

Hazardous Material Business Plans Challenges Working Across California and Tools and Tips to Help



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Goals for Today



- Explore some of the challenges when working across multiple CUPAs
- Explore the mechanics of using CERS for multi-facility businesses

References

- **Statute:** Health and Safety Code (H&SC)
Division 20, Chapter 6.95
- **Regulations:** California Code of
Regulations (CCR) Title 19, Division 2,
Chapter 4
- **Each CUPA's Hazardous Materials
Disclosure Ordinance and Municipal Code
(Local Code)**

Contrast Between Federal and State Disclosure Programs

- Federal EPCRA statute is significantly focused on community disclosure

“The Community Right-to-Know provisions help increase the public's knowledge and access to information on chemicals at individual facilities, their uses, and releases into the environment. States and communities, working with facilities, can use the information to improve chemical safety and protect public health and the environment.” (USEPA)

California's HMBP Program Focuses More on Releases

“[The Authors’ Intent] is public safety and especially the safety of firefighters who must deal with toxic related fires.” (Initial HMBP authorizing legislation)



Another Difference in Focus

“[Release reporting] does not apply to any release which results in exposure to persons solely within the site or sites on which a facility is located.” (EPCRA §11004)

*“The information provided by business and area plans is necessary in order to prevent or mitigate the damage to the health and safety of persons and the environment from the release or threatened release of hazardous materials **into the workplace** and environment.” (H&SC 25500)*

Federal EPCRA vs. California Reporting



- EPCRA Chemical Inventory Reporting Threshold
 - Handled > 10,000 pounds of hazardous material at any one time
 - Lower thresholds for extremely hazardous materials
- California HMBP Threshold
 - Will handle \geq 55 gallons (liquids), 500 pounds (solids), or 200 standard cubic feet gas
 - But each CUPA can define its own threshold(s) via its local ordinance

California: One State, Many Programs

- HMBP program applies to all of California...and one goal of the Unified Program was a more consistent approach across California...
- Yet many differences exist between CUPAs
 - *Formal differences*: Local Code variations which make one CUPA stricter/not as strict as another
 - *Informal differences*: Personal preferences of a jurisdiction/inspector, nature of industry within the CUPA, inspector knowledge and experience
- This complicates compliance for organizations that span multiple CUPAs

One State, Many Programs

- Formal differences (i.e., variations in Local Codes) can in theory be catalogued and dealt with
- Informal differences are much harder to deal with – they can be both inter- and intra-CUPA
 - Inspectors focus on different issues
 - Inspectors have different knowledge and understanding
- The formal/informal differences, and inter-CUPA variation, can complicate compliance for organizations that span multiple CUPAs

Industries Affected by Varying CUPA Approaches

- Retail – grocery stores, etc.
- Electric, gas, pipeline and communications utilities
- Mechanical services for industrial equipment
- Automotive service
- Vehicle and equipment rental companies
- Real estate and building management
- Construction

Formal CUPA Differences

- Permits vs. fee notices
- Annual HMBP re-certification dates
- Lower reporting thresholds
- Certain hazardous materials exempted or specifically included
- Special submittals
- Unique handling requirements
- Additional program authorities



Permits vs Fee Notices

- Some CUPAs require a specific permit to be a hazmat handler

§ 23.0602 Current CUPA Operational Permit Required.

(a) No person or entity shall own, operate or allow the operation of any activity or facility subject to the requirements of the CUPA Permit Program Elements, whether for permanent or temporary activities, including but not limited to the generation, production, storage, treatment or other handling of hazardous materials or hazardous waste, nor own or operate a transporter facility as defined in § 23.0711(d) of this Code, without first applying for, receiving, and retaining an unexpired, unrevoked, unsuspended, CUPA permit for

- Permits may be required to be displayed
- Other CUPAs simply require payment of an annual ‘inspection’ or similar fee

Re-Certification Dates



- H&SC 25508 specifically grants each CUPA ability to establish its own annual re-certification date. If it does not do so, the due date defaults to annually “on or before March 1”. So...
 - Los Angeles County – March 15th
 - San Joaquin County – January 15th
 - Riverside County – anniversary date of initial HMBP acceptance
 - Monterey County – January 1st
- But...how is ‘on or before’ interpreted?

Re-Certification Dates



Subject: Deadline to Submit Annual Business Plan Information - March 1

You are receiving this email because you are listed as a user on a CERS (California Environmental Reporting System) account. This is a reminder that all facilities must report business plan information into CERS annually. A complete business plan submittal consists of the following three submittal elements: facility information, hazardous materials inventory, and emergency response and training plans. For San Bernardino County CUPA, the deadline for the annual submittal is March 1. We consider any submittal made on November 1 or later to meet the March 1 deadline.

- Statute is silent on how ‘on or before’ is interpreted and Local Codes rarely state
- So? Assume between January 1 and February 28?
Within 30 days of due date? Ask your CUPA?

What is “Handling” a Material?

- H&SC defines ‘handle’ as “use, generate, process, produce, package, treat, store, emit, discharge, or dispose of a hazardous material in any fashion”
- Hazardous materials located inside a machine or device are not excluded
- So – refrigerant gas inside a compressor, mineral oil inside a transformer or coolant located within a CNC machine are not exempt under the statute
- Most CUPAs don’t focus on machinery...but there are exceptions...

What Is a Hazardous Material?

Definition at H&SC 25501(p), includes, but is not limited to:

- “Hazardous substances”
- “Hazardous wastes”
- “any material that a handler or the administering agency has a reasonable basis for believing that it would be injurious to the health and safety of persons or harmful to the environment if released into the workplace or the environment”

broadcast sign...
def·i·ni·tion n. 1.
The teacher gave d...
... new words.

What Is a Hazardous Material?

Hazardous substances are substances or chemical products:

- For which OSHA or Cal/OSHA requires the preparation of an SDS (*not “an SDS has been prepared”...*)
- Listed radioactive substance
- Substance listed in Federal Title 49 hazardous materials transportation regulations (about 2,950 chemicals)
- Listed on Cal/OSHA’s hazardous substance list
- **A mixture containing a hazardous material**

What Is **NOT** a Hazardous Material?

- *Materials with no identifiable hazard*
- *Any food, food additive, color additive, drug, or cosmetic regulated by the Food and Drug Admin.*
- *Any substance present as a solid in any manufactured item to the extent that exposure to the substance does not occur under normal conditions of use*
- But there is considerable variation in how CUPAs interpret these exclusions – food additives or ingredients are a good example



Inventory Exemptions



- H&SC/Title 19 Exemptions, e.g.,
 - <1,000 CF Non-Flammable Refrigerants
 - < 275 gals of lubricating oils/≤ 55 gals per type
 - <1,000 CF for gases at STP, with sole hazards of simple asphyxiation or the release of pressure (e.g., helium)
 - CUPAs can ignore State exemptions if this is placed into their Local Code
 - CUPAs can add exemptions using H&SC-defined process

Example of CUPA-Specific Hazmat Definitions



- City of Berkeley requires disclosure of:
 - All manufactured nanoparticles (if one axis is < 100 nm)
 - Any quantity of an etiologic agent, except vaccines
- Does an SDS exist? If not, how are hazards and other information described?
- Can you quantify these materials in gallons/cubic feet/pounds?

Example of Special Submittals

smchealth.org/cupa

EMERGENCY PROCEDURES

In case of a fire, spill, or other emergency involving hazardous chemicals or wastes, do the following:

MAJOR EMERGENCY:

- Evacuate the affected areas per the facility Evacuation Plan
- Call 911 and report the emergency
- Report the emergency to the facility Emergency Coordinator

MINOR EMERGENCY:

- Try to control the emergency if you are trained to do so and can do it safely
- Report the emergency to the facility Emergency Coordinator

FACILITY EMERGENCY COORDINATORS:

	Name:	Work Phone:	24 Hour Phone:
Primary EC:	_____	_____	_____
1st Alternate EC:	_____	_____	_____
2nd Alternate EC:	_____	_____	_____
3rd Alternate EC:	_____	_____	_____

EMERGENCY AGENCIES:

Agency	Phone No.
Fire Dept., Ambulance, Police	911
Governor's Office of Emergency Services	(800) 852-7550
National Response Center (Reportable Quantity Releases)	(800) 424-8802
San Mateo County CUPA - Environmental Health Services	(650) 372-6200

EMERGENCY EQUIPMENT:

Emergency Equipment	Location
Fire Extinguishers	
Other Fire Control Equipment / Alarms	
Fire Alarm	

Example of Special Submittals

7.100.300 Indemnification.

As a condition of the issuance of a permit under this chapter, the Health Officer shall require the permittee to agree in writing to indemnify, hold harmless and defend the County against any claim, cause of action, disability, loss, liability, damage, cost or expense, howsoever arising, which occurs by reason of an unauthorized discharge in connection with permittee's operations under this permit, except as arises from the County's sole willful act or sole active negligence. [Ord. 4521 § 2, 1998].

