



## HUNTINGTON BEACH FIRE DEPARTMENT

2000 Main Street, Huntington Beach, CA 92648  
(714) 536-5411 • Fax (714) 374-1551

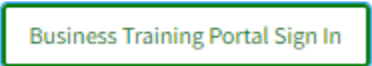
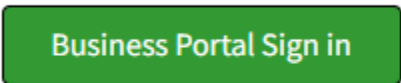
### Guidance for Business Owner/Operator: How to use the HMBP Annual Certification Feature

**Scope:** For a facility to be eligible for the Annual Hazardous Material Business Plan (HMBP) Certification, it must meet the following criteria:

- a. There are no active drafts for Facility Information, Hazardous Materials Inventory, or Emergency Response and Training Plans Submittal sections.
- b. There are no changes to the HMBP since the last submitted HMBP submittal.
- c. Last submitted HMPB submittal sections must have a status of Submitted, Under Review, or Accepted.
- d. Last submitted HMBP submittals must have been submitted on or after 1/1/2019.
- e. Last submitted HMBP submittals must include a validated EPA ID if one is required for the facility.
- f. Facility must not be subject to EPCRA reporting or APSA requirements.

If all criteria is met and you feel you are eligible to certify, please begin by following the steps below:

1. Open your web browser and navigate to the **CERS Business** portal at the following URL:  
<https://cers.calepa.ca.gov>



2. Sign into the **CERS Business Portal:**
  - + Enter your Username.
  - + Select Next.

CERS Business Sign-In

Your Username

Next

[Forgot your Username or Password?](#)



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- + Enter your Password.
- + Select Next.

**CERS Business Sign-In**

Your Password Protection Phrase  
Enter password only if the phrase below matches what you provided in account registration.

J

Your Password

Next Cancel

[Forgot your password?](#)

3. If CERS Business Portal User Agreement is displayed, check the checkbox next to 'I agree to these conditions' and select 'Continue'.

**CERS Business Portal User Agreement**

Please review the following conditions of use for the California Environmental Reporting System (CERS) and indicate your agreement using the checkbox below:

- I agree I will not allow others to use my CERS Account and understand my Account could be suspended if I allow others to use it. I will protect my password and never share it with others, and if my account is compromised, I will contact [CERS Technical Support](#) immediately.
- I will only upload documents as required by CERS or my local regulator(s). Any document I upload will be as compact as possible, will not exceed 25MB in size, will be free from viruses or other malicious elements, and meet other requirements specified in the [CERS Document Upload Policy](#).
- I understand I should NOT use my web browser's "Back" button while using CERS--doing so may result in duplicate records or other problems.
- I understand that CERS is designed for standard-sized screens using relatively current web browsing software: Internet Explorer 8+ (without [Compatibility Mode](#)), FireFox 3.6+, current versions of Google Chrome or Safari 5+). I understand my browser must have [Javascript enabled](#), and that some CERS features may not work on older browsers, and CERS is not designed to be effectively used on smaller display devices (e.g., mobile phones, etc.).
- I understand viewing and printing some CERS reports requires relatively current PDF viewing software (Adobe Reader 8+).
- I understand CERS is generally available during days or evenings except as described [here](#).

I agree to these conditions

[Cancel](#) [Continue](#)

4. If your account has access to multiple organizations in the **CERS Business** environment, **Select Your Business** page will be displayed.

- + Use the 'Select' button (on the left) to **select an organization**.



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5. Select the **'Start/Edit/Certify Submittal'** button, from the **'Facilities'** section of the **Home** page, next to your Facility Name.

