

# Tulare County CUPA Electronic Hazardous Materials Business Plan Online Portal Instructions

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](http://www.tcehealth.org)

**Hazardous Materials Business Plan Electronic Submittals**

Please login below to electronically complete and submit your forms.

Username:  Password:

[Request a Username and Password.](#)

[Portal User Instructions - Download and read before submitting.](#)

**Contacts**  
Telephone Monday thru Thursday 7:30 am - 5:30 pm and Friday 8:00 am - 12:00 pm (PST): (559) 624-7400  
E-Mail: [tcehealth@tularshhsa.org](mailto:tcehealth@tularshhsa.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.

**HHS A**  
1.956.834.7121

[Request a Username and Password](#)

Asterisks (\*) indicate required fields.

Instructions: This form is to be completed by the business owner or Corporate Officer to request a user name and password. Use the notes section to provide specific information as needed. For example if you need access to multiple facilities, enter their addresses in the Notes section. The System Administrator will contact you within 4 working days.

Request Date\*

**Information about the business**

Business Name\*

Facility Street Address\*

City\*  State\*  Zip\*

Phone\*  Extension  Fax

**Information about you**

Applicant Name\*

Email\*  Phone\*

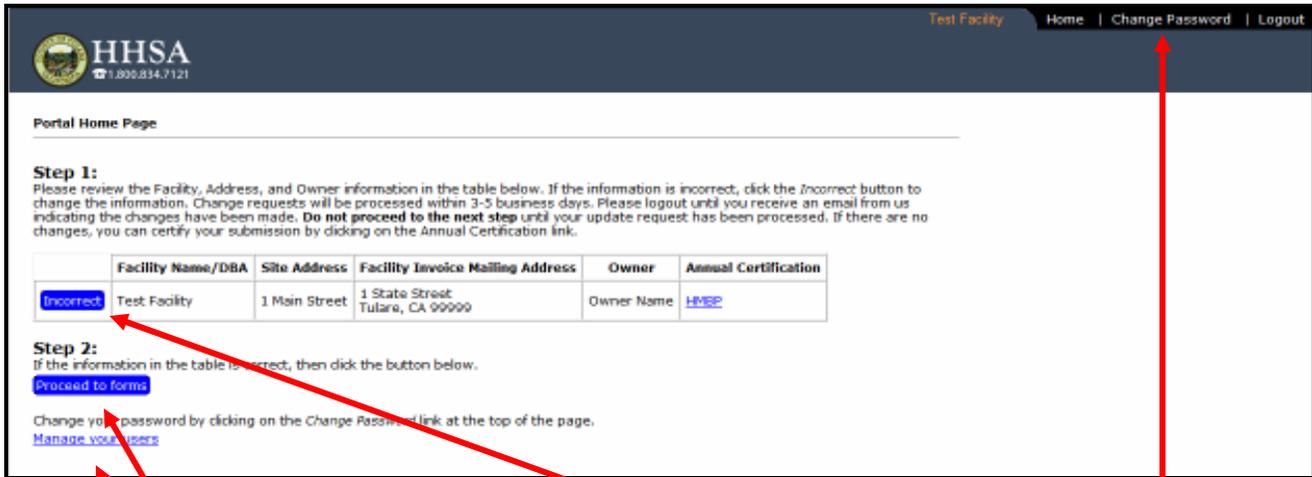
**Other Information**

Regulated Programs (Check all that apply)\*  Hazardous Materials  CalARP  Hazardous Wastes  Underground Storage Tanks  Tiered Permitting  Aboveground Petroleum Storage Tanks

Additional Notes

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](#)



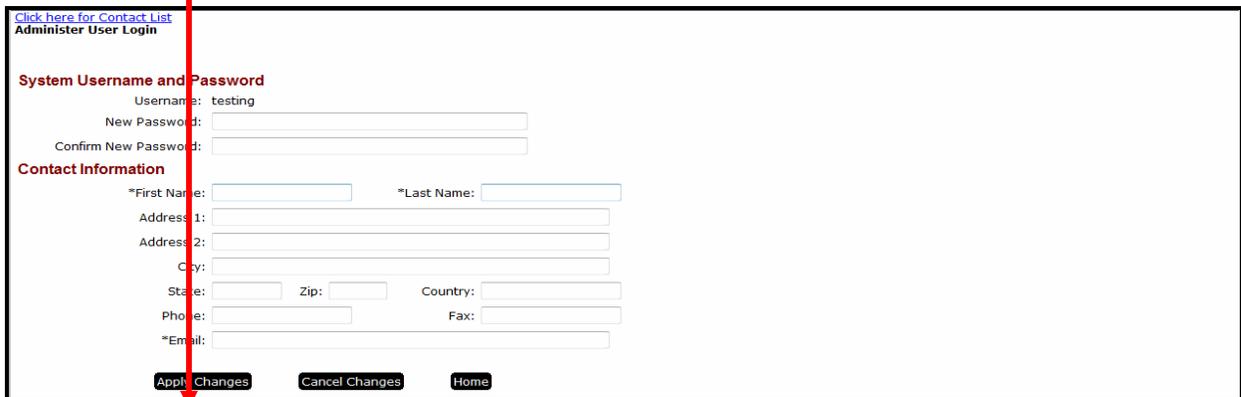
The initial **password** issued to you will be a series of random letters and numbers. Click on the **“Change Password”** link to choose a new password that will be private and memorable.

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.

