Before you begin here is some important information.

- 1. You can start and stop your data entry at any time, be sure to hit the "Save Changes" button at the bottom of each page before you log out.
- 2. The red asterisk * indicates a required field. You won't be able to submit the form unless all these fields have information entered.
- 3. Have your MSDS Sheets handy to assist with the chemical inventory entry portion of the submittal.

Start at www.tcehealth.org

\odot			
Hazardous Materials Bus	siness Plan	electronic Submittals	
Please login below to electronically complete and submit your forms.			
Username: tasting	Password:	Login	
Reque	st a Username and Password,	<u>u.</u>	
Portal User Instructi	ons - Download and read befor	fore substitues.	
Contacts Telephone Monday thru Thursday 7:30 am – 5:30 pm and Friday I	8:00 am - 12:00 pm (PST): (559)	59) 624-7400	
E-Mail: trenhealth@tularebhsa.org			
Tulare County CUPA Website			

You'll need to request a Username and Password before you can begin use of the Portal. Click on the **Request a Username and Password**" link to access the request form below.

Энн	SA			
C 1000/83	4.7121			Demet/Destator Logis Regisest Form
Asterisks (*) indical	te required fields			Send the rest of t
Instructions	This form is to be completed by the business owner or o user name and password. Use the notes section to pro- needed. For example if you need access to multiple facilities the Notes section. The System Administrator will contact	Corporate Officer vide specific infon lities, enter their t you within 4 wo	to request a nation as addresses in King days.	
Request Oate*	05/27/2013		ECE.	
Information about	the business			
Business Name*				
Facility Street Address ^{te}				
City*	State"	Zip*		
Phone*	Extension	Fax		
Information about	Aon			
Applicant Name*				
Email	Phone			
Other Information	Contract I			
Regulated Programs (Check all that apply)*	Hazardous Naterials CalAPP Hazardous Wastes Underground Storage Tarks Tiered Permitting Aboveground Petroleum Sto	s prage Tanks		
Additional Notes				
	Submit Home			

Complete all required fields and click the "Submit" button. For access to multiple facilities, enter the addresses in the Notes section. Your Username and Password will be e-mailed to you once we verify the information, usually within two to three working days. You will not be able to enter information until you receive the confirmation e-mail from our office.

Portal Home Page

						Tes	t Facility	Home	Change P	assword	Logou
O ł	HSA 1.800.834.7121										
Portal Hom	ie Page						_				
Step 1: Please revie change the indicating the changes, yo	ew the Facility, Address information, Change r he changes have been ou can certify your sub	s, and Owner in equests will be made. Do not mission by click	formation in the table below. If the processed within 3-5 business day proceed to the next step until your ng on the Annual Certification link. Facility Terroice Mailien Addross	information is s. Please logo update reque	incorrect, click the Inco it until you receive an i st has been processed	rrect button to email from us . If there are no					
Incorrect	Test Facility	1 Main Street	1 State Street Tulare, CA 99999	Owner Name	HMEP						
Step 2: If the inform Proceed to Change yo Manage yo	nation in the table is a forma password by clicking a lisers	on the Change	the button below. Reconvertink at the top of the pag	e,	1	1					

The initial **password** issued to you will be a series of random letters and numbers. Click on the "**Change Password**" link to choose a new password that will be private and memorable.

If you need to change the Facility, Address, or Owner information click on the "**Incorrect**" button and complete the form. You will not be able to proceed with your submission until the update request has been processed. If no changes are required, click on the "**Proceed to forms**" button to advance to the **Submission Packages Page** (*next page*).

Use the "Manage your users" link to bring up the following contacts form to update user information whenever necessary.

