows the 'Facility Information' section with a 'SUBMITTED Nov. 13, 2018' status and 'Start' and 'Not Applicable' buttons. Below are links for 'Business Activities' and 'Business Owner/Operator Identification'. A text box contains the text: 'Unified Program Local Reporting Requirements for Riverside County Department of Environmental Health. Businesses regulated as Hazardous Waste Generators in this jurisdiction are required to report the number of employees.' Below this are sections for 'Hazardous Materials Inventory' (SUBMITTED Nov. 13, 2018) and 'Emergency Response and Training Plans' (SUBMITTED Aug. 26, 2014), each with 'Start' and 'Not Applicable' buttons and links to upload documents.

Editing and Submitting

- ▶ First, click on the **start button**
- ▶ Once you hit START, you'll see a pop-up asking if you'd like to start your submittal based on your last submittal or if you'd like to start from scratch.
- ▶ It's recommended to always start based on your last submittal.
- ▶ You'll have to click START on all 3 elements (Facility Information, Hazardous Material Inventory and Emergency Contingency Plan. This will take you to an "edit" mode.

Facility Information Start Not Applicable

[Business Activities](#)

[Business Owner/Operator Identification](#)

Unified Program Local Reporting Requirements for Riverside County Department of Environmental Health
Businesses regulated as Hazardous Waste Generators in this jurisdiction are required to report the number of employees.

Start New Submittal ×

Submittal Element: *Facility Information*

I would like to start my submittal...

Based upon my submittal of 11/13/2018 (Submitted) ▼
You must update/replace any out-of-date data or supplemental documentation.

From scratch

Start Cancel

Changes or no changes?

1. Once you go into “edit” mode, you’ll see that the GREEN START buttons now say SUBMIT.
2. You want to click on the green hyperlinks or on the edit button to the far right on the screen to review/edit those sections.
3. Once reviewed/updated make sure you hit SAVE.



The screenshot shows a web application interface for "Facility Information". At the top right, it displays "DRAFT Nov. 13, 2018" and a green "Submit" button. Below this, there are two green hyperlinks: "Business Activities" and "Business Owner/Operator Identification", each with a printer icon. To the right of these links is a yellow warning triangle icon followed by the text "Ready to Submit with warnings". Further right are two buttons: "Edit" and "Ready to Submit". The "Edit" button is circled in yellow. At the bottom left, there are three links: "Discard Draft Submittal", "Miscellaneous State-Required Documents", and "Add Comment To Regulator". Below these links is a light orange box containing the text: "Unified Program Local Reporting Requirements for Riverside County Department of Environmental Health. Businesses regulated as Hazardous Waste Generators in this jurisdiction are required to report the number of employees."

Editing the Hazardous Material Inventory

- ▶ Click on the Hazardous Material Inventory hyperlink in GREEN.
- ▶ You will then see the list of materials you're reporting.
- ▶ Review and make revisions if necessary
 - ▶ Check listed chemicals
 - ▶ Check amounts
 - ▶ Remove if no longer used, or if under the reporting threshold
 - ▶ Add new chemicals/materials

Hazardous Materials Inventory

[Hazardous Material Inventory \(2\)](#) Add Material 📄
[Site Map \(Official Use Only\): Upload Document\(s\)](#) 📄
⊘ Discard Draft Submittal 📄 Miscellaneous State-Required Documents 🗨️ Add Comment To Regulator

	Common Name	CAS	Location	Max Daily Amount
Edit	Used lubricating oils 🚫	70514-12-4	north east corner of shop	110 gallons
Edit	Oxygen 🚫	7782-44-7	north east corner of shop	272 cubic feet

Chemical Identification and Physical Properties

Chemical Name Oxygen	CERS Chemical Library ID CCL-107491
Common Name CAS Number Oxygen 7782-44-7	US EPA SRS ID 154302
Physical State Gas	Hazardous Material Type Pure
	Trade Secret -

Chemical Hazard Classification

EHS No	Fire Code Hazard Classes (by priority) Oxidizing, Class 2	DOT Hazard Class 2.2 - Nonflammable Gases
Radioactive No	-	State Waste Code -
Curies -	-	Lookup Code

