

San Mateo County CUPA Electronic Hazardous Materials Business Plan Online Portal Instructions

Before you begin here is some important information.

1. PLEASE BE PATIENT WITH THE SYSTEM. The links/buttons respond to a single click. Clicking too quickly between links or clicking multiple links at one time may cause the system to crash and you will lose any unsaved data.
2. It is best to navigate between screens using the menu on the left hand column. Using the back arrow on your browser may cause some of your data to be lost.
3. You can start and stop your data entry at any time, be sure to hit the "Save Changes" button at the bottom of each page before you log out.
4. The red asterisk * indicates a required field. You won't be able to submit the form unless all these fields have information entered.
5. Have your MSDS Sheets handy to assist with the chemical inventory entry portion of the submittal
6. Site maps need to be accurate and legible. If the map cannot be read, it will be rejected. They do not need to be drawn by an architect or AutoCAD. You can use applications such as Microsoft Paint or Google Draw to create a usable site map. For further information on site maps please contact our office at (650) 372-6200.

Start at
ehesubmit.smchealth.org

ENVIRONMENTAL HEALTH
S A N M A T E O C O U N T Y

Protecting Our Health and Environment

San Mateo County Environmental Health - Public Portal

Please login below to electronically complete and submit your forms.

Username: Password:

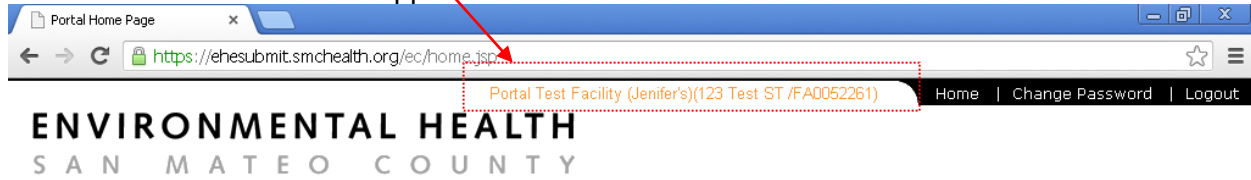
[Request a Username and Password.](#)

[Portal User Instructions - Download and read before submitting.](#)

Contacts
Telephone M-F, 8:00am-5:00pm: (650) 372-6200
E-Mail: smcupa@smcgov.org
[San Mateo County CUPA Website](#)

You need to request a Username and Password before you can begin use of the Portal. Simply follow the link and complete the form and submit. Your Username and Password will be e-mailed to you once we verify the information. You will not be able to enter information until you receive the confirmation e-mail from our office. We will try to respond in a timely fashion. If you have not received a response within 4 business days, please call our office at (650) 372-6200.

Enter your Username and Password and you should see the following:
Your business name should appear here.



Portal Home Page

Please review the Facility, Address, and Owner information in the table below. If the information is incorrect, click the Update button to change the information. Change requests will be processed within 3-5 business days. Please logout until you receive an email from us indicating the changes have been made. Do not proceed to the next step until your update request has been processed.