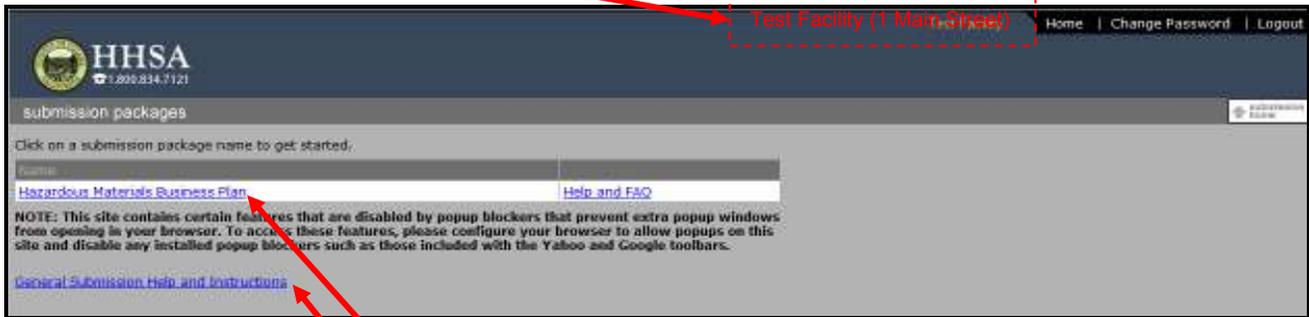


Click on the links under either **“Username”** or **“Name”** to edit existing contact information. Click on the **“Add Additional Contact”** button to add a new contact. Either option will bring up the following form. Make the necessary changes and click on the **“Apply Changes”** button. To delete a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



## Submissions Packages Page

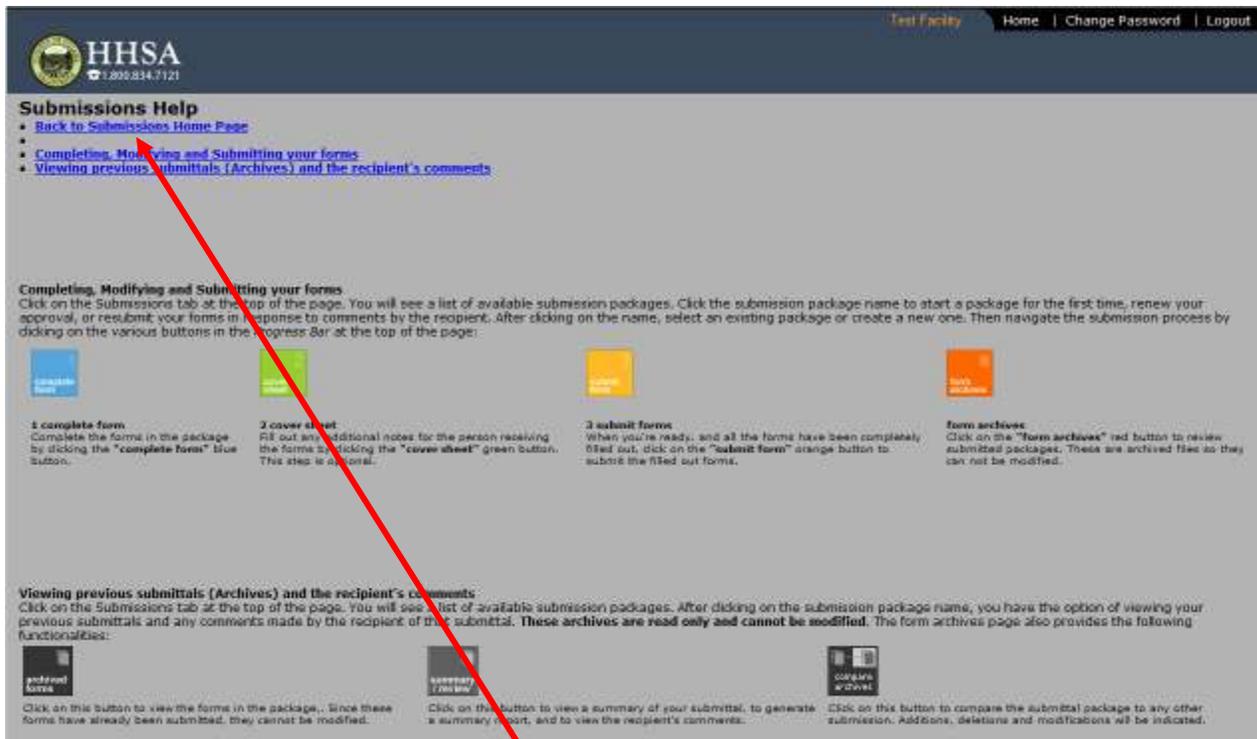
Your business name should appear here.



Click on the **“General Submission Help 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).