Example of Unique Handling Requirements

Santa Cruz County

7.100.160 Performance standards.

...Every storage facility shall meet the following requirements:

(A) The storage facility shall be designed and constructed to provide primary and secondary levels of containment of the hazardous materials stored in them in accordance with the following performance standards:

- (1) Primary containment shall be product-tight;
- (2) Secondary containment shall be provided, and shall be constructed to prevent structural weakening as a result of contact with any released hazardous materials and also shall be capable of storing the hazardous materials for the maximum anticipated period of time necessary for the recovery of any released hazardous material;

CERS Might Help...

The screenshot shows a web application titled "Hazardous Materials Inventory". At the top right, it indicates "SUBMITTED Feb. 8, 2019" and has two buttons: "Start" and "Not Applicable". Below the title, there are three menu items: "Hazardous Material Inventory (4)", "Site Map (Official Use Only): Upload Document(s)", and "Locally-Required Documentation". A large text box contains the following information:

Unified Program Local Reporting Requirements for Berkeley City Toxics Management Division

Regulated facilities in this jurisdiction are required to:

- 1) Report all hazardous materials and hazardous wastes if at any time during a year the combined total exceeds 500 pounds or more of all solid hazardous materials and wastes; 55 gallons or more of all liquid hazardous materials and wastes; or 200 cubic feet or more at standard temperature and pressure of all gaseous hazardous materials. Materials in consumer packaging located in a retail area for direct sale to the public need not be included (BMC 15.12.050(A)).
- 2) Report any quantity of hazardous waste (BMC 15.12.050(C)(4)).
- 3) Report any quantity of a material that is or contains a material subject to regulation by the Nuclear Regulatory Commission in Title 10 of the Code of Federal Regulations, including any by-product, licensed, source, or special material (BMC 15.12.050(C)(2)).
- 4) Report all manufactured nanoparticles, defined as a particle with one axis less than 100 nanometers in length. Please submit the information requested in the Manufactured Nanoscale Materials Health & Safety Disclosure Guidelines, provided here: http://www.cityofberkeley.info/uploadedFiles/Planning_and_Development/Level_3_-_Toxics/Nanoscale%20Reporting%20Guidelines%202011.pdf, in a separate report to TMD by March 1, annually (BMC 15.12.050(C)(7)).
- 5) Report any quantity of an etiologic agent, as defined in subsection D of Section 15.08.060 of the Berkeley Municipal Code Title 15. Please fill out the information electronically by logging in to the City of Berkeley's web portal at <http://www.berkeleycupa.com/>. Or you may email or mail the required etiologic agent information to Toxics Management Division. For more information, please see the Etiologic Agent Reporting Guidelines at http://www.cityofberkeley.info/uploadedFiles/Planning_and_Development/Level_3_-_Toxics/Etiologic%20for%20portal.pdf (BMC 15.12.050(C)(3)).

This information is not available as a download or other rapid-access feature...and is optional information for a CUPA to provide to CERS

Additional Program Authorities

- Some CUPA inspectors are being cross-trained in other programs for which cities/counties have authority:
 - Fire Code
 - Storm water
 - Wastewater discharge
- Others may try to cite requirements they are clearly not authorized to enforce!

Informal Differences

- Environmental regulations rely on some level of interpretation, and the context for each application can vary
- And differences between one agency and another are manageable when it's a couple of agencies/inspectors...
- But 85 CUPAs with 4-40 inspectors each....
- This is a lot of potential interpretations!

So What Do You Do When...

- Manufacturer has provided an SDS but states “No Hazardous Ingredients”:
 - Was it “required to prepare,” or
 - Voluntarily prepared to communicate lack of hazards or to satisfy customer expectations?
- Two options:
 - Get statement from supplier that SDS not required for the material
 - Inventory in CERS but state in Additional Chemical/Material Description “No hazardous materials listed”

What Units Am I Using?

- H&SC 25507 states *“For the purpose of this section, for compressed gases, if a hazardous material or mixture is determined to exceed threshold quantities at standard temperature and pressure, it shall be reported in the physical state at which it is stored.”*
- CUPAs aren’t always aware of this...
- And will often say “do it this way anyway”

Refrigerant Gases

- State threshold is 1,000 CF for gases with no other hazard
- So initial applicability is based on whether above or below this value
- But since gas is compressed to liquid form, the reporting units in CERS is gallons
- But HVAC standard for refrigerant quantities is pounds!



Other Gas Exemptions

- Some CUPAs have exemptions
 - LA City FD exempts CO₂ beverage systems
≤ 6,000 CF (non-liquefied) and
≤ 3,500 CF (refrigerated)
 - San Diego County also exempts
CO₂ ≤ 3,500 CF (cryogenic)
and ≤ 6,000 CF (non-cryogenic)



Other Gas Exemptions

■ Sacramento County Exempts

- CO₂ used for beverage carbonation <6,000 CF
- 200 CF or more of common refrigerants (except ammonia) used in closed loop refrigeration systems in grocery stores and similar operations
- 200 CF or more of common refrigerants (except ammonia) used with vapor compression chillers in large buildings, warehouses, and hospitals
- ≤1,000 CF of helium for balloons



Other Local Differences



■ Livermore-Pleasanton Fire Department

- Any amount of highly toxic, toxic, and moderately toxic gases, as defined in the Livermore and Pleasanton adoptions of the California Fire Code

■ Petaluma

- Report any quantity of hazardous material; update with change of “ten percent” or more (Local Code 17.21.060)

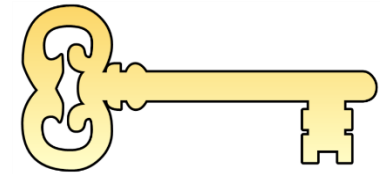
CERS Submittals – Other Special Local Requirements

- Fremont – provide property owner information and the property assessor's parcel number (APN)
- Santa Clara County Environmental Health – report property owner information
- Contra Costa County Env. Health – submit hazardous waste generation report for last calendar year (not in CERS database of local requirements)
- Santa Cruz County – provide APN, depth to water table, # of employees, surrounding land uses

Reporting Wastes



- Most CUPAs use their standard threshold for hazardous wastes...
- But some have a zero threshold, i.e, report any amount of hazardous waste...
- What about universal wastes? Most CUPAs don't require reporting them in inventory...but logic is somewhat inconsistent for 'solid manufactured objects'



The Code is the Key

- For HMBP, reading and understanding the Local Code is just as important as understanding the H&SC or CCR
- Not always simple – what Local Code section is named, where placed within the overall Municipal Code (or might even only be in an Ordinance), where the Local Code can be accessed, varies from CUPA to CUPA
- Changes to Local Codes can be difficult to track

But Does the Inspector Know the Code?

- Some inspectors don't seem to be specifically familiar with their Code
- Some inspectors want to impose a 'reasonableness' standard...but might or not actually be reasonable for a particular application
- Strict application of Local Code can be painful at times...
- ...but diverting from the Code, even if in the businesses favor, may not be a good approach

A Few Words on Site Maps

- Standard contents, but making a site map to please your regulator can be a challenge, especially for large facilities
- Can you fit it on 8.5"x11" and identify shutoffs and locations of sudden pressure release, eyewash, and fire extinguishers
 - Can be hand-drawn but software helpful to make changes (doesn't need to be AutoCAD, others such as Visio or SmartDraw will work for smaller sites)

Site Maps

- Supposed to identify locations of hazardous materials on the map
- Refrigerants – gas is dispersed in pipes from roof chiller to ground
 - How do you reflect such a location on a 2D map?
 - Notes may be the only way to describe it



A Few Words on Contingency Planning

- What would an emergency response plan look like for a refrigeration system?
 - No defined reportable quantity
 - Release may not be immediately obvious
 - Nothing to respond to; nothing to clean up
- How do we specify emergency response for a nitrogen leak? A CO₂ leak?
- What about a solid material? If cayenne pepper is being reported on my inventory, what is my reporting obligation for a release?

