



HMBP REPORTING REQUIREMENTS IN CERS

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***M-M₃
FEBRUARY 26, 2024***

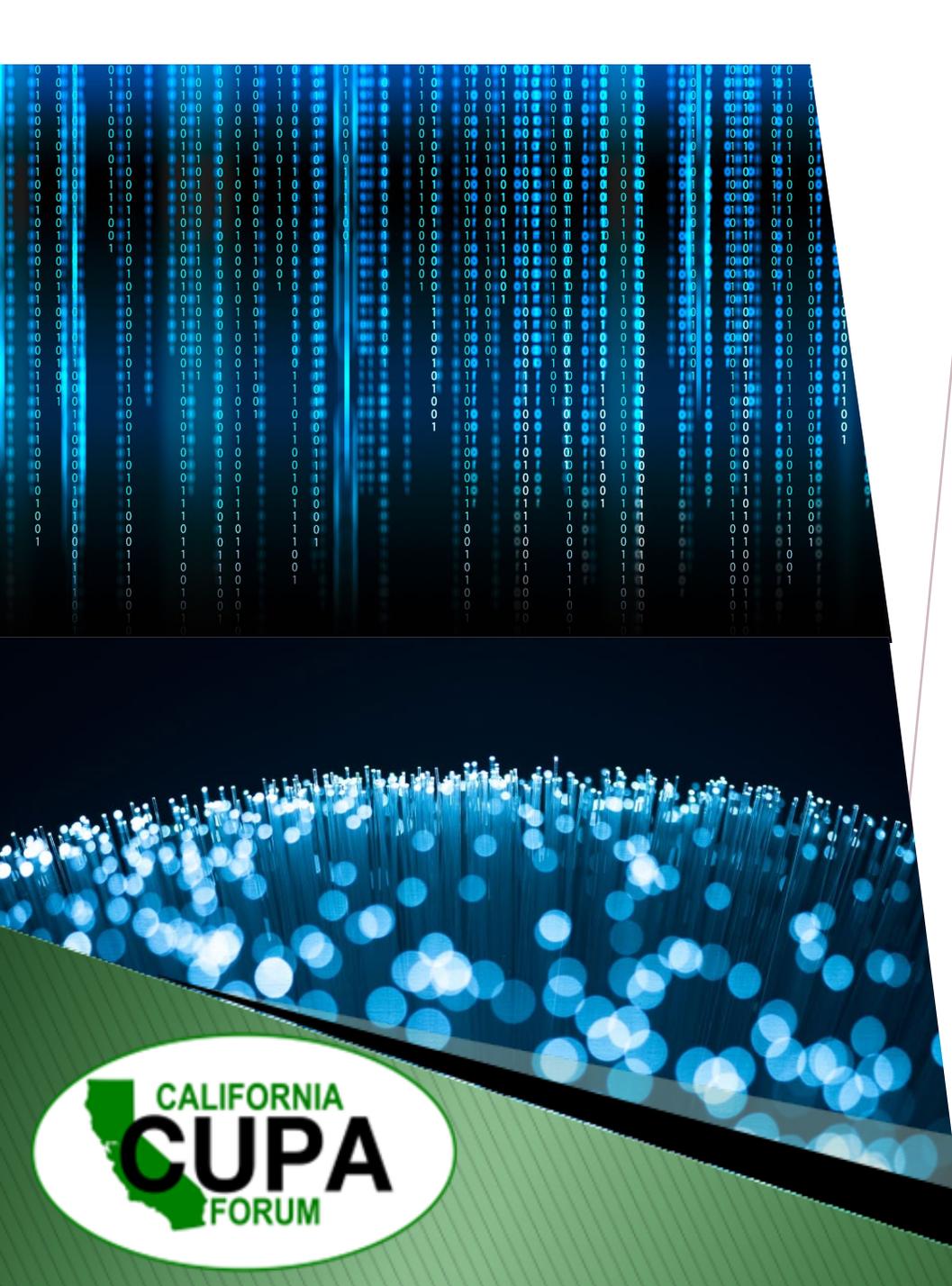


**26th California Unified Program
Annual Training Conference
February 26-29, 2024**

AGENDA

History
CERS Elements
Annual Submittals
Updates & Changes
Business Training
Portal





CALIFORNIA ENVIRONMENTAL REPORTING SYSTEM (CERS)

Statewide web-based system that supports the electronic exchange of required Unified Program information among businesses, local governments and the U.S. EPA.



