# Submitting Your Hazardous Materials Business Plan Electronically Through the California Electronic Reporting System (CERS)

Before registering with CERS, have on hand your most recent Hazardous Materials Business Plan (HMBP) which includes the Business Activities, Owner/Operator Identification and Hazardous Materials Inventory pages; Contingency Plan; and Site Map. You will need to scan in the Contingency Plan and Site Map to upload later in this process. *New!* The Contingency Plan is also available in an electronic format (along with all of the other forms mentioned herein for printing) on the Mono County Environmental Health web page at: http://www.monohealth.com/environmentalhealth/eh.html

Register as a business at https://cers.calepa.ca.gov/cers . Pay particular attention to the password requirements. You may wish to use a separate, dedicated email and password for this purpose that is accessible by key employees in your organization. Keep a copy of the email and password you set up. Once you have completed the registration process, CERS will email you a request to activate your account. Click on the provided link.

Once you have logged into your account, you will need to add a facility. (Do not worry about the ID numbers – those will be assigned by CERS). The system will search for your facility, not find it and ask you to "Add a Facility". Input all of the requested data. Be sure to use a Mono County zip code. If your facility does not have a Mono County zip code, contact Diana Shinn at (760) 924-1847 for instructions. Your business will be "HMIS only" occupancy field.

Now that your facility is added, click on your business link and it will take you to the Business Summary page. Click on the "Business" tab. Fill in the blanks. Beginning Date will be Mar. 1, 2011, and the Ending Date will be Feb. 28, 2014. (Do not worry about Dun and Bradstreet numbers or SIC codes.) Click on "Business Activities" and check the appropriate boxes. Fill in your EPA ID number if you generate any hazardous waste.

Click on the "Chemicals" tab. Most businesses will be able to use the Small Business Wizard to add the chemical inventory. If you need to enter chemicals not on the Wizard, here are some hints. Search by name or by CAS number in the Chemical Library. If you do not have a CAS number, on the chemical details form, list it as a mixture. You will need to enter the chemical's location at your facility, such as underground storage tanks, warehouse, or service bay. If one chemical is at multiple sites within your facility, list all sites where the chemical is stored when you enter the chemical to save multiple entries. The site will prompt you for more information.

Once all the chemicals are entered, upload you Emergency/Contingency Plan, Site Map and Employee Training Plan. You can fill out the Contingency Plan electronically and upload it, or print out, fill in, scan and upload the old form.

If everything looks right, click on the "Submittals" button. Click "Add Submittal". Review and click "Submit To Local Agency". Review and click once more.

If you have any questions or problems in this process, please call Diana Shinn at (760) 924-1847 or email me at dshinn@mono.ca.gov. We will take whatever steps needed to get you through this process.