



County of Santa Cruz

HEALTH SERVICES AGENCY ENVIRONMENTAL HEALTH

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HAZARDOUS MATERIALS PERMITS

State and local regulations require all businesses that store or handle specified quantities of hazardous materials to provide the Environmental Health Division with a Hazardous Materials Business Plan (HMBP) and obtain a Hazardous Materials Permit. The purpose of the HMBP is to prevent or minimize damage to public health, safety, and the environment from a release of hazardous materials. The HMBP also provides emergency response personnel with information to help them better prepare and respond to chemical incidents at regulated facilities. At a minimum, a HMBP includes chemical inventories, emergency contacts for the facility, a site map, emergency response and employee training plans.

State law requires that businesses with *equal to or more than* the State Reporting Thresholds of 55 gallons of a liquid, 200 cubic feet of a compressed gas, or 500 pounds of a solid complete and submit a HMBP. Santa Cruz County Code 7.100 requires HMBPs for quantities less than the State Thresholds. Contact a hazardous materials inspector or the hazardous materials supervisor to make the determination if a HMBP is required for your facility that stores chemicals, but in quantities less than the State thresholds.

As of January 1, 2013, HMBPs are required by State law to be submitted electronically. Santa Cruz County accepts electronic submittals through the California Environmental Reporting System (CERS) website <https://cers.calepa.ca.gov/>.

Advantages of Online Reporting

The CERS site is a convenient, one-stop site to fully complete your reporting requirements. It reduces paperwork, automatically notifies the CUPA of updates, and allows emergency responders to electronically access hazardous materials inventories, site maps and after-hours contact information. Required annual updates can be done by updating the changed information rather than completely redoing paper forms. Also, once you have submitted the information, it will continue to be available to you for online reference, as well as for required updates.

Hazardous Materials Permits

Once the Environmental Health Division has received and accepted your HMBP, you will be sent an invoice for your hazardous materials permit. The permit fees are based on the quantities of chemicals and number of hazardous classes at the facility, as well as the number of regulatory programs that apply to the facility. Therefore, more complex facilities with larger quantities of hazardous materials will pay a higher permit fee than smaller, less complex facilities.

Additional Assistance for Local Businesses

For local businesses that have limited computer access or need additional direct assistance, the Environmental Health Division has computer workstations in our office lobby located at: 701 Ocean Street, Room 312 in Santa Cruz. We are available during regular business hours to provide assistance in order to help you meet the electronic reporting requirements. Please do not hesitate to call our office at: (831) 454-2022, and ask to speak with a hazardous materials inspector or the Program Manager for answers to your questions.

HOW TO SUBMIT A HAZARDOUS MATERIALS BUSINESS PLAN (HMBP) ONLINE IN THE CALIFORNIA ENVIRONMENTAL REPORTING SYSTEM (CERS)

Before beginning your CERS submittal of your HMBP, determine the chemicals and quantities that are stored at your facility, and ensure that you have the Safety Data Sheets (SDS) for each chemical. In addition, have the names and phone numbers for your emergency contacts and complete the following attached forms: 1) California Annotated Map (site map); 2) Santa Cruz County Locally Collected Information form; and 3) Small Quantity Chemical Inventory Form.

Establish a CERS Account

1. Go to <http://cers.calepa.ca.gov>
2. Select “Business Portal Sign In”
3. Then select “Create New Account”
4. Complete the required information to create your account and select the “Create My Account” icon in the lower right corner of the form.
5. Follow remaining prompts.
6. You will receive an email from the CERS Administrator to the email address you provided, with instructions on how to complete the activation of your CERS account.

Log-in to CERS

1. Go to <http://cers.calepa.ca.gov>
2. Select “Business Portal Sign In”.
3. Enter your CERS account user name and password.
4. You will be brought to the CERS “Business Home” page.

Completing the Hazardous Materials Business Plan

The following information must be submitted for all HMBPs:

- **Facility Information Section**

Business Activities

Answer each of the “Yes” or “No” questions on this screen to identify which regulated activities pertain to your business and click the “Save” button when done. Even if you have less than 200 cubic feet, 55 gallons, or 500 pounds of hazardous materials, you may be regulated under local ordinance. If you do not check “yes” on the first questions, you will be unable to submit a HMBP. Additional forms will open for completion based upon how you answer questions on the Business Activities page.

- **Business Owner/Operator Identification**

Click on the Owner/Operator Identification line and complete all of the information. Then hit “Save.”

- **Locally-Required Documentation**

1. If you have a scanner, scan the completed Santa Cruz County Additional Locally Collected Information and Small Quantity Chemical Inventory form (if applicable) and upload here.

- **Hazardous Materials Inventory Section**

Chemical Inventory

1. Select “Hazardous Material Inventory”
2. Then select “Add Material” button on the right-hand side of the screen.
3. Enter the chemical name or CAS #. You should see a list of chemicals below your search area. When the chemical is found, click “Add” to begin adding to the inventory. Click on “Unable to Find Material” after conducting inconclusive searches for your chemical.

4. Complete the information for the chemical and select “Save” at the top or at the bottom of the page. Use Section 2 of the SDS to assist with completing the Federal Hazard Class of each chemical. Any incomplete required information will result in a CERS message and will display in a red box.