HISTORY



ABOUT CERS

SUMMARY

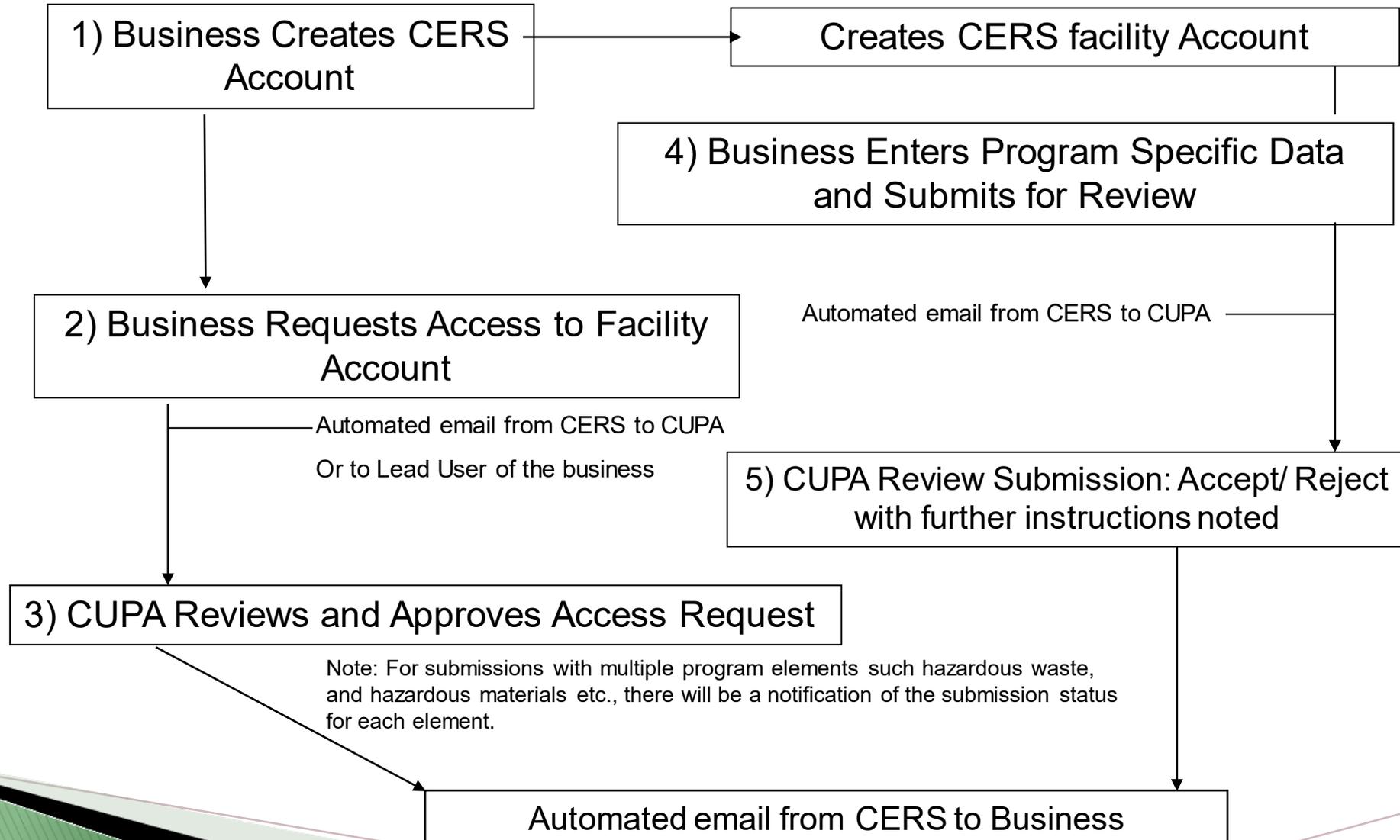
- AB 2286
- January 1, 2009
- Requires regulated businesses to report and submit mandatory info electronically to either the statewide California Environmental Reporting System (CERS), or to the local UPAs reporting portal.

REQUIRED INFO

- Facility Information
- Hazardous Material Business Plans
- Site Maps
- Emergency Response Plan/Contingency
- Underground Storage Tanks
- Aboveground Storage Tanks
- Hazardous Waste Generation
- Inspections
- Compliance and Enforcement Actions



Business Interaction with CUPA/PA Through CERS





HAZARDOUS MATERIAL BUSINESS PLAN (HBMP)

A business shall establish and implement a business plan for emergency response to a release or threatened release of hazardous material.

Hazardous material business plan shall include: Facility Information, HazMat Inventory, Site Map, Emergency Response Plan, and Employee training.



(n) (1) "Hazardous material" means that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or the environment, or a material specified in an ordinance adopted pursuant to paragraph (3).

(2) Hazardous materials include all of the following:

(A) A substance or product for which the manufacturer or producer is required to prepare a material safety data sheet pursuant to the Hazardous Substances Information and Training Act (Chapter 2.5 (commencing with Section 6360) of Part 1 of Division 5 of the Labor Code) or pursuant to any applicable federal law or regulation.

(B) A substance listed as a radioactive material in Appendix B of Part 30 (commencing with Section 30.1) of Title 10 of the Code of Federal Regulations, as maintained and updated by the United States Nuclear Regulatory Commission.

(C) A substance listed pursuant to Title 49 of the Code of Federal Regulations.

(D) A substance listed in Section 339 of Title 8 of the California Code of Regulations.

(E) A material listed as an extremely hazardous waste, as defined in Section 25115, a hazardous waste, as defined in Section 25117, or a hazardous substance, as defined in Cal. Health & Saf. Code § 78075.

*CERS
ELEMENTS*



FACILITY INFORMATION

ALWAYS REQUIRED TO SUBMIT THIS ELEMENT

- Business Activities
 - Indicate which programs are applicable
 - Mark “yes” to open program element
- Business Owner/Operator Information
 - Owner – sole ownership, could be Inc or LLC if applicable
 - Primary Contact with 24-hour phone number
 - Environmental Contact – usually first contact



HAZARDOUS MATERIAL INVENTORY

IN 1987 STATES WERE GIVEN FLEXIBILITY TO IMPLEMENT HAZARDOUS CHEMICAL INVENTORY REPORTING REQUIREMENTS

- Chemical Name
- Extremely Hazardous Substance (EHS)
- Trade Secret
- Mixture Composition
- Physical and Health Hazards (24 Federal Hazardous Categories)
- Max Amount, Average Daily Amount, Number of Day's On-site, Storage Types, Conditions, Locations

HAZARDOUS MATERIAL INVENTORY TEMPLATE IN CERS

Chemical Identification and Physical Properties

Chemical Name

Lubricating oils, used

CERS Chemical Library ID

-

Common Name

Used lubricating oils

CAS Number

70514-12-4

US EPA SRS ID

777573

Physical State

Solid Liquid Gas

Hazardous Material Type

Pure Mixture Waste

Trade Secret

Yes No

Chemical Hazard Classification

EHS

Yes No

Radioactive

Yes No

Curies

Fire Code Hazard Classes (by priority)

[View/Edit Additional Firecodes](#)

DOT Hazard Class

State Waste Code

[Lookup Code](#)

Federal Hazard Categories

- PHYSICAL: Flammable
- PHYSICAL: Gas Under Pressure
- PHYSICAL: Explosive
- PHYSICAL: Self-heating
- PHYSICAL: Pyrophoric

HAZARDOUS MATERIAL INVENTORY TEMPLATE IN CERS

Inventory Location and Quantity

Chemical Location Average Daily Amount Maximum Daily Amount Units gallons
 cubic feet
 pounds
 tons

Chemical Location Confidential EPCRA
 Yes No

Map # (Optional) Grid # (Optional) Largest Container Annual Waste Amount
 Days on Site

Inventory Storage Information

Aboveground Tank Can Box Tank Truck, Tank Wagon
 Underground Tank Carboy Cylinder Tank Car, Rail Car
 Tank Inside Building Silo Glass Bottle Other
 Steel Drum Fiber Drum Plastic Bottle
 Plastic/Non-Metallic Drum Bag Tote Bin

Storage Pressure Ambient Above Ambient Below Ambient Storage Temperature Ambient Above Ambient Below Ambient Cryogenic

Mixture Components

Hazardous Component Name	CAS Number	% by Weight <input checked="" type="checkbox"/>	EHS <input type="radio"/> Yes <input type="radio"/> No	Additional Mixture Components <input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>



