



ORANGE CITY FIRE DEPARTMENT

1176 EAST CHAPMAN AVENUE · ORANGE, CALIFORNIA 92866 · P (714) 288-2500 · WWW.ORANGECITYFIRE.ORG

Guidance for Business Owner/Operator: How to Submit Hazardous Materials Inventory

**** Please note:** Prior to starting your submittal for your Hazardous Materials Inventory, please be sure you have already completed your **'Facility Information'** section. It should say 'Ready to Submit' next to each document. **DO NOT SUBMIT** until you have completed all sections of your HMBP (Facility Information, Hazardous Materials Inventory, & Emergency Response and Training Plans).

Facility Information DRAFT May. 26, 2023

[Business Activities](#) Ready to Submit

[Business Owner/Operator Identification](#) Ready to Submit

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#) [Add Comment To Regulator](#)

To submit your Hazardous Materials Inventory, please follow the instructions below:

1. Once you have completed your Facility Information Submittal, you can now start your Hazardous Materials Inventory by clicking on the green **'Start'** button in the **'Hazardous Materials Inventory'**.

Facility Information DRAFT Jun. 5, 2023

[Business Activities](#) Ready to Submit

[Business Owner/Operator Identification](#) Ready to Submit

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#) [Add Comment To Regulator](#)

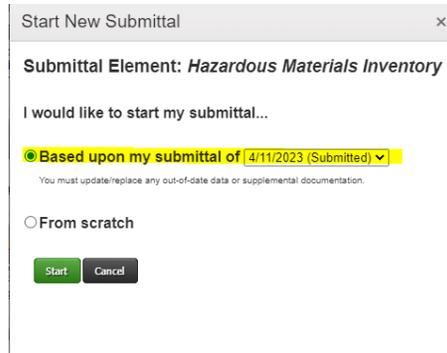
Hazardous Materials Inventory SUBMITTED Jun. 5, 2023

[Hazardous Material Inventory](#)

[Site Map \(Official Use Only\): Stored at Facility](#)

2. If this is your first time submitting, go to Step 3. If you have submitted before, follow the instructions in sections (a) and (b).

(a) Select '**Based upon my submittal of**', then hit the green '**Start**' button.



The screenshot shows a dialog box titled "Start New Submittal". It contains the following text: "Submittal Element: *Hazardous Materials Inventory*", "I would like to start my submittal...", and two radio button options: "Based upon my submittal of [4/11/2023 (Submitted)]" (which is selected and highlighted in yellow) and "From scratch". Below the options are "Start" and "Cancel" buttons. A small note below the selected option reads: "You must update/replace any out-of-date data or supplemental documentation."

(b) If this page appears again and you need to make changes, click on the document you need to edit and follow the steps below. If no edits are necessary and both documents are green with a '**Ready to Submit**' status, then go to Step 16. **DO NOT SUBMIT!**



The screenshot shows a dashboard for "Hazardous Materials Inventory". At the top right, it says "DRAFT Jun. 23, 2023" and has a "Submit" button. Below this, there are several document entries: "Hazardous Material Inventory" with an "Add Material" button and a "Ready to Submit" status; "Site Map (Official Use Only): Upload Document(s)" with an "Upload Document(s)" button and a "Ready to Submit" status; and "Miscellaneous State-Required Documents" with a "Miscellaneous State-Required Documents" button. There are also buttons for "Discard Draft Submittal" and "Add Comment To Regulator".

3. Under the **Hazardous Materials Inventory** section, click on the green '**Add Material**' button.



The screenshot shows a page titled "Hazardous Materials Inventory (0)". At the top right, it says "Draft May. 5, 2023" and has three buttons: "Add Material" (highlighted in red), "Add Site Map", and "Done". Below this, there is a checkbox labeled "Only show materials with errors/warnings". A table with the following columns is visible: "Common Name", "CAS", "Location", and "Max Daily Amount". Below the table, there are buttons for "Validate My Inventory", "HMIS Matrix Report", and "Export To Excel". At the bottom, there is a pagination control showing "0" items per page and "No items to display".