Using CERS For Multi-Facility Businesses



CERS “Facility” vs. “Business”

- A Unified Program **Facility** means:
...all contiguous land and structures, other appurtenances, and improvements on the land that are subject to the requirements of [the H&SC]
- A unique CERSID is assigned to each facility
- Typically represented by a unique street address

CERS “Business”

- An employer, self-employed individual, corporation, partnership, LLC, company, or other business entity
- A nonprofit business
- An agency, department, office, board, commission, or bureau of state government, including, but not limited to, the college and university campuses
- An agency, department, office, board, commission, or bureau of a city, county, or district

CERS also uses the term “organization” – same meaning as Business

Businesses and Facilities

- A Business may have one, or hundreds (thousands?) of Facilities
- A Facility can only be assigned to a single Business
- A CERS User's account provides access to one or more Businesses
- A CERS user assigned to a business can perform multiple functions on the Facilities within that Business, but cannot perform functions across multiple Businesses

CERS Business Portal Multi-Facility Business



Benefits of a Multi-Facility Business in CERS

- Manage user access for *all* facilities at the same time
- Bulk CERS data upload and *download*
 - Chemical Inventories
 - Owner/Operator Information
 - CERS Submittal Status
 - Accepted, Not Accepted, Pending
 - Violation Status and History



CERS Business Portal

Multiple Individual Facilities



**In almost all cases, a business
with multiple facilities – **or**
multiple organizational units
under common management –
can benefit from being set up as
a multi-facility business in
CERS**

CERS Business Portal

CERS Multiple Business Homepage

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CERS Business Home Submittals Facilities Compliance My Business

Select Your Business

Below is a list of the CERS Businesses (not facilities) associated with your CERS Account. Select one of the businesses below to view its facility(s).

[Add a new facility/business](#)

	Business Name	Headquarters (City, State)	Facilities	Us	Created On
Select	Fake Industries	Newbury Park, CA	2	1	7/5/2016
Select	Yorke Engineering	San Juan Capistrano	2	1	11/16/2016

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CERS Business [Home](#) [Submittals](#) [Facilities](#) [Compliance](#) [My Business](#)

Home: Yorke Engineering Business Name 

Common Tasks

-  **Start Facility Submittal**
CERS will help walk you through the forms and documents required for your facility(s).
-  **Add Facility**
If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!
-  **People/Users**
You can allow/manage other people in your business who need to view or edit your facility reporting.
-  **Contact Your Local Regulator(s)**
Find contact information for your facility's local regulator(s).

Facilities [Add Facility...](#) [Search...](#)

Facility Name	Address	Last Submittal	CERS ID
Yorke Business #1	123 Business Dr, Thousand Oaks 91320		10166042
Yorke Business #2	54321 Business St, Your Town 91915		10166522

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Action Required (None)

Notifications for my Business (2)

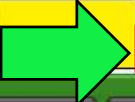
Message	Occurred On
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Business Facilities 

CERS Business Portal

Return to Multi-Business Homepage

California Environmental Reporting System: Business

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CERS Business Home Submittals Facilities Compliance **My Business**

- Manage People
- Action Required
- Notifications
- Email History
- Manage Facilities
- Select Business

Home: Yorke Business #3
Home

Common Tasks

START

Start Facility Submittal

CERS will help walk you through the forms and documents required for your facility(s).

Add Facility

If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!

People/Users

You can allow/manage other people in your business who need to view or edit your facility reporting.

Contact Your Local Regulator(s)

Find contact information for your facility's local regulator(s).

Facilities Add Facility... Search...

	Facility Name	Address	Last Submittal	CERS ID
Start / Edit Submittal	Yorke Business #3	12345 Yorke Rd, Newbury Park 91320		10166603

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CERS Business Portal

User Roles

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CERS Business [Home](#) [Submittals](#) [Facilities](#) [Compliance](#) [My Business](#)

Home: Yorke Engineering

- Manage People
- Action Required
- Notifications
- Email History
- Manage Facilities
- Select Business

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Facilities [Add Facility...](#) [Search...](#)

	Facility Name	Address	Last Submittal	CERS ID
Start / Edit Submittal	Yorke Business #1	123 Business Dr, Thousand Oaks 91320		10166042
Start / Edit Submittal	Yorke Business #2	54321 Business St, Your Town 91915		10166522

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CERS Business Portal

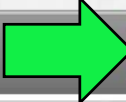
User Roles

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CERS Business Home Submittals Facilities Compliance My Business

My Business: Yorke Engineering
Home » My Business » People

Summary
People
Action Required
Notifications
Email History
Regulators
Manage Facilities
Archive

People  Add Person

Show All People All Roles Export To Excel

	First Name	Last Name	Email	Title	Account Status
Select	Test	Account	rbonderer@yorkeengr.com	Environmental Manager	 Username: BondererYorke Permissions: Lead Users Last sign-in: Jan 26 7:32 AM

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CERS Business Portal

User Roles

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CERS Business Home Submittals Facilities Compliance My Business

Business: Yorke Engineering (ID: 14930)
Home » My Business » People » Add Person: Identification

Identification Information

First Name	Last Name
<input type="text" value="John"/>	<input type="text" value="Doe"/>
Email john.doe@fakeemail.com	
Phone	Title
<input type="text" value="5555555555"/> (e.g., (999) 999-9999 x123)	<input type="text" value="Env. Consultant"/>

Continue Cancel

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User Roles

What permissions would you like to assign to this person?

Permission Group	Description
<input type="checkbox"/> Approvers	Can add, view, edit, and submit facility reports to their facility's regulator(s).
<input type="checkbox"/> Editors	Can add/edit facility submittals/reports, but cannot submit reports to their facility's regulator(s).
<input type="checkbox"/> Lead Users	Can view/add/edit/submit facility reports to regulators, as well as add, remove, and otherwise manage their business' user accounts, facilities, and other data about their CERS business/organization.
<input type="checkbox"/> Viewers	Can view facility submittals/reports (read-only).

CERS Business Portal – Home Page

No Facilities

California Environmental Reporting System: Business

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CERS Business

Home

Submittals

Facility

Compliance

My Business

Request Access to an Existing CERS Business

If your business/organization has previously used CERS to report on its facility(s), please search for your business/organization.

[Search Existing Businesses/Facilities](#)

Add a New Facility

If you and your business are new to CERS, please add a new facility.

[Add New Facility](#)

Contact My Local Regulator (CUPA)

Most questions about how to use CERS for your facility reporting should be directed to your local regulator (CUPA). Look up your [CUPA/PA Contact Information](#).

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CERS Business Home Submittals Facility Compliance My Business

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	Business Name	Headquarters (City, State)	Facilities	Users	Created On
Select	Fake Industries	Newbury Park, CA	2	1	7/5/2016
Select	Yorke Engineering	San Juan Capistrano	2	1	11/16/2016

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New Facility Entry

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CERS Business

Home | Submittals | Facility | Compliance | My Business



Add New Facility: Provide Address

Provide Address

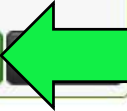
Please enter your facility's physical address below.

Address 

1234 Yorke Street

City  State ZipCode 

Newbury Park CA 91320

Next 

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CERS Business Portal – Home Page

New Facility Entry

California Environmental Reporting System: Business Training
Build: 2.23.0013 Robert Bonderer's Account Sign Out Tools Reports Help

CERS Business Home Submittals Facilities Compliance My Business

Add New Facility: Provide Facility Name

Provide Facility Name

Facility Address
12345 Yorke Rd, Newbury Park, CA 91320

Your Facility's Name

Select/Add Business that Owns/Operates your Facility

Select the Multi-Facility Business where the Facility should be added

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CERS Technical Support: [Request Technical Assistance](#)
Unified Program/General Assistance: Contact your [local regulator\(s\)](#)

Moving Existing Facilities to a Multi-Facility Business

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CERS Business [Home](#) [Submittals](#) [Facilities](#) [Compliance](#) [My Business](#)

Select Your Business

Below is a list of the CERS Businesses (not facilities) associated with your CERS Account. Select one of the businesses below to view its facility(s). [Add a new facility/business](#)

	Business Name	Headquarters (City, State)	Facilities	Users	Created On
Select	Fake Industries	Newbury Park, CA	2	1	7/5/2016
Select	Yorke Engineering	San Juan Capistrano	2	1	11/16/2016
Select	Yorke Business #3	Newbury Park, CA	1	1	1/25/2017

[Export to Excel](#)

Page 1 of 1 10 items per page 1 - 3 of 3 items


Moving Existing Facilities to a Multi-Facility Business

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CERS Business Home Submittals Facilities Compliance My Business

Select Your Business

Below is a list of the CERS Businesses (not facilities) associated with your CERS Account. Select one of the businesses below to view its facility(s). [Add a new facility/business](#)

	Business Name	Headquarters (City, State)	Facilities	Users	Created On
	Fake Industries	Newbury Park, CA	2	1	7/5/2016
<input type="button" value="Select"/>	Yorke Engineering	San Juan Capistrano	2	1	11/16/2016
<input type="button" value="Select"/>	Yorke Business #3	Newbury Park, CA	1	1	1/25/2017

Page 1 of 1 10 items per page 1 - 3 of 3 items

Moving Existing Facilities to a Multi-Facility Business

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CERS Business Home Submittals Facilities Compliance My Business

Home: Yorke Business #3
Home

- Manage People
- Action Required
- Notifications
- Email History
- **Manage Facilities**
- Select Business

Common Tasks

Start Facility Submittal
CERS will help walk you through the forms and documents required for your facility(s).