SITE MAP



SITE MAP

SHALL CONTAIN THE FOLLOWING AS WELL AS ADDITIONAL INFO IF THE CUPA DEEMS NECESSARY/REQUIRED

- Required- AB 1716
 - North Orientation
 - Adjacent Street
 - Access and Exit Points
 - Evacuation Staging Area
 - Hazardous Material Handling/Storage Area
 - Emergency Response Equipment

- If Present
 - Loading Areas
 - Internal Roads
 - Storm and Sewer Drains
 - Emergency Shut-off's



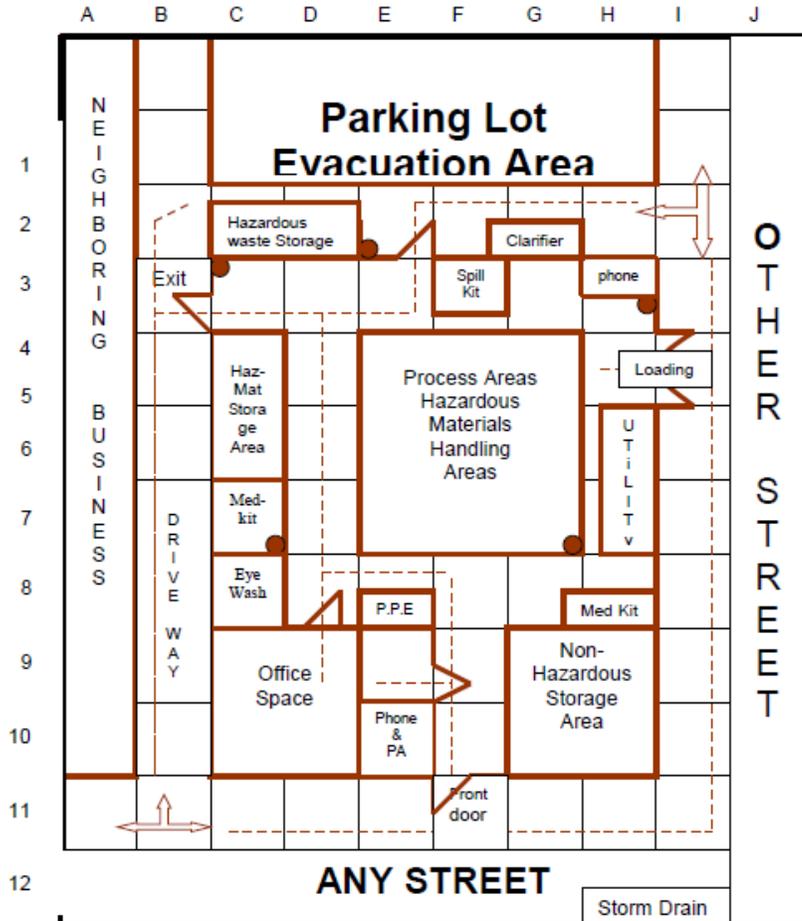


SAMPLE

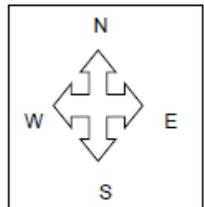
Unified Program (UP) Form CONSOLIDATED CONTINGENCY PLAN SITE MAP

BUSINESS NAME My Company			
SITE ADDRESS 123 Any Street	103	CITY Any Town	ZIP CODE 105 90000
DATE MAP DRAWN 07-01-00	MAP # 1	FACILITY ID # I. Official use only	106

EXAMPLE SITE MAP



- For Site Map
- Scale of Map
 - Loading Areas
 - Parking Lots
 - Internal Roads
 - Storm and Sewer Drains
 - Adjacent Property Use
 - Locations and Names of Adjacent Streets and Alleys
 - Access and Egress Points and Roads
 - Primary and Alternate Evacuation
- Fire Extinguisher
- Scale:
1" = 10 Ft.



Item and/or Description	Location Code (LC)
Hazardous materials storage areas.	5-C and 6-C
Hazardous waste storage areas.	3-C and 3-D
Hazardous materials handling areas.	5-EFG, 6-EFG, and 7-EFG
Fire extinguishers.	3-E, 4-C, 4-H, 7-C and 7-G
Spill kit.	4-F
Clarifier.	3-G
Communication equipment.	10-E and 4-H
P.P.E.	8-E
Eye wash.	8-C
Emergency exits.	4-B and 3-F
Loading area.	5-I
Parking lot / Evacuation area.	1-CDEFGH and 2-CDEFGH
First Aid kit.	7-C and 8-H

EMPLOYEE TRAINING

NEW EMPLOYEES AND CURRENT EMPLOYEES

- Safety Procedures in the event of release or threatened release
- Familiarity with Emergency Response Plan
 - Emergency Response Personnel and CUPA
 - Mitigate release
 - Evacuation plans and procedures
- May take into consideration the position of each employee
- Documented electronically or by card copy
- Available for 3-years

EMPLOYEE TRAINING IN CERS

Instructions/Help

Employee Training Plan(s) Supplemental Documentation

You must submit an employee training plan(s) for your facility (or include it in your Emergency Response/Contingency Plan). Contact your local regulator for more information about providing a suitable plan(s).

Select the **Edit** button to modify/add documentation.

Document Options

Upload Document(s)

Public Internet URL

Provided Elsewhere in CERS

Provided to Regulator

Stored at Facility

Exempt

Provided Elsewhere in CERS

If requirements for this supplemental documentation can be satisfied by another document you have provided in CERS, please indicate the submittal element where the document can be found and provide the submittal date or other comments to assist your regulator in locating this document in your current/previous CERS facility submittals.

Supplied in Submittal Element...

Facility Information

Hazardous Materials Inventory

Emergency Response and Training Plans

Aboveground Petroleum Storage Act

EMERGENCY RESPONSE PLAN

IN THE EVENT OF A REPORTABLE RELEASE OR THREATENED RELEASE

- Immediate Notification
 - Local Emergency Rescue Personnel (911)
 - Local CUPA
 - CalOES (800) 852-7550
 - National Response Center (800) 424-8802
 - Nearest Hospital
- Procedures for Mitigation
- Evacuation Plans and Procedures



CERS HAS A TEMPLATE TO DOWNLOAD

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.

Select the **Edit** button to modify/add documentation.

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.

