



HUNTINGTON BEACH FIRE DEPARTMENT

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

Guidance for Business Owner/Operator: How to Submit Hazardous Materials Inventory

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:

1. 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.

Start New Submittal

Submittal Element: *Hazardous Materials Inventory*

I would like to start my submittal...

☒ Based upon my submittal of 4/11/2023 (Submitted) ▼

You must update/replace any out-of-date data or supplemental documentation.

☐ From scratch

Start Cancel

(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!**

Hazardous Materials Inventory DRAFT Jun. 23, 2023 Submit

Hazardous Material Inventory Add Material

Site Map (Official Use Only): Upload Document(s)

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

Ready to Submit Discard

Ready to Submit Edit Discard

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

Hazardous Materials Inventory (0) Draft May. 5, 2023 Add Material Add Site Map Done

☐ Only show materials with errors/warnings

Common Name	CAS	Location	Max Daily Amount
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Validate My Inventory HMIS Matrix Report Export To Excel

0 10 items per page No items to display



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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)

Search for Your Hazardous Material/Waste Unable to Find Material/Add New Material

Search for your Chemical/Material in the CERS Chemical Library

Chemical/Material Name CAS Number CERS Chemical Library ID (CCLID) Exclude Synonyms Exclude Mixtures

Starts with ☐ ☐

Search for my Material In:
☒ CERS Chemical Library ☐ Materials for this Facility ☐ Any Materials for any Facility

Search **Cancel**

	Material Name	CAS #	Type	CCLID
Add	Carbon Dioxide	124-38-9	Pure	CCL-101711
Add	CARBON DIOXIDE, [REFRIGERATED LIQUID]	124-38-9	Pure	CCL-104843
Add	Carbon Dioxide - Solid	124-38-9	Pure	CCL-105791
Add	CARBON DIOXIDE, CRYOGENIC	124-38-9	Pure	CCL-104843
Add	Carbon Dioxide, Liquid	124-38-9	Pure	CCL-104843
Add	Carbon dioxide, mixt. with helium and nitrogen	70343-44-1	Pure	CCL-248125
Add	Carbon dioxide, mixt. with oxygen	8063-77-2	Pure	CCL-248205
Add	Carbon Dioxide 5-25% In Air		Mixture	CCL-103419
Add	Carbon dioxide and Ethylene oxide mixture, with more than 87% ethylene oxide	8070-50-6	Pure	CCL-247871
Add	Carbon dioxide and Ethylene oxide mixture, with more than 9% but not more than 87% ethylene oxide	8070-50-6	Pure	CCL-247871

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bold = Chemical Name regular = Common Name italic = Chemical Synonym

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.

Add	Carbon Dioxide, Liquid	124-38-9	Pure	CCL-104843
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6. 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.

Search for Your Hazardous Material/Waste Unable to Find Material/Add New Material

Search for your Chemical/Material in the CERS Chemical Library

Chemical/Material Name CAS Number CERS Chemical Library ID (CCLID) Exclude Synonyms Exclude Mixtures

Starts with ☐ ☐

Search for my Material In:
☒ CERS Chemical Library ☐ Materials for this Facility ☐ Any Materials for any Facility

Search **Cancel**

	Material Name	CAS #	Type	CCLID
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0 No items to display



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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**'.

Chemical Identification and Physical Properties			
Chemical Name		CERS Chemical Library ID	
Carbon Dioxide		-	
Common Name	CAS Number	US EPA SRS ID	
Carbon Dioxide	124-38-9		
Physical State		Hazardous Material Type	
<input type="radio"/> Solid <input checked="" type="radio"/> Liquid <input type="radio"/> Gas		<input checked="" type="radio"/> Pure <input type="radio"/> Mixture <input type="radio"/> Waste	
		Trade Secret	
		<input type="radio"/> Yes <input type="radio"/> No	

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.