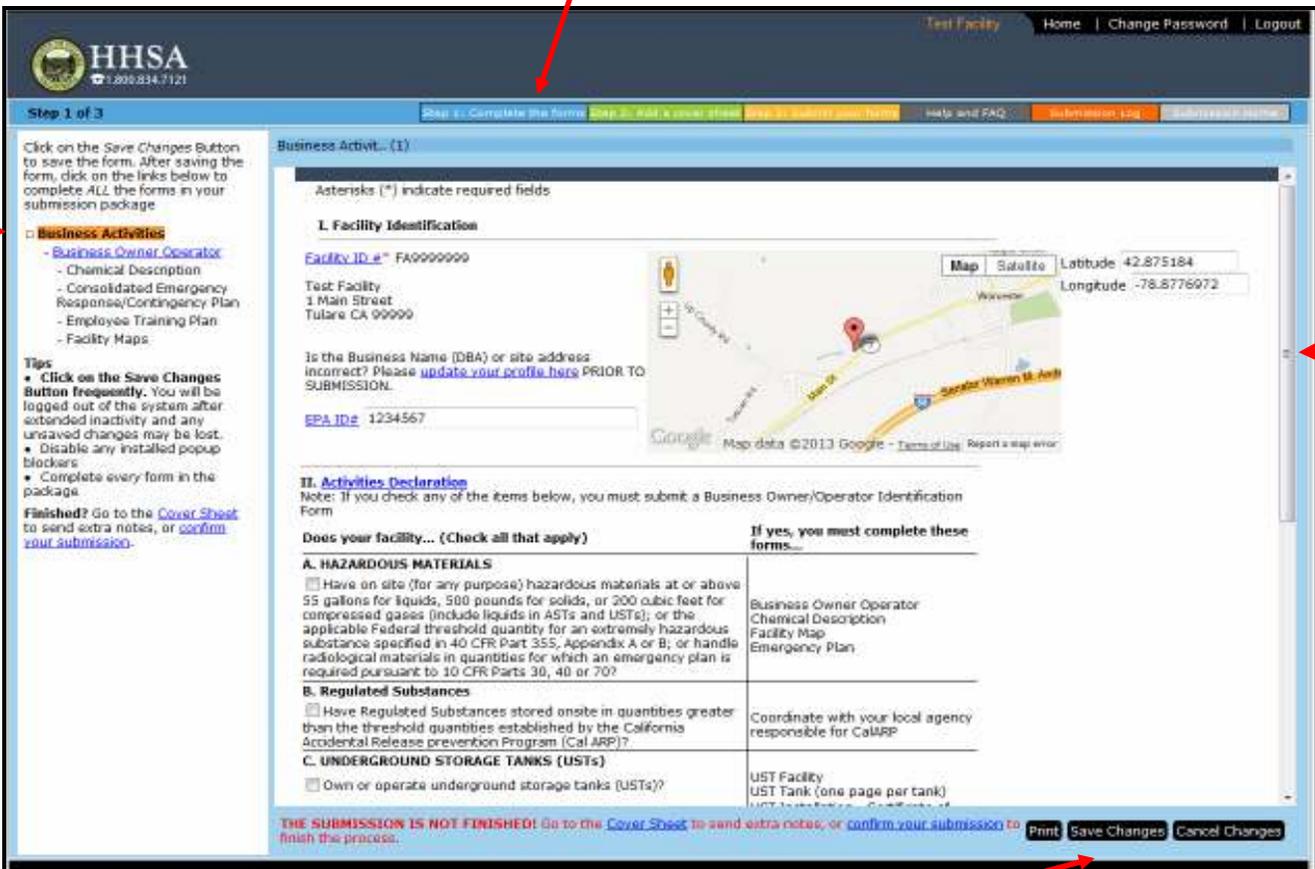
**Hazardous Materials Business Plan Page**



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**

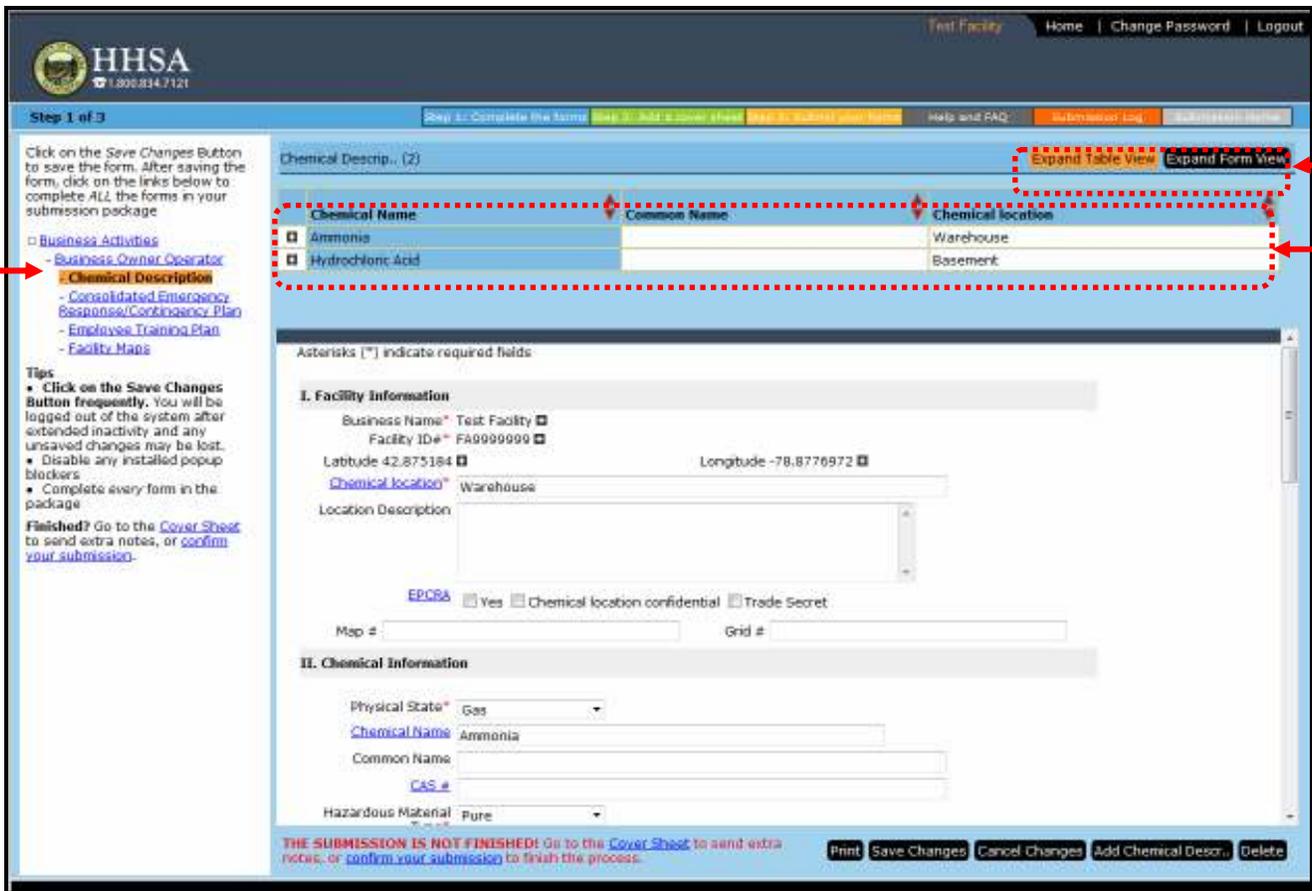
The screenshot shows the HHS Business Plan Online Portal. At the top left is the HHS logo with the phone number 1.800.834.7121. The top right has links for 'Test Facility', 'Home', 'Change Password', and 'Logout'. Below the header is a progress bar with steps: 'Step 1: Complete the form', 'Step 2: Add a cover sheet', 'Step 3: Submit your form', 'Help and FAQ', 'Submission Log', and 'Submission History'. The main content area is titled 'Business Owner Operator (1)'. On the left is a navigation menu with 'Business Activities' and 'Business Owner Operator' (highlighted in orange). Under 'Business Owner Operator' are links for 'Chemical Description', 'Consolidated Emergency Response/Contingency Plan', 'Employee Training Plan', and 'Facility Maps'. Below the menu are 'Tips' and 'Finished?' instructions. The main form area contains a note about billing and owner information, followed by two sections: 'I. Identification' and 'II. Billing Information'. The 'I. Identification' section includes fields for Facility ID#, Test Facility, Business Name, Site Address, Beginning Date, and Ending Date. The 'II. Billing Information' section includes fields for Mailing Address, City, State, and Zip. At the bottom right, there are buttons for 'Print', 'Save Changes', and 'Cancel Changes'. A red arrow points to the 'Save Changes' button.