Add Facility
If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!

People/Users
You can allow/manage other people in your business who need to view or edit your facility reporting.

Contact Your Local Regulator(s)
Find contact information for your facility's local regulator(s).

Facilities Add Facility... Search...

	Facility Name	Address	Last Submittal	CERS ID
Start / Edit Submittal	Yorke Business #3	12345 Yorke Rd, Newbury Park 91320		10166603

Page 1 of 1 10 items per page 1 - 1 of 1 items

Moving Existing Facilities to a Multi-Facility Business

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CERS Business [Home](#) [Submittals](#) [Facilities](#) [Compliance](#) [My Business](#)

My Business: Yorke Business #3

[Home](#) » [My Business](#) » [Manage Facilities](#)

- [Manage People](#)
- [Action Required](#)
- [Notifications](#)
- [Email History](#)
- [Manage Facilities](#)
- [Select Business](#)

Summary

[People](#)

[Action Required](#)

[Notifications](#)

[Email History](#)

[Regulators](#)

[Manage Facilities](#)

[Archive](#)

Manage Facilities

[Merge Facilities Request](#)
You can request your regulator approve merging duplicate facilities records for your business if reporting/submittals have already been performed on one or both facilities. Facilities can only be merged into another facility for the same business/organization (use Facility Transfer to move a facility to another business and then merge it with another facility).

[Facility Transfer Request](#)
You can request your regulator approve transferring one of your facilities to a different business. This is normally used to help businesses aggregate all of their reporting facilities under a single CERS business, typically because of changes of ownership or duplicate business records. If most of your facilities are within the boundaries of one CUPA regulator, they will approve your facility transfer, while Cal/EPA will approve these requests for for larger, multi-jurisdictional businesses. Any past submittals for the facility will be archived. Submittals made by your business for this facility will not be shown to facility's new owner/operator, but will be visible to you using the [Archived Facilities/Submittals page](#).

[Delete Facility Request](#)
You may request your regulator delete a facility if you have never reported on this facility. Duplicate facilities within your organization should be merged together using a [Merge Facilities Request](#). Contact your facility's local regulator if you have an unusual situation that can't be handled using the Transfer, Merge, or Delete options described on this page.

[Archived Facilities/Submittals](#)
View any facilities previously reported on in CERS by your business but which are now owned/operated by some another business. This would normally be facilities transferred out of your business at your request or by your regulator due to a owner/operator change for the facility.

Moving Existing Facilities to a Multi-Facility Business

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CERS Business [Home](#) [Submittals](#) [Facilities](#) [Compliance](#) [My Business](#)

My Business: Yorke Business #3
[Home](#) » [My Business](#) » [Manage Facilities](#) » [Facility Transfer](#)

Summary
People
Action Required
Notifications
Email History
Regulators
Manage Facilities
Archive

Facility Transfer Step 1: Select Facility to Transfer

Select Facility

Drag a column header and drop it here to group by that column

	CERS ID ▼	Facility Name ▼	Address ▼	City ▼	ZIP Code ▼	Last Submittal ▼
<input type="button" value="Select"/>	10166603	Yorke Business #3	12345 Yorke Rd	Newbury Park	91320	

1 - 1 of 1 items

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Unified Program/General Assistance: Contact your [local regulator\(s\)](#)

Moving Existing Facilities to a Multi-Facility Business

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CERS Business [Home](#) [Submittals](#) [Facilities](#) [Compliance](#) [My Business](#)

Transfer Facility: Yorke Business #3
[Home](#) » [My Business](#) » [Manage Facilities](#) » [Transfer Facility](#) » Transfer Facility to...

Facility Transfer Step 2: Select Target Business/Organization


Transfer Facility to...
Select one of the other CERS Businesses/organizations you are associated with to transfer this facility to.

Drag a column header and drop it here to group by that column

Select Organization	Organization name, Headquarters	Facility Count	User Count
<input type="button" value="Select"/>	Fake Industries (Newbury Park, CA)	2	1
<input type="button" value="Select"/>	Yorke Engineering (San Juan Capistrano)	2	1
Facility Currently in this Business	Yorke Business #3 (Newbury Park, CA)	1	1

1 - 3 of 3 items

Summary
People
Action Required
Notifications
Email History
Regulators
Manage Facilities
Archive



Moving Existing Facilities to a Multi-Facility Business

California Environmental Reporting System: Business **Training** Build: 2.23.0013 Robert Bonderer's Account Sign Out Tools Reports Help

CERS Business Home Submittals Facilities Compliance My Business

Facility Transfer Request Confirmation: Yorke Business #3
Facility » Search » Transfer » Confirm Transfer

Facility Transfer Request Confirmation

Facility Transfer Request Confirmation
Your facility transfer request has been sent to the CUPA of your facility for review and action.

Summary
People
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Unified Program/General Assistance: Contact your [local regulator\(s\)](#)

Using CERS for Multi-Facility Businesses



CERS HMBP Submittal Elements

- **Business Activities**
- Business Owner/Operator Identification
- Hazardous Materials Inventory
- Site Map
- Emergency Response/Contingency Plan
- Employee Training Plan

CERS – Required Forms

Business Activities

- Critical form – information places facility into various programs for CUPA permitting, fee and inspection processes
- **Cannot be submitted or updated using Bulk Upload functions in CERS**
- What?? This is a real limitation in CERS, while certain data fields (like CERSID, address) should be locked, there seems little reason for others to be locked also

CERS Business Activities

California Environmental Reporting System: Business **Training** Build: 2.23.0013 Robert Bonderer's Account Sign Out Tools Reports Help

CERS Business Home Submittals Facilities Compliance My Business

Prepare Draft Submittal: Yorke Business #2

Home » Prepare Submittal (10166522)

Instructions/Help

Use this page to prepare draft submittals for your facility to transmit to your local regulator(s). Make sure to review any status and guidance messages for your forms or submittals by selecting the guidance icons ● ▲ ⓘ.

- Select "Start" button to create a submittal from scratch or copied from a previous submittal.
- Select "New" and "Edit" buttons to complete specific submittal forms or provide supplemental documentation.
- Select "Discard" button to delete a draft form/documentation when you need to re-start a form or it is no longer relevant for your draft submittal.
- Select "Not Applicable" if you believe the submittal element is no longer relevant for your facility (e.g., closed UST tank).
- Select "Submit" when you are ready to transmit one or more submittals to your local regulator(s). ALL submittals must include a Facility Information element.

⚠ Training Use Only! Perform Official Submittals [Here](#) ⚠

Facility Information ●

DRAFT Jan. 15, 2017 Submit

Business Activities 🖨	● ▲ ⓘ Review Needed	Edit
Business Owner/Operator Identification 🖨	● ▲ ⓘ Review Needed	Edit

Discard Draft Submittal Miscellaneous State-Required Documents Add Comment To Regulator

Hazardous Materials Inventory

No Previous Submittals Start Not Applicable

Emergency Response and Training Plans

No Previous Submittals Start Not Applicable

CERS Business Activities

Save Cancel

Site Identification

Facility Name
Yorke Business #2
Business Site Address
54321 Business St
Your Town, CA 91915
County: San Diego

CERSID
10166522
EPA ID Numl
CA1234567

Confirm and Update
Site Location



View/Edit Location Map

Hazardous Materials

Does your facility have on site (for any purpose) at any one time, hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs); or is regulated under more restrictive local inventory reporting requirements (shown below if present); or the applicable Federal threshold quantity for an extremely hazardous substance specified in 40 CFR Part 355, Appendix A or B; or handle radiological materials in quantities for which an emergency plan is required pursuant to 10 CFR Parts 30, 40 or 70? [?](#)

Yes No

Underground Storage Tank(s) (UST)

Does your facility own or operate underground storage tanks? [?](#)

Yes No

Hazardous Waste

Does your facility generate Hazardous Waste? [?](#)

Yes No

If yes, provide an EPA Identification Number (EPA ID).

Does your facility treat hazardous waste on-site? [?](#)

Yes No

Is your facility's treatment subject to financial assurance requirements (for Permit by Rule or Conditional Authorization)? [?](#)

Yes No

Does your facility consolidate hazardous waste generated at a remote site? [?](#)

Yes No

If yes, provide an EPA Identification Number (EPA ID).