			Test Facility	Home Change Password	Logout
HHSA					
Contacts The following contacts were Add Additional Contact	e found. Click on the name or the username to	edit the username or password. Click on the re	move button to remove the conta	d,	_
2 item(s) found				I I	
Usemana	Name		13.90	nary Contact:	
tutester	Tulare Tester	Remove Contact	0		
testing	First Last	Remove Contact	8		

Click on the links under either **Username**" or **Name**" to edit existing centact information. Click on the "Add Additional Contact" button to add a new contact. Either option will bring up the following form. Make the necessary changes and click on the "Apply Changes" button. To delete a contact, click on the "Remove Contact" button. You may designate a lead user by selecting the button under "Is Primary Contact".

<u>lick here for Contact List</u> Administer User Login			
System Username and	assword		
Username	: testing		
New Password	:		
Confirm New Password	:		
Contact Information			
*First Nar	a:	*Last Name:	
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Apply	Changes Cance	Changes Home	

Submissions Packages Page

Your business name should appear here.



Click on the "General Submission Nelp and Instructions" link to review the Submissions Help Page (below).

Then click on the "Hazardous Materials Business Plan" link to the business plan submission package.

Submissions Help Page



The Submissions Help Page describes the work flow for completing, modifying and submitting your forms and viewing previous submittals (archives). It also explains the procedure for responding to the CUPA's comments regarding the submission. After review, click on the **"Back to Submissions Home Page**" link to return to the **Submissions Home Page** and then select the **"Hazardous Materials Business Plan**" link (see previous screenshot).

Hazardous Materials Business Plan Page

Main Stream Model Change Password Logout Item Finite Attentions Item () Change Password Logout Hazardous Materials Business Plan Helm and Frequently Asked Questions Item () Change Password Logout Edit on the Size Address to open, view or edit a Hazardous Materials Business Plan To view the reviewer's comments, dick on the Reviewer Comments hyperlink Contact: HMP Administrator Site Address Created Modified Submission Status The interviewer's comments Submission Status Submission Status The interviewer's comments Submission Status Submitted \$/17/13 (UNEVALUATED (Review Pending)) Resid-only Archivest Print \$/17/13 Summary

Upon clicking on the Hazardous Materials Business Plan link on the Submission Packages Page, you will see this screen. Click on the "Site Address" link to complete the forms (Step 1).

Step 1: Complete the forms (Blue Tab)

Business Activities Page



Use the links on the menu located on the left-hand portion of the screen to progress through each step of the submission. The first form to be completed is the **Business Activities** form The form that is currently open will be highlighted in orange.

The approximate location of your facility will be depicted on the map. *Note: Latitude and longitude fields are not editable.* Use the scroll bar on the right-hand edge of the screen to move down the page to view and complete the entire form.

You will not be able to save the form unless all of the fields marked with a red asterisk (*) are completed. When finished, click the "Save Changes" tab.

