



Los Angeles County Fire Department CERS User's Guide



Hazardous Materials Inventory, Site Map
And
Emergency Response and Training Plans
Part (3)

CERS Business

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Prepare Draft Submittal: HHMD Commerce Facility #A

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Instructions/Help

Use this page to prepare draft submittals for your facility to transmit to your local regulator(s). Make sure to review any status and guidance messages for your forms or submittals by selecting the guidance icons   .

- Select "Start" button to create a submittal from scratch or copied from a previous submittal.
- Select "New" and "Edit" buttons to complete spec
- Select "Discard" button to delete a draft form/doc
- Select "Not Applicable" if you believe the submitt
- Select "Submit" when you are ready to transmit o

1) Click the "Start" button to begin the "Hazardous Materials Inventory" submittal.

Facility Information

- [Business Activities](#) 
- [Business Owner/Operator Identification](#) 
- [Discard Draft Submittal](#)

DRAFT Dec. 27, 2012

Submit Ready to Submit 
Ready to Submit 

Hazardous Materials Inventory

No Previous Submittal

Start Not Applicable 

Emergency Response and Training Plans

No Previous Submittal

Start Not Applicable 

Underground Storage Tanks

No Previous Submittal

Start Not Applicable 

Tiered Permitting

No Previous Submittal

Start Not Applicable 

Recyclable Materials Report

No Previous Submittal

Start Not Applicable 

Remote Waste Consolidation Site Annual Notification

No Previous Submittal

Start Not Applicable 

Hazardous Waste Tank Closure Certification

No Previous Submittal

Start Not Applicable 

Aboveground Petroleum Storage Act

No Previous Submittal

Start Not Applicable 

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HHMD Commerce Facility #A: Hazardous Material Inventory

Home » Prepare Submittal (10399546) » Materials Inventory: Hazardous Material Inventory (Draft)

Instructions/Help

Note: "Upload Inventory" is useful for facilities with a large number of hazardous materials and a database system capable of generating an MS Excel file of the inventory in the State approved format. Please see Part 4 for instructions on how to use this feature.

Inventory Complete? Review any status and guidance messages for your forms or submittals by selecting the guidance icons. Then select Done when you have completed reviewing/updating your facility's inventory.

Inventory Actions

[Upload Inventory](#)

[Download Inventory](#)

[Search Facility's Inventory](#)

[Inventory Reports](#)

[CERS Chemical Library](#)

2) Click "Add Material."

Hazardous Materials Inventory (0)

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Add Material

Done

Only show materials with errors/warnings

Common Name	CAS	Location	Max Daily Amount
-------------	-----	----------	------------------

No records to display.

Validate My Inventory

Export To Excel

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Displaying items 0 - 0 of 0

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HHMD Commerce Facility #A: Hazardous Material Inventory

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Instructions/Help

To add a hazardous material, enter your chemical/material name or CAS number, select **Search**, review the search results, and select **Add** for your chemical/material. CERS will create a new chemical/material record for you, including any hazard properties or other data available from the CERS Chemical Library. If you don't find a good match, select **Unable to Find Material** to manually enter all the data about your chemical/material.

3) Enter any of the available information below. *...d to be accurate. However, user assumes all risks and liabilities associated with reported information.*

Search for your Chemical/Material in the CERS Chemical Library

Chemical Name	Chemical Library ID	CAS Number
Motor oil		
Source		
<input checked="" type="radio"/> CERS Chemical Library	<input type="radio"/> Materials for this Facility	<input type="radio"/> Any Materials for any Facility

4) Click "Search."

Note: There are three available libraries to search from.