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.

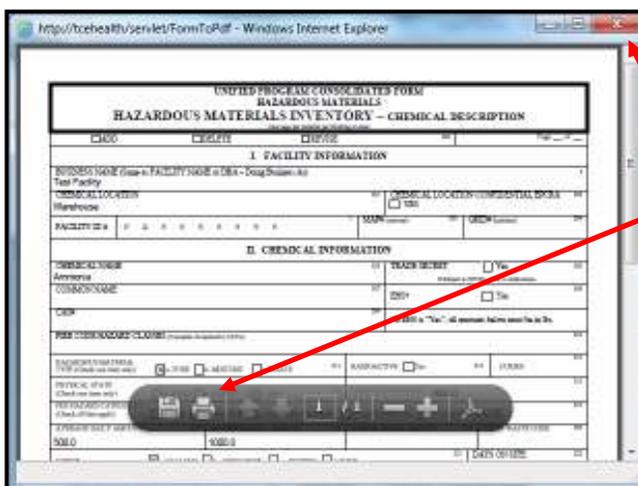
### Chemical Description Page



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:



Click on the Printer Icon to print the page

Close the widow to return to the Chemical Description Page

Proceed to the next existing chemical in the inventory by clicking on the **+** 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.

The screenshot shows the HHS Business Plan Online Portal interface. At the top, there is a navigation bar with 'Test Facility', 'Home', 'Change Password', and 'Logout'. Below this is a 'Step 1 of 3' indicator and a series of tabs: 'Step 1: Complete the forms', 'Step 2: Add & Save Changes', 'Step 3: Submit your Plan', 'Help and FAQ', 'Submission Log', and 'Submission Details'. The main content area is titled 'Chemical Description (2)' and contains a table with columns for 'Chemical Name', 'Common Name', and 'Chemical location'. The table lists 'Ammonia' (Common Name: Ammonia, Location: Warehouse) and 'Hydrochloric Acid' (Common Name: Hydrochloric Acid, Location: Basement). A red arrow points to the '+' button next to 'Hydrochloric Acid'. Below the table is an 'Open Form' button. The form itself is titled 'I. Facility Information' and includes fields for 'Business Name\*' (Test Facility), 'Facility ID\*' (FA999999), 'Latitude' (42.875184), 'Longitude' (-78.8776972), 'Chemical location\*' (Basement), and 'Location Description'. There are also checkboxes for 'EPCRA', 'Chemical location confidential', and 'Trade Secret', along with 'Map #' and 'Grid #' fields. Section 'II. Chemical Information' includes 'Physical State\*' (Liquid), 'Chemical Name' (Hydrochloric Acid), 'Common Name', 'CAS #', and 'Hazardous Material' (Pure). At the bottom of the form, there is a red warning: 'THE SUBMISSION IS NOT FINISHED! Go to the Cover Sheet to send extra notes, or confirm your submission to finish the process.' Below the warning are buttons for 'Print', 'Save Changes', 'Cancel Changes', 'Add Chemical Descr...', and 'Delete'. A red arrow points to the 'Add Chemical Descr...' button. A scroll bar is visible on the right side of the form, with a red arrow pointing to it.

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.