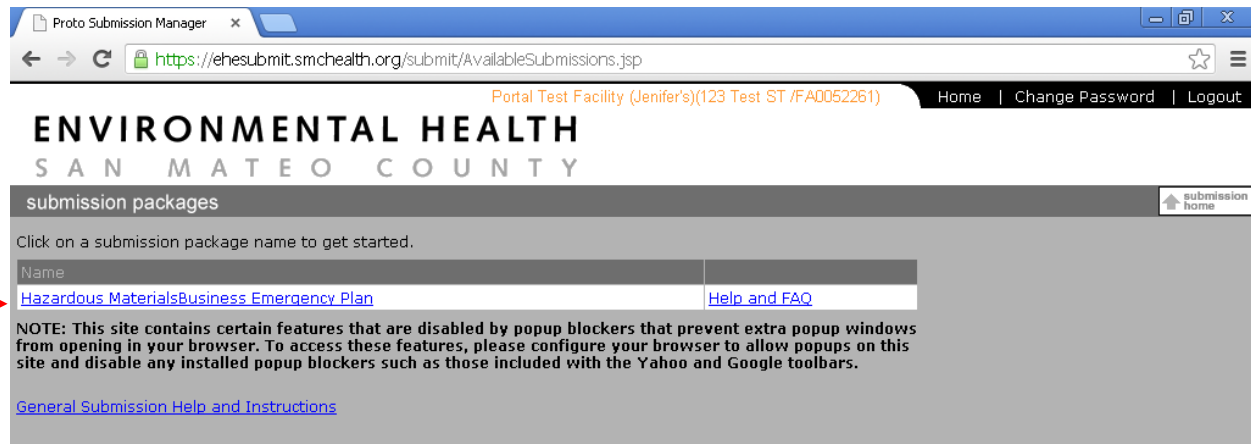
	Facility Name/DBA	Site Address	Facility Invoice Mailing Address	Owner	Annual Certification
Update	Portal Test Facility (Jenifer's)	123 Test ST	,		HMBEP

[Click here to proceed to forms](#)

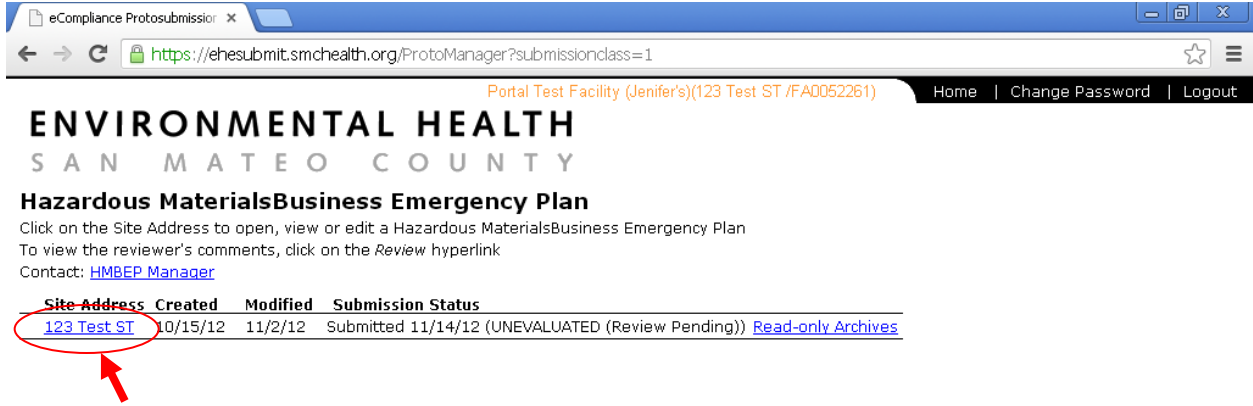
Change your password by clicking on the *Change Password* link at the top of the page.

Click on this link to continue to required forms.

Click on this link if the information displayed about your facility is incorrect. It will link to a form you can e-mail your facility inspector to request the changes.



Click on this link to begin entering your Hazardous Materials Business Plan information.