Federal Hazard Categories

YES Fire (Obsolete)	- PHYSICAL: Flammable	- PHYSICAL: Gas Under Pressure
NO Reactive (Obsolete)	- PHYSICAL: Explosive	- PHYSICAL: Self-heating
YES Pressure Release (Obsolete)	- PHYSICAL: Pyrophoric	- PHYSICAL: Oxidizer
NO Acute Health (Obsolete)	- PHYSICAL: Organic Peroxide	- PHYSICAL: Self-reactive
NO Chronic Health (Obsolete)	- PHYSICAL: Pyrophoric Gas	- PHYSICAL: Corrosive to Metal
	- PHYSICAL: In Contact with Water Emits Flammable Gas	- PHYSICAL: Combustible Dust
	- PHYSICAL: Hazard Not Otherwise Classified (HNOC)	- HEALTH: Carcinogenicity
	- HEALTH: Acute Toxicity	- HEALTH: Reproductive Toxicity
	- HEALTH: Skin Corrosion or Irritation	- HEALTH: Respiratory or Skin Sensitization
	- HEALTH: Serious Eye Damage or Eye Irritation	- HEALTH: Specific Target Organ Toxicity
	- HEALTH: Aspiration Hazard	- HEALTH: Germ Cell Mutagenicity
	- HEALTH: Simple Asphyxiant	- HEALTH: Hazard Not Otherwise Classified (HNOC)

Inventory Location and Quantity

Chemical Location north east corner of shop	Average Daily Amount 272	Maximum Daily Amount 272	Units cubic feet
Chemical Location Confidential EPCRA -	Largest Container 272	Annual Waste Amount -	
Map# (Optional) Grid# (Optional)	Days on Site ---		

Hazardous Material Inventory

* GHS Requirements

Even though there might not be any changes to your inventory, the Hazard Categories will need to be updated for your submittal to be accepted.

- The 5 Federal Hazard Categories are now OBSOLETE. Please uncheck all 5.

Federal Hazard Categories	
No	Fire (Obsolete)
No	Reactive (Obsolete)
No	Pressure Release (Obsolete)
No	Acute Health (Obsolete)
No	Chronic Health (Obsolete)

- CERS will display a “warning” alert if any of the obsolete Federal Hazard Categories are left checked.

- ▶ You will now have to select the applicable GHS hazard categories from the new list of 24.

- ▶ The applicable GHS categories will have to be selected for each one of the materials listed.

- ▶ Refer to the Safety Data Sheet section 2 to determine the applicable hazards.

No PHYSICAL: Flammable
No PHYSICAL: Gas Under Pressure
No PHYSICAL: Explosive
No PHYSICAL: Self-heating
No PHYSICAL: Pyrophoric
No PHYSICAL: Oxidizer
No PHYSICAL: Organic Peroxide
No PHYSICAL: Self-reactive
No PHYSICAL: Pyrophoric Gas
No PHYSICAL: Corrosive to Metal
No PHYSICAL: In Contact with Water Emits Flammable Gas
No PHYSICAL: Combustible Dust
No PHYSICAL: Hazard Not Otherwise Classified (HNOC)
No HEALTH: Carcinogenicity
No HEALTH: Acute Toxicity
No HEALTH: Reproductive Toxicity
Yes HEALTH: Skin Corrosion or Irritation
No HEALTH: Respiratory or Skin Sensitization
Yes HEALTH: Serious Eye Damage or Eye Irritation
No HEALTH: Specific Target Organ Toxicity
No HEALTH: Aspiration Hazard
No HEALTH: Germ Cell Mutagenicity
No HEALTH: Simple Asphyxiant
No HEALTH: Hazard Not Otherwise Classified (HNOC)

Need to add a new chemical?