Business Owner Operator Page

Step 1 of 3 Data as Comparing Billion Not and FAQ Addressed (Not Comparing Billion) Cick on the Save Changes Button to save the form. More saving the complete ALL the forms in your submission package Buttiness Dancer Cu. (1) Retiness Changes Button Complete ALL the forms in your submission package Buttiness Dancer Cu. (1) Retiness Changes Complete ALL the forms in your submission package Buttiness Changes Buttonss Training State Complete ALL the system Attra- tess Facility Takes Facility Takes Changes Complete ALL the system Attra- set for the Save Changes Internet States Changes Complete ALL the system Attra- set for the Cover State Complete ALL the System Changes Complete Changes Changes Comple	HHSA					
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Consultated Function Control of the system after Consolidated Function (Control of the System after Control of the sy	Click on the Save Changes Button to save the form. After saving the form, click on the links below to complete ALL the forms in your submission package = Business Activities	Business Owner O Asteriaks (*) ind NOTE: Please r the billing cont	a (1) Scate required fields eview the billing and owner information on i sct. please update your profile here PRIOR T	ile for your business. To change either the	business owner or	_
Button frequently. You will be availed hard the system after extended inativity and any maxwed charges may be lost. • Disable any installed popup blockers • Complete every form in the backage • Complete every form in the • Co	Check on the Save Changes	Facility ID#* Business Name* Site Address*	FA0999990 Tast Fadility T Test Fadility T 1 Main Street T Tulare CA 99999	ntification		
Finished? Go to the Cover Sheet In send extra notes, or cooling Sign Selection Coversion Sign Selection Coversion Sign Selection Coversion Sign Selection Coversion Sign Selection Selection Selection Selection Sign Selection Se	tutton frequently. You will be agged out of the system after extended inactivity and any ansaved changes may be lost. Usable any installed popup lockers Complete every form in the backage	Begerring 01/ Date" Business Ebsos" Business Fax Dradstreat	01/2012 0000000000	Ending 12/31/2012 Date" 12/31/2012		
II. Billing Information This shows the billing/mailing information on file for your business, which cannot be changed here. If this information has changed, please review and <u>update your profile here</u> PRIOR TO SUBMISSION. ATTN: ATTN: Mailing 1 State Street Address State C1 Ony Tulare State C1	inisted? Go to the <u>Cover Sheet</u> a send extra notes, or <u>confirm</u> our submission.	Enmary SIC Business Operator Game Business Operator Ehone Email*	Operator Name 5997324555 email@xx.com	Trinary MAICS		
Address Ony Tulare State Ca. Zop. 00000		This shows the information he ATTN: Haling	II. Billing billing/mailing information on file for you s changed, please review and <u>update your</u>	Information r business, which cannot be changed he profile here PRIOR TO SUBMISSION.	re, 1f this	
		Address Oty Tulare	State CL	Zip 00000		

• Use the links on the menu located on the left-hand portion of the screen to advance to the **Business Owner Operator** form.

Use the scroll bar on the right-hand edge of the screen to move down the page to view and complete the entire form.

For new facilities, enter all of the required information. For existing facilities, make any necessary changes. You will not be able to save the form unless all of the fields marked with a red asterisk (*) are completed. When finished, click the "Save Changes" tab.

Chemical Description Page

1 of 3	24/	L. Gernelete the Name	Ring 2. Addressors sheet Stat. 31	Talling and Parling into	a and FAQ Buildmaster Log	1000
n the Save Changes Button e the form. After saving the	Chemical Descrip (2)				Expand Table View	Expand Form Vie
dick on the links below to ete ALL the forms in your ssion package	Chambral Name			¢.,		
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usiness Owner Operator	D Hydrochlone Acid			Ba	sement	
Chemical Description Consolidated Emergency	·					••••••
esponse/Contingency Plan						
Employee Training Plan Facility Mans	Contraction (NV) in discussion					
CHARTELINES	Asterisks [1] indicate rec	ured helds				
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<u>je</u>	Location Description	1997-040-995-010		(A)		
ed? Go to the <u>Cover Sheet</u> d extra notes, or <u>confirm</u> ubmission-						
	EPCRA	Ves E Chemical	location confidential Trade S	earet		
	Map #		Grid #	55,83		
	II. Chemical Informatio	0				
	Physical State*	535				
	Chemical Name	Ammonia				
	Common Name					
	CAS #	-				
	The second					

Use the links on the menu located on the left-hand portion of the screen to advance to the Chemical Description form.

Chemicals already in the inventory will be shown in the table at the top of the screen. In this example there are two existing entries. This table may be expanded or hidden by clicking on the "Expand Table View" and "Expand Form View" tabs.