EMERGENCY RESPONSE & CONTINGENCY PLAN

TEMPLATE IS A COMBINATION OF HMBP AND HAZWASTE REQUIREMENTS

EMERGENCY RESPONSE - **HMBP**

- 19CCR§ 2658
- HSC§ 25505(a)(4)

CONTINGENCY - **HAZWASTE**

- 22CCR§ 66265.51

A. FACILITY IDENTIFICATION AND OPERATIONS OVERVIEW

FACILITY ID #	F	A	0	0															A1.	CERS ID #	A2.	DATE OF PLAN PREPARATION/REVISION (MM/DD/YYYY)	A3.	
BUSINESS NAME (Same as Facility Name or DBA - Doing Business As)																							A4.	
BUSINESS SITE ADDRESS																							A5.	
BUSINESS SITE CITY																		A6.	CA	ZIP CODE				A7.
TYPE OF BUSINESS (e.g., Painting Contractor)												A8.	INCIDENTAL OPERATIONS (e.g., Fleet Maintenance)										A9.	
THIS PLAN COVERS CHEMICAL SPILLS, FIRES, AND EARTHQUAKES INVOLVING (Check all that apply):																							A10.	
<input type="checkbox"/> 1. HAZARDOUS MATERIALS; <input type="checkbox"/> 2. HAZARDOUS WASTES																								

B. INTERNAL RESPONSE

INTERNAL FACILITY EMERGENCY RESPONSE WILL OCCUR BY (Check all that apply):																							B1.
<input type="checkbox"/> 1. CALLING PUBLIC EMERGENCY RESPONDERS (e.g., 9-1-1)																							
<input type="checkbox"/> 2. CALLING HAZARDOUS WASTE CONTRACTOR																							
<input type="checkbox"/> 3. ACTIVATING IN-HOUSE EMERGENCY RESPONSE TEAM																							

22CCR§ 66265.52(c)

C. EMERGENCY COMMUNICATIONS, PHONE NUMBERS AND NOTIFICATIONS

In the event of an emergency involving hazardous materials and/or hazardous waste, all facilities must IMMEDIATELY:

1. Notify facility personnel and evacuate if necessary in accordance with the Emergency Action Plan (Title 8 California Code of Regulations §3220);
2. Notify local emergency responders by calling 9-1-1;
3. Notify the local Unified Program Agency (UPA) at the phone number below; and
4. Notify the State Warning Center at (800) 852-7550.

Facilities that generate, treat, store or dispose of hazardous waste have additional responsibilities to notify and coordinate with other response agencies. Whenever there is an imminent or actual emergency situation such as an explosion, fire, or release, the Emergency Coordinator must follow the appropriate requirements for the category of facility and type of release involved:

1. Title 22 California Code of Regulations §66265.56. Emergency Procedures for generators of 1,000 kilograms or more of hazardous waste in any calendar month.
2. Title 22 California Code of Regulations §66265.196. Response to Leaks or Spills and Disposition of Leaking or Unfit-for-Use Tank Systems.
3. Title 40 Code of Federal Regulations §302.6. Notification requirements for a release of a hazardous substance equal to or greater than the reportable quantity.
4. Title 22 California Code of Regulations §66262.34(d)(2) and Title 40 Code of Federal Regulations §262.34(d)(5)(ii) for generators of less than 1000 kilograms of hazardous waste in any calendar month.

Following notification and before facility operations are resumed in areas of the facility affected by the incident, the Emergency Coordinator shall notify the local UPA

1. Title 22 California Code of Regulations §66265.56. Emergency Procedures for generators of 1,000 kilograms or more of hazardous waste in any calendar month.
2. Title 22 California Code of Regulations §66265.196. Response to Leaks or Spills and Disposition of Leaking or Unfit-for-Use Tank Systems.
3. Title 40 Code of Federal Regulations §302.6. Notification requirements for a release of a hazardous substance equal to or greater than the reportable quantity.
4. Title 22 California Code of Regulations §66262.34(d)(2) and Title 40 Code of Federal Regulations §262.34(d)(5)(ii) for generators of less than 1000 kilograms of hazardous waste in any calendar month.

Following notification and before facility operations are resumed in areas of the facility affected by the incident, the Emergency Coordinator shall notify the local UPA and the local fire department's hazardous materials program, if necessary, that the facility is in compliance with requirements to:

1. Provide for proper storage and disposal of recovered waste, contaminated soil or surface water, or any other material that results from an explosion, fire, or release at the facility; and
2. Ensure that no material that is incompatible with the released material is transferred, stored, or disposed of in areas of the facility affected by the incident until cleanup procedures are completed.

EMERGENCY RESPONSE	AMBULANCE, FIRE, POLICE AND CHP	9-1-1	
PHONE NUMBERS:	CALIFORNIA STATE WARNING CENTER (CSWC)/CAL OES.....	(800) 852-7550	
	NATIONAL RESPONSE CENTER (NRC)	22CCR§ 66265.52(g).....	(800) 424-8802
	POISON CONTROL CENTER	(800) 222-1222	
	LOCAL UNIFIED PROGRAM AGENCY (UPA)	6.95HSC§ 25505(3)(A)	(323) 890-4317 C1.
	OTHER (Specify):		C2. C3.
NEAREST MEDICAL FACILITY / HOSPITAL NAME:		19CCR§ 2658(b)	C4. C5.

AGENCY NOTIFICATION PHONE NUMBERS:	CALIFORNIA DEPT. OF TOXIC SUBSTANCES CONTROL (DTSC)	(916) 255-3545	
	REGIONAL WATER QUALITY CONTROL BOARD (RWQCB).....		C6.
	U.S. ENVIRONMENTAL PROTECTION AGENCY (US EPA)	(800) 300-2193	
	CALIFORNIA DEPT. OF FISH AND WILDLIFE (CDFW)	(916) 358-2900	
	U.S. COAST GUARD (USCG)	(202) 267-2180	
	CAL OSHA	(916) 263-2800	
	CAL FIRE OFFICE OF THE STATE FIRE MARSHAL (OSFM)	(916) 568-3800	
	OTHER (Specify):		C7. C8.
	OTHER (Specify):		C9. C10.