* For facilities that have chemicals only in quantities less than the State Thresholds, you must enter at least one (1) chemical in the above manner. The Small Quantity Chemical Inventory form that was uploaded in the first section can serve as the rest of your chemical inventory.

- **Site Map**

Scan the completed site map and upload.

- **Emergency Response and Training Plans Section**

- **Emergency Response/Contingency Plan**

Use the Consolidated Emergency Response/Contingency Plan Template that is provided or upload your own version. The advantage of the Consolidated Form is that when it is complete, it meets all of the regulatory requirements for emergency response plans. You must have Adobe Acrobat 11 or greater to be able to save this template. Once the Consolidated Form is complete, save it as a PDF file and upload.

- **Employee Training Plan**

The Consolidated Emergency Response Plan/Contingency Plan Template also has a training plan. If you used this form, indicate that the Training Plan is “located elsewhere in CERS.” If you did not use the template, upload your own training plan.

- **Additional Regulatory Programs**

Facilities that are also in the Underground Storage Tank (UST), Aboveground Petroleum Storage Act (APSA), or California Accidental Release Prevention (CalARP) programs will have to complete sections for each of the programs that apply.

HMMP Submittal

Once all sections are complete and are in draft form, hit the green submit button. All sections will be prepared and you must hit “submit” one more time. After the submittal is complete, it will give you an option to print the submittal. Print a copy for your records and to keep on-hand during inspections.

Additional links and information about CERS can be found on our website at <http://www.sceeh.com> - click the “CERS” Information link.

If you need any help or have any questions, please call the Environmental Health Division at (831) 454-2022 and ask to speak with a hazardous materials inspector or supervisor.

SANTA CRUZ COUNTY

133 ADDITIONAL LOCALLY COLLECTED INFORMATION:

(A) NEAREST CROSS STREET: _____

(B) ASSESSOR'S PARCEL NUMBER: _____ (C) FIRE DISTRICT: _____

(D) DAYS OF OPERATION: _____ BUSINESS HOURS: _____ NUMBER OF EMPLOYEES: _____

(E) IN CITY LIMITS: D YES D NO (F) COUNTY SUPERVISOR DISTRICT NUMBER: _____

(G) WATER DISTRICT: _____ (H) DEPTH TO WATER TABLE: _____

(I) FLOOD ZONE: D YES D NO (J) EARTHQUAKE FAULTS: D YES D NO

(K) SURROUNDING GENERAL LAND USES WITHIN ONE MILE OF YOUR FACILITY (Use the Following descriptions as applicable: Residential, Commercial, Industrial, Agricultural, Open Space):

North _____

South: _____

East: _____

West: _____

(L) SPECIAL LAND USES WITHIN ½ MILE OF YOUR FACILITY (SCHOOLS, HOSPITALS, INSTITUTIONS, etc.):

North: _____

South: _____

East: _____

West: _____

I declare under penalty of perjury, the information contained herein is true and correct. If there is any change which would materially affect any information contained in this plan, I will notify Environmental Health Service and apply for an appropriate amendment to the plan as required by applicable County/City hazardous materials codes.

I agree to reimburse the County/City for all costs incurred by the County/City to remedy the effects of any unauthorized release. I

agree to indemnify, hold harmless and defend the County/City against any claim, cause of action, disability, loss, liability, damage, cost or expense, howsoever arising, which occurs by reason of an unauthorized discharge in connection with permittee's operations under this permit.

DATE: _____

PRINT NAME - APPLICANT

SIGNATURE

TITLE

PRINT NAME - OWNER/OPERATOR

SIGNATURE

TITLE

Small Quantity Chemical Inventory Form

(For chemicals below State Thresholds of 500 lbs., 55 gal., or 200 cu. ft.)

Business Name _____ Site Address _____ Page _____

Hazard Class *	Common/Chemical Name (If the material is a waste, include the word "waste")	Number of Containers	Container Size	Units	Map No.	Grid No.	Secondary Containment	Brief Description of Use or Waste EPA I.D.#
							Yes / No	
							Yes / No	
							Yes / No	
							Yes / No	
							Yes / No	
							Yes / No	
							Yes / No	
							Yes / No	
							Yes / No	
							Yes / No	
							Yes / No	
							Yes / No	
							Yes / No	
							Yes / No	
							Yes / No	
							Yes / No	

* Please refer to the chemical's Safety Data Sheet (SDS) to determine the Hazard Class

Trade Secrets: If any of the information required to be disclosed as part of the HMMP is considered a trade secret as defined by Section 6254.7 of the Government Code and Section 1060 of the Evidence Code, the information must be provided nonetheless, but the user shall notify Environmental Health Division in writing of the information which the user considers to be trade secret information.

CALIFORNIA ANNOTATED MAP	Business Name:	Site Address:	Map #:
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A B C D E F G H I J

1									
2									
3									
4									
5									
6									
7									

Site Map Requirements:

- North Orientation
- Loading Areas
- Adjacent Streets
- Storm and Sewer Drains
- Access and Exit Points
- Emergency Shut-offs
- Evacuation Staging Areas
- Hazardous Materials Handling and Storage Areas
- Emergency Response Equipment