	Facility Name	Address	Last Submittal	CERS ID
<a href="#">Start / Edit / Certify Submittal</a>	City Hall	2000 Main St, Huntington Beach 92648	1/9/2023	10163993
<a href="#">Start / Edit / Certify Submittal</a>	city Hall	City Hall, huntington beach 92648		10166582
<a href="#">Start / Edit / Certify Submittal</a>	Energy Development Corp	217 2nd St, Huntington Beach 92648		10167101
<a href="#">Start / Edit / Certify Submittal</a>	MEADOWLARK	5701 Warner, Huntington Beach 92647		10167854
<a href="#">Start / Edit / Certify Submittal</a>	Creamistry	18502 Beach Blvd, huntington beach 92647		10172225
<a href="#">Start / Edit / Certify Submittal</a>	Creamistry	18502 Beach Blvd, huntington beach 92647		10172228
<a href="#">Start / Edit / Certify Submittal</a>	City Hall	2000 Main St, Huntington Beach 92648		10175810
<a href="#">Start / Edit / Certify Submittal</a>	MYFACILITY	7290 Edinger Ave, Huntington Beach 92647		10178960
<a href="#">Start / Edit / Certify Submittal</a>	ADDING NEW FACILITY TO MULTI JUR	5421 Commercial Dr, Huntington Beach 92649		10182767
<a href="#">Start / Edit / Certify Submittal</a>	Neighborhood Hang Out	18345 San Jose St, Huntington Beach 92648	4/11/2023	10185770

6. Under the **Annual HMBP Certification (AB 1429)** section, there should be a green **'Certify'** button if you are eligible for certification. Click the green **'Certify'** button when ready. (If the Certify button is gray, you are not eligible to certify at this time)

#### Annual HMBP Certification (AB 1429)

This feature allows a business owner/operator to annually certify that the information in their last HMBP submittal in CERS is complete, accurate, and complies with EPCRA, if applicable. This option may only be used for facilities that meet the eligibility requirements for annual certification, and that are not subject to EPCRA reporting or APSA requirements. Please click [here](#) to review eligibility requirements. It is strongly advised that you carefully review your last HMBP submittal for accuracy before certifying.

[Certify](#)



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7. Review the 'Annual Certification Confirmation' guidance text. To review the EPCRA Requirements, please click on the blue question mark hyperlink; then click the 'Close' button once review is complete. Select the 'Confirm' button to Certify. **Note:** It is strongly advised that you carefully review your last HMBP submittal for accuracy and completeness before confirming.

Annual Certification Confirmation

complete, accurate, and up-to-date, and there has been no change since the last submitted HMBP submittal elements.


- The information being submitted meets the requirements of Chapter 6.95, Article 1 of the California Health and Safety Code.
- The information being submitted is in compliance with section 11022 of Title 42 of the United States Code, if applicable.

By selecting "Confirm", I am confirming that the above is true, that this facility is NOT subject to [EPCRA](#) reporting or APSA requirements, and that I am authorizing the automated creation and submission of this Annual HMBP Certification.

Once confirmed, the Certification cannot be retracted, deleted, or changed. It is strongly advised that you carefully review your last HMBP submittal for accuracy before certifying. If you have not reviewed your last HMBP and need to do so now, please select "Cancel" and review your last submittal before certifying.

8. Once you hit 'Confirm', a message will appear to confirm that the certification is complete. Select the 'Close' button to exit the Annual Certification Confirmation pop-up box.

Annual Certification Confirmation



Certification Complete!



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9. The status for each of the three submittal sections should now display 'CERTIFIED' with the date certified.

The screenshot displays a web interface for the HMBP Annual Certification. It is organized into three main sections, each with a status indicator and a 'Start' button. The 'Start' button is green and contains a lightning bolt icon, while the 'Not Applicable' button is grey. The sections are:

- Facility Information:** Status: CERTIFIED May. 26, 2023. Submittal items: Business Activities, Business Owner/Operator Identification.
- Hazardous Materials Inventory:** Status: CERTIFIED May. 26, 2023. Submittal items: Hazardous Material Inventory, Site Map (Official Use Only): Upload Document(s).
- Emergency Response and Training Plans:** Status: CERTIFIED May. 26, 2023. Submittal items: Emergency Response/Contingency Plan: Upload Document(s), Employee Training Plan: Upload Document(s).

10. Annual HMBP Certification is now complete.

**NOTE:** HMBPs are required to be submitted annually between January 1<sup>st</sup> and March 1<sup>st</sup> of each year. A full re-submittal is required every 3 years regardless of any changes. The 'certify' option can be done each year in between as long as there are no changes.

If you have any questions regarding your submittals, please contact the Fire Prevention Staff at: (714) 536-5411 or [hmbp@surfcity-hb.org](mailto:hmbp@surfcity-hb.org)