INTERNAL FACILITY EMERGENCY COMMUNICATIONS OR ALARM NOTIFICATION WILL OCCUR BY (Check all that apply): C11.
 1. VERBAL WARNINGS; 2. PUBLIC ADDRESS OR INTERCOM SYSTEM; 3. TELEPHONE; 6.95HSC§ 25505(3)(c)
 4. PAGERS; 5. ALARM SYSTEM; 6. PORTABLE RADIO

NOTIFICATIONS TO NEIGHBORING FACILITIES THAT MAY BE AFFECTED BY AN OFF-SITE RELEASE WILL OCCUR BY (Check all that apply): C12.
 1. VERBAL WARNINGS; 2. PUBLIC ADDRESS OR INTERCOM SYSTEM; 3. TELEPHONE;
 4. PAGERS; 5. ALARM SYSTEM; 6. PORTABLE RADIO

EMERGENCY COORDINATOR CONTACT INFORMATION: C13.
 PRIMARY EMERGENCY COORDINATOR NAME: PHONE NO.: PHONE NO.:
 ALTERNATE EMERGENCY COORDINATOR NAME: PHONE NO.: PHONE NO.:
 Check if additional Emergency Coordinator contact and address information is available onsite or by calling PHONE NO.: 22CCR§ 66265.52(d)
 Note: If more than one alternate emergency coordinator is designated, attach a list in order of responsibility.

D. EMERGENCY CONTAINMENT AND CLEANUP PROCEDURES

Check the applicable boxes to indicate your facility's procedures for containing spills and preventing and mitigating releases, fires and/or explosions. D1.

- 1. MONITOR FOR LEAKS, RUPTURES, PRESSURE BUILD-UP, ETC.;
- 2. PROVIDE STRUCTURAL PHYSICAL BARRIERS (e.g., Portable spill containment walls, built-in berms); 6.95HSC§ 25505(3)(B)
- 3. PROVIDE ABSORBENT PHYSICAL BARRIERS (e.g., Pads, spill pigs, spill pillows); 19CCR§ 2658(c)
- 4. COVER OR BLOCK FLOOR AND/OR STORM DRAINS;
- 5. LINED TRENCH DRAINS AND/OR SUMPS;
- 6. AUTOMATIC FIRE SUPPRESSION SYSTEM;
- 7. ELIMINATE SOURCES OF IGNITION FOR FLAMMABLE HAZARDS;
- 8. STOP PROCESSES AND/OR OPERATIONS;
- 9. AUTOMATIC / ELECTRONIC EQUIPMENT SHUT-OFF SYSTEM;
- 10. SHUT OFF WATER, GAS, ELECTRICAL UTILITIES;
- 11. CALL 9-1-1 FOR PUBLIC EMERGENCY RESPONDER ASSISTANCE AND/OR MEDICAL AID;
- 12. NOTIFY AND EVACUATE PERSONS IN ALL THREATENED AND/OR IMPACTED AREAS;
- 13. ACCOUNT FOR EVACUATED PERSONS IMMEDIATELY AFTER EVACUATION;
- 14. PROVIDE PROTECTIVE EQUIPMENT FOR ON-SITE EMERGENCY RESPONSE TEAM;
- 15. REMOVE CONTAINERS AND/OR ISOLATE AREAS;
- 16. HIRE LICENSED HAZARDOUS WASTE CONTRACTOR;
- 17. USE ABSORBENT MATERIAL FOR SPILL CONTAINMENT;
- 18. VACUUM SUCTION USING APPROPRIATE VACUUM (e.g., Intrinsically safe) FOR SPILL CONTROL AND/OR CLEANUP;
- 19. DECONTAMINATE PERSONNEL AND EQUIPMENT WITHIN DESIGNATED AREA AND DISPOSE OF WASTEWATER AS HAZARDOUS WASTE;

- 17. USE ABSORBENT MATERIAL FOR SPILL CONTAINMENT;
- 18. VACUUM SUCTION USING APPROPRIATE VACUUM (e.g., Intrinsically safe) FOR SPILL CONTROL AND/OR CLEANUP;
- 19. DECONTAMINATE PERSONNEL AND EQUIPMENT WITHIN DESIGNATED AREA AND DISPOSE OF WASTEWATER AS HAZARDOUS WASTE;
- 20. PROVIDE SAFE TEMPORARY STORAGE OF HAZARDOUS WASTE GENERATED DURING EMERGENCY ACTIONS;
- 21. OTHER (Specify): D2.

E. FACILITY EVACUATION

THE FOLLOWING ALARM SIGNAL(S) WILL BE USED TO BEGIN EVACUATION OF THE FACILITY (Check all that apply): E1.

- 1. BELLS; E2.
- 2. HORNS/SIRENS; 6.95HSC§ 25505(3)(c)
- 3. VERBAL (i.e., Shouting); 19CCR§ 2658(d)
- 4. OTHER (Specify):

THE FOLLOWING LOCATION(S) WILL BE USED FOR AN EMERGENCY ASSEMBLY AREA(S) (e.g., Parking lot, street corner): E3.

22CCR§ 66265.52(f)

Note: The Emergency Coordinator must account for all onsite employees and visitors after evacuation.

EVACUATION ROUTE S AND ALTERNATE EVACUATION ROUTES ARE DESCRIBED AS FOLLOWS: E4.

22CCR§ 66265.52(f)

- 1. WRITTEN PROCEDURES DESCRIBING ROUTES, EXITS, AND ASSEMBLY AREAS;
- 2. EVACUATION MAP(S) DEPICTING ROUTES, EXITS, AND ASSEMBLY AREAS;
- 3. OTHER (Specify): E5.

Note: Evacuation procedures and/or maps should be posted in visible facility locations and must be included in the Contingency Plan.

F. ARRANGEMENTS FOR EMERGENCY SERVICES

ADVANCE ARRANGEMENTS FOR LOCAL EMERGENCY SERVICES (Check one of the following): F1.

22CCR§ 66265.52(c)

- 1. HAVE BEEN DETERMINED NOT NECESSARY;
- 2. THE FOLLOWING ARRANGEMENTS HAVE BEEN MADE (Specify): F2.

Note: Advance arrangements with local fire and police departments, hospitals, state and local emergency response teams, and/or emergency services contractors should be made for your facility, if necessary. Large Quantity Generators must describe arrangements in the Contingency Plan.

G. EMERGENCY EQUIPMENT

22CCR§ 66265.52(e)

Check the applicable boxes to list emergency response equipment available at the facility, identify the location(s) where the equipment is kept, and indicate the equipment's capability, if applicable.

