



San Mateo County CUPA Hazardous Materials Business Plan “Environmental Health Portal” Instructions

Before you begin, here are some useful TIPS:

1. 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.
2. 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.
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 save the form unless all these fields have information entered.
5. 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. For further information on site maps please contact our office at (650) 372-6291.

START AT

ehesubmit.smchealth.org

A screenshot of the "Environmental Health San Mateo County" public portal. The page features the organization's logo and tagline "Protecting Our Health and Environment". Below this, it identifies itself as the "San Mateo County Environmental Health - Public Portal" and prompts users to login. There are input fields for "Username:" and "Password:" with a "Login" button. A red box highlights the link "Request a Username and Password.", and a red arrow points to the link "Portal User Instructions - Download and read before submitting." Below the login section, there is a "Contacts" section with telephone and email information, and a link to the "San Mateo County CUPA Website".

You must 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) 372-6291.

After you enter your username and Password and you should see the screen below. If you have multiple facilities within the County, you will see a list of all the sites here.

Click on this link **only if** the information displayed in the table is incorrect. It will link to a form to request changes.

Click on this link to continue to the required forms.

The submission packages for other CUPA programs, such as UST and Tier permitting, will be added to this section.

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

This next screen will show you the status of your submission. Initially, the status will show as "Unfinished". After you submit your HMBP, please verify on this screen that the new status shows as "Submitted".

Click on the site address link to access the HMBP forms.

The "Print Summary" option will be available after you submit your HMBP. Here is also where you'll find the link to review your inspector's comments in the case the HMBP gets rejected.

STEP 1 of 3: Complete the Forms

Throughout the document, clicking on the [blue underlined text](#), will provide additional information on how to complete that field.

I. Business Activities form

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

Business Activit... (1)

Asterisks (*) indicate required fields

I. Facility Identification

Facility ID # * FA0052261

CERS ID

Portal Test Facility (Jenifer's)
123 Test ST
SAN MATEO CA 94403

Is the Business Name (DBA) or site address incorrect? Notify your agency by completing a Suggestion/Comment Form.

EPA ID# * 15245215

II. Activities Declaration
Note: If you check any of the items below, you must submit a Business Owner/Operator Identification Form

Does your facility... (Check all that apply)

A. HAZARDOUS MATERIALS

Have on site (for any purpose) hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases

Business Owner

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.

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

EPA ID# is only required if the facility generates hazardous waste.

Check the appropriate boxes to indicate the activities you perform on site.

II. Business Owner Operator form

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.

Portal Test Facility-four(123 Test ST #FA0052431) Home | Change Password | Logout

ENVIRONMENTAL HEALTH
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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

Regulated Activities

Business Owner ID

- [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 ID (1)

Asterisks (*) indicate required fields

Identification Owner Mailing Billing Environmental Contact Emergency Contacts Property Owner

Locally Collected Information Certification **Show All**

Identification

To report a change in the facility name or site address, [click here](#). DO NOT PROCEED with this submission until your request has been processed by Portal Management.

Facility ID Number * FA0052431

Facility Name * Portal Test Facility- four

Address * 123 Test ST
City * SAN MATEO
State * CA
Zip Code * 94403

Phone Number * 6507033980

Fax Number

Primary SIC Code

Primary NAICS Code * 011111

Operator Name * Richard Parker

Business Operator Phone * 6507933980

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

Click on the "Business Owner Operator" form to activate all the forms.