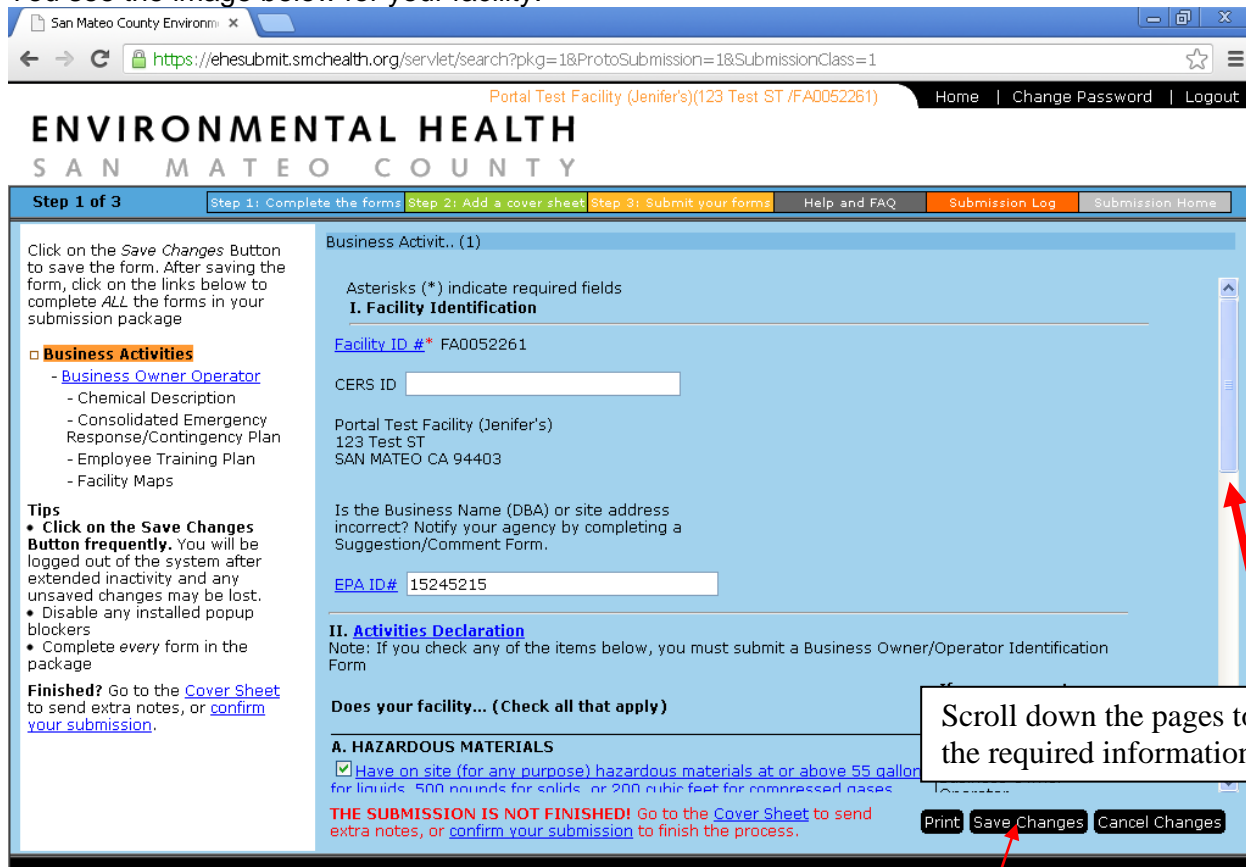
Then follow this link to your facility's hazardous materials business plan.

Hazardous Materials Business Plan information entry process

Throughout the document, clicking on the blue underlined text, will provide additional information on how to complete that field.

Business Activities form

You see the image below for your facility.



Scroll down the pages to complete all the required information (*).

When done click the "Save Changes" button.

Business Owner Operator form

San Mateo County Environm x

https://ehesubmit.smchealth.org/servlet/search

Portal Test Facility (Jenifer's)(123 Test ST /FA0052261) Home | Change Password | Logout

ENVIRONMENTAL HEALTH

SAN MATEO COUNTY

Step 1 of 3 Step 1: Complete the forms Step 2: Add a cover sheet Step 3: Submit your forms Help and FAQ Submission Log Submission Home

Click on the **Save Changes** Button to save the form. After saving the form, click on the links below to complete ALL the forms in your submission package

- Business Activities
 - Business Owner Operator**
 - Chemical Description
 - Consolidated Emergency Response/Contingency Plan
 - Employee Training Plan
 - Facility Maps

Tips

- Click on the **Save Changes Button frequently**. You will be logged out of the system after extended inactivity and any unsaved changes may be lost.
- Disable any installed popup blockers
- Complete every form in the package

Finished? Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#).

