

## Reporting an HMBP when there are no changes

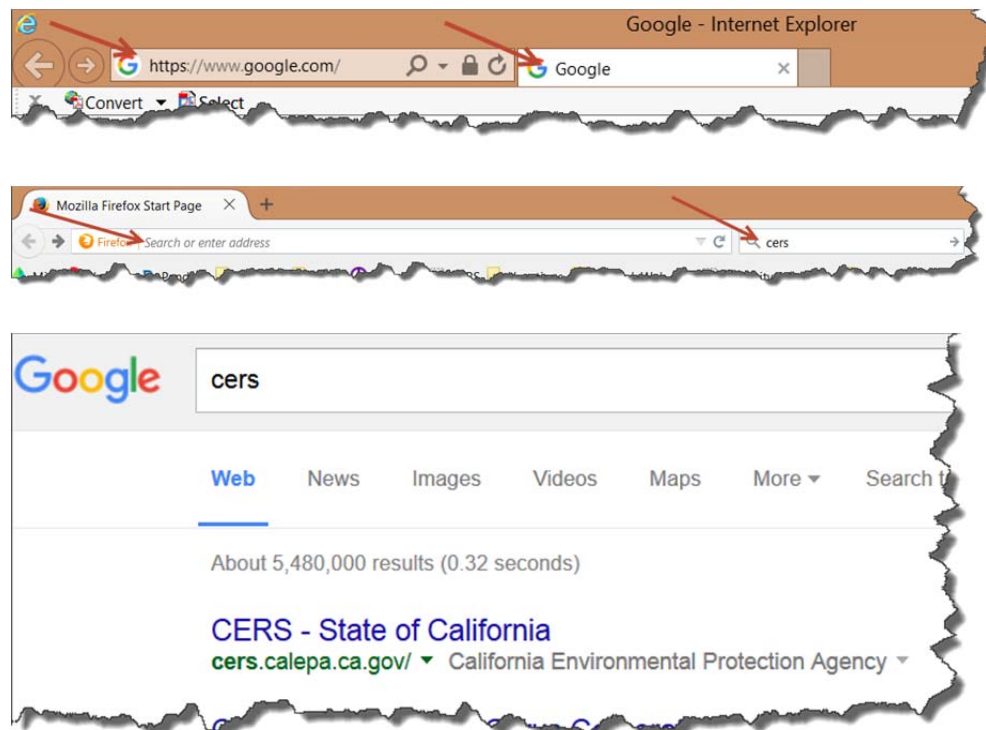
### How to resubmit an HMBP when there are no changes from the previous year

This is a guide to help you quickly submit your annual Hazardous Materials Business Plan (HMBP) Inventory Statement, Site Map, and if required, the Emergency Contingency Plan/Training Plan, **provided you have had no changes in the prior year**. There are four basic steps, including logging in to CERS, but the total submittal process should take approximately 2 – 4 minutes.

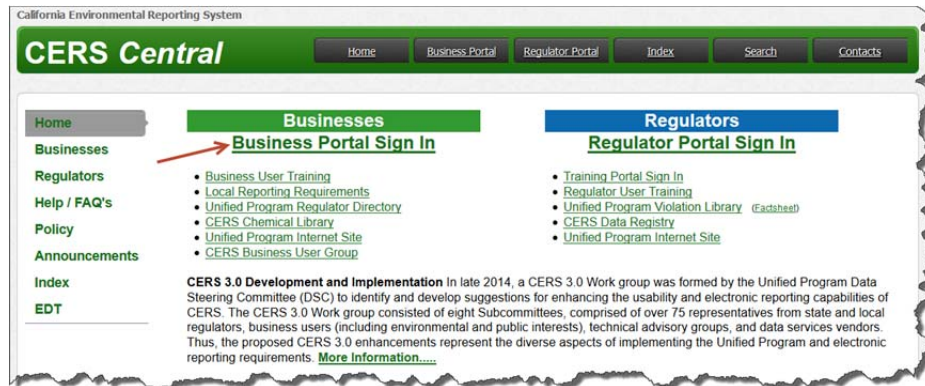
The sequence is different if you are required to report other information such as Underground Storage Tank information or if you have had changes. If there have been no changes to this other data the process can be almost as quick. Please contact your local CUPA representative if you need assistance.