The first chemical in the table (In this example, Ammonia) will be automatically shown on the form when you open this page. Review the existing information for the chemical and make any necessary changes as described below. You may find it easier to use the "**Print**" tab to make your changes on a paper form and then return to the portal to enter them. Here is what the Print widow looks like:



Proceed to the next existing chemical in the inventory by clicking on the **D** button to the left of the Chemical Name (in this example, Hydrochloric Acid) in the table. To add a new chemical, click the "Add Chemical Descr" tab to open a blank form.

sp 1 of 3	847	Const a be king	Real of Balance Source and an an	Added and Market Halls and FAQ	iabminist Log	CERCITATION INCOME
ck on the Save Changes Button save the form. After saving the m, click on the links below to nghete ALC the forms in your binission package	Chemical Descrip(2) Chemical Name		Common Name	¢ Chemical Is	Expand Table View	Expand Form View
usiness Activities - Business Owner Operator - Chemical Description - Consolidated Emergency Besponse/Contingency Plan Employer Training Plan	Approvis Approximately Acid Appr			Warehouse Barement		
- Facilitz Maps s Click on the Save Changes thon frequently. You will be ged out of the system after sended inactivity and any caved changes may be lost. Disable any installed popup ckers complete every form in the drage ished? Go to the <u>Cover Sheer</u> send extra notes, or <u>confirm</u> ir submission.	Asterisks [*] indicate red I. Facility Information Business Name* Facility 10e* Latitude 42.875184 Chemical location* Location Description	uired fields Fest Facility D FA0909090 D D Bassment	Longitude -78	8770972 0		
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	Harbodous Mahadal		2			

Use the scroll bar on the right-hand edge of the screen to move down the page to view and complete the entire form.

After revising an existing chemical or adding a new one, click the "Save Changes" tab before proceeding to the next one.

You may cancel your revisions and return to the last saved entries with the "Cancel Changes" tab.

If you no longer handle the chemical and want to remove it from the active inventory, click on the "Delete" tab.

Tips:

For common lubricants such as motor oil, hydraulic fluid, etc. it is not necessary to specify the brand name or list the hazardous mixture components. Lubricating oil does not need to be reported if the total volume of each type of lubricating oil handled at that facility does not exceed 55 gallons and the total volume of all types of lubricating oil does not exceed 275 gallons, at any one time.

You can copy and paste information from the MSDS into the Chemical Description form. When viewing the MSDS, highlight the desired information and copy it (you will not be able to copy from the MSDS if it is a scanned document or if content copying is not allowed). To convert the case to all capitals, paste the information into a blank Word document, highlight it and click "UPPERCASE" on the font menu. Paste the information into the appropriate field.

You can look up the Common Name and State Waste Code for hazardous wastes generated at your facility at <u>http://www.hwts.dtsc.ca.gov/report_list.cfm</u>. You can cut and paste the information as described above.

A CAS Registry Number® includes up to 10 digits which are separated into 3 groups by hyphens. The first part of the number, starting from the left, has 2 to 7 digits; the second part has 2 digits. The final part consists of a single digit.

Chemical Description Entry/Revision Procedures

The blue links provide explanations of what is to be entered in the corresponding field. Here is the one for "Chemical Location":



(Item II) Screenshot Detail

Longitude -78.8776972	
Longitude -78.8776972	
Longitude -78.8776972	<u>11</u>
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Inemical location confidential	
Grid #	1.
ected - •	
2023/22-57	
acted — 💌	
must be mas	
	hemical location confidential Trade Secret Grid # acted * must be in bs

Hazardous Ma T For Mixtures ONI	Nixture Mixture L Y: Hazardous Co	▼ omponents		
	CAS	Component	Percent WT	Extremely Hazardous Substance
Component 1				
Component 2				
Component 3				
Component 4				
Component 5				

Enter the hazardous components of the mixture in the order listed on the Material Safety Data Sheet (MSDS). If the MSDS lists a range for the percent by weight of a component, use the highest number in the range.

Chemical Classification (Item III) Screenshot Detail



<u>Fire Code Hazard Class</u>: (Not Mandatory) If the Fire Code Hazard Classes are listed on the MSDS, check the corresponding boxes. The Fire Code Hazard Classes are usually found in either Sections 5 or 16 of the MSDS. A list of the various hazard classes and instructions on how to determine which class a material falls under are included in section 2701.2 of chapter 27 and appendices E and F of the California Fire Code. The portal provides an optional tool to assist in determining the Fire Code Hazard Class for a particular hazardous material though this link.