Business Owner O.. (1)

Asterisks (*) indicate required fields
NOTE: Please review the billing and owner information on file for your business. To change either the business or billing contact, please [update your profile here](#) PRIOR TO SUBMISSION.

I. IDENTIFICATION

Facility ID#* FA0052261

Business Name* Portal Test Facility (Jenifer's)

Site Address* 123 Test ST
SAN MATEO CA 94403

Beginning Date* 12/25/2010 Ending Date* 12/25/2011

Business Phone* 1234567891

Business Fax

Dun & Bradstreet Primary SIC Primary NAICS* 238410

Business Operator Name* Bart Simpson

Business Operator Phone* 1231234123

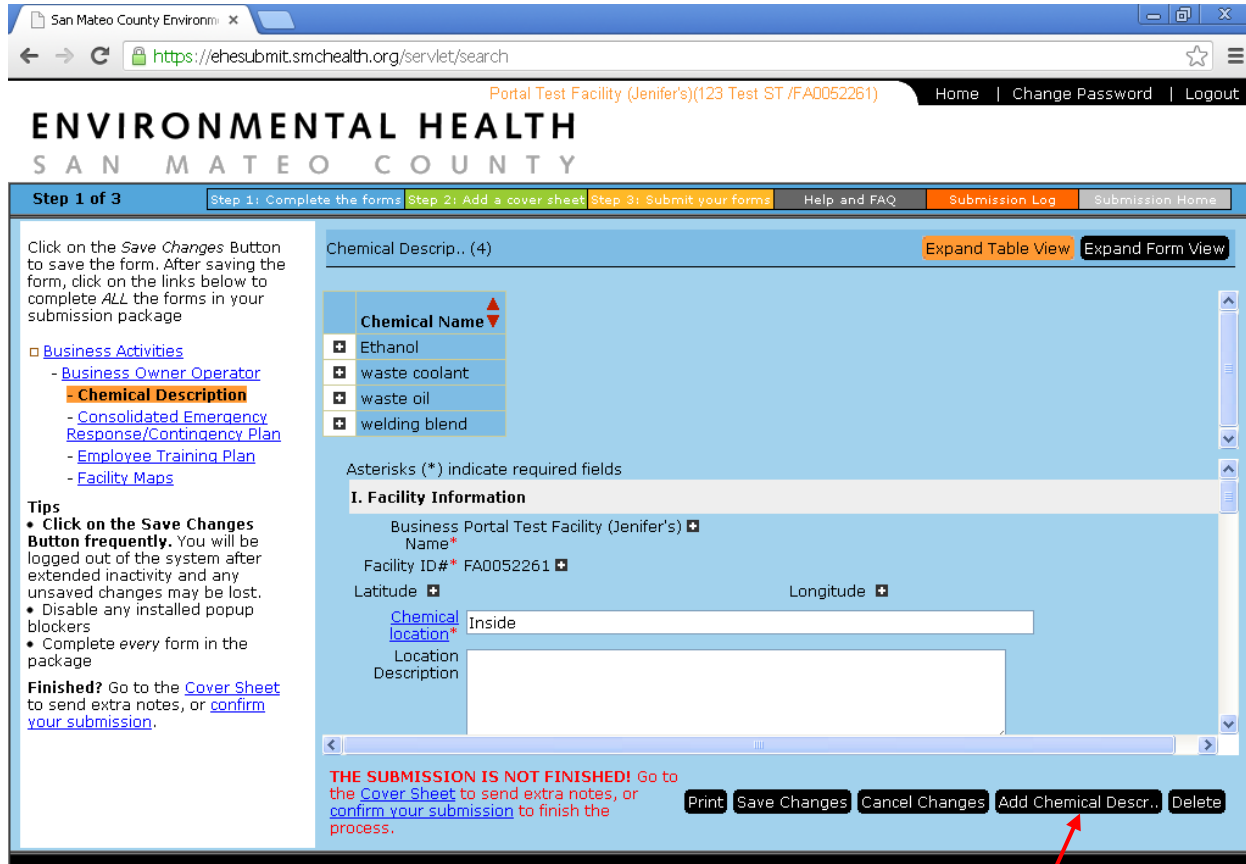
Email* e@e.com

THE SUBMISSION IS NOT FINISHED! Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#) to finish the process.