Select Chemical for Inventory Entry

[Unable to Find Material/Add New Chemical](#)

CCL ID	Chemical Name	Common Name / Synonym Name	Synonym?	CAS
No records to display.				
Page 1 of 1 Displaying items 0 - 0 of 0				

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Instructions/Help

To add a hazardous material, enter your chemical/material name or CAS number, select **Search**, review the search results, and select **Add** for your chemical/material. CERS will create a new chemical/material record for you, including any hazard properties or other data available from the CERS Chemical Library. If you don't find a good match, select **Unable to Find Material** to manually enter all the data about your chemical/material. *Hazardous Materials information contained in the CERS Chemical Library is presumed to be accurate. However, user assumes all risks and liabilities associated with the storage, use and handling of hazardous materials and is responsible for verifying reported information.*

Search for your Chemical/Material in the CERS Chemical Library

Chemical Name	Chemical Library ID	CAS Number
<input type="text" value="Motor oil"/>	<input type="text"/>	<input type="text"/>
Source		

[Search](#)[Cancel](#)

5) The search results are shown below. Click the "Add" button next to the best match.

Select Chemical for Inventory Entry

[Unable to Find Material/Add New Chemical](#)

	CCL ID	Chemical Name	Common Name / Synonym Name	Synonym?	CAS
Add	CCL-107881	Motor Oil	Motor Oil	N	
Add	CCL-107881	Motor Oil			
Add	CCL-107881	Motor Oil			
Add	CCL-107881	Motor Oil			
Add	CCL-107881	Motor Oil			

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Displaying items 1 - 5 of 5

Note: If searching several different ways for a hazardous material yields no results you can use the "Unable to Find Material/Add New Chemical" button to add.

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You must complete a separate inventory form for each individual hazardous material and hazardous waste that you handle at your facility in an aggregate quantity subject to Hazardous Material Business Plan (HMBP) reporting requirements (or your local agency, if required). The completed inventory must reflect all hazardous materials and hazardous waste that you handle at your facility with separate entries for unique occurrences of physical state, storage temp

Note: Much of the required information will be completed from the "CERS Chemical Library."

Save & Add Another Material Save Cancel

Chemical Identification and Physical Properties

Chemical Name
Motor Oil

Common Name
Motor Oil

Physical State
 Solid Liquid Gas

Hazardous Material
 Pure Mix

Warning: DO NOT create separate CERS IDs for multiple buildings at a facility if they are under a single Los Angeles County CUPA permit. Instead use the "Chemical Location" field as descriptively as needed. More details are provided in the examples that follow.

Chemical Hazard Classification

EHS
 Yes No

Radioactive
 Yes No

Curies

Fire Code Hazard Classes (by priority)
 Combustible Liquid, Class III-B

View/Edit Additional Firecodes

Federal Hazard Categories
 Fire
 Reactive
 Pressure Release
 Acute Health
 Chronic Health

DOT Hazard Class
 3 - Flammable and Combustible Liquids

State Waste Code
 221 [Lookup Code](#)

Inventory Location and Quantity

6) Complete the "Inventory Location and Quantity" information.

Chemical Location
100 Mariposa-basement storage

Chemical Location Confidential EPCRA
 Yes No

Map# (Optional) Grid# (Optional)

Average Daily Amount
55

Largest Container
55

Days on Site
365

Maximum Daily Amount
55

Annual Waste Amount
55

Units
 gallons
 cubic feet
 pounds
 tons

Note: These fields refer to the site map.

Chemical Hazard Classification

EHS
 Yes No

Radioactive
 Yes No

Curies

Fire Code Hazard Classes (by priority)
Combustible Liquid, Class III-B

[View/Edit Additional Firecodes](#)

Federal Hazard Categories
 Fire
 Reactive
 Pressure Release
 Acute Health
 Chronic Health

DOT Hazard Class
3 - Flammable and Combustible Liquids

State Waste Code
221 [Lookup Code](#)

7) Complete the "Inventory Storage Information."

Inventory Location and Quantity

Chemical Location
100 Mariposa-basement storage

Chemical Location Confidential EPCRA
 Yes No

Map# (Optional) Grid# (Optional)

Average Daily Amount
55

Maximum Daily Amount
55

Largest Container
55

Annual Waste Amount
55

Days on Site
365

Units
 gallons
 cubic feet
 pounds
 tons

Mixture Components

Hazardous Component Name	CAS Number	% by Weight	EHS
VARIOUS LUBRICATING BASE OILS	6474X-XX-X	85.00	<input type="radio"/> Yes <input checked="" type="radio"/> No
ADDITIVE PACKAGE, INCLUDING	MIXTURE	15.00	<input type="radio"/> Yes <input checked="" type="radio"/> No
ZINC ALKYL DITHIOPHOSPHATE	68649-42-3	2.00	<input type="radio"/> Yes <input checked="" type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

Additional Mixture Components

Note: Mixture component data will be automatically populated for hazardous Materials in the CERS Chemical Library.