CERS Business Activities

Save Cancel

Site Identification

Facility Name
Yorke Business #2
Business Site Address
54321 Business St
Your Town , CA 91915
County: San Diego

CERSID
10166522
EPA ID Number
CA1234567



Hazardous Materials

Does your facility have on site (for any purpose) at any one time, hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs); or is regulated under more restrictive local inventory reporting requirements (shown below if present); or the applicable Federal threshold quantity for an extremely hazardous substance specified in 40 CFR Part 355, Appendix A or B; or handle radiological materials in quantities for which an emergency plan is required pursuant to 10 CFR Parts 30, 40 or 70? [?](#)

Yes No

Underground Storage Tank(s) (UST)

Does your facility own or operate underground storage tanks? [?](#)

HMBP Applicability

Yes No

Hazardous Waste

Does your facility generate Hazardous Waste? [?](#)
If yes, provide an EPA Identification Number (EPA ID).

Yes No

Does your facility treat hazardous waste on-site? [?](#)

Yes No

Is your facility's treatment subject to financial assurance requirements (for Permit by Rule or Conditional Authorization)? [?](#)

Yes No

Does your facility consolidate hazardous waste generated at a remote site? [?](#)
If yes, provide an EPA Identification Number (EPA ID).

Yes No

CERS HMBP Submittal Elements

- Business Activities
- **Business Owner/Operator Identification**
- Hazardous Materials Inventory
- Site Map
- Emergency Response/Contingency Plan
- Employee Training Plan




CERS Business Owner/Operator Identification

California Environmental Reporting System: Business **Training** Build: 2.23.0013 Robert Bonderer's Account Sign Out Tools Reports Help

CERS Business Home Submittals Facilities Compliance My Business



Prepare Draft Submittal: Yorke Business #2
Home » Prepare Submittal (10166522)








Instructions/Help

Use this page to prepare draft submittals for your facility to transmit to your local regulator(s). Make sure to review any status and guidance messages for your forms or submittals by selecting the guidance icons   .



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- Select "Not Applicable" if you believe the submittal element is no longer relevant for your facility (e.g., closed UST tank).
- Select "Submit" when you are ready to transmit one or more submittals to your local regulator(s). ALL submittals must include a Facility Information element.



⚠ Training Use Only! Perform Official Submittals [Here](#) ⚠

Facility Information  **DRAFT Jan. 15, 2017** **Submit** 

 Business Activities 	  Review Needed Edit
 Business Owner/Operator Identification 	 Review Needed Edit

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

Hazardous Materials Inventory No Previous Submittals **Start**  **Not Applicable** 

Emergency Response and Training Plans No Previous Submittals **Start**  **Not Applicable** 

CERS – Required Forms

Business Owner/Operator Identification

- Business Owner/Operator Identification Form
 - Key Definitions
 - Operator Name and Contact Information
 - Facility/Site Mailing Information
 - Owner Name and Contact Information
 - Billing Contact Name and Contact Information
 - Primary and Secondary Emergency Contact Information
 - Environmental Contact Information

Business Owner/Operator Identification

Bulk Upload

- Business Owner/Operator information can be uploaded for multiple facilities in CERS using spreadsheet templates
- The benefits of bulk uploads for multi-facility businesses include:
 - Ability to leverage other database information
 - Consistency in data used for multiple facilities
 - Reduces data entry time and error potential

Business Owner/Operator Identification

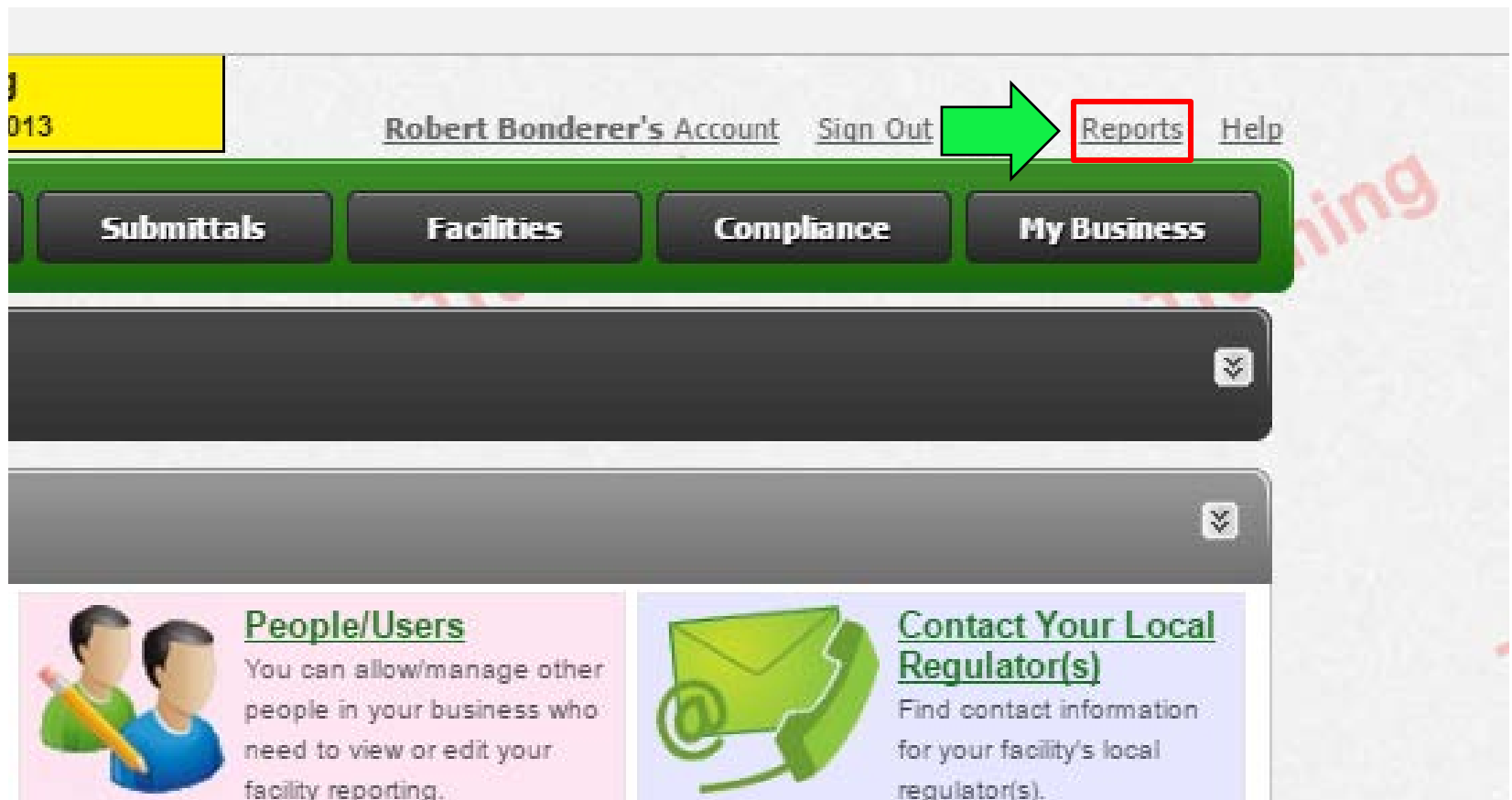
Bulk Upload Template

- Bulk uploads into CERS are done using standard templates available for download in CERS (Excel Tables)
- Typically the easiest starting point for an existing business is downloading the current business information from CERS



Business Owner/Operator Identification

Download Current Reports



013

Robert Bonderer's Account Sign Out **Reports** Help

Submittals Facilities Compliance My Business

People/Users
You can allow/manage other people in your business who need to view or edit your facility reporting.

Contact Your Local Regulator(s)
Find contact information for your facility's local regulator(s).

Business Owner/Operator Identification Download Current Reports

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CERS Business Home Submittals Facilities Compliance My Business

Reports

Home » Reports

Unified Program Regulators Listing
A listing of contact information for all Unified Program Certified Unified Program Agencies (CUPAS) and Participating Agencies (PAs).

Unified Program Local Reporting Requirements Listing
View/search/download local reporting requirements for all CUPAs statewide.

You may also want to review the [CERS Tools page](#).

Download Submitted Inventories for All My Facilities
Download a Microsoft Excel spreadsheet of submitted Hazardous Material Inventory data for all of the facilities associated with your currently selected Organization.

Download Last Submitted Owner/Operator Data
Download a Microsoft Excel spreadsheet of the last submitted Owner/Operator information for all of the facilities associated with your currently selected Organization.

Download Facility Information for All My Facilities
Download a Microsoft Excel spreadsheet of extended information about all of the facilities associated with your currently selected Business/Organization, including facility name, address, contact, and business activities data.

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Unified Program/General Assistance: Contact your [local regulator\(s\)](#)

Business Owner/Operator Identification Download Current Reports

Facilities Add Facility... Search...