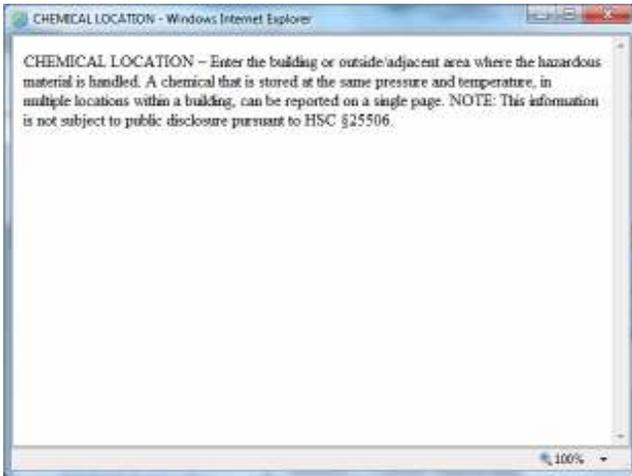
You can copy and paste information from the MSDS into the Chemical Description form. When viewing the MSDS, highlight the desired information and copy it (you will not be able to copy from the MSDS if it is a scanned document or if content copying is not allowed). To convert the case to all capitals, 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 [http://www.hwts.dtsc.ca.gov/report\\_list.cfm](http://www.hwts.dtsc.ca.gov/report_list.cfm). 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](#)":



Close the window to return to the Chemical Description Page

Facility Information (Item I) & Chemical Information

(Item II) Screenshot Detail

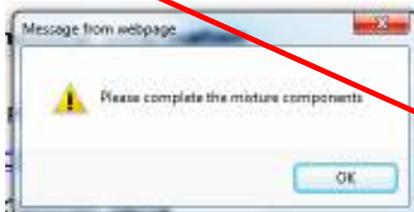
Asterisks (\*) indicate required fields

**I. Facility Information**

Business Name\* Test Facility   
Facility ID#\* FA9999999   
Latitude 42.875184  Longitude -78.8776972   
[Chemical location\\*](#)   
Location Description   
EPCRA  Yes  [Chemical location confidential](#)  [Trade Secret](#)  
Map #  Grid #

**II. Chemical Information**

Physical State\* -- none selected --   
[Chemical Name](#)   
Common Name   
[CAS #](#)   
Hazardous Material Type\* -- none selected --   
 Extremely Hazardous Substance  
If EHS is checked, all amounts below must be in lbs  
 Radioactive [Curies](#)



Hazardous Material Type: If "Mixture" is selected, this popup at left will appear: Click "OK" to bring up the components table (next page).

Extremely Hazardous Substance: See 40 CFR Part 355, Appendix A. Do not check this box if the EHS is a component in a mixture. Instead check the appropriate EHS box on the components table (next page).

Hazardous Material Type\* Mixture

**For Mixtures ONLY: Hazardous Components**

	CAS	Component	Percent WT	Extremely Hazardous Substance
Component 1				<input type="checkbox"/>
Component 2				<input type="checkbox"/>
Component 3				<input type="checkbox"/>
Component 4				<input type="checkbox"/>
Component 5				<input type="checkbox"/>

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**

**III. Chemical Classification**

[Click here for help determining chemical classification](#)

**Fire Code Hazard Class**

Carcinogen (CARC)

Combustible Fiber - Ballot (1.2B)

Combustible Fiber - Loose (1.2C)

Combustible Liquid - Class I (1.1-1)

Combustible Liquid - Class II-3 (1.1-2)(1)

Combustible Liquid - Class II-3 (1.1-2)(2)

Compressed Gas (CGas)

Corrosive (CORR)

Cryogenic Flammable or Oxidizing (1.3)

Explosive (EXPL)

Flammable Gas (2.2)

Flammable Liquid - Class 1 (2.2)

Flammable Liquid - Class 2 (2.2-1)

Flammable Liquid - Class 2-3 (2.2-2)

Flammable Liquid - Class 3 (2.2-3)

Flammable Solid (2.3)

Highly Toxic (HTD)

Irritant (IRR)

Organic Peroxide - Class I (4.1-1)

Organic Peroxide - Class II (4.1-2)

Organic Peroxide - Class III (4.1-3)

Organic Peroxide - Class IV (4.1-4)

Organic Peroxide - Class V (4.1-5)

Organic Peroxide - Unclassified Detonatable (4.1)

Other Health Hazard (DHS)

Oxidizer - Class 1 (4.2-1)

Oxidizer - Class 2 (4.2-2)

Oxidizer - Class 3 (4.2-3)

Oxidizer - Class 4 (4.2-4)

Oxidizer - Gas (4.4)

Oxidizer - Liquidified (4.4)

Pyrophoric (5.1)

Radioactive - Beta Emitters (RAD)

Radioactive - Beta Emitters (RAD)

Radioactive - Gamma Emitters (RAD)

Sensitizer (Sens)

Toxic (Tox)

Unstable (Reactive) - Class 1 (5.1-1)

Unstable (Reactive) - Class 2 (5.1-2)

Unstable (Reactive) - Class 3 (5.1-3)

Unstable (Reactive) - Class 4 (5.1-4)

Water-Reactive - Class 1 (7.1-1)

Water-Reactive - Class 2 (7.1-2)

Water-Reactive - Class 3 (7.1-3)