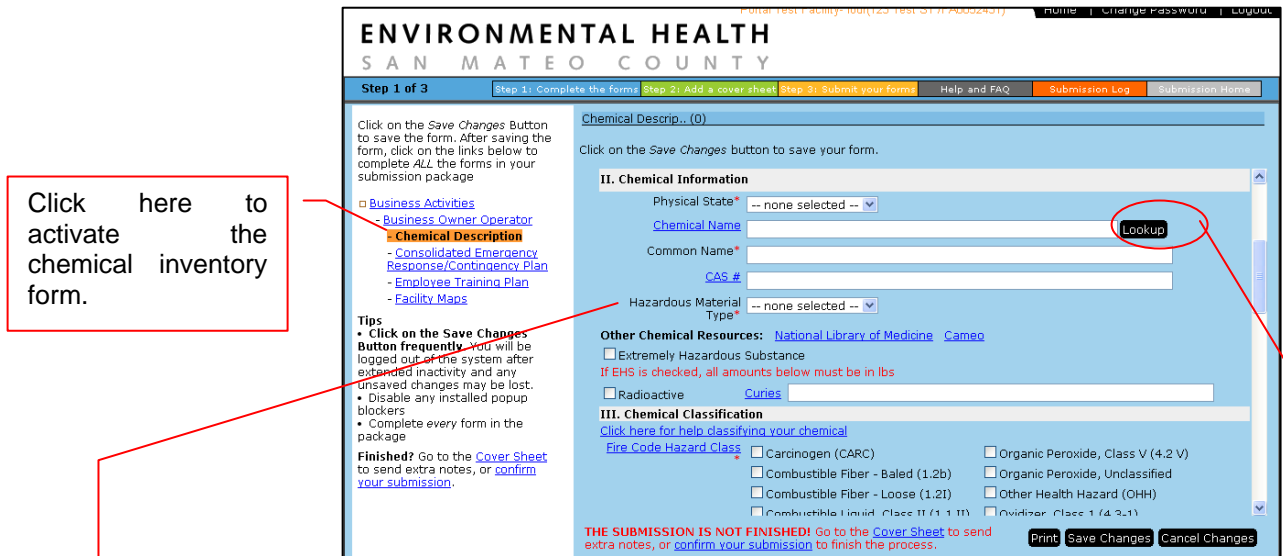
Click on Show All to see all the required fields for the Business Owner ID form.

Scroll down to complete all the required information (*) and Save Changes.

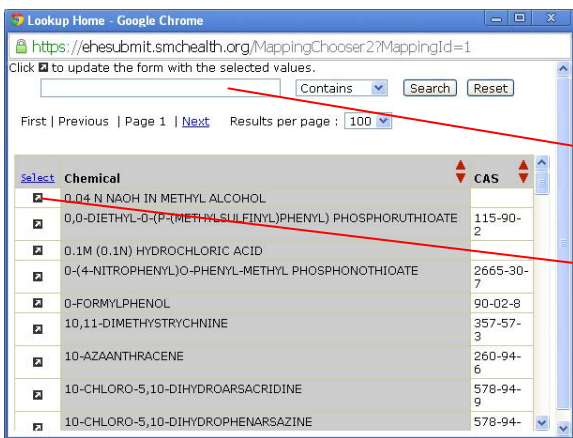
III. Chemical Description form

Include in your inventory all hazardous materials and hazardous waste handled/stored over the minimum reporting quantities (55 gallons, 500 pounds or 200 cubic feet). Go to <http://smchealth.org/HazMat%20Business%20Plan> for more information.

You can use the chemical “Lookup” tool to populate the chemical’s technical information into the form. You can refer to the Material Safety Data Sheet (MSDS) for this information too. I



Click here to activate the chemical inventory form.



Step 1: Click on “Look Up”, this will open a second window for the chemical library.

Step 2: Perform a “Search” for your chemical.

Step 3: Once you find the chemical on the list, click on the arrow to select the chemical. This will populate the chemical’s technical information to form on the previous screen.

Select between Pure, Mixture and Waste. If you use the “Look up” all chemicals will show as Pure.

If it is a mixture or a hazardous waste, the components of the chemical are required and you have to complete this in the table of components.