- Type in the chemical/material in the '**Chemical/Material Name**' search bar and hit the green '**Search**' button. (ie: Carbon Dioxide)

Search for Your Hazardous Material/Waste Unable to Find Material/Add New Material

Search for your Chemical/Material in the CERS Chemical Library

Chemical/Material Name: CAS Number: CERS Chemical Library ID (CCLID): Exclude Synonyms: Exclude Mixtures:

Search for my Material In: CERS Chemical Library Materials for this Facility Any Materials for any Facility

	Material Name	CAS #	Type	CCLID
<input type="button" value="Add"/>	Carbon Dioxide	124-38-9	Pure	CCL-101711
<input type="button" value="Add"/>	CARBON DIOXIDE, [REFRIGERATED LIQUID]	124-38-9	Pure	CCL-104843
<input type="button" value="Add"/>	Carbon Dioxide - Solid	124-38-9	Pure	CCL-105791
<input type="button" value="Add"/>	CARBON DIOXIDE, CRYOGENIC	124-38-9	Pure	CCL-104843
<input type="button" value="Add"/>	Carbon Dioxide, Liquid	124-38-9	Pure	CCL-104843
<input type="button" value="Add"/>	Carbon dioxide, mixt. with helium and nitrogen	70343.44-1	Pure	CCL-248125
<input type="button" value="Add"/>	Carbon dioxide, mixt. with oxygen	8063-77-2	Pure	CCL-248205
<input type="button" value="Add"/>	Carbon Dioxide 5-25% In Air		Mixture	CCL-103419
<input type="button" value="Add"/>	Carbon dioxide and Ethylene oxide mixture, with more than 87% ethylene oxide	8070-50-6	Pure	CCL-247871
<input type="button" value="Add"/>	Carbon dioxide and Ethylene oxide mixture, with more than 9% but not more than 87% ethylene oxide	8070-50-6	Pure	CCL-247871

1 - 10 of 13 items

bold = Chemical Name regular = Common Name italic = Chemical Synonym

- Find which chemical/material matches what you have stored at your facility and hit the green '**Add**' button to the left of that material.

<input type="button" value="Add"/>	Carbon Dioxide, Liquid	124-38-9	Pure	CCL-104843
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- If you are unable to find a chemical in the CERS Chemical Library then click on the green '**Unable to Find Material/Add New Material**' button and add manually.

Search for Your Hazardous Material/Waste Unable to Find Material/Add New Material

Search for your Chemical/Material in the CERS Chemical Library

Chemical/Material Name: CAS Number: CERS Chemical Library ID (CCLID): Exclude Synonyms: Exclude Mixtures:

Search for my Material In: CERS Chemical Library Materials for this Facility Any Materials for any Facility

Material Name	CAS #	Type	CCLID
No items to display			

- Under '**Chemical Identification and Physical Properties**' section, make sure the '**Physical State**' is selected according to how your chemical/material is stored. As well as the '**Hazardous Material Type**'.

Chemical Identification and Physical Properties

Chemical Name:

Common Name: CAS Number:

CERS Chemical Library ID:

US EPA SRS ID:

Physical State: Solid Liquid Gas

Hazardous Material Type: Pure Mixture Waste

Trade Secret: Yes No

8. Under **'Chemical Hazard Classification'** section, please fill out Fire Code Hazard (if applicable), DOT Hazard Class, and Federal Hazard Categories. Refer to your SDS sheet for each material to confirm which physical and health hazards apply.

Chemical Hazard Classification

EHS Yes No

Radioactive Yes No

Curies

Fire Code Hazard Classes (by priority)

Cryogen

[View/Edit Additional Firecodes](#)

DOT Hazard Class

2.2 - Nonflammable Gases

State Waste Code [Lookup Code](#)

Federal Hazard Categories

PHYSICAL: Flammable

PHYSICAL: Gas Under Pressure

PHYSICAL: Explosive

PHYSICAL: Self-heating

PHYSICAL: Pyrophoric

PHYSICAL: Oxidizer

PHYSICAL: Organic Peroxide

PHYSICAL: Self-reactive

PHYSICAL: Pyrophoric Gas

PHYSICAL: Corrosive to Metal

PHYSICAL: In Contact with Water Emits Flammable Gas

PHYSICAL: Combustible Dust

PHYSICAL: Hazard Not Otherwise Classified (HNOC)

HEALTH: Carcinogenicity

HEALTH: Acute Toxicity

HEALTH: Reproductive Toxicity

HEALTH: Skin Corrosion or Irritation

HEALTH: Respiratory or Skin Sensitization

HEALTH: Serious Eye Damage or Eye Irritation

HEALTH: Specific Target Organ Toxicity

HEALTH: Aspiration Hazard

HEALTH: Germ Cell Mutagenicity

HEALTH: Simple Asphyxiant

HEALTH: Hazard Not Otherwise Classified (HNOC)

9. Under **'Inventory Location and Quantity'** section, please fill out chemical location, average daily amount, maximum daily amount, largest container, annual waste amount, and days on site. Please report the units according to the physical state in which the material is stored in. For example, if your material is a liquid, report in gallons/ if your material is a gas, report in cubic feet/ if your material is a solid, report in pounds. (If you are unsure about how to report the amount, click on the blue '?' next to each section for clarification.)