**Physical Hazard Categories**

Fire  Acute Health

Residue  Chronic Health

Pressure Release

MSDS  Upload

Minimum Amount

Maximum Amount

Date of Site

**Storage Container**

Above Ground Tank  Silo  Pallet Bin

Underground Tank  Fiber Drum  Tank, Vessel

Tank Inside Building  Bag  Tank Car

Steel Drum  Box  Other

Plastic/Nonmetallic Drum  Cylinder  None

Can  Steel Bottle

Carboy  Plastic Bottle

**Other Container**

Storage Pressure\*

Storage Temperature\*

**Fire Code Hazard Class:** (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 through this link.

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

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

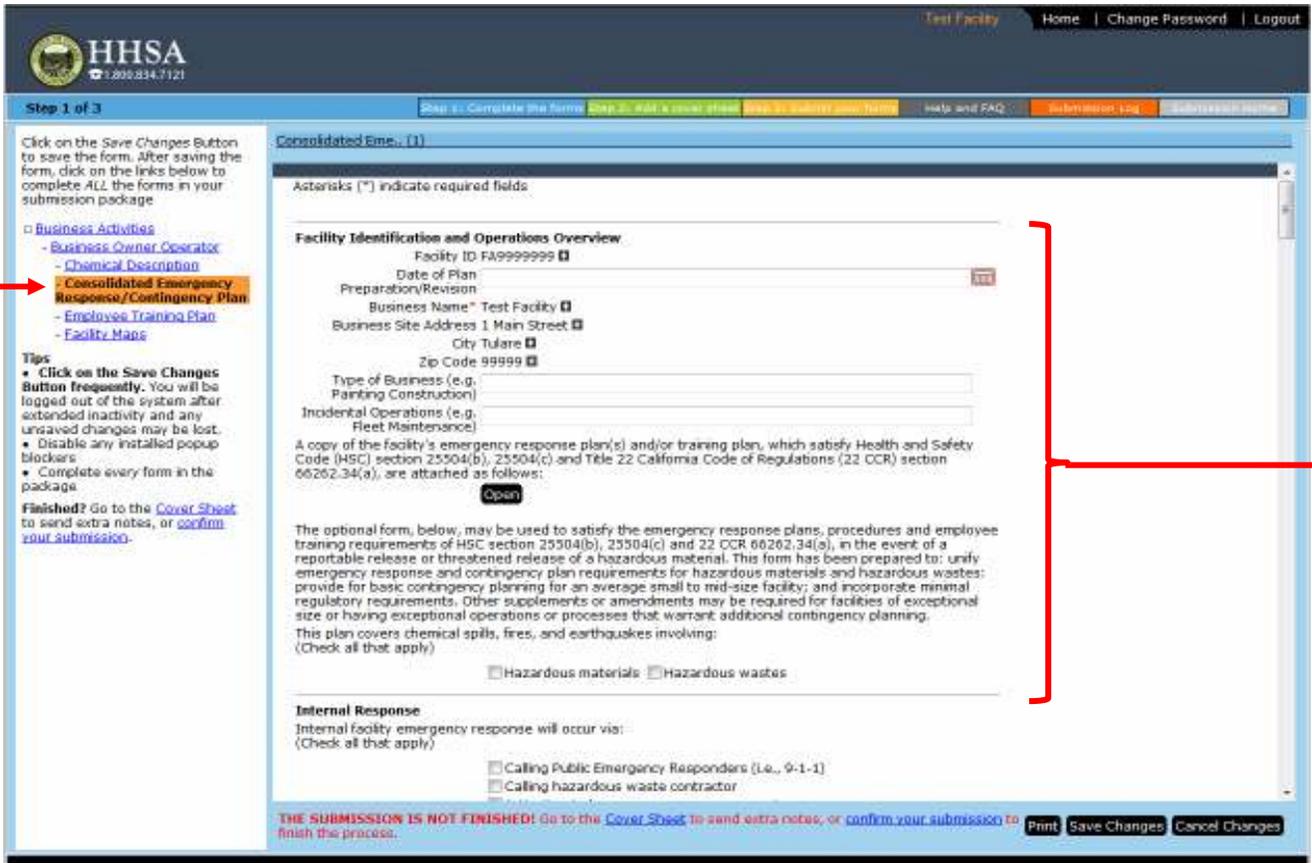
### Chemical Classification (Item III) Screenshot Detail (Continued)

**Federal Hazard Categories:** 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 NFFPA hazard rankings. An NFFPA 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.

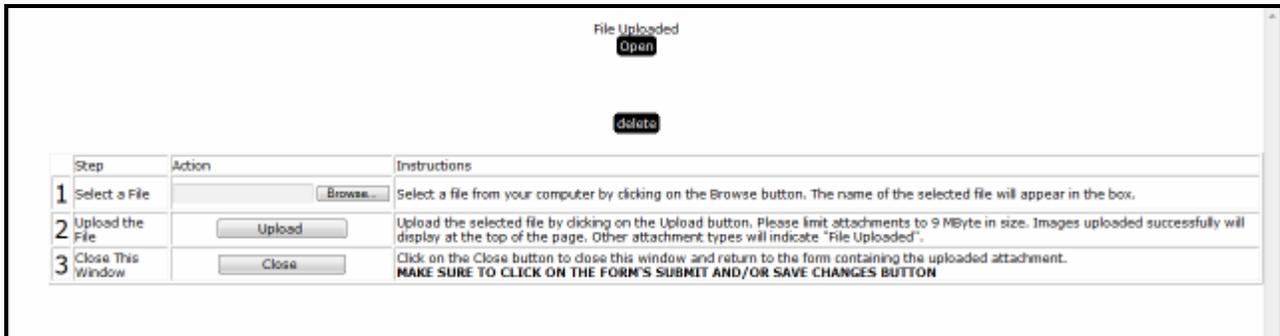
**Storage Pressure & Storage Temperature:** The term “Ambient” simply means room or outside pressure or temperature, respectively. “Cryogenic” means a gas that is held as a refrigerated liquid (example, liquid oxygen).

**Consolidated Emergency Response/Contingency Plan Page**



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 **Open** button to bring up the following screen:



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

HHSA  
1.800.834.7121

Test Facility Home | Change Password | Logout

Step 1 of 3 Step 1: Complete the forms Step 2: Add a cover sheet Step 3: Submit your form Help and FAQ Submission Log Submitted Forms

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/Generator
  - Chemical Description
  - Consolidated Emergency Response/Contingency Plan
  - Employee Training Plan**
  - Facility Maps

Tips

- Click on the Save Changes Button frequently. You will be logged out of the system after extended inactivity and any unsaved changes may be lost.
- Disable any installed popup blockers
- Complete every form in the package.