Print Save Changes Cancel Changes

Use the links on this menu to navigate between forms. It is recommended that you simply go down the list of forms for your initial submittal. For updates and annual submittals you may select the individual pages you wish to amend. At a minimum, make sure to enter information in all the required fields (*). You will not be able to "Save Changes" until these fields are all completed.

Chemical Description form



The first time you complete this form, there will be no chemicals listed. You must select “Add Chemical Description Form” to begin entering your first chemical and any additional chemicals. As you add chemicals, you will be able to edit amounts or remove chemicals from your reported inventory.

Scroll down and complete all required fields. The product’s Material Safety Data Sheet (MSDS) should provide all the required information. You can obtain a copy from the distributor or manufacturer’s website. If you need additional assistance, contact your facility inspector.

IMPORTANT NOTE ON MIXTURES: Currently the Portal does not have the capacity for ranges. Pick the higher end of the percentage for the hazardous components and use the inert or non hazardous components to complete the mixture breakdown. Any questions please contact your facility inspector.

NOTE: If your facility has a large chemical inventory and it is stored on a database please contact our office and we can discuss the data transfer of your information in an attempt to save you entry time.

Emergency Plan Section

Scroll down and complete all required fields. If you have a separate emergency response plan, you can upload it from this page, as well.

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https://ehesubmit.smchealth.org/servlet/search

Portal Test Facility (Jenifer's)(123 Test ST /FA0052261) Home | Change Password | Logout

ENVIRONMENTAL HEALTH

SAN MATEO COUNTY

Step 1 of 3 Step 1: Complete the forms Step 2: Add a cover sheet Step 3: Submit your forms Help and FAQ Submission Log Submission Home

Click on the **Save Changes** Button to save the form. After saving the form, click on the links below to complete ALL the forms in your submission package

- Business Activities
 - Business Owner Operator
 - Chemical Description
 - Consolidated Emergency Response/Contingency Plan**
 - Employee Training Plan
 - Facility Maps

Tips

- Click on the **Save Changes Button frequently**. You will be logged out of the system after extended inactivity and any unsaved changes may be lost.
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Finished? Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#).

Consolidated Eme.. (1)

Asterisks (*) indicate required fields

Facility Identification and Operations Overview

Facility ID FA0052261

Date of Plan Preparation/Revision 10/15/2012

Business Name* Portal Test Facility (Jenifer's)

Business Site Address 123 Test ST

City SAN MATEO

Zip Code 94403

Type of Business (e.g. Painting Construction) Painting

Incidental Operations (e.g. Fleet Maintenance)

A copy of the facility's emergency response plan(s) and/or training plan, which satisfy Health and Safety Code (HSC 25504(b), 25504(c) and Title 22 California Code of Regulations (22 CCR) section 66262.34(a), are attached as follows

Upload

The optional form, below, may be used to satisfy the emergency response plans, procedures and employee training requirements of HSC section 25504(b), 25504(c) and 22 CCR 66262.34(a), in the event of a reportable release or release of a hazardous material. This form has been prepared to: unify emergency response and contingency planning requirements for hazardous materials and hazardous wastes; provide for basic contingency planning for an average mid-size facility; and incorporate minimal regulatory requirements. Other supplements or amendments may be required for facilities of exceptional size or having exceptional operations or processes that warrant additional contingency planning.

THE SUBMISSION IS NOT FINISHED! Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#) to finish the process.

Print Save Changes Cancel Changes

Employee Training Plan

You must complete the required fields, even if you uploaded a training plan with your emergency response plan.

