

## Updating an HMBP for annual submittal: changes from previous year

1. Go to CERS at <http://cers.calepa.ca.gov/> and select the BUSINESS PORTAL SIGN IN under the BUSINESS TAB at the top of the page.
2. Enter your username and password from your previously established CERS account. If you have forgotten your username or password, select the link below the log-in and follow the directions. *(If NCDEH did your submittal for you, and you never have set up an account, please contact Tim Swillinger at (530) 265-7134.)*
3. Once you have logged in, select the facility for which you are doing the submittal.
4. Select the “Start/Edit Submittal” button. You will see each submittal element in grey bars.

The screenshot displays three submittal elements in a grey bar format:

- Facility Information**: SUBMITTED Apr. 11, 2016. Includes links for Business Activities and Business Owner/Operator Identification. Buttons: Start, Not Applicable.
- Hazardous Materials Inventory**: SUBMITTED Jan. 29, 2016. Includes links for Hazardous Material Inventory (3) and Site Map (Official Use Only): Provided to Regulator. Buttons: Start, Not Applicable.
- Emergency Response and Training Plans**: SUBMITTED Jan. 29, 2016. Includes links for Emergency Response/Contingency Plan: Stored at Facility and Employee Training Plan: Stored at Facility. Buttons: Start, Not Applicable.

5. One at a time, select the “start” button for each submittal. A window will pop up asking you if you want to base it on your previous submittal. Be sure this button is checked. **You do not want to start from scratch.**
6. The window will return, with the words “Draft” in yellow and today’s date on the grey bar for that element. Select the links directly under the grey bar to review and update the information for each page. You can update each page by selecting “edit” to make changes, and “save” at the bottom when you are done.
7. The window will return with the list of elements, and each page will say “Ready to Submit” in green. If it says “Forms Needed” in red instead, return to the page and fill in missing information in fields that will now be highlighted in red.
8. When you have reviewed and updated all the pages in all the elements, select “submit” for Facility information, and on the next page select “Submit Selected Elements” making sure all three elements (Facility Information, Hazardous Materials Inventory, and Emergency Response and Training Plans) are checked.
9. You will see a confirmation page, with the option of printing your submittal. We recommend you print it and have it on hand for your next inspection.