Finished? Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#).

Employee Training (1)

Asterisks (\*) indicate required fields

**Training** All facilities that handle hazardous materials in HMBP quantities must have a written employee training plan. This plan is a required module of the Hazardous Materials Business Plan (HMBP). A blank plan has been provided below for you to complete and submit if you do not already have such a plan. If you already have a brief written description of your training program that addresses all subjects covered below, you are not required to complete the blank plan below, but you must include a copy of your existing document as part of your HMBP.

**Upload**

Personnel are trained in the following procedures:

- Internal alarm/notification
- Evacuation/re-entry procedures & assembly point locations
- Emergency incident reporting
- External emergency response organization notification
- Location(s) and contents of Emergency Response/Contingency Plan
- Facility evacuation drills, that are conducted at least (e.g., "Quarterly", etc.)

Specify: \_\_\_\_\_

Chemical Handlers are additionally trained in the following:

- Safe methods for handling and storage of hazardous materials
- Location(s) and proper use of fire and spill control equipment
- Spill procedures/emergency procedures
- Proper use of personal protective equipment
- Specific hazard(s) of each chemical to which they may be exposed, including routes of exposure (i.e., inhalation, ingestion, absorption)
- Hazardous Waste Handlers/Managers are trained in all aspects of hazardous waste management specific to their job duties (e.g., container accumulation time requirements, labeling requirements, storage area inspection requirements, manifesting requirements, etc.)

Emergency Response Team Members are capable of and engaged in the following:  
Complete this section only if you have an in-house emergency response team

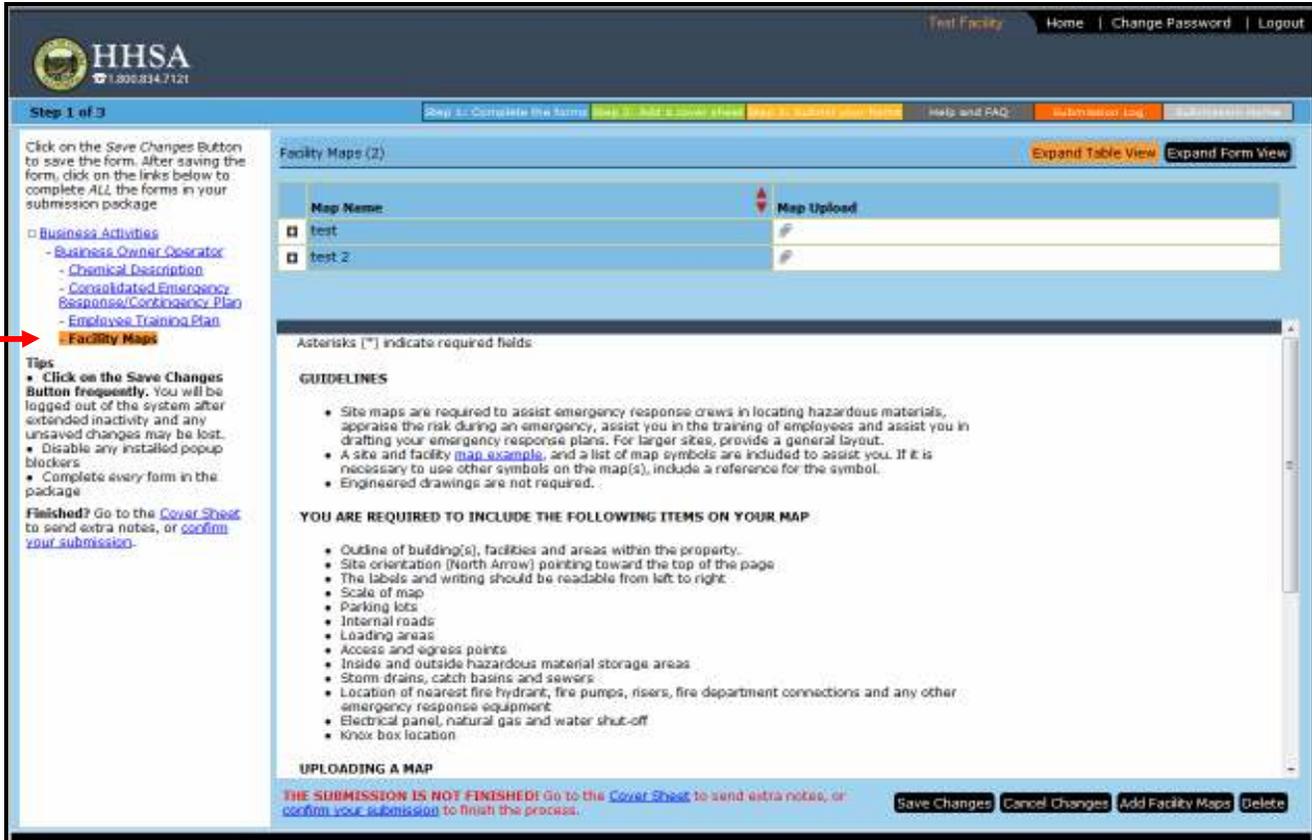
- Personnel rescue procedures

THE SUBMISSION IS NOT FINISHED! Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#) to finish the process.

Print Save Changes Cancel Changes

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 **Upload** 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**



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
- 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

A **Facility Diagram** depicting the following.