Note: The Fire Code Hazard Classes are different than the NFPA hazard rankings (see table below):

Hammability	Beactivity Health	
LD50 (mg/kg) Flash Point	LCS0 (ppm) Boling Point	
Melting Point (F)	Autoignition Temperature	1
Vapor Density (\$68 F)		
Vapor Pressure		
	Flammable limits in Air, Percent by Volume	
Lower Explosive Limit	Upper Explosive Limit Specific Gravity	
Specific Gravity	Sold	
MSDS Hazards Flammable Corrosive Initant Sensitizer Cardinoger Corgan	Pyrophonic Oxidizer Reacts with water Reacts violently with water Reacts explosively with water May decompose vigorously	

The "Click here for help classifying your chemical" link (see preceding screenshot) will open the above table. Fill in the fields using the corresponding information from the MSDS, then click on the "Classify" button to calculate and auto-fill the Fire Code Hazard Classes.

It is extremely helpful to enter the NFPA Health, Flammability, and Reactivity hazard rankings for the chemical even if the other fields are not completed. The NFPA hazard rankings (also called NFPA Codes) indicate the relative degree of hazard in these categories using a scale of 1 -4. The NFPA hazard rankings are usually found at the top of the first page or in Sections 5 or 16 of the MSDS.

Chemical Classification (Item III) Screenshot Detail (Continued)

	Fire Acut Reactive Chro Pressure Release	e Health onic Health			
MSDS	Upload				
Largest Container*			Annual Waste		
<u>container</u>		4	Amount		
Average		Ma	iximum		
Amount*		Ar	Dairy mount*		
<u>Units</u> *	© Cubic Feet ⊗ Pounds ⊗	Tons 🔘 Gallon	15		
Days on Site		State	Waste Code		
Days on Site Storage Container*	Above Ground Tank	State	Code		
Days on Site	Above Ground Tank	Silo	Code Code Tote Bin		
Days on Site Storage Container*	Above Ground Tank	Silo Fiber Drum	t Waste Code □ Tote Bin □ Tank Wagon ■ Reil Car		
Days on Site Storage Container*	Above Ground Tank Underground Tank Tank Inside Building Steel Drum	Silo Fiber Drum Baq Box	Waste Code Tote Bin Tank Wagon Rail Car Other		
Days on Site Storage Container*	Above Ground Tank Underground Tank Tank Inside Building Steel Drum Plastic/Nonmetallic Drum	Silo Fiber Drum Baq Box Cylinder	Waste Code Tote Bin Sail Car Rail Car Other None		
Deys on SiteStorage Container*	Above Ground Tank Underground Tank Tank Inside Building Steel Drum Plastic/Nonmetallic Drum Can	Silo Fiber Drum Baq Box Cylinder Glass Bottle	Weste Code Toto Ein Tank Wagon Rail Car Other None		
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Days on Site Storage Container* Other Container Storage Pressure*	Above Ground Tank Underground Tank Tank Inside Building Steel Drum Plastic/Nonmetallic Drum Can Carboy	Silo Fiber Drum Bag Box Cylinder Glass Bottle	Waste Code Tote Bin Tank Wagon Asil Car Other None		

<u>Federal Hazard Categories</u>: Also called SARA Title III or 311/312 Hazard Categories, these are usually found in Section 15 of the MSDS Note: The Federal Hazard Categories are different than the NFPA hazard rankings. An NFPA hazard ranking of "1" (least hazardous) does not necessarily meet the criteria for the corresponding Federal Hazard Category for health, fire, or reactivity.

MSDS Upload Use this button if you want to upload a Material Safety Data Sheet for the chemical.

<u>Storage Pressure & Storage Temperature:</u> The term "Ambient" simply means room or outside pressure or temperature, respectively. "Cryogenic" means a gas that is held as a refrigerated liquid (example, liquid oxygen).

