

2000 Main Street, Huntington Beach, CA 92648 (714) 536-5411 • Fax (714) 374-1551

# Guidance for Business Owner/Operator: <a href="https://doi.org/10.2016/j.com/">How to Submit Hazardous Materials Inventory</a>

**NOTE:** Prior to starting your submittal for your Hazardous Materials Inventory, please be sure you have already completed your **'Facility Information'** section. It should say 'Ready to Submit' next to each document. **DO NOT SUBMIT** until you have completed all sections of your HMBP (Facility Information, Hazardous Materials Inventory, & Emergency Response and Training Plans).

Follow this link for instructions on how to submit **Facility Information**: Facility Information Submittal Guide



To submit your Hazardous Materials Inventory, please follow the instructions below:

 Once you have completed your Facility Information Submittal, you can now start your Hazardous Materials Inventory by clicking on the green 'Start' button in the 'Hazardous Materials Inventory'.

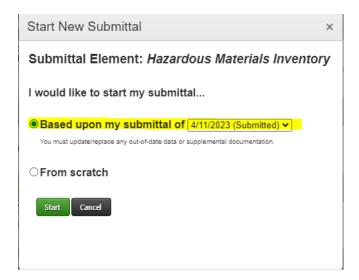




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- 2. If this is your first time submitting, go to Step 3. If you have submitted before, follow the instructions in sections (a) and (b).
  - (a) Select 'Based upon my submittal of', then hit the green 'Start' button.



(b) If this page appears again and you need to make changes, click on the document you need to edit and follow the steps below. If no edits are necessary and both documents are green with a 'Ready to Submit' status, then go to Step 16. **DO NOT SUBMIT!** 



3. Under the **Hazardous Materials Inventory** section, click on the green 'Add Material' button.

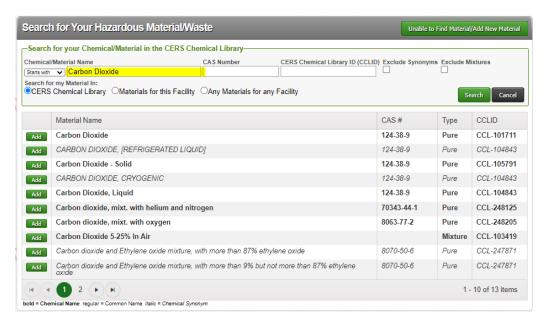




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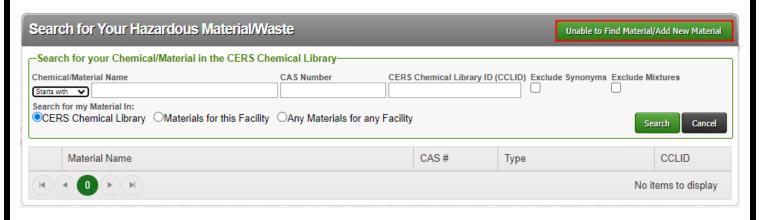
4. Type in the chemical/material in the 'Chemical/Material Name' search bar and hit the green 'Search' button. (ie: Carbon Dioxide)



5. Find which chemical/material matches what you have stored at your facility and hit the green 'Add' button to the left of that material.



If you are unable to find a chemical in the CERS Chemical Library then click on the green 'Unable to Find Material/Add New Material' button and add manually.





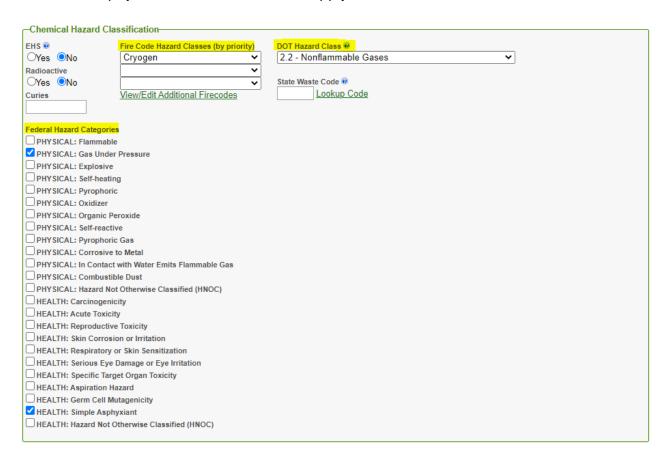
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7. Under 'Chemical Identification and Physical Properties' section, make sure the 'Physical State' is selected according to how your chemical/material is stored. As well as the 'Hazardous Material Type'.