The screenshot shows a web browser window with the URL <https://ehsubmit.smchealth.org/servlet/search>. The page title is "ENVIRONMENTAL HEALTH SAN MATEO COUNTY". The user is logged in as "Portal Test Facility (Jenifer's)(123 Test ST /FA0052261)". The navigation bar includes "Home", "Change Password", and "Logout".

The main content area is titled "Step 1 of 3" and "Employee Trainin.. (1)". It contains the following sections:

- Instructions:** Click on the [Save Changes](#) Button to save the form. After saving the form, click on the links below to complete ALL the forms in your submission package.
- Business Activities:**
 - [Business Owner Operator](#)
 - [Chemical Description](#)
 - [Consolidated Emergency Response/Contingency Plan](#)
 - **[Employee Training Plan](#)**
 - [Facility Maps](#)
- Tips:**
 - Click on the **Save Changes Button frequently**. You will be logged out of the system after extended inactivity and any unsaved changes may be lost.
 - Disable any installed popup blockers
 - Complete every form in the package
- Finished?** Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#).

Employee Training Plan (1)

Asterisks (*) indicate required fields

All facilities that handle hazardous materials in HMBP quantities must have a written employee training plan. This plan is a required module of the Hazardous Materials Business Plan (HMBP). A blank plan has been provided below for you to complete and submit if you do not already have such a plan. If you already have a brief written description of your training program that addresses all subjects covered below, you are not required to complete the blank plan, below, but you must include a copy of your existing document as part of your HMBP.

null

Personnel are trained in the following procedures:

- Internal alarm/notification *
- Evacuation/re-entry procedures & assembly point locations *
- Emergency incident reporting
- External emergency response organization notification
- Location(s) and contents of Emergency Response/Contingency Plan
- Facility evacuation drills, that are conducted at least (e.g., "Quarterly", etc.)

Specify:

Chemical Handlers are additionally trained in the following:

- Safe methods for handling and storage of hazardous materials *
- Location(s) and proper use of fire and spill control equipment
- Spill procedures/emergency procedures
- Proper use of personal protective equipment *

THE SUBMISSION IS NOT FINISHED! Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#) to finish the process.

Buttons: [Print](#) [Save Changes](#) [Cancel Changes](#)

Facility Map

The screenshot shows a web browser window with the URL <https://ehsubmit.smchealth.org/servlet/search>. The page header includes "ENVIRONMENTAL HEALTH SAN MATEO COUNTY" and a navigation bar with "Step 1 of 3", "Step 1: Complete the forms", "Step 2: Add a cover sheet", "Step 3: Submit your forms", "Help and FAQ", "Submission Log", and "Submission Home".

The main content area is titled "Facility Maps (1)". It features a "Map Name" dropdown menu with "Main map" selected. Below this is a list of items to include on the map:

- Inside and outside hazardous material storage areas
- Storm drains, catch basins and sewers
- Location of nearest fire hydrant, fire pumps, risers, fire department connections and any other emergency response equipment
- Electrical panel, natural gas and water shut-off
- Knox box location

Under the heading "UPLOADING A MAP", there are instructions for each map to be included in the Hazardous Material Business Plan:

1. Input a name for the map.
2. Click on the View / Upload button.
3. A form will appear that allows you to upload a map from your computer. Follow the instruction on that form. When the upload is complete, you will return to this form.
4. Click on the Save Changes button to save this form and it's associated map.
5. For additional maps, click on Add button. Repeat as needed.

The form shows "Business Portal Test Facility (Jenifer's)" as the facility name. The "Map Name*" field contains "Main map". There is a "Map Upload*" button with an "Open" file selection icon.