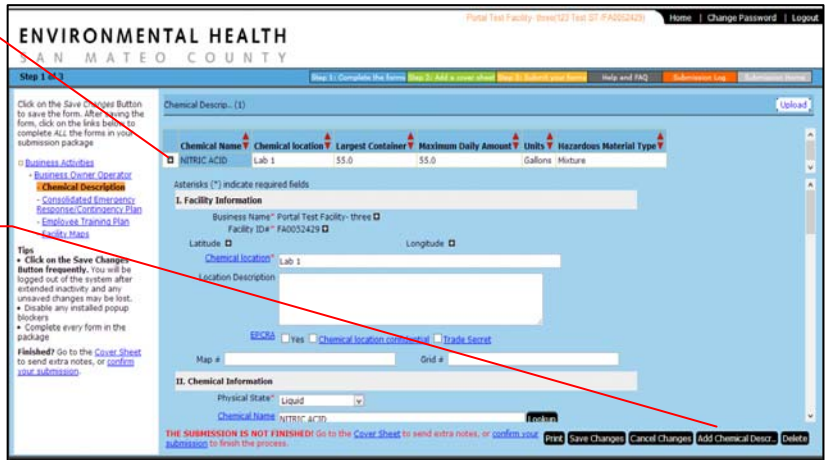
For the components that indicate a percentage range on the MSDS, pick the higher end of the range for the hazardous components and use the inert or non hazardous components to complete the mixture breakdown.

Complete the quantities stored/handled (Max, Average and daily), type of container and storage temperature and pressure. **SAVE CHANGES** after you complete all required fields.

Once the chemical has been saved, it will show on the table at the top of this form.

You can modify or delete chemicals by clicking on the "+" next to the chemical name.

To add more chemicals to your inventory click on "Add Chemical Description" to your inventory. Make sure that you always start with a blank form; otherwise you will overwrite the previous chemical.



HAZARDOUS WASTE: Select "Waste" from the "Hazardous Material Type" drop menu. All hazardous waste entries will require the list of components. Refer to the Hazardous Waste Profile or use general knowledge to complete the hazardous components.

NOTE: If your facility has a large chemical inventory to report 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.

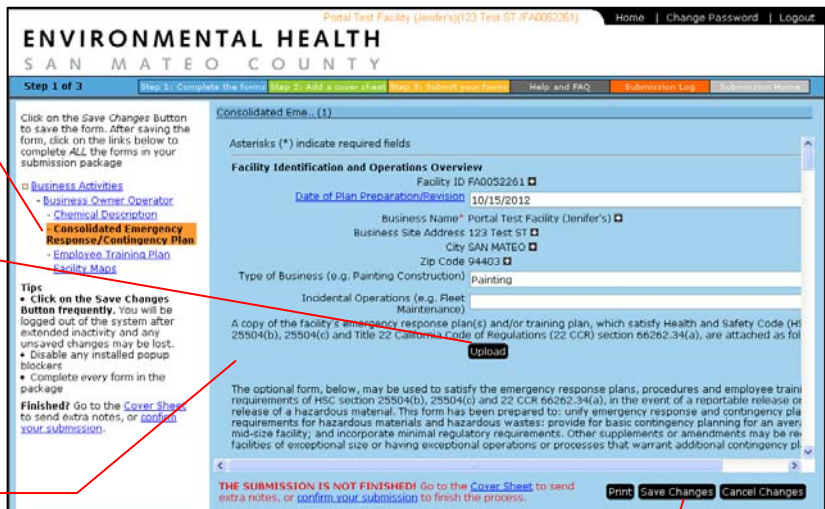
IV. Emergency Plan Section

You have 2 options to complete this section:

Click here to activate this section.

First Option: You can upload an electronic copy of your existing plan here. Click on "Upload" and follow the instructions to save your Plan. Make sure the plan has all required information.

Second option: Use data fields to complete this section. Scroll down from this point to complete all sections of the Contingency Plan.



SAVE CHANGES before you move to the next section.

V. Employee Training Plan

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

Click here to activate this section.

Scroll down and check all applicable boxes.

Save Changes before going to the next section.