8. Under 'Chemical Hazard Classification' section, please fill out Fire Code Hazard (if applicable), DOT Hazard Class, and Federal Hazard Categories. Refer to your SDS sheet for each material to confirm which physical and health hazards apply.

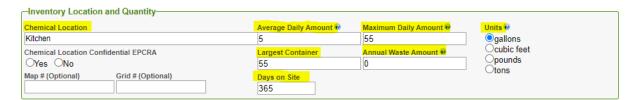




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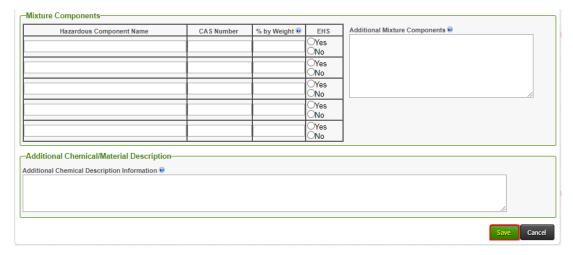
9. Under 'Inventory Location and Quantity' section, please fill out chemical location, average daily amount, maximum daily amount, largest container, annual waste amount, and days on site. Please report the units according to the physical state in which the material is stored in. For example, if your material is a liquid, report in gallons/ if your material is a gas, report in cubic feet/ if your material is a solid, report in pounds. (If you are unsure about how to report the amount, click on the blue '?' next to each section for clarification.)



10. Under 'Inventory Storage Information' section, choose the correct container in which your material is stored in. Be sure to fill out the Storage Pressure as well as the Storage Temperature.



11. If your material is a mixture, please fill in the percentages under 'Mixture Components'. If you have additional information, please add it in the 'Additional Chemical/Material Description' section. When you are finished, click the green 'Save' button.





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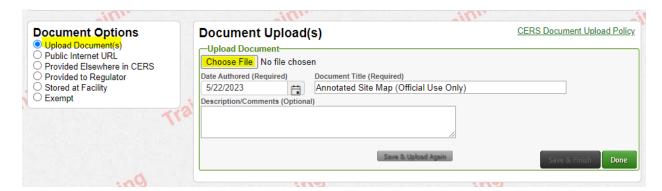
12. Once you have saved, you should see it appear under the Hazardous Materials Inventory. Repeat these steps for each hazardous material stored at your facility by clicking on the green 'Add Material' button.



13. When you are finished adding all hazardous materials, click on the green 'Add Site Map' button.



14. Under 'Document Options' click on 'Upload Document(s)'. Select 'Choose File' and upload your site map document. You can find site map requirements here: <a href="SITE MAP">SITE MAP</a>
REQUIREMENTS





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15. Once you have uploaded your site map, click on the green 'Save & Finish' button.



16. You should see your Hazardous Material Inventory and Site Map document in green under the 'Hazardous Materials Inventory' section. DO NOT SUBMIT!



17. You can now move on to submitting your Emergency Response and Training Plans. Please refer to this link for instructions on how to submit Emergency Response/Training Plans: <u>Business</u> Owner Emergency Response Training Plans

**NOTE:** HMBPs are required to be submitted annually between January 1<sup>st</sup> and March 1<sup>st</sup> of each year. A full re-submittal is required every 3 years regardless of any changes. The 'certify' option can be done each year in between as long as there are no changes.

Please refer to this link for instructions on how to certify: CERS Certification Guide

If you have any questions regarding your submittals, please contact the Fire Prevention Staff at: (714) 536-5411 or hmbp@surfcity-hb.org