	Facility Name	Address	Last Submittal	CERS ID
Start / Edit Submittal	Yorke Business #1	123 Business Dr, Thousand Oaks 91320	1/26/2017	10166042
Start / Edit Submittal	Yorke Business #2	54321 Business St, Your Town 91915		10166522

Page 1 of 1 | 10 items per page | 1 - 2 of 2 items

Action Required (None)

Paste | Format Painter | Conditional Format as Table | **Check Cell** | Explanatory ... | Hyperlink | Input | Linker

Clipboard | Styles

H8

	A	B	C	D	E	F
1	1a	100	101	102	102a	106
2	CERSID	BeginningDate	EndingDate	Phone	Fax	DunAndBradstreet
3	10166042	11/18/2016	11/17/2017	5551234567	5551234567	
4						
5						

Rapidly Edit the Excel File

AI	AJ	AK	AL
128	129	130	131
SECName	SECTitle	SECBusinessPhone	SEC24HrPhone
Cesar Hernan	Regional Ma	(925) 225-3600	916-698-4365
Laurie Kuchin	Regional Ma	(858) 546-8629	858-790-9167
Laurie Kuchin	Regional Ma	(619) 466-0105	858-790-9167
Laurie Kuchin	Regional Ma	(760) 603-8473	858-790-9167
Laurie Kuchin	Regional Ma	(858) 755-7130	858-790-9167
Laurie Kuchin	Regional Ma	(760) 433-9994	858-790-9167
Laurie Kuchin	Regional Ma	(760) 233-4020	858-790-9167
Donnie Marti	Regional Ma	(760) 340-2291	626-543-4574
Annie Chon	Regional Ma	(408) 446-5055	626-482-4651
Annie Chon	Regional Ma	(408) 264-8120	626-482-4651
Donnie Marti	Regional Ma	(951) 781-2378	626-543-4574
Donnie Marti	Regional Ma	(760) 777-1553	626-543-4574
Annie Chon	Regional Ma	(831) 372-2010	626-482-4651
Annie Chon	Regional Ma	(408) 873-7384	626-482-4651
Cesar Hernan	Regional Ma	(559) 222-4348	916-698-4365
Annie Chon	Regional Ma	408-736-7573	626-482-4651
Annie Chon	Regional Ma	(831) 656-0180	626-482-4651
Laurie Kuchin	Regional Ma	(951) 296-9964	858-790-9167

Business Owner/Operator Identification Bulk Upload

California Environmental Reporting System: Business **Training** Build: 2.23.0013 Robert Bonderer's Account Sign Out **Tools** Reports Help

CERS Business Home Submittals Facilities Compliance My Business

Tools Home » CERS Tools

CUPA Contact Information/Listing
A listing of contact information for all Unified Program Certified Unified Program Agencies (CUPAs) and Participating Agencies (PAs).

Business/Organization Listing
Search a listing of all businesses in CERS, and request access to your business/organization.

Search/Restore Draft Submittals Replaced by Regulator Seeding
Search a listing of draft submittals that have been replaced by the regulator seeding process.

CERS Chemical Library
View, search, and download the chemical/material information available in the CERS Chemical Library.

CERS Violation Library
View, search, and download the violation information available in the CERS Violation Library.

Your Browser Software
CERS not quite looking right, or having other problems? Use this page to identify your browser software before communicating with CERS Technical Support.

Upload Multi-Facility (or Very Large) Inventory Submittal Elements
Upload draft *Hazardous Material Inventory* submittal elements for one or more of your business' facilities. You will receive an email when processing of your uploaded file is completed (normally less than 24 hours). Any existing draft inventories for the facilities in your download will be replaced by what is in your multi-facility upload. The Site Plan from the last submittal for a facility in this file will be copied to the new draft submittals created by this tool. This tool can also be used to upload a very large inventory (500+ materials) for one (or more) facility(s).

Upload Owner/Operator Data for Multiple Facilities in My Business
Upload draft Owner/Operator form data (part of the *Facility Information Submittal Element*) for multiple facilities. The data in your upload will replace Owner/Operator data for any existing draft *Facility Information* submittal elements for the facilities in your download.

Statewide Default ZIP Code--Submittal Element--Regulator Mappings
View, search, and download the default mappings used to associate a new facility to its regulators via the facility's ZIP Code. Authorized regulators can change a facility's default regulator assignments by searching for a facility and selecting the "Change CUPA" left menu link.

Business Owner/Operator Identification Bulk Upload

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CERS Business [Home](#) [Submittals](#) [Facilities](#) [Compliance](#) [My Business](#)

Upload Owner/Operator Data: Yorke Engineering

[Home](#) » [My Business](#) » Upload Owner/Operator Data

Upload draft Facility Information Owner/Operator Identification Data for multiple facilities in your business by choosing your Owner/Operator Identification spreadsheet using the form to the right. Uploaded Owner/Operator Identification spreadsheets must match the columns and format shown in the [CERS Multi-Facility Owner/Operator Identification Upload Template](#). CERS only supports Excel version 2007 and above format (xlsx extensions).

When you upload your file, CERS will immediately run an initial check on your file to ensure it is in the proper format and only references CERS IDs assigned to your business. If your file passes this initial validation, it will be queued for processing later in the day (typically overnight), **and CERS will then prevent creation/editing/submitting of ANY submittal elements for ALL of your business' facilities until processing is complete.** When completed, you will receive an email indicating if the processing was successful, and then CERS will restore the ability to create/edit/submit submittals for all of your facilities.

Please note that if you have an existing draft Owner/Operator Identification (perhaps entered via the CERS web pages), this draft Owner/Operator Identification will be replaced by the data from this upload. Because this feature can overwrite data entered by your colleagues and locks all submittal elements while your upload file is waiting to be processed, be sure to coordinate with your colleagues before using this page.

[Download Last Submitted Owner/Operator Data](#)

Upload Owner/Operator Data

Owner/Operator Identification Excel Spreadsheet

No file chosen

Your upload will temporarily lock submittal functionality for ALL of your facilities until the file has been processed (typically overnight).

Any draft Owner/Operator data previously entered for the facilities in your upload will be permanently replaced by the file's data. The past data will be unrecoverable.

This CERS feature only supports use of the Microsoft Excel XL SX format. Please download and use the [CERS Multi-Facility Owner/Operator Identification](#)

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Unified Program/General Assistance: Contact your [local regulator\(s\)](#)

Business Owner/Operator Identification Bulk Upload

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CERS Business [Home](#) [Submittals](#) [Facilities](#) [Compliance](#) [My Business](#)

Upload Owner/Operator Data: Yorke Engineering
[Home](#) » [My Business](#) » [Upload Owner/Operator Data](#)

Upload draft Facility Information Owner/Operator Identification Data for multiple facilities in your business by choosing your Owner/Operator Identification spreadsheet using the form to the right. Uploaded Owner/Operator Identification spreadsheets must match the columns and format as shown in the [CERS Multi-Facility Owner/Operator Identification Upload Template](#). CERS supports Excel version 2007 and above format (xlsx extensions).

When you upload your file, CERS will immediately run an initial check on your file to ensure it is in the proper format and only references CERS IDs assigned to your business. If your file passes this initial validation, it will be queued for processing later in the day (typically overnight), and CERS will

Business Owner/Operator file is submitted for deferred processing. You will receive an email when the file have been processed. All submittal elements for all facilities are now locked until the deferred processing is completed.

[Cancel Deferred Processing Upload](#)

Business Owner/Operator Identification Bulk Upload

The screenshot shows an Outlook email window with the title "[Training] Owner/Operator upload for Yorke Engineering Successful! - Message (HTML)". The ribbon includes "File", "Message", and "ADOBE PDF". The ribbon contains various icons for actions like Ignore, Delete, Archive, Reply, Forward, Meeting, IM, More, Quick Steps, Move, Assign Policy, Mark Unread, Categorize, Follow Up, and Translate. The email content shows a sender profile for "CERS Automated Messaging - DO NOT REPLY <DoNot.ReplyTo.Cers@calepa.ca.gov>" and a subject line "[Training] Owner/Operator upload for Yorke Engineering Successful!". The recipient is "Robert Bonderer (RBonderer@YorkeEngr.com)". A red box highlights the following text:

Test Account,
Your request for the bulk Owner/Operator upload for Yorke Engineering has been processed **successfully** on 1/26/2017 12:24:33 PM!

This is an automated email sent from the CERS System. Please DO NOT REPLY.