### Logging in

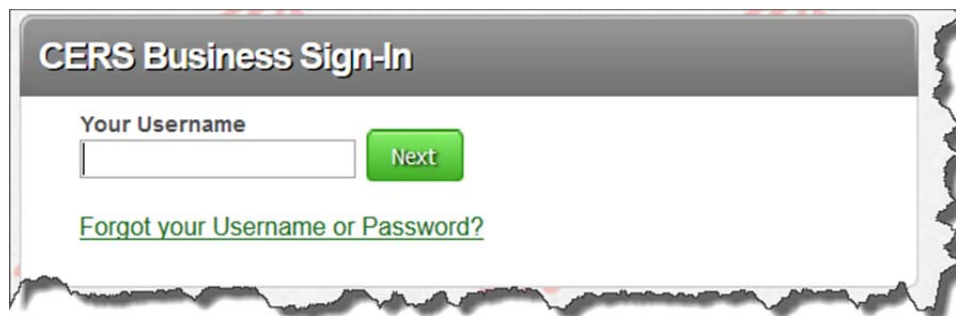
Go to [cers.calepa.ca.gov](http://cers.calepa.ca.gov). Follow the same process you would to go to or find any website. You can copy and paste this URL into the URL Address field or you can enter CERS in the search field and click on the resulting link to 'CERS-State of California'. Shown below are example screenshots for Internet Explorer, Mozilla Firefox and the Google Search Results.



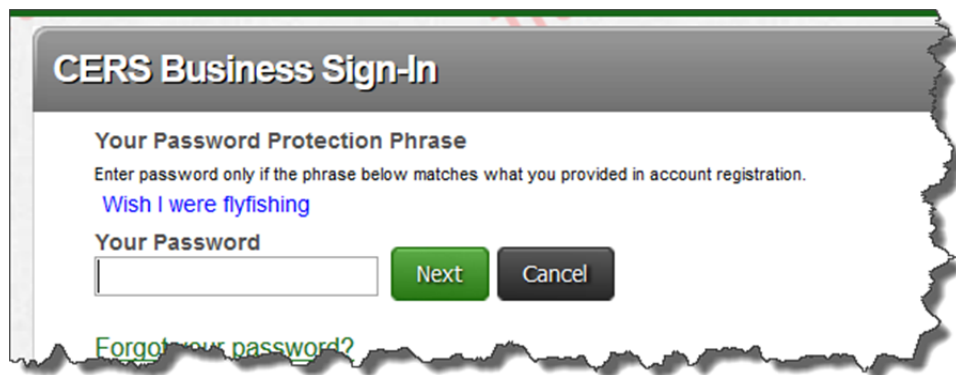
On the CERS Central Home page, select 'Business Portal Sign-in'



Enter your user name and select the 'Next' button. If you only use CERS infrequently, keep this guide and your username and password for easy access in the future. This step and Step 4 are necessary because under state law, you are responsible for the information being submitted and this process confirms that it is you that is making the submittal. The process is very similar to how you would access your bank account online.

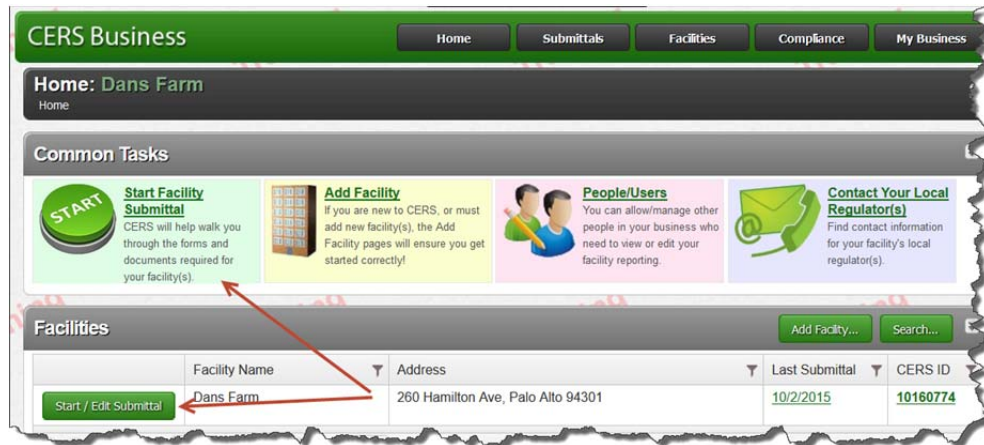


Enter your password and select the 'Next' button



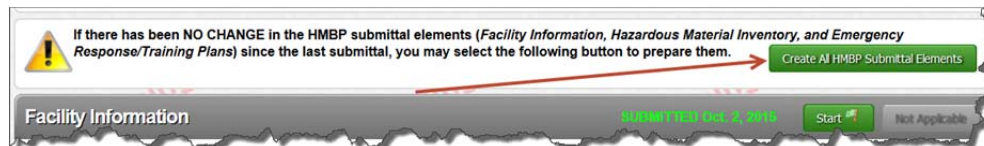
## Selecting the Hazardous Materials Business Plan/Inventory Statement