Consolidated Emergency Response/Contingency Plan Page

Step 1 of 3	Rear 1: Complete the forme Day 2: and a speed sheet Day 1: Sector speed former. Here's and FAQ
Step 1 of 3 Click on the Save Changes Button or save the form. After saving the form. Aften	But is Constructed bind winds and a model where where and in the set of Add. But where add. And add. Constructed Barrier, [1] Actional Set [7] indicate required fields Facility Identification and Operations Overview Bacity ID FAR999999 [] Date of Plan Preparation Revension Business Name* Test Facility [] Business Site Address 1 Main Street [] City Tubere [] Date of Ramese (e.g., Parting Construction) Parting Construction Incidental Coertions (e.g., Heet Maintension) A copy of the Sacity's emergency response plan's] and/or training plan, which satisfy Health and Safety Code (HSG) section 2500(b), 2504(c) and Title 22 California Code of Regulations (22 CCR) section 06282.34(a), are attracted as follows: Image: Present and the supplements of HSC section 2500(b), 2500(c) and Title 22 California Code of Regulations (22 CCR) section 06282.34(a), are attracted as follows: Image: Present and the supplements of HSC section 2500(b), 2500(c) and 220 CCR 06202.34(a), in the event of a responde for base configure glass networks and materials and harardous materials and harardous materials and harardous materials and exercises and emplowee training requirements. Other supplements or anonymers that wards at discosi contingency planning. This plan covers themical splits, free, and earthquskes involving: (Check at the apply) Hazardous materials [] Hazardous wastes
	Internal Response Internal foolity emergency response will occur vis: (Check all that apply) Calling Public Emergency Responders (i.e., 9-1-1) Calling Public Emergency Responders (i.e., 9-1-1)

Use the links on the menu located on the left-hand portion of the screen to advance to the **Consolidated Emergency Response/Contingency Plan Page**. Complete the Facility Identification and Operations Overview.

Then complete and save the optional template form, or upload a copy of an existing emergency response plan. If you choose to upload the plan, click on the plan button to bring up the following screen:

			File Uploaded Open
			Galeto
	Step	Action	Instructions
1	Select a File	Browse	Select a file from your computer by clicking on the Browse button. The name of the selected file will appear in the box.
2	Upload the File	Upload	Upload the selected file by dicking on the Upload button. Please limit attachments to 9 MByte in size. Images uploaded successfully will display at the top of the page. Other attachment types will indicate "File Uploaded".
2	Close This	Close	Click on the Close button to dose this window and return to the form containing the uploaded attachment. MAKE SURE TO CLICK ON THE FORM'S SUBNIT AND/OR SAVE CHANGES BUTTON

Navigate to where the plan is located on your computer using the Browse function under "Step 1: Select a File". Open the desired document and then click "Upload under "Step 2: the File". After the file is uploaded, you can view it by clicking on the **Open** button on this screen.

If you would like to upload an existing plan but you don't have access to a scanner or Adobe Acrobat, contact this office for assistance.

Employee Training Plan Page



Use the links on the menu located on the left-hand portion of the screen to advance to the Employee Training Plan Page.

Then complete and save the optional template form, or use the **loload** button to upload your Training and Record Keeping plans and procedures following the procedures described under the **Consolidated Emergency Response/Contingency Plan Page** above.