Inventory Location and Quantity

Chemical Location

Kitchen

Chemical Location Confidential EPCRA Yes No

Map # (Optional) Grid # (Optional)

Average Daily Amount

5

Maximum Daily Amount

55

Largest Container

55

Annual Waste Amount

0

Days on Site

365

Units

gallons

cubic feet

pounds

tons

10. Under 'Inventory Storage Information' section, choose the correct container in which your material is stored in. Be sure to fill out the Storage Pressure as well as the Storage Temperature.

Inventory Storage Information

Aboveground Tank Can Box Tank Truck, Tank Wagon
 Underground Tank Carboy Cylinder Tank Car, Rail Car
 Tank Inside Building Silo Glass Bottle Other
 Steel Drum Fiber Drum Plastic Bottle
 Plastic/Non-Metallic Drum Bag Tote Bin

Storage Pressure: Ambient Above Ambient Below Ambient

Storage Temperature: Ambient Above Ambient Below Ambient Cryogenic

11. If your material is a mixture, please fill in the percentages under 'Mixture Components'. If you have additional information, please add it in the 'Additional Chemical/Material Description' section. When you are finished, click the green 'Save' button.

Mixture Components

Hazardous Component Name	CAS Number	% by Weight	EHS
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

Additional Mixture Components

Additional Chemical/Material Description

Additional Chemical Description Information

12. Once you have saved, you should see it appear under the Hazardous Materials Inventory. Repeat these steps for each hazardous material stored at your facility by clicking on the green 'Add Material' button.

Hazardous Materials Inventory (1) Draft May. 5, 2023

Only show materials with errors/warnings

	Common Name	CAS	Location	Max Daily Amount	
<input type="button" value="Edit"/>	Carbon Dioxide	124-38-9	Kitchen	110 gallons	<input type="button" value="Discard"/>

 10 items per page 1 - 1 of 1 items

13. When you are finished adding all hazardous materials, click on the green **'Add Site Map'** button.

Hazardous Materials Inventory (1) Draft May. 5, 2023 Add Material **Add Site Map** Done

Only show materials with errors/warnings

	Common Name	CAS	Location	Max Daily Amount	
Edit	Carbon Dioxide	124-38-9	Kitchen	110 gallons	Discard

Validate My Inventory HMIS Matrix Report [Export To Excel](#)

10 items per page 1 - 1 of 1 items

14. Under **'Document Options'** click on **'Upload Document(s)'**. Select **'Choose File'** and upload your site map document.

Document Options

- Upload Document(s)
- Public Internet URL
- Provided Elsewhere in CERS
- Provided to Regulator
- Stored at Facility
- Exempt

Document Upload(s) [CERS Document Upload Policy](#)

Upload Document

Choose File No file chosen

Date Authored (Required) 5/22/2023 Document Title (Required) Annotated Site Map (Official Use Only)

Description/Comments (Optional)

[Save & Upload Again](#) [Save & Finish](#) **Done**

15. Once you have uploaded your site map, click on the green **'Save & Finish'** button.

Document Options

- Upload Document(s)
- Public Internet URL
- Provided Elsewhere in CERS
- Provided to Regulator
- Stored at Facility
- Exempt

Document Upload(s) [CERS Document Upload Policy](#)

Upload Document

[Choose File](#) Annotated Site Map (Official Use Only) (52).pdf

Date Authored (Required) 5/22/2023 Document Title (Required) Annotated Site Map (Official Use Only)

Description/Comments (Optional)

[Save & Upload Again](#) **Save & Finish** [Done](#)

16. You should see your Hazardous Material Inventory and Site Map document in green under the **'Hazardous Materials Inventory'** section. **DO NOT SUBMIT!**

Hazardous Materials Inventory DRAFT May. 5, 2023 [Submit](#)

[Hazardous Material Inventory](#) [Add Material](#)

[Site Map \(Official Use Only\): Upload Document\(s\)](#) Ready to Submit [Discard](#)

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#) [Add Comment To Regulator](#) Ready to Submit [Edit](#) [Discard](#)

Emergency Response and Training Plans SUBMITTED Apr. 11, 2023 [Start](#) [Not Applicable](#)

[Emergency Response/Contingency Plan: Upload Document\(s\)](#)

[Employee Training Plan: Upload Document\(s\)](#)

17. You can now move on to submitting your Emergency Response and Training Plans.

Please note: HMBPs are required to be submitted annually between January 1st and March 1st 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 Fire Prevention Staff at 714-288-2551 or 714-288-2552 or via email at HazardousMaterials@cityoforange.org