THERE'S TWO DIFFERENT WAYS TO DO THAT

From the CERS Chemical Library

- Click Add Material



- Search the CERS Chemical Library
- Select the Chemical you'd like to add – Click ADD
- You can search for the material/chemical by name or CAS #

★ **The system will take you to the chemical detail page.**

Complete the following sections; Inventory Location and Quantity, Inventory Storage Information and Additional Chemical Description (optional). Then click [Save](#)

From scratch using your SDS

- Make sure you have the SDS for the chemical you're looking to add. If you don't have it, request it from the supplier.
- Click Add Material



- Click **Unable to Find Material**

Unable to Find Material/Add New Material

- The system will then take you to an empty detail page where you'll have to enter the chemical information.
- Most of the information you'll have to input will come from the SDS.
- When completed click [SAVE](#)

After adding/updating your Chemical Inventory click [DONE](#)

Site Map

The previously submitted/accepted site map may be reused if it meets the following requirements:

- ▶ North Orientation
- ▶ Loading areas
- ▶ Internal Roads
- ▶ Adjacent streets
- ▶ Storm and sewer drains
- ▶ Access and exit points
- ▶ Emergency shutoffs (utility & equipment)
- ▶ Evacuation staging areas
- ▶ Hazardous Materials handling and storage locations
- ▶ Emergency Response Equipment (fire extinguishers, hydrants, riser, alarm panel, spill kit, eyewash kit, ect.) *If applicable.

** All text must be oriented in the same direction, legible, and a legend is required if using symbols. **

If you will be reusing what was previously submitted, you can review and save.



If you will be making changes to the existing or providing a new site map, click EDIT, Click Browse, select the file you're looking upload SAVE & FINISH.

The screenshot shows a "Document Upload(s)" form. At the top right, there is a link for "CERS Document Upload Policy". Below this is a table with columns for "Document Title" and "Date Authored". The table contains one entry: "Annotated Site Map (Official Use Only) (MS Word, 788 KB)" with a date of "7/29/2014" and a "Discard" button. Below the table is an "Upload Document" section with a "Browse..." button. There are also fields for "Date Authored (Required)" (with a calendar icon), "Document Title (Required)" (with a text input field containing "Annotated Site Map (Official Use Only)"), and "Description/Comments (Optional)" (with a text area). At the bottom, there are buttons for "Discard", "Save & Upload Again", "Save & Finish", and "Cancel".

Emergency Contingency Plan

- ▶ Click on the GREEN “ Emergency Response/Contingency Plan” and review your submittal. If everything is the same you can use what was previously submitted/accepted. Once reviewed click SAVE.

Emergency Response and Training Plans DRAFT Nov. 13, 2018

[Emergency Response/Contingency Plan: Upload Document\(s\)](#)

[Employee Training Plan: Provided Elsewhere in CERS](#)

Even though it's not a requirement, we recommend using the new Contingency Plan Template

- ▶ There's a new template that can be used to satisfy the requirements that does not require a signature. Click on the EDIT button, then click DOWNLOAD on top in green font. The form will then pop-up as a PDF. Fill out the form and save to your computer.
- ▶ Once SAVED, click BROWSE and select the file then click SAVE & FINISH.

Consolidated Emergency Response/Contingency Plan Template: This optional template may be used to satisfy requirements that Hazardous Materials Business Plans (HMBP) contain emergency response plans, procedures, and employee training in the event of a reportable/threatened hazardous material release. [Download](#) the form, read the [instructions](#), complete it, and upload it here.

Document Options
Upload Document(s)
Public Internet URL
Provided Elsewhere in CERS
Stored at Facility
Exempt

Document Upload(s) CERS Document Upload Policy

Document Title	Date Authored
Emergency Response/Contingency Plan (Portable Document Format, 208 KB)	8/26/2014

Created By: Denise Aguilar on 11/13/2018 2:54 PM
Last Updated By: Denise Aguilar on 11/13/2018 2:54 PM

Document Upload(s) CERS Document Upload Policy

Document Title	Date Authored
Emergency Response/Contingency Plan (Portable Document Format, 208 KB)	8/26/2014

Upload Document

Date Authored (Required) Document Title (Required)

Description/Comments (Optional)

Training Documents

Uploading your training documents to CERS is OPTIONAL

- ▶ Click on the Emergency Training Plan hyperlink in GREEN
- ▶ Click EDIT

Here are your options *

1. If you want to upload your documents - Select upload documents, then Browse to select the document. Once uploaded click Save and Finish.
2. If you'd like to keep your training documents Stored at your Facility – select “Stored at Facility.” Then click Save & Finish

Training documentation must be available at the time of inspection and kept for a minimum of 3 years.