TYPE	EQUIPMENT AVAILABLE <small>G1.</small>	LOCATION <small>G2.</small>	CAPABILITY <small>G3.</small>
<i>EXAMPLE</i>	<input checked="" type="checkbox"/> CHEMICAL PROTECTIVE GLOVES	<i>SPILL RESPONSE KIT</i>	<i>SINGLE USE, OIL RESISTANT ONLY</i>
Safety and First Aid	1. <input type="checkbox"/> CHEMICAL PROTECTIVE SUITS, APRONS, AND/OR VESTS		
	2. <input type="checkbox"/> CHEMICAL PROTECTIVE GLOVES		
	3. <input type="checkbox"/> CHEMICAL PROTECTIVE BOOTS		
	4. <input type="checkbox"/> SAFETY GLASSES, GOGGLES, AND FACE SHIELDS		
	5. <input type="checkbox"/> HARD HATS		
	6. <input type="checkbox"/> AIR-PURIFYING RESPIRATORS		
	7. <input type="checkbox"/> SELF-CONTAINED BREATHING APPARATUS (SCBA)		
	8. <input type="checkbox"/> FIRST AID KITS		
	9. <input type="checkbox"/> PLUMBED EYEWASH FOUNTAIN AND/OR SHOWER		
	10. <input type="checkbox"/> PORTABLE EYEWASH KITS AND/OR STATION		
	11. <input type="checkbox"/> OTHER		
Fire Fighting	12. <input type="checkbox"/> PORTABLE FIRE EXTINGUISHERS		
	13. <input type="checkbox"/> FIXED FIRE SUPPRESSION SYSTEMS AND/OR SPRINKLERS		
	14. <input type="checkbox"/> FIRE ALARM BOXES		
	15. <input type="checkbox"/> OTHER		
Spill Control and Clean-Up	16. <input type="checkbox"/> ALL-IN-ONE SPILL KIT		
	17. <input type="checkbox"/> ABSORBENT MATERIAL		
	18. <input type="checkbox"/> CONTAINER FOR USED ABSORBENT		

	19. <input type="checkbox"/> BERM AND/OR DIKING EQUIPMENT		
	20. <input type="checkbox"/> BROOM		
	21. <input type="checkbox"/> SHOVEL		
	22. <input type="checkbox"/> VACUUM		
	23. <input type="checkbox"/> EXHAUST HOOD		
	24. <input type="checkbox"/> SUMP AND/OR HOLDING TANK		
	25. <input type="checkbox"/> CHEMICAL NEUTRALIZERS		
	26. <input type="checkbox"/> GAS CYLINDER LEAK REPAIR KIT		
	27. <input type="checkbox"/> SPILL OVERPACK DRUMS		
	28. <input type="checkbox"/> OTHER		
Communi- cations and Alarm Systems	29. <input type="checkbox"/> TELEPHONES (e.g., Cellular)		
	30. <input type="checkbox"/> INTERCOM AND/OR PA SYSTEM		
	31. <input type="checkbox"/> PORTABLE RADIOS		
	32. <input type="checkbox"/> AUTOMATIC ALARM CHEMICAL MONITORING EQUIPMENT		
Other	33. <input type="checkbox"/> OTHER		
	34. <input type="checkbox"/> OTHER		

H. EARTHQUAKE VULNERABILITY

19CCR§ 2658(e)

Identify areas of the facility that are vulnerable to hazardous materials releases due to seismic motion. These areas require immediate isolation and inspection.

VULNERABLE AREAS (Check all that apply): H1. <input type="checkbox"/> 1. HAZARDOUS MATERIALS AND/OR WASTE STORAGE AREAS <input type="checkbox"/> 2. PROCESS LINES AND PIPING <input type="checkbox"/> 3. LABORATORY <input type="checkbox"/> 4. WASTE TREATMENT AREA	LOCATIONS (e.g., Shop, outdoor shed, lab): H2.
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Identify mechanical systems vulnerable to releases / spills due to earthquake-related motion. These systems require immediate isolation and inspection.

VULNERABLE SYSTEMS AND/OR EQUIPMENT (Check all that apply): H3. <input type="checkbox"/> 1. SHELVES, CABINETS AND/OR RACKS <input type="checkbox"/> 2. TANKS AND SHUT-OFF VALVES <input type="checkbox"/> 3. PORTABLE GAS CYLINDERS <input type="checkbox"/> 4. EMERGENCY SHUT-OFF AND/OR UTILITY VALVES <input type="checkbox"/> 5. SPRINKLER SYSTEMS <input type="checkbox"/> 6. STATIONARY PRESSURIZED CONTAINERS (e.g., Propane tank)	LOCATIONS: H4.
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I. EMPLOYEE TRAINING

Employee training is required for all employees and/or contractors handling hazardous materials and/or hazardous wastes during normal and/or emergency operations. Most facilities will need to submit a separate Training Plan. However, your CUPA may accept this section as the Training Plan for some small facilities.

Employee training plans may include the following content:

- Applicable laws and regulations;
- Emergency response plans and procedures;
- Safety Data Sheets;
- Hazard communication related to health and safety;
- Methods for safe handling of hazardous substances;
- Hazards of materials and processes (e.g., fire, explosion, asphyxiation);
- Hazard mitigation, prevention and abatement procedures;
- Coordination of emergency response actions;
- Notification procedures for local emergency responders, CUPA, Cal OES, and onsite personnel;
- Communication and alarm systems;
- Personal protective equipment;
- Use and maintenance of emergency response equipment and supplies (e.g. Fire extinguishers, respirators, spill control materials);
- Decontamination procedures;
- Evacuation procedures and evacuation staging locations;
- Identification of facility areas, equipment, and systems vulnerable to earthquakes and other natural disasters.
- OTHER (Specify):

Check the applicable boxes below to indicate how the employee training program is administered.

- | | | | | |
|--|------------------------------------|---|--|-----|
| <input type="checkbox"/> 1. FORMAL CLASSROOM | <input type="checkbox"/> 2. VIDEOS | <input type="checkbox"/> 3. SAFETY MEETINGS | <input type="checkbox"/> 4. STUDY GUIDES / MANUALS | I1. |
| <input type="checkbox"/> 5. OTHER (Specify): _____ | | | | I2. |
| <input type="checkbox"/> 6. NOT APPLICABLE SINCE FACILITY HAS NO EMPLOYEES | | | | |
| <input type="checkbox"/> 7. CHECK IF A SEPARATE EMPLOYEE TRAINING PLAN IS USED AND UPLOADED TO CERS AS A PDF DOCUMENT | | | | I3. |
| <input type="checkbox"/> 8. CHECK IF EMPLOYEE TRAINING IS COVERED BY THE ABOVE REFERENCED CONTENT AND OTHER DOCUMENTS ONSITE | | | | I4. |

EMPLOYEE TRAINING FREQUENCY AND RECORDKEEPING TRAINING MUST BE:

- Provided initially for new employees as soon as possible following the date of hire. New employees should not work in an unsupervised position that involves hazardous materials handling and/or hazardous waste management without proper training;
- Provided within six months from the date of hire for new employees at a large quantity generator;
- Ongoing and provided at least annually;
- Amended prior to a change in process or work assignment;
- Given upon modification to the Emergency Response/Contingency Plan.