VI. Facility Map

Follow the directions shown for Facility maps. You are encouraged to use a drawing program. Hand drawn maps are also 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.

Click here to activate this section.

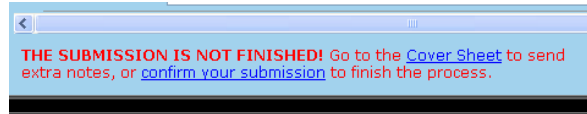
Name each one of your map files before you upload them.

Click "Upload" and follow the instructions to upload your Map.

All the maps already saved will show in the table.

After you **SAVE CHANGES**, you'll have the option to **Add Facility Maps**. Click that button to add additional maps for your facility.

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

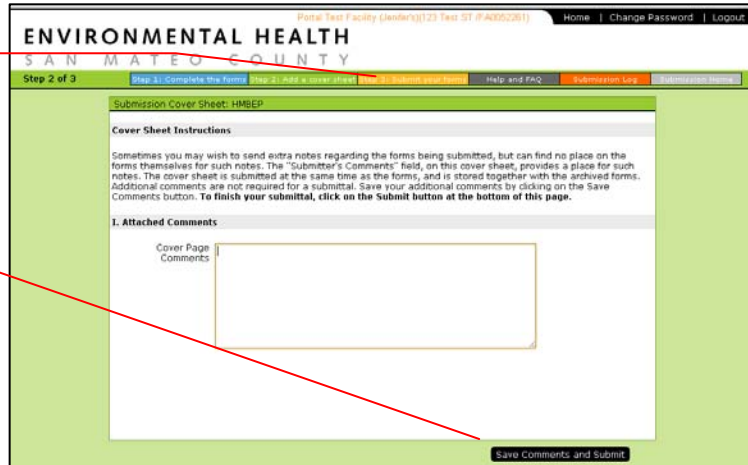


STEP 2 of 3: Add a cover sheet

In this section you can advise us of any other information that may help us process your submittal.

Click here to go to this step.

Only enter comments if required or applicable. Click on this button to go to the next step.

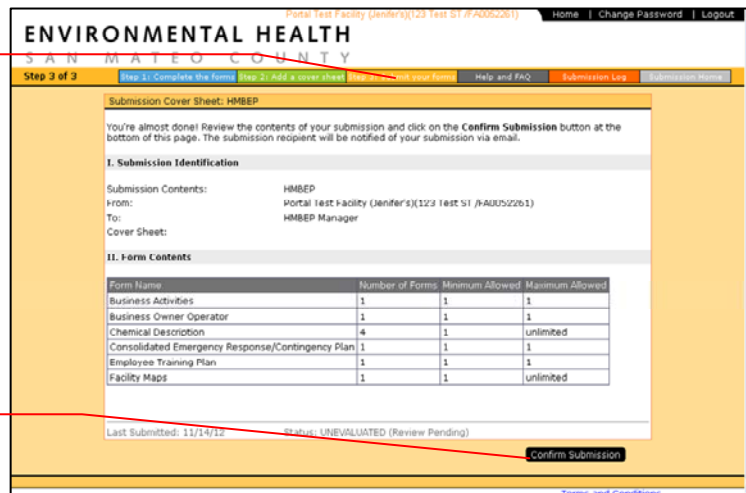


STEP 3 of 3: Submit your forms

Please review your submission to be sure the forms you completed match the count shown.

Click here to go to this step.

If correct, select "confirm submission".



Form Name	Number of Forms	Minimum Allowed	Maximum Allowed
Business Activities	1	1	1
Business Owner Operator	1	1	1
Chemical Description	4	1	unlimited
Consolidated Emergency Response/Contingency Plan	1	1	1
Employee Training Plan	1	1	1
Facility Maps	1	1	unlimited

We will review your submission and send you an acceptance or deficiency notice with needed corrections.
If you have any questions during this submittal process, please contact our office at (650) 372-6200 or contact us via e-mail at smcupa@smcgov.org.
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.