Facility Maps Page

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Step 1 of 3	Reg 1: Complete Pr	n farme (1949) 10 Mars answerstient (1941	A CARDING STATE STATE	els and FAQ Baltrinetor Log BCCCHURCHERDE
Click on the Save Changes Button to save the form. After saving the form, disk on the links below to complete 4/L the forms in your submission package = Business Activities = Business Conner Coerator = Chemical Description = Consolidated Emergancy Basponse/Corthogancy Plan	Facility Maps (2) Map Name C test C test 2	*	Map Upload F	Expand Table View Expand Form View
England Lating Mage Tip: Click on the Save Changes Button frequently, You will be logged out of the system after unsaved changes may be lost. Disable any installed popup blockers Complete every form in the package Risched? Go to the <u>Cover Sheet to send every norms</u>	Asterisks [*] indicate required fields GUIDELINES • Site maps are required to assis appraise the risk during an emis drafting your emergency respon • A ske and facility man example • necessary to use other symbol • Engineered drawings are not ris YOU ARE REQUIRED TO INCLUDE T • Outline of building(s), facilities : • Site orientation (North Arrow) p • The labels and writing should b • Scale of map • Parking ists • Internal roads • Loading areas • Inside and outside hazardows ri • Stom drains, catch basins and • Location of nearest fire frydrand • Electrical panel, natural gas and • Knox box incation	It emergency response crews in loc argency, assist you in the training o tragency, assist you in the training o series plans. For larger states, provide and a list of map symbols are indu so in the map(s), include a reference equired. WE FOLLOWING ITEMS ON YOUR and areas within the property, nointing toward the top of the page is readable from laft to right material storage areas sewers to the pumps, risers, fire department d water shut-off	ating hazardous materials If employees and assist yo a general layout. Ided to assist you. If it is a for the symbol. I MAP	ν Su In Iar
	UPLOADING A MAP THE SUBMISSION IS NOT FINISHEDF	Go to the <u>Cover Sheet</u> to send extr cress.	a notes, or Save C	hanges Cancel Changes (Add Facility Maps) (Dek

Use the links on the menu located on the left-hand portion of the screen to advance to the Facility Maps Page.

You can add a map or maps by clicking on the **Open** button near the bottom of this screen and following the upload instructions on the **Consolidated Emergency Response/Contingency Plan Page**.

It is recommended that you upload a minimum of two separate documents. Please do not send all of the maps together in one upload – separate them into individual uploads.

A Site Map depicting the following.

- Outline of building(s), facilities and areas within the property.
- Site orientation (North Arrow) pointing toward the top of the page
- The labels and writing should be readable from left to right
- Scale of map

A Facility Diagram depicting the following.

- Access and egress points to buildings
- Inside hazardous material storage areas
- Electrical panel, natural gas and water shut-off

It is recommended that you name the maps as follows:

- Parking lots
- Internal roads
- Loading areas
- Access and egress points to property
- Inside and outside hazardous material storage areas
- Storm drains, catch basins and sewers
- Location of nearest fire hydrant, fire pumps, risers, fire department connections and any other emergency response equipment

- "Facility Name Site Map", or "Facility ID # Site Map"
- *"Facility Name* Facility Diagram", or *"Facility ID* # Facility Diagram"

Step 2: Add a cover sheet (Green Tab)

Cover Sheet Page

HHSA T 2000 SHA 71 21	Test Parity	Home Change Password Logout
Step 2 of 3	Step 1.1 Complete the forms Days 3. Add a server alsoft Day 3. Softeet pair home Make and FAQ	Bitminist Lege
Step 2 of 3	Submission Cover Sheet I HMEP Cover Sheet Instructions Sometimes you may wish to send extra notes regarding the forms being submitted, but can find no place on the forms themselves for such notes. The "Submitter's Commerts" field, on this cover sheet, provides a place for each notes. The cover sheet is submitted at the same time as the forms, and is stored together with the archived forms Additional commerts are not required for a submittal. Save your additional comments by diding on the Save Commerts button. To fields your submitted, click on the Submit button at the bottom of this page. I Attached Comments Commerts	
	Save Comments and Submit	and the second se
		Company of the Company of Company

The **Cover Sheet** can be accessed from the links on the menu located on the left-hand portion of the screen, at the bottom of the screen, or from the Green tab along the top of the page. Use this page to attach any comments regarding your submission. To submit, click on the "Save Comments and Submit" tab.