Chemical Hazard Classification	
EHS	Fire Code Hazard Classes (by priority)
<input type="radio"/> Yes <input checked="" type="radio"/> No	Cryogen
Radioactive	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Curies	View/Edit Additional Firecodes
DOT Hazard Class	
2.2 - Nonflammable Gases	
State Waste Code	
Lookup Code	
Federal Hazard Categories	
<input type="checkbox"/> PHYSICAL: Flammable	
<input checked="" type="checkbox"/> PHYSICAL: Gas Under Pressure	
<input type="checkbox"/> PHYSICAL: Explosive	
<input type="checkbox"/> PHYSICAL: Self-heating	
<input type="checkbox"/> PHYSICAL: Pyrophoric	
<input type="checkbox"/> PHYSICAL: Oxidizer	
<input type="checkbox"/> PHYSICAL: Organic Peroxide	
<input type="checkbox"/> PHYSICAL: Self-reactive	
<input type="checkbox"/> PHYSICAL: Pyrophoric Gas	
<input type="checkbox"/> PHYSICAL: Corrosive to Metal	
<input type="checkbox"/> PHYSICAL: In Contact with Water Emits Flammable Gas	
<input type="checkbox"/> PHYSICAL: Combustible Dust	
<input type="checkbox"/> PHYSICAL: Hazard Not Otherwise Classified (HNOC)	
<input type="checkbox"/> HEALTH: Carcinogenicity	
<input type="checkbox"/> HEALTH: Acute Toxicity	
<input type="checkbox"/> HEALTH: Reproductive Toxicity	
<input type="checkbox"/> HEALTH: Skin Corrosion or Irritation	
<input type="checkbox"/> HEALTH: Respiratory or Skin Sensitization	
<input type="checkbox"/> HEALTH: Serious Eye Damage or Eye Irritation	
<input type="checkbox"/> HEALTH: Specific Target Organ Toxicity	
<input type="checkbox"/> HEALTH: Aspiration Hazard	
<input type="checkbox"/> HEALTH: Germ Cell Mutagenicity	
<input checked="" type="checkbox"/> HEALTH: Simple Asphyxiant	
<input type="checkbox"/> HEALTH: Hazard Not Otherwise Classified (HNOC)	



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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.)

Inventory Location and Quantity			
Chemical Location	Average Daily Amount	Maximum Daily Amount	Units
Kitchen	5	55	<input checked="" type="radio"/> gallons
Chemical Location Confidential EPCRA	Largest Container	Annual Waste Amount	<input type="radio"/> cubic feet
<input type="radio"/> Yes <input type="radio"/> No	55	0	<input type="radio"/> pounds
Map # (Optional)	Grid # (Optional)	Days on Site	<input type="radio"/> tons
		365	

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.

Inventory Storage Information			
<input type="checkbox"/> Aboveground Tank	<input type="checkbox"/> Can	<input type="checkbox"/> Box	<input type="checkbox"/> Tank Truck, Tank Wagon
<input type="checkbox"/> Underground Tank	<input type="checkbox"/> Carboy	<input type="checkbox"/> Cylinder	<input type="checkbox"/> Tank Car, Rail Car
<input type="checkbox"/> Tank Inside Building	<input type="checkbox"/> Silo	<input type="checkbox"/> Glass Bottle	<input checked="" type="checkbox"/> Other
<input type="checkbox"/> Steel Drum	<input type="checkbox"/> Fiber Drum	<input type="checkbox"/> Plastic Bottle	DEWAR
<input type="checkbox"/> Plastic/Non-Metallic Drum	<input type="checkbox"/> Bag	<input type="checkbox"/> Tote Bin	
Storage Pressure		Storage Temperature	
<input type="radio"/> Ambient <input checked="" type="radio"/> Above Ambient <input type="radio"/> Below Ambient		<input type="radio"/> Ambient <input type="radio"/> Above Ambient <input checked="" type="radio"/> Below Ambient <input type="radio"/> Cryogenic	

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.

Mixture Components			
Hazardous Component Name	CAS Number	% by Weight	EHS
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
Additional Mixture Components			
<div></div>			
Additional Chemical/Material Description			
Additional Chemical Description Information			
<div></div>			
<div>Save Cancel</div>			



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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.

	Common Name	CAS	Location	Max Daily Amount	
Edit	Carbon Dioxide	124-38-9	Kitchen	110 gallons	Discard

[Validate My Inventory](#) [HMIS Matrix Report](#) [Export To Excel](#)

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

	Common Name	CAS	Location	Max Daily Amount	
Edit	Carbon Dioxide	124-38-9	Kitchen	110 gallons	Discard

[Validate My Inventory](#) [HMIS Matrix Report](#) [Export To Excel](#)

10 items per page 1 - 1 of 1 items

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: [SITE MAP REQUIREMENTS](#)

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

[Choose File](#) No file chosen

Date Authored (Required) 5/22/2023 Document Title (Required) Annotated Site Map (Official Use Only)

Description/Comments (Optional)

[Save & Upload Again](#) [Save & Finish](#) [Done](#)



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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: [Business Owner Emergency Response Training Plans](#)

NOTE: HMBPs are required to be submitted annually between January 1st and March 1st 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