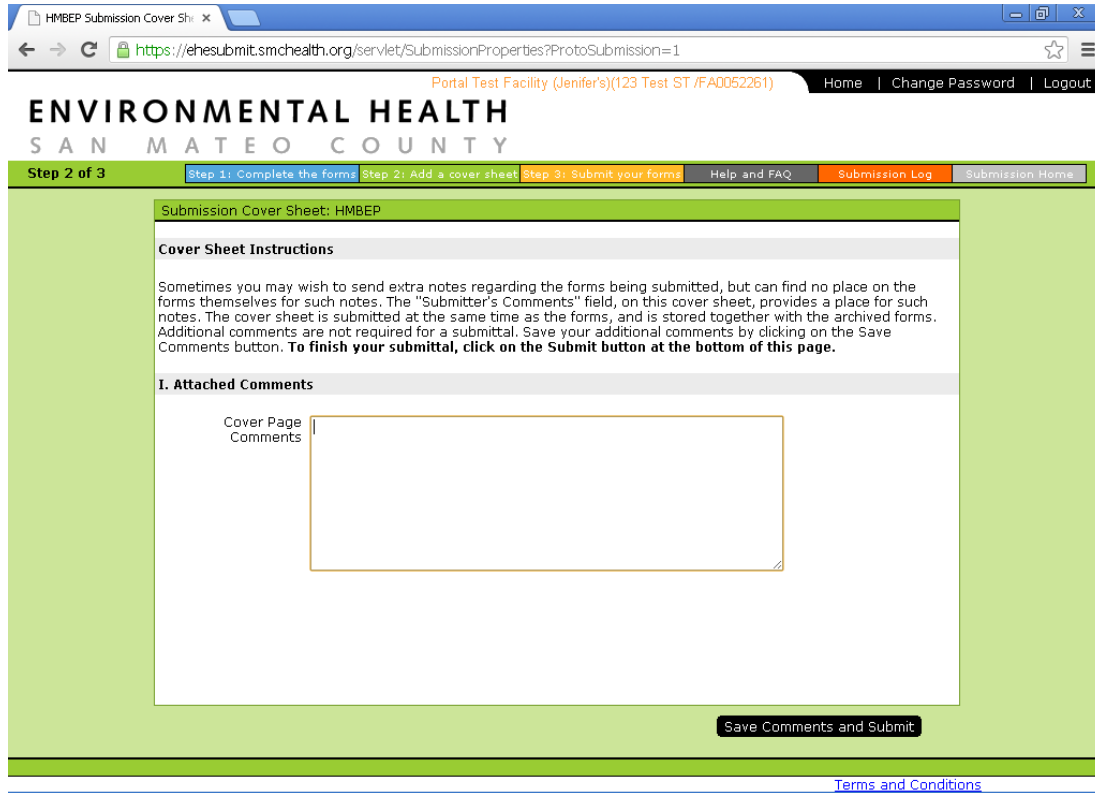
At the bottom, there is a red warning: "THE SUBMISSION IS NOT FINISHED! Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#) to finish the process." Below this are buttons for "Save Changes", "Cancel Changes", "Add Facility Maps", and "Delete".

Follow the directions shown for Facility maps. You are encouraged to use a drawing program, such as GoogleDraw or Microsoft Paint to create the map. Handdrawn maps are acceptable, but make sure the lines are clearly and darkly drawn. Illegible maps will cause your submittal to be rejected. Your facility map(s) can be uploaded from your computer to the Portal. You'll need to name each one of your map files before you upload them. Please remember to hit the "Save Changes" button before you use the "Add Facility Map" button.