Additional Chemical/Material Description

Additional Chemical Description Information

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You must complete a separate inventory for each quantity subject to Hazardous Material Reporting at your facility, regardless of the storage temperature, storage pressure,

8) Click "Save" if you are done adding hazardous materials or "Save and Add Another Material" to add more hazardous materials.

Save & Add Another Material

Save

Cancel

Chemical Identification and Physical Properties

Chemical Name

Motor Oil

CERS Chemical Library ID

-

Common Name

Motor Oil

CAS Number

US EPA SRS Number

Physical State

Solid Liquid Gas

Hazardous Material Type

Pure Mixture Waste

Trade Secret

Yes No

Chemical Hazard Classification

EHS

Yes No

Radioactive

Yes No

Curies

Fire Code Hazard Classes (by priority)

Combustible Liquid, Class III-B

Federal Hazard Categories

Fire
 Reactive
 Pressure Release
 Acute Health
 Chronic Health

DOT Hazard Class

3 - Flammable and Combustible Liquids

State Waste Code

221

Lookup Code

Inventory Location and Quantity

Chemical Location

100 Mariposa-basement storage

Chemical Location Confidential EPCRA

Yes No

Map# (Optional)

Grid# (Optional)

365

Note: The detail in the "Chemical Location" is enough to distinguish this location from one in another building in this facility. For example, a second building at 110 Mariposa that is covered by the same CUPA permit would be indicated under the "chemical location" making it distinguishable to first responders.

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Instructions/Help

You must enter a separate inventory record for each individual hazardous material and hazardous waste that you handle at your facility in an aggregate quantity subject to Hazardous Material Business Plan (HMBP) reporting requirements (or as required by your local regulator). The completed inventory must reflect all hazardous materials at your facility, reported separately for each building or outside storage area, with separate entries for unique occurrences of physical state, storage temperature, storage pressure.

New Inventory Select **Add Material** to manually enter new materials for your facility, or select **Upload Inventory** to upload a spreadsheet of your entire inventory.

Update Inventory Review your facility's entire inventory to make sure it reflects your current hazardous materials management practices. Select **Search Inventory** to find previously entered materials needing updating. Replace (or append to) your current inventory by selecting **Upload Inventory**."

Inventory Complete? Review any status and guidance messages for your forms or submittals by selecting the guidance icons   . Then select **Done** when you have completed reviewing/updating your facility's inventory.

Inventory Actions

[Upload Inventory](#)[Inventory Reports](#)[Download Inventory](#)[CERS Chemical Library](#)[Search Facility's Inventory](#)

9) Click "Done."

Hazardous Materials Inventory (1)

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Add Material

Done

 Only show materials with errors/warnings

	Common Name	CAS	Location	Max Daily Amount	
Edit	Motor Oil 		100 Mariposa-basement storage	55 gallons	Discard

Validate My Inventory

Export To Excel

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Prepare Draft Submittal: HHMD Commerce Facility #A

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- Select "New" and "Edit" buttons to complete specific submittal forms or provide supplemental documentation.
- Select "Discard" button to delete a draft form/documentation when you need to re-start a form or it is no longer relevant for your draft submittal.
- Select "Not Applicable" if you believe the submittal element is no longer relevant for your facility (e.g., closed UST tank).
- Select "Submit" when you are ready to transmit one or more submittals to your local regulator(s). ALL submittals must include a Facility Information element.

Facility Information

 [Business Activities](#) 

 [Business Owner/Operator Identification](#) 

 [Discard Draft Submittal](#)

Submit 

Submit Edit

Ready to Submit Edit

10) Click "Document Needed" or New to upload your site map.