This is a courtesy email sent to you from the California Environmental Reporting System
<http://cers.calepa.ca.gov/>
Contact: [CERS Technical Assistance \(cers@calepa.ca.gov\)](mailto:cers@calepa.ca.gov)

CERS HMBP Submittal Elements

- Business Activities
- Business Owner/Operator Identification
- **Hazardous Materials Inventory**
- Site Map
- Emergency Response/Contingency Plan
- Employee Training Plan

Hazardous Materials Inventory




California Environmental Reporting System: Business **Training** Build: 2.23.0013 Robert Bonderer's Account Sign Out Tools Reports Help

CERS Business Home Submittals Facilities Compliance My Business

Prepare Draft Submittal: Yorke Business #2

Home » Prepare Submittal (10166522)

Instructions/Help




Use this page to prepare draft submittals for your facility to transmit to your local regulator(s). Make sure to review any status and guidance messages for your forms or submittals by selecting the guidance icons   .



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- Select "New" and "Edit" buttons to complete specific submittal forms or provide supplemental documentation.
- Select "Discard" button to delete a draft form/documentation when you need to re-start a form or it is no longer relevant for your draft submittal.
- Select "Not Applicable" if you believe the submittal element is no longer relevant for your facility (e.g., closed UST tank).
- Select "Submit" when you are ready to transmit one or more submittals to your local regulator(s). ALL submittals must include a Facility Information element.

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Facility Information

DRAFT Jan. 15, 2017

[Business Activities](#)    [Review Needed](#)

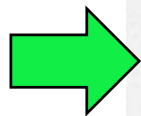
[Business Owner/Operator Identification](#)   [Review Needed](#)

Hazardous Materials Inventory

No Previous Submittals

Emergency Response and Training Plans

No Previous Submittals



Hazardous Materials Inventory Manual Entry



Training
Build: 2.24.0001

Edit **Cancel**

Chemical Identification and Physical Properties

Chemical Name Mineral Oil		CERS Chemical Library ID CCL-102327
Common Name CAS Number Mineral Oil 8012-95-1		US EPA SRS ID -
Physical State Liquid	Hazardous Material Type Pure	Trade Secret -

Chemical Hazard Classification

EHS No	Fire Code Hazard Classes (by priority) Combustible Liquid, Class III-B	DOT Hazard Class 3 - Flammable and Combustible Liquids
Radioactive No	-	State Waste Code -
Curies -	-	Lookup Code
Federal Hazard Categories		<ul style="list-style-type: none"> - PHYSICAL: Flammable - PHYSICAL: Gas Under Pressure - PHYSICAL: Explosive - PHYSICAL: Self-heating - PHYSICAL: Pyrophoric - PHYSICAL: Oxidizer - PHYSICAL: Organic Peroxide - PHYSICAL: Self-reactive - 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)
Yes Fire (Obsolete)		
Yes Reactive (Obsolete)		
Yes Pressure Release (Obsolete)		
Yes Acute Health (Obsolete)		
Yes Chronic Health (Obsolete)		

Hazardous Materials Inventory Manual Entry

Inventory Location and Quantity

Chemical Location	Average Daily Amount	Maximum Daily Amount ?	Units
-	-	-	gallons
Chemical Location Confidential EPCRA	Largest Container	Annual Waste Amount ?	
-	-	-	
Map# (Optional) Grid# (Optional)	Days on Site		
-	-		

Inventory Storage Information

No Aboveground Tank	No Can	No Box	No Tank Truck, Tank Wagon
No Underground Tank	No Carboy	No Cylinder	No Tank Car, Rail Car
No Tank Inside Building	No Silo	No Glass Bottle	No Other
No Steel Drum	No Fiber Drum	No Plastic Bottle	-
No Plastic/Non-Metallic Drum	No Bag	No Tote Bin	

Storage Pressure: -

Storage Temperature: -

Mixture Components

Hazardous Component Name	CAS Number	% by Weight	EHS	Additional Mixture Components ?
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

Additional Chemical/Material Description

Additional Chemical Description Information [?](#)

-

Hazardous Materials Inventory Download Current Reports

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Reports

Home » Reports

Unified Program Regulators Listing
A listing of contact information for all Unified Program Certified Unified Program Agencies (CUPAs) and Participating Agencies (PAs).

Unified Program Local Reporting Requirements Listing
View/search/download local reporting requirements for all CUPAs statewide.

You may also want to review the [CERS Tools page](#).

Download Submitted Inventories for All My Facilities
Download a Microsoft Excel spreadsheet of submitted Hazardous Material Inventory data for all of the facilities associated with your currently selected Organization.

Download Last Submitted Owner/Operator Data
Download a Microsoft Excel spreadsheet of the last submitted Owner/Operator information for all of the facilities associated with your currently selected Organization.

Download Facility Information for All My Facilities
Download a Microsoft Excel spreadsheet of extended information about all of the facilities associated with your currently selected Business/Organization, including facility name, address, contact, and business activities data.

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CERS Technical Support: [Request Technical Assistance](#)
Unified Program/General Assistance: Contact your [local regulator\(s\)](#)

Again, Your Editable Excel File

A	F	G	H
Information	Chemical Identification		
1a*	205	206	207*
CERSID	ChemicalName	TradeSe	CommonName
10247698	1,1,1,2-Tetrafluoroethane	N	R-134a
10247698	diesel	N	diesel fuel
10247698		N	muriatic acid
10247698	sodium hypochlorite	N	bleach (sodium hypochlorite 12.5%)
10247698	potassium hydroxide	N	potassium hydroxide
10247698		N	sodium hydroxide 50%
10247698		N	Bulab 6060
10247698		N	ChemTreat CL-49
10247698	oxygen	N	oxygen
10247698	oxygen	N	oxygen
10247698	acetylene	N	acetylene
10247698	acetylene	N	acetylene
10247698	chlorodifluoromethane	N	R-22
10247698		N	lead acid batteries
10247698		N	Water Treatment Chemical (CWT-1100)
10247698		N	sodium hypochlorite 10%
10247698	trichlorofluoromethane	N	R-11
10247698		N	lead acid batteries
10247698		N	Cooling Water Treatment Chemical (Water One 691K-C)
10247698		N	Floor Absorbent - non-RCA hazardous oily debris
10247698			Hydrochloric Acid 10-33%
10247698	Nitrogen	N	Nitrogen
10247698	Sodium Chloride	N	Sodium Chloride

- Rapidly search and replace
- Import from other data sources (e.g., chemical inventory and reporting systems)
- Rapidly delete chemicals
- Rapidly add chemicals using standardized information

Hazardous Materials Inventory Bulk Upload

Facilities Add Facility... Search...

	Facility Name	Address	Last Submittal	CERS ID
Start / Edit Submittal	Yorke Business #1	123 Business Dr, Thousand Oaks 91320	1/26/2017	10166042
Start / Edit Submittal	Yorke Business #2	54321 Business St, Your Town 91915		10166522

Page 1 of 1 10 items per page 1 - 2 of 2 items

Action Required (None)

Location Information						
1a*	201	202	203	204	205	
CERSID	ChemicalLocation	CLConfidential	MapNumber	GridNumber	ChemicalName	
10166042	Storage Shed			B6	Acetone	
10166042	Storage Shed			B6	Isopropyl Alcohol	
10166522	Storage Shed			A7	Acetone	
10166522	Storage Shed			A7	Isopropyl Alcohol	

Hazardous Materials Inventory Bulk Upload

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Tools
[Home](#) » [CERS Tools](#)

[CUPA Contact Information/Listing](#)
A listing of contact information for all Unified Program Certified Unified Program Agencies (CUPAs) and Participating Agencies (PAs).

[Business/Organization Listing](#)
Search a listing of all businesses in CERS, and request access to your business/organization.

[Search/Restore Draft Submittals Replaced by Regulator Seeding](#)
Search a listing of draft submittals that have been replaced by the regulator seeding process.

[CERS Chemical Library](#)
View, search, and download the chemical/material information available in the CERS Chemical Library.

[CERS Violation Library](#)
View, search, and download the violation information available in the CERS Violation Library.

[Your Browser Software](#)
CERS not quite looking right, or having other problems? Use this to page to identify your browser software before communicating with CERS Technical Support.

[Upload Multi-Facility \(or Very Large\) Inventory Submittal Elements](#)
Upload draft *Hazardous Material Inventory* submittal elements for one or more of your business' facilities. You will receive an email when processing of your uploaded file is completed (normally less than 24 hours). Any existing draft inventories for the facilities in your download will be replaced by what is in your multi-facility upload. The Site Plan from the last submittal for a facility in this file will be copied to the new draft submittals created by this tool. This tool can also be used to upload a very large inventory (500+ materials) for one (or more) facility(s).

[Upload Owner/Operator Data for Multiple Facilities in My Business](#)
Upload draft Owner/Operator form data (part of the *Facility Information* Submittal Element) for multiple facilities. The data in your upload will replace Owner/Operator data for any existing draft *Facility Information* submittal elements for the facilities in your download.