Step 3: Submit your forms (Yellow Tab)

Submission Cover Sheet: HMBP Page

ep 3 0f 3	Bap. 1. Complete His form	The C. Add Accounts	fared Stage States	en also forme	C. Tedminisen Leg	Lakersson Se
	Submission Cover Sheet: HMSP					
	You're almost done! Review the contents of your bottom of this page. The submission recipient will	submission and ck be notified of you	ck on the Confir r submission via	m Submission button at the email.		
	L Submission Identification					
	Sidminian Contents:	LIVER				
	From:	Test Facility				
	To:	HMP Administrator				
	Cover Sheet:					
	IL Form Contents					
	Form Naite	Number of Forms Minimum Allowed Maximum Allowed				
	Business Activities	1	1	1		
	Business Owner Operator	1	1	1		
	Chemical Description	2	1	unimited		
	Consolidated Emergency Response/Contingency	Plan 1	1	1		
	Employee Training Plan	1	1	1		
	Facility Maps	2	1	unlimited		
	Last Submitted: 5/17/12	Status: UNEVALUA	TED (Review Pe	nding)		
	PERSONAL AND APPEND			Re 190		

After clicking on the "Save Comments and Submit tab" on the Cover Sheet Page, you will arrive at Submission Cover Sheet: HMBP Page. This page can also be accessed from the links on the menu located on the left-hand portion of the screen, at the bottom of the screen, or from the Yellow tab along the top of the page.

This page allows you to review the progress of your submission to determine whether all of the required forms have been completed. If at least one of each of the required forms has been completed, you will be able to click on the "Confirm Submission" tab to submit your business plan.

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Submission Received OK		
Tracking Numbers TN4		
The recipient will contect you shortly.		
DONE		

You will then arrive at this page confirming your submission. Then click on this link to return to the Hazardous Materials Business Plan Page.

Hazardous Materials Business Plan Page



The Hazardous Materials Business Plan Page will now include the Submission Status. In the example above the status is UNEVALUATED (Review Pending). Click on this link to review and print a summary of the entire business plan.

The CUPA will review the submission and either accept or reject it. In the example below the status has changed to Accepted. Any comments by the CUPA regarding the submission will be added to the summary to guide you in correcting any deficiencies. These comments may be reviewed and printed either from the "**Reviewer Comments**" link, or from the forms archives page.

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Hazardous Help and Frequen Click on the Site A To view the revier Contact: <u>HVP Adm</u>	Materi Ilv Asked (ddress to wer's comm inistrator	als Bus Westions open, view ients, click (iness Plan or edit a Hazardous Materials B on the Reviewer Comments hype	usiness Plan rlink						
Site Address	Created	Modified	Submission Status							
1 Main Street	11/2/12	5/27/13	Submitted 5/17/13 (ACCEPTED Reviewer Comments	Read-only Archives						

Click on the "**Read-only Archives**" link to move to the forms archives page shown below. This page shows the status for all of the submissions for the facility.

Forms Archives Page

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01/21/2013	1 Main Street	HMP Administrator	Rejected	Conero -	Review	Compare			
12/14/2012	1 Main Street	HMP Administrator	Accepted	Open	Review	Compare			
		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		-	Barrison	and the second second			

To review any comments by the CUPA regarding a submission, click on the "Review" link to open the following page.



Comments by the CUPA regarding the submission can be viewed and printed from this page.

If your submission was accepted, you are finished. If it was rejected:

- 1. Review the comments made by the CUPA,
- 2. Open the submission and correct any deficiencies, and
- 3. Resubmit.

If you have any questions during this submittal process, please contact our office at (559) 624-7400 during our normal business hours of Monday thru Thursday 7:30 am – 5:30 pm and Friday 8:00 am – 12:00 pm (PST) or contact us via e-mail at tcenhealth@tularehhsa.org.

We'll review your submission and send you an acceptance or deficiency notice with needed corrections.

Your Hazardous Materials Business Plan will remain on file with us and the local fire department can see it as well. No need to mail them a copy.