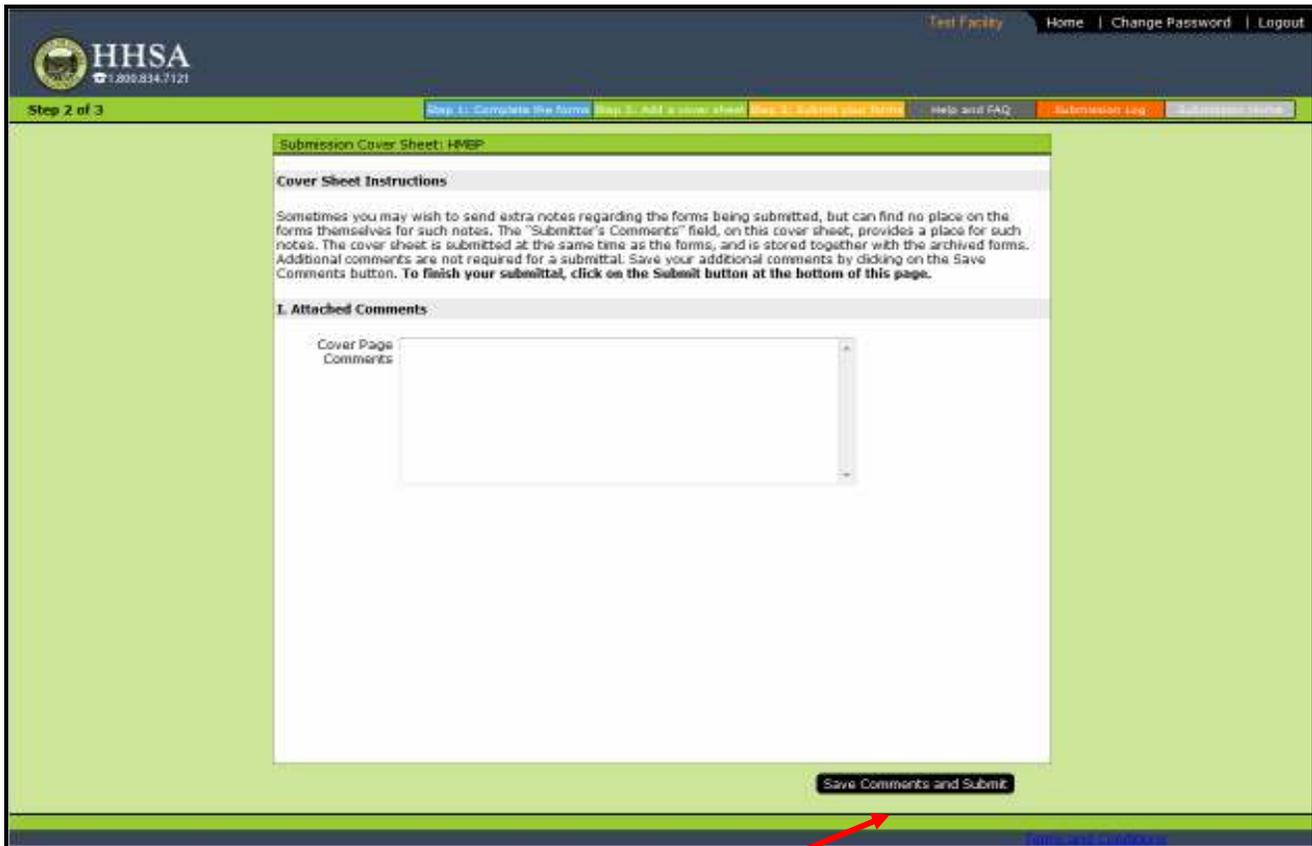
- Access and egress points to buildings
- Inside hazardous material storage areas
- Electrical panel, natural gas and water shut-off
- Location of nearest fire hydrant, fire pumps, risers, fire department connections and any other emergency response equipment

It is recommended that you name the maps as follows:

- *“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



The screenshot shows a web interface for submitting hazardous materials. At the top left is the HHS logo with the phone number 1.800.834.7121. The top right navigation bar includes links for 'Test Facility', 'Home', 'Change Password', and 'Logout'. Below this is a progress bar with four steps: 'Step 1: Complete the forms', 'Step 2: Add a cover sheet' (highlighted in green), 'Step 3: Submit your forms', and 'Help and FAQ'. There are also buttons for 'Submission Log' and 'Submission Status'. The main content area is titled 'Submission Cover Sheet: HMBP' and contains 'Cover Sheet Instructions' and a section for 'I. Attached Comments'. The instructions state that the cover sheet is submitted at the same time as the forms and provides a place for additional notes. The 'Attached Comments' section has a text area labeled 'Cover Page Comments'. At the bottom right of the form area is a button labeled 'Save Comments and Submit'. A red arrow points from the text below to this button.

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

Submission Cover Sheet: HMBP

You're almost done! Review the contents of your submission and click on the **Confirm Submission** button at the bottom of this page. The submission recipient will be notified of your submission via email.

**I. Submission Identification**

Submission Contents: HMBP  
From: Test Facility  
To: HMB Administrator  
Cover Sheet:

**II. Form Contents**

Form Name	Number of Forms	Minimum Allowed	Maximum Allowed
Business Activities	1	1	1
Business Owner Operator	1	1	1
Chemical Description	2	1	unlimited
Consolidated Emergency Response/Contingency Plan	1	1	1
Employee Training Plan	1	1	1
Facility Maps	2	1	unlimited

Last Submitted: 5/17/13      Status: UNEVALUATED (Review Pending)

**Confirm Submission**

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.

**Submission Received OK**

Tracking Number: TH4

The recipient will contact 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.



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



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 [tcenthealth@tularehhsa.org](mailto:tcenthealth@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.