Select either of the 'Start Facility Submittal' buttons

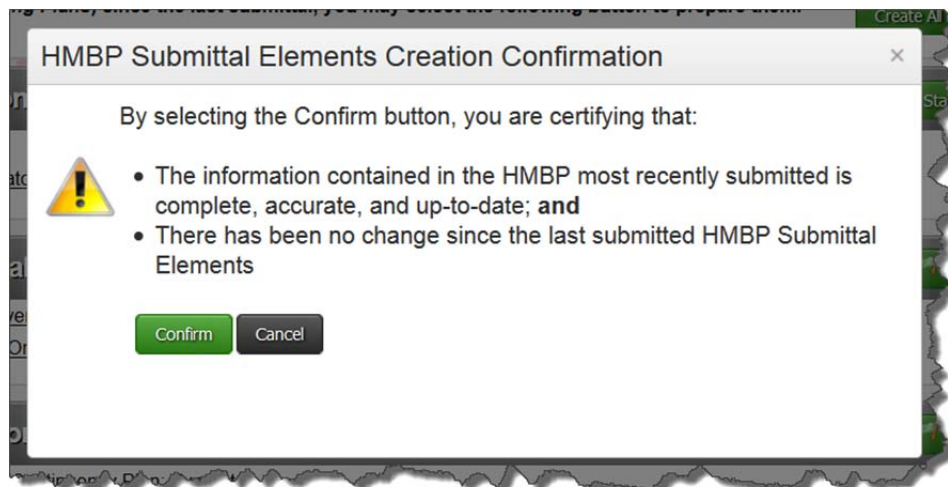


## Selecting the No Change option

Click on the 'Create all HMBP Submittal Elements' button



Confirm your submittal by selecting the 'Confirm' button



## Completing the Submittal process

Select the green 'Submit Selected Elements' button. Note that the all three of the boxes have automatically been checked for the HMBP.

**Submittal Summary: Dans Farm**  
Home » Draft Submittal » Submittal Summary (10160774)

**Instructions/Help**

**Final Submittal Checklist**

- **Does your Submittal include a Facility Information submittal element?**  
Your submittals must always include a Facility Information element with current business activities and owner/operator forms. The "Submit Selected Elements" button below will be disabled if you have not met this requirement. You will need to return to the [Prepare Draft Submittal](#) page and "Start" one.
- **Are you submitting all of the elements needed by your facility's regulator?**  
If you must submit multiple elements for your facility (e.g., Inventory, UST), return to [Prepare Draft Submittal](#) to "Start" other elements, and then "Submit" all the elements at the same time.
- **Is your CERS Account authorized to submit data to the Regulator?**  
The "Submit Selected Elements" button will be disabled if your CERS Account does not have "Lead Business User" or "Approver" permissions.
- **Have you reviewed the Certification Statement shown below?**
- **Select "Submit Selected Elements" below to submit information to your regulator.**

**Confirm, Certify, and Submit Your Facility Submittal** [Submit Selected Elements](#)

**Certification Statement** Based on my own knowledge and/or on my inquiry of those individuals responsible for obtaining the information, I, Dan Firth (CERS Account username *dfirth*), certify on 10/2/2015 under penalty of law that I have personally examined and am familiar with the information submitted and believe the information is true, accurate, and complete.

**Facility Information** Ready To Submit   
Information will be reported to Santa Clara County Environmental Health.  
[Add Comment To Regulator](#)

**Hazardous Materials Inventory** Ready To Submit   
Information will be reported to Palo Alto City Fire Department.  
[Add Comment To Regulator](#)

**Emergency Response and Training Plans** Ready To Submit

After you select the 'Submit Selected Elements' button you will see the following screen. This screen confirms you have completed the submittal process. You can now print a copy for your records, go back to your facility home page or the draft submittals page, or you can select the 'Sign Out' link to exit CERS.

California Environmental Reporting System: Business **Build: 2.23.0006** Dan Firth's Account [Sign Out](#) [Tools](#) [Reports](#) [Help](#)

**CERS Business** [Home](#) [Submittals](#) [Facilities](#) [Compliance](#) [My Business](#)

**Submittal Finished: Dans Farm**  
Home » Draft Submittal » Submittal Finished (10160774)

You have submitted the following elements on 10/2/2015 to **Santa Clara County Environmental Health**

- Facility Information

You have submitted the following elements on 10/2/2015 to **Palo Alto City Fire Department**

- Hazardous Materials Inventory
- Emergency Response and Training Plans

[Print Submittal](#)

**What's Next?**

- Return to the [Draft Submittal](#) page.
- Return to [Facility Home](#).

[Sign Out](#)

For further information please contact your CUPA representative.