Hazardous Materials Inventory

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Submit 

 [Hazardous Material Inventory](#) [Add Material](#) 

 [Site Map \(Official Use Only\)](#)

 [Discard Draft Submittal](#)

Ready to Submit Discard

Document Needed New

Emergency Response and Training Plans

No Previous Submittal

Start 

Not Applicable 

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HHMD Commerce Facility #A: Site Map (Official Use Only)

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Annotated Site Map (Official Use Only) Supplemental Documentation for Hazardous Material Inventory

Site Maps, also called Facility Maps or Site Plans, are typically required by regulators for emergency response purposes. Under the California Health and Safety Code, the specific storage location(s) of hazardous materials is not subject to release under the California Public Records Act. Your local regulator may require submission of one or both of the site maps described below. Please contact [Los Angeles County Fire Department](#) to answer any questions about these requirements.

- A general site plan that can include, but not be limited to, the location of buildings, exterior storage facilities, permanent access ways, evacuation routes, parking lots, internal roads, chemical loading areas, equipment cleaning areas, storm and sanitary sewer accesses, emergency equipment and adjacent property uses.
- A building floor plan that is

To upload a document, select

11) Click "Browse" to search for a site map that is stored on your computer.

Use of other document options shown on the left must be approved by your local regulator.

Document Options

- Upload Document(s)
- Public Internet URL
- Provided Elsewhere in CERS
- Provided to Regulator
- Stored at Facility
- Exempt

Document Upload(s)

Upload Document

Date Authored (Required)

Document Title (Required)

Description (Optional)

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HHMD Commerce Facility #A: Site Map (Official Use Only)

[Home](#) » [Prepare Submittal \(10399546\)](#) » [Materials Inventory: Site Map \(Official Use Only\) \(Draft\)](#)

Instructions/Help

Annotated Site Map (Official Use Only) Supplemental Documentation for Hazardous Material Inventory

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- A general site plan that can include, but not be limited to, the location of buildings, exterior storage facilities, permanent access ways, evacuation routes, parking lots, internal roads, chemical loading areas, equipment cleaning areas, storm and sanitary sewer accesses, emergency equipment and adjacent property uses.
- A building floor plan that includes hazardous materials storage areas within the building, rooms, doorways, corridors, means of egress and evacuation routes.

To upload a document, select the "Browse" button and then the file on your computer to upload, provide a document title, and then select "Save & Finish" to complete the upload. Use of other document options shown on the left must be approved by your local regulator.

Document Options

- Upload Document(s)
- Public Internet URL
- Provided Elsewhere in CERS
- Provided to Regulator
- Stored at Facility
- Exempt

Document Upload(s)

14) Select "Save & Finish"

Upload Document

C:\Users\gterastvadsadri

Date Authored (Required)

Document Title (Required)

Description (Optional)

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- Select "Discard" button to delete a draft form/documentation when no longer needed.
- Select "Not Applicable" if you believe the submittal element is no longer relevant for your facility (e.g., closed UST tank).
- Select "Submit" when you are ready to transmit one or more submittals to your local regulator(s). ALL submittals must include a Facility Information element.

15) You will be returned to the "Facility" page. You may submit the completed elements by clicking "Submit" or start the next submittal element.

Facility Information

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Submit  [Business Activities](#)  [Business Owner/Operator](#) [Discard Draft Submittal](#)

Note: The "Emergency Response and Training Plans" element involves the same process as the "Site Map" document upload. For more information and to obtain blank forms click on the hyperlink below: [Los Angeles County Fire Department - HHMD – Forms](http://fire.lacounty.gov/HealthHazMat/HHMDForms.asp) or copy and paste the following address in your browser's address bar: <http://fire.lacounty.gov/HealthHazMat/HHMDForms.asp>

Ready to Submit Ready to Submit 

Hazardous Materials Inventory

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Submit  [Hazardous Material Inventory](#)  Add Material  [Site Map \(Official Use Only\): Upload Document\(s\)](#)  [Discard Draft Submittal](#)Ready to Submit Ready to Submit  

Emergency Response and Training Plans

No Previous Submittal

Start Not Applicable 