[Statewide Default ZIP Code--Submittal Element--Regulator Mappings](#)
View, search, and download the default mappings used to associate a new facility to its regulators via the facility's ZIP Code. Authorized regulators can change a facility's default regulator assignments by searching for a facility and selecting the "Change CUPA" left menu link.

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Site Map

Sorry...the Site Map cannot be bulk uploaded

CERS HMBP Submittal Elements

- Business Activities
- Business Owner/Operator Identification
- Hazardous Materials Inventory
- Site Map
- **Emergency Response/Contingency Plan**
- Employee Training Plan

CERS – Emergency Response/Contingency Plan

- Simplest method is to complete the template that can be downloaded from CERS
- Do not use a RCRA Contingency Plan or SPCC Plan – **neither of these address your entire chemical inventory**



CERS – Emergency Response/Contingency Plan

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Emergency Response/Contingency Plan: Yorke Business #1
[Home](#) » [Prepare Submittal \(10166042\)](#) » ER and Training Plans: Emergency Response/Contingency Plan (Draft)

Instructions/Help

Emergency Response/Contingency Plan(s) Supplemental Documentation
You must submit an emergency response/contingency plan for your facility. Contact your local regulator for more information about providing a suitable plan. To upload a document, select the **Browse** button and then the file on your computer to upload, provide a document title, and then select **Save & Finish** to complete the upload. Use of other document options shown on the left must be approved by your local regulator.

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
- Provided to Regulator
- Stored at Facility
- Exempt

Document Upload(s) [CERS Document Upload Policy](#)

Upload Document

No file chosen

Date Authored (Required)

Document Title (Required)

Description/Comments (Optional)

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CERS – Emergency Response/Contingency Plan


CALIFORNIA ENVIRONMENTAL REPORTING SYSTEM (CERS) CONSOLIDATED EMERGENCY RESPONSE / CONTINGENCY PLAN <i>Prior to completing this Plan, please refer to the INSTRUCTIONS FOR COMPLETING A CONSOLIDATED CONTINGENCY PLAN</i>			
A. FACILITY IDENTIFICATION AND OPERATIONS OVERVIEW			
FACILITY ID #	1. CERS ID	A1. DATE OF PLAN PREPARATION/REVISION	A2.
BUSINESS NAME (Same as Facility Name or DBA - Doing Business As)			3.
BUSINESS SITE ADDRESS			103.
BUSINESS SITE CITY	104.	CA	105. ZIP CODE
TYPE OF BUSINESS (e.g., Painting Contractor)		A3.	A4. INCIDENTAL OPERATIONS (e.g., Fleet Maintenance)
THIS PLAN COVERS CHEMICAL SPILLS, FIRES, AND EARTHQUAKES INVOLVING: (Check all that apply)			A5.
<input checked="" type="checkbox"/> 1. HAZARDOUS MATERIALS; <input type="checkbox"/> 2. HAZARDOUS WASTES			
B. INTERNAL RESPONSE			
INTERNAL FACILITY EMERGENCY RESPONSE WILL OCCUR VIA: (Check all that apply)			B1.
<input type="checkbox"/> 1. CALLING PUBLIC EMERGENCY RESPONDERS (i.e., 9-1-1) <input type="checkbox"/> 2. CALLING HAZARDOUS WASTE CONTRACTOR <input type="checkbox"/> 3. ACTIVATING IN-HOUSE EMERGENCY RESPONSE TEAM			
C. EMERGENCY COMMUNICATIONS, PHONE NUMBERS AND NOTIFICATIONS			
Whenever there is an imminent or actual emergency situation such as an explosion, fire, or release, the Emergency Coordinator (or his/her designee when the			

CERS – Emergency Response/Contingency Plan

- Emergency Response/Contingency Plans cannot be uploaded in bulk – each facility has a specific document
- However, Microsoft Office's Mail Merge can be used to complete Word template Contingency Plans for multiple sites simultaneously



CERS – Emergency Response/Contingency Plan

	A	B	C	D	E	F	
1	Store #	FacilityID	CERSID	PlanPrepDate	Nearest Medical Name	Nearest Medical Phone	RWQ
3	1	12345	1234578	12/13/2016	El Camino Hospital	(650) 940-7000	
4	2	12456	12345679	12/13/2016	S. San Francisco Medical Center	(650) 742-2000	
5	3	12347	12345610	12/13/2016	St. Mary's Medical Center	(415) 668-1000	
6	4	12348	12345611	12/13/2016	Sequoia Hospital	(650) 369-5811	
7	5	12349	12345612	12/13/2016	Sequoia Hospital	(650) 369-5811	
13							
14							
15							
16	Data for Store HMBP Contingency Plan MailMerge Preparation						
17							
18	Lookup RWQB Code using Zip Code at site below						
19	http://www.waterboards.ca.gov/waterboards_map.shtml						
20	 Copyright ©2016, Yorke Engineering, LLC www.YorkeEngr.com						
21							
22							
23							
24							

CERS – Emergency Response/Contingency Plan

CALIFORNIA ENVIRONMENTAL REPORTING SYSTEM (CERS)					
CONSOLIDATED EMERGENCY RESPONSE / CONTINGENCY PLAN					
<i>Prior to completing this Plan, please refer to the INSTRUCTIONS FOR COMPLETING A CONSOLIDATED CONTINGENCY PLAN</i>					
A. FACILITY IDENTIFICATION AND OPERATIONS OVERVIEW					
FACILITY ID#	1.	CERSID «CERSID»	A1.	DATE OF PLAN PREPARATION/REVISION «PlanPrepDate»	A2.
BUSINESS NAME (Same as Facility Name or DBA- Doing Business As) «Store Name»					3.
BUSINESS SITE ADDRESS «Address_1»					103.
BUSINESS SITE CITY	104.		CA	ZIP CODE «Zip»	105.
TYPE OF BUSINESS (e.g., Painting Contractor) Environmental Consulting	A3.		INCIDENTAL OPERATIONS (e.g., Fleet Maintenance)		A4.
THIS PLAN COVERS CHEMICAL SPILLS, FIRES, AND EARTHQUAKES INVOLVING: (Check all that apply)					A5.
<input checked="" type="checkbox"/> 1. HAZARDOUS MATERIALS; <input type="checkbox"/> 2. HAZARDOUS WASTES					
B. INTERNAL RESPONSE					
INTERNAL FACILITY EMERGENCY RESPONSE WILL OCCUR VIA: (Check all that apply)					B1.
<input checked="" type="checkbox"/> 1. CALLING PUBLIC EMERGENCY RESPONDERS (i.e., 9-1-1) <input checked="" type="checkbox"/> 2. CALLING HAZARDOUS WASTE CONTRACTOR <input type="checkbox"/> 3. ACTIVATING IN-HOUSE EMERGENCY RESPONSE TEAM					

CERS HMBP Submittal Elements

- Business Activities
- Business Owner/Operator Identification
- Hazardous Materials Inventory
- Site Map
- Emergency Response/Contingency Plan
- **Employee Training Plan**

CERS – Training Program

- The Template Contingency Plan Section I contains a Training Plan template
- Some CUPAs still want a separately uploaded Training Plan – so, how about a screenshot of Section I?
- Some CUPAs specify a distinct set of Training Plan contents “need more specifics than provided by Section I”
- Training Program documents can also be created using Mail Merge

Why Bother With Bulk Functions?

- Vastly speeds up initial loading of facilities/businesses
- Vastly speeds up changes that affect multiple facilities
- Allows creation and use of Excel-based tools that can bring in data from other sources
- Mail Merge vastly speeds up creation and update of standard documents – Contingency Plans, Training Plans, and also things like the newly scrutinized Property Owner Notifications

Final Comments and Suggestions

- You must understand the Formal differences between different CUPA's programs – i.e., the ones that are laid out in the Local Code
- Informal differences are numerous and can be both inter- and intra-CUPA
- Trying to keep a running 'database' of the informal differences is useful, but difficult – inspector's attitudes and interpretations change, as do assigned inspectors

Final Comments and Suggestions

- Emphasize to CUPA inspectors and managers the need for consistency, even with Informal interpretations
- When differences arise between inspector views, ask them to resolve internally if possible
- Default to the Local Code – challenge Informal guidance and interpretations

Final Comments and Suggestions

- Learn to use the upload and download functions in CERS, even if you're only managing a single facility
- Learn to use Mail Merge:

<https://support.office.com/en-us/article/use-mail-merge-for-bulk-email-letters-labels-and-envelopes-f488ed5b-b849-4c11-9cff-932c49474705>

Thank You!

- Geoff Knight, CPEA, QISP
GKnight@YorkeEngr.com