Large Quantity Generator Training: Large quantity generators (1,000 kg or more) must retain written plan and documentation of employee training which includes:

- A written description of the type and amount of both initial and ongoing training that will be given to persons filling each job position having responsibility for hazardous waste management and/or emergency response.
- The name, job title and job description for each position at the facility related to hazardous waste management. **22CCR§ 66265.16(a)**
- Current employee training records must be retained until closure of the facility and former employee training records must be retained for at least three years after termination of employment.

Small Quantity Generator Training: Small quantity generators (less than 1,000 kg) must include basic hazardous waste management and emergency response procedures but a written employee training plan and training records are not required. In order to show that the facility has met the small quantity generator employee training requirement, an employee training plan and training records may be made available. **22CCR§ 66262.34(d)(2)**

Hazardous Materials Business Plan Training: Businesses must provide initial and annual employee training that includes the content referenced above. The training may be based on the job position and training records must be made available for a period of at least three years. **6.95HSC§ 25505(4)**

J. LIST OF ATTACHMENTS

Check one of the following:

- | | |
|---|-----|
| <input type="checkbox"/> 1. NO ATTACHMENTS ARE REQUIRED; or | J1. |
| <input type="checkbox"/> 2. THE FOLLOWING DOCUMENTS ARE ATTACHED: | J2. |



FREQUENCY OF CERS SUBMITTAL



CERS SUBMITTALS

ACCURATE AND COMPLETE HMBP IS REQUIRED TO BE SUBMITTED

- Due date
 - Established by the CUPA
 - Otherwise, March 1st
 - Or, if otherwise given by CalEPA
- Define 'Complete' CERS
 - All elements in CERS (Facility Information, Hazardous Material Inventory, Emergency Response Plan)
 - Exemption – Hazardous Waste ONLY generators only require one time Facility Information submittal



ABOUT CERS

SUMMARY

- AB 1429
- January 1, 2020
- New feature – allows business to easily meet requirements to annually certify that CERS is complete, accurate, and, if applicable, meets EPCRA reporting requirements
- Reporting Requirements – once every 3 years
- Submit a complete HMBP every 3 years

ELIGIBILITY REQUIREMENTS

- NO elements in 'Draft'
- A complete submittal was previously made
- Elements are: Submitted, Under Review, Accepted
- Previous submittal made within 36 months
- NOT subject to APSA
- NOT subject to EPCRA

WAYS TO MAKE A SUBMITTAL

THERE ARE NOW 3 WAYS TO MAKE A COMPLETE SUBMITTAL:

- Certify
 - Quick two button submittal to “certify” all elements
 - Only applicable for 2 years and then a ‘complete annual submittal’ shall be made
 - Unavailable, if previous submittals have been “not accepted” or other criteria
 - No Changes to submittal
- Create all HMBP
 - Quick 2 button submittal
 - Must verify all elements are being submitted
 - No Changes to submittal
- Complete Annual Submittal
 - Each element individually: start, edit, and submitted
 - Ideal for making changes to submittal