Document Options

- Upload Document(s)
- Public Internet URL
- Provided Elsewhere in CERS
- Provided to Regulator
- Stored at Facility
- Exempt

Ready to Submit!

- ▶ Once you've reviewed and made the necessary revisions – if any, then you are ready to submit.
- ▶ All three elements show the GREEN submit button to the far right.
- ▶ Click "SUBMIT" on the Facility Information Section.



Facility Information Ready to Submit

Information will be reported to Riverside County Department of Environmental Health.
[Add Comment To Regulator](#)

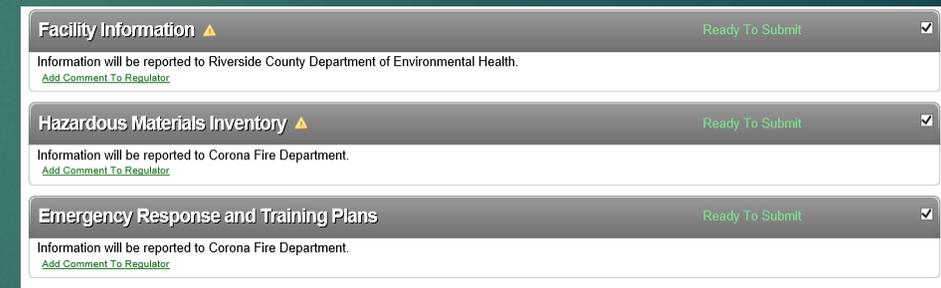
Business Activities Ready to Submit with warnings [Edit](#)

Business Owner/Operator Identification Ready to Submit [Edit](#)

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#) [Add Comment To Regulator](#)

Unified Program Local Reporting Requirements for Riverside County Department of Environmental Health
Businesses regulated as Hazardous Waste Generators in this jurisdiction are required to report the number of employees.

- ▶ Once you hit submit, you'll see the Final Submittal Checklist.
- ▶ All 3 elements will show Ready to Submit in green and have a check next to it.



Facility Information Ready To Submit

Information will be reported to Riverside County Department of Environmental Health.
[Add Comment To Regulator](#)

Hazardous Materials Inventory Ready To Submit

Information will be reported to Corona Fire Department.
[Add Comment To Regulator](#)

Emergency Response and Training Plans Ready To Submit

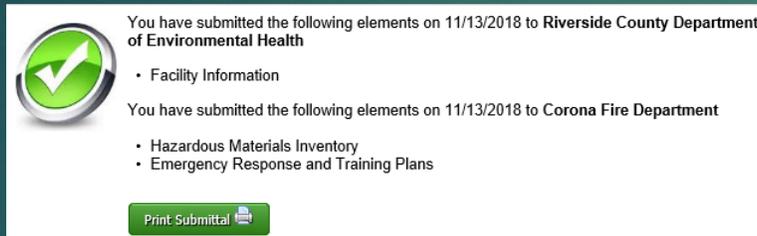
Information will be reported to Corona Fire Department.
[Add Comment To Regulator](#)

- ▶ Click **Submit Selected Elements**



Submittal Confirmation

- ▶ After submitting you'll get a Submittal Confirmation.



- Upon reviewing your submittal, email notification will be sent out with the status.

Accepted or **Not Accepted**

- There's no action needed until you receive email notification from CERS with the status of your submittal.

Per HSC you
must update
your HMBP
within 30
days if..

- ▶ There's new chemicals on-site that meet the reporting quantities of; 55gal, 200 cu ft or 500 lbs
- ▶ Inventory amounts increased by 100%
- ▶ Add or remove chemicals
- ▶ Change of ownership, or change of business name
- ▶ Contact information has changed

Need Assistance?

Feel free to contact the Corona Fire Department at 951-736-2220 if you have any questions or need further assistance.

Thank You.