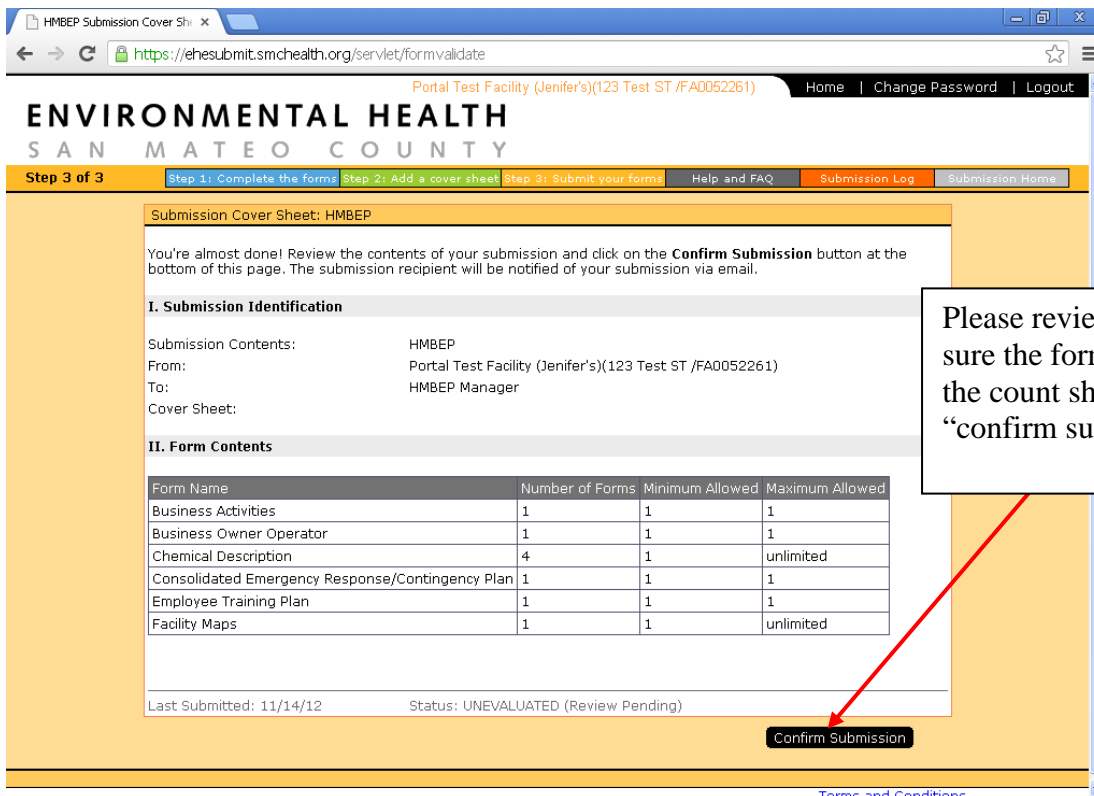
Are you done and ready to submit? If "Yes," then follow the directions at the bottom of the screen.

The screenshot shows a blue box with the following text: "THE SUBMISSION IS NOT FINISHED! Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#) to finish the process."

In this section you can advise us of any other information that may help us process your submittal. Please enter any information, if applicable, and hit "Submit".

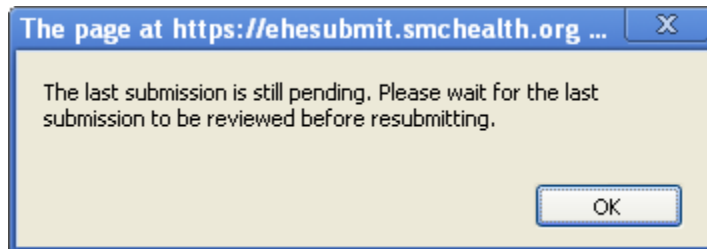


[Terms and Conditions](#)



Please review your submission to be sure the forms you completed match the count shown. If correct, select "confirm submission."

If you get the message below after hitting “Confirm Submission,” you will need to wait until the inspector has reviewed your previous submission before you can resubmit. The information you have just entered is still saved and can be resubmitted once the previous submittal has been either accepted or rejected by your facility inspector. If you think you received this message in error, please contact your facility inspector.



If you have any questions during this submittal process, please contact our office at (650) 372-6200 during our normal business hours of Monday thru Friday 8:00 am – 5:00 pm (PST) or contact us via e-mail at smcupa@smcgov.org.

We'll review your submission and send you an acceptance or deficiency notice with needed corrections.

Your Hazardous Materials Business Plan will remain on file with us and the local fire department can see it as well. No need to mail them a copy.