CERTIFY

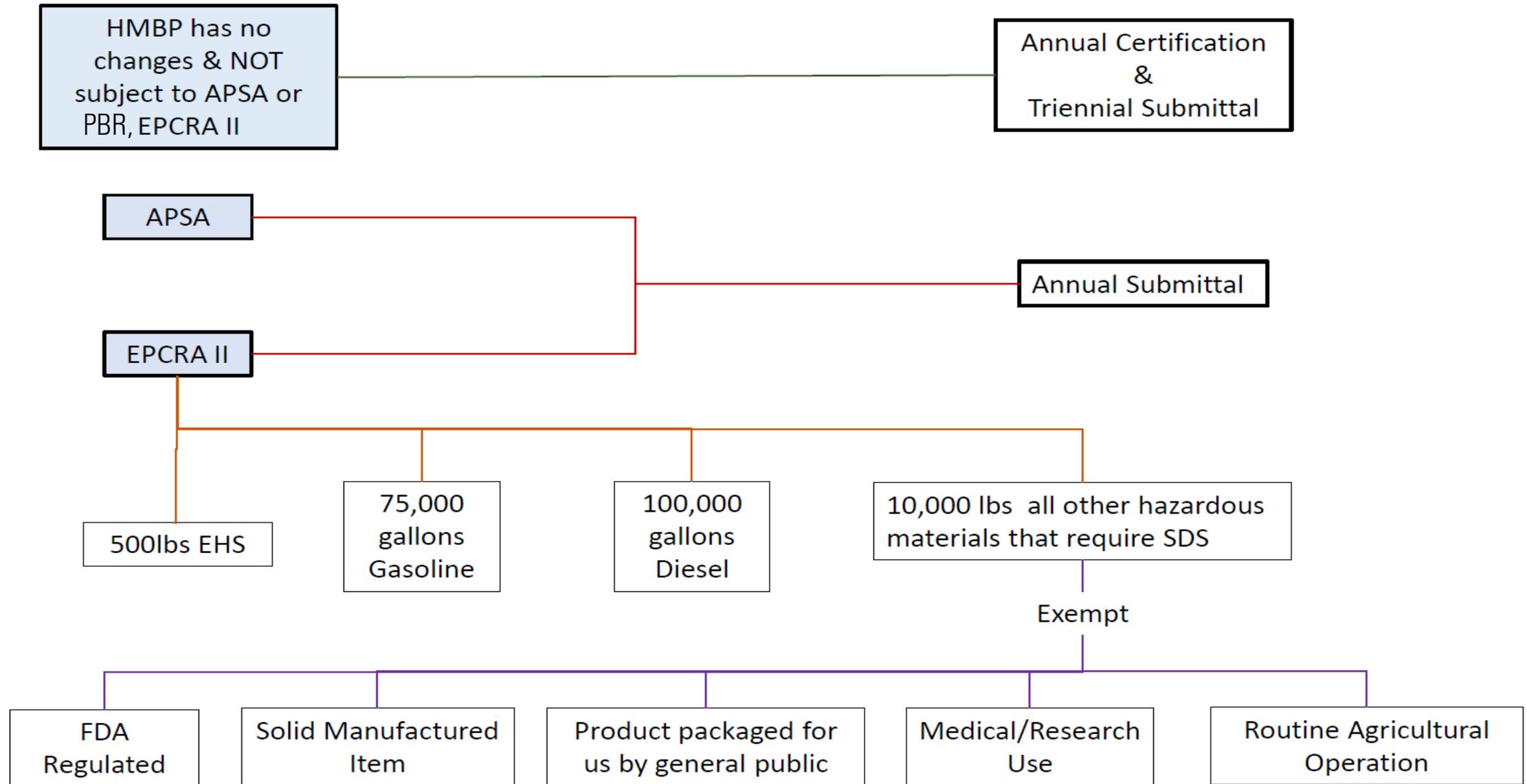
ELIGIBLE

- No submittal elements in “draft”
- Facility has previously submitted all elements: Accepted, Under Review, or Submitted
- Made a complete annual submittal within 36 months

NOT ELIGIBLE

- APSA program
- UST program
- 10,000 lbs. of hazardous chemicals
- Extremely hazardous substance or threshold planning quantities.
<https://www.govinfo.gov/content/pkg/CFR-2016-title40-vol30/pdf/CFR-2016-title40-vol30-part355-appA.pdf>
- Tiered Permit – Permit by Rule

VISUAL – QUALIFIED TO CERTIFY



HOW TO CERTIFY

START AN ANNUAL SUBMITTAL → CERTIFY → CONFIRM YOU HAVE READ THE INFORMATION AND QUALIFY → DONE.

- Submittal may be “NOT Accepted” at a later time

Annual HMBP Certification (AB 1429)

This feature allows a business owner/operator to annually certify that the information in their last HMBP submittal in CERS is complete, accurate, and complies with EPCRA, if applicable. This option may only be used for facilities that meet the eligibility requirements for annual certification, and that are not subject to EPCRA reporting or APSA requirements. Please click [here](#) to review eligibility requirements. **It is strongly advised that you carefully review your last HMBP submittal for accuracy before certifying.**

Certify

Certify will be 'green'



CERTIFY ALL HMBP SUBMITTAL

ELIGIBLE

- No changes from prior year
- Facility has previously submitted all elements: Facility Information, Hazardous Material Inventory, Site Map

NOT ELIGIBLE

- APSA program
- UST program
- Tiered Permit program



CREATE ALL HMBP SUBMITTAL

START AN ANNUAL SUBMITTAL → CREATE ALL HMBP → HMBP SUBMITTAL ELEMENTS CREATION CONFIRMATION → SUBMIT SELECTED ELEMENTS → DONE

Create All HMBP Submittal Elements

This feature allows a business owner/operator to prepare a complete draft HMBP (Facility Information, HMI, E RTP) automatically from your last submittal for submission to your regulator for review. This option should only be used if you are not eligible to certify, there are no changes to your last submitted HMBP elements, and those HMBP elements do not have a status of "Not Accepted."

Create All HMBP Submittal Elements

Confirm, Certify, and Submit Your Facility Submittal

Submit Selected Elements 

Certification Statement: Based on my own knowledge and/or on my inquiry of those individuals responsible for obtaining the information, I, Melisa Custer (CERS Account username *Melisacuster21*), certify on 1/29/2024 under penalty of law that I have personally examined and am familiar with the information submitted and believe the information is true, accurate, and complete.

COMPLETE ANNUAL SUBMITTAL

INFORMATION

- Making a submittal based upon a previous submittal
- Each element is individually 'started'
- Submittals in 'edit' mode together, can be submitted together

REQUIRED

- Changes to any of the elements
- Once every three years (LA County is annual)
- APSA, Tiered Permit (PBR) and UST elements



COMPLETE ANNUAL SUBMITTAL

START AN ANNUAL SUBMITTAL → START FOR EACH ELEMENT → IF APPLICABLE 'EDIT' → SUBMIT → SUBMIT SELECTED ELEMENTS → DONE.

Facility Information SUBMITTED Jan. 29, 2024 Start Not Applicable

- Business Activities
- Business Owner/Operator Identification

Facility Information DRAFT Jan. 29, 2024 Submit

Ready to Submit with warnings Edit
Ready to Submit Edit

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

Confirm, Certify, and Submit Your Facility Submittal Submit Selected Elements

Certification Statement: Based on my own knowledge and/or on my inquiry of those individuals responsible for obtaining the information, I, Melisa Custer (CERS Account username *Melisacuster21*), certify on 1/29/2024 under penalty of law that I have personally examined and am familiar with the information submitted and believe the information is true, accurate, and complete.



*UPDATES &
CHANGES*



CHANGES & UPDATES TO INFORMATION

WITHIN 30 DAYS UPDATE AND ELECTRONICALLY SUBMIT

- 100% increase in quantity of hazardous material
- Addition of new hazardous material
- Changes of the following:
 - Address
 - Ownership
 - Business Name
 - Operations
 - Update of site map
 - Update of Emergency Response Needed

CERS NEXTGEN

MOVE CERS TO A SUPPORTED PLATFORM, STREAMLINE PROCESSES, AND RE-ALIGN WITH THE OVERALL GOALS OF UNIFIED PROGRAM

- Goal launch is Fall 2026
- Updates
 - New user interface
 - Submittal process for UST program
 - Regulator's review process and acceptance
 - Compliance activity documentation, monitoring and return to compliance process



CERS NextGen



CREATE USERNAME & PASSWORD IN CERS
[HTTPS://CERSAPPS.CALEPA.CA.GOV/TRAINING/
BUSINESS/ACCOUNT/SIGNIN?RETURNURL=%2F
TRAINING%2FBUSINESS%2F](https://cersapps.calepa.ca.gov/training/business/account/signin?returnurl=%2Ftraining%2Fbusiness%2F)



Create a CERS facility account
& submit all required elements
[https://cersapps.calepa.ca.gov/Training/
Business/4852](https://cersapps.calepa.ca.gov/Training/Business/4852)



Any Questions?

Name, Title, Agency/Business
Email Address
Phone Number



26th California Unified Program
Annual Training Conference
February 26-29, 2024