



Los Angeles County Fire Department CERS User's Guide



Inventory Template and Upload
Part (4)

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Common Tasks



Start Facility Submittal

CERS will help walk you through the forms and documents required for your previously added facility(s).



Add Facility

If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!



People/Users

You can allow/manage other people in your business who need to view or edit your facility reporting.



Contact Your Local Regulator(s)

Find contact information for your facility's local regulator(s).

Facilities

1) Begin by clicking "Start/Edit Submittal."

Add Facility...

	Facility Name	Address	Last Submittal	CERS ID
Start / Edit Submittal	HHMD Commerce Facility #A	HHMD Commerce Facility #A, Commerce 90040		10399546

Action Required (None)

Notifications for my Business

View All...

Message	Occurred On
New Facility HHMD Commerce Facility #A was added to LACoFD HHMD (Commerce, CA).	Dec 27, 2012

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Prepare Draft Submittal: HHMD Commerce Facility #A

Home » Prepare Submittal (10399546)

Instructions/Help

Use this page to prepare draft submittals for your facility to transmit to your local regulator(s). Make sure to review any status and guidance messages for your forms or submittals by selecting the guidance icons   .

- Select "Start" button to create a submittal from scratch or copied from a previous submittal.
- Select "New" and "Edit" buttons to complete specific submittal forms or provide supplemental documentation.
- Select "Discard" button to delete a draft form/documentation when you need to re-start a form or it is no longer relevant for your draft submittal.
- Select "Not Applicable" if you believe the submittal element is no longer relevant for your facility (e.g., closed UST tank).
- Select "Submit" when you are ready to transmit one or more submittals to your local regulator(s). ALL submittals must include a Facility Information element.

Facility Information

DRAFT Dec. 27, 2012

Submit 

 [Business Activities](#) 


Ready to Submit

Edit

 [Business Owner/Operator Identification](#) 


Ready to Submit

Edit

 [Discard Draft Submittal](#)

Hazardous Materials Inventory

DRAFT Dec. 27, 2012


Submit 

 [Hazardous Material Inventory](#) 

2) Begin by clicking "Form Needed" or "New"

 [Form Needed](#)


New

 [Site Map \(Official Use Only\): Upload Document\(s\)](#) 

Ready to Submit


Edit

Discard

 [Discard Draft Submittal](#)

Emergency Response and Training Plans

DRAFT Jan. 2, 2013

Submit 

 [Emergency Response/Contingency Plan](#)


Document Needed

New

 [Employee Training Plan](#)

Document Needed

New

 [Discard Draft Submittal](#)

Underground Storage Tanks

No Previous Submittal

Start 

Not Applicable






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HHMD Commerce Facility #A: Hazardous Material Inventory

[Home](#) » [Prepare Submittal \(10399546\)](#) » [Materials Inventory: Hazardous Material Inventory \(Draft\)](#)[Instructions/Help](#)

You must enter a separate inventory record for each individual hazardous material and hazardous waste that you handle at your facility in an aggregate quantity subject to Hazardous Material Business Plan (HMBP) reporting requirements (or as required by your local regulator). The completed inventory must reflect all hazardous materials at your facility, reported separately for each building or outside storage area, with separate entries for unique occurrences of physical state, storage temperature, storage pressure.

- New Inventory** Select **Add Material** to manually enter new materials for your facility, or select **Upload Inventory** to upload a spreadsheet of your entire inventory.
- Update Inventory** Review your facility's entire inventory to make sure it reflects your current hazardous materials management practices. Select **Search Inventory** to find previously entered materials needing updating. Replace (or append to) your current inventory by selecting **Upload Inventory**.
- Inventory Complete?** Review any status and guidance messages for your forms or submittals by selecting the guidance icons   . Then select **Done** when you have completed reviewing/updating your facility's inventory.

[Inventory Actions](#)[Upload Inventory](#)[Download Inventory](#)[Search Facility's Inventory](#)

3) Click "Upload Inventory"

[Inventory Reports](#)[CERS Chemical Library](#)Hazardous Materials Inventory (0) 

Draft Dec. 27, 2012

[Add Material](#)[Done](#) Only show materials with errors/warnings

Common Name	CAS	Location	Max Daily Amount
No records to display.			

[Validate My Inventory](#) [Export To Excel](#)

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HHMD Commerce Facility #A: Hazardous Material Inventory

[Home](#) » [Prepare Submittal \(10399546\)](#) » [Materials Inventory: Hazardous Material Inventory \(Draft\)](#) » Upload Inventory

Upload your facility's inventory by choosing your inventory spreadsheet using the form to the right. Uploaded inventory spreadsheets must match the columns and format as shown in the [CERS Hazardous Material Inventory Upload Template](#).

Cal/EPA does not recommend more than approximately 500 materials per upload (which can take 60-100 seconds to upload/process). Larger inventories should be split up into separate spreadsheets and uploaded using the "Append to Existing Inventory" option.

If your facility already has inventory entries in CERS, you can also download your facility's current inventory using the Hazardous Material Inventory [Download](#) functionality, edit, and reupload your inventory using this form.

Note: Please take notice of these instructions.

Upload Inventory

Inventory Excel Spreadsheet

Replace/Append Existing Inventory

-- Select Option --

4) Click "Browse."

Note: Template fields which can not have blank values have a green background and contain an asterisk (*). In the example below all fields in blue background under the section "Storage Container Information" are required. Also be sure to use the correct data types. For example, yes and no responses should be "Y" or "N", using "Yes" or "No" will generate an error and prevent submission until it is corrected.

AQ	AR	AS	AT	AU	AV
Storage Container Information*					
223i	223j	223k	223l	223m	223n
SCFiberDrum	SCBag	SCBox	SCCylinder	SCGlassBottle	SCPlasticBottle

Environmental Protection Agency

(s)

1a*	CERSID
218*	MaximumDailyAmount
Chemical Identification	
06	207*
ecret	CommonName

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Upload Inventory

Inventory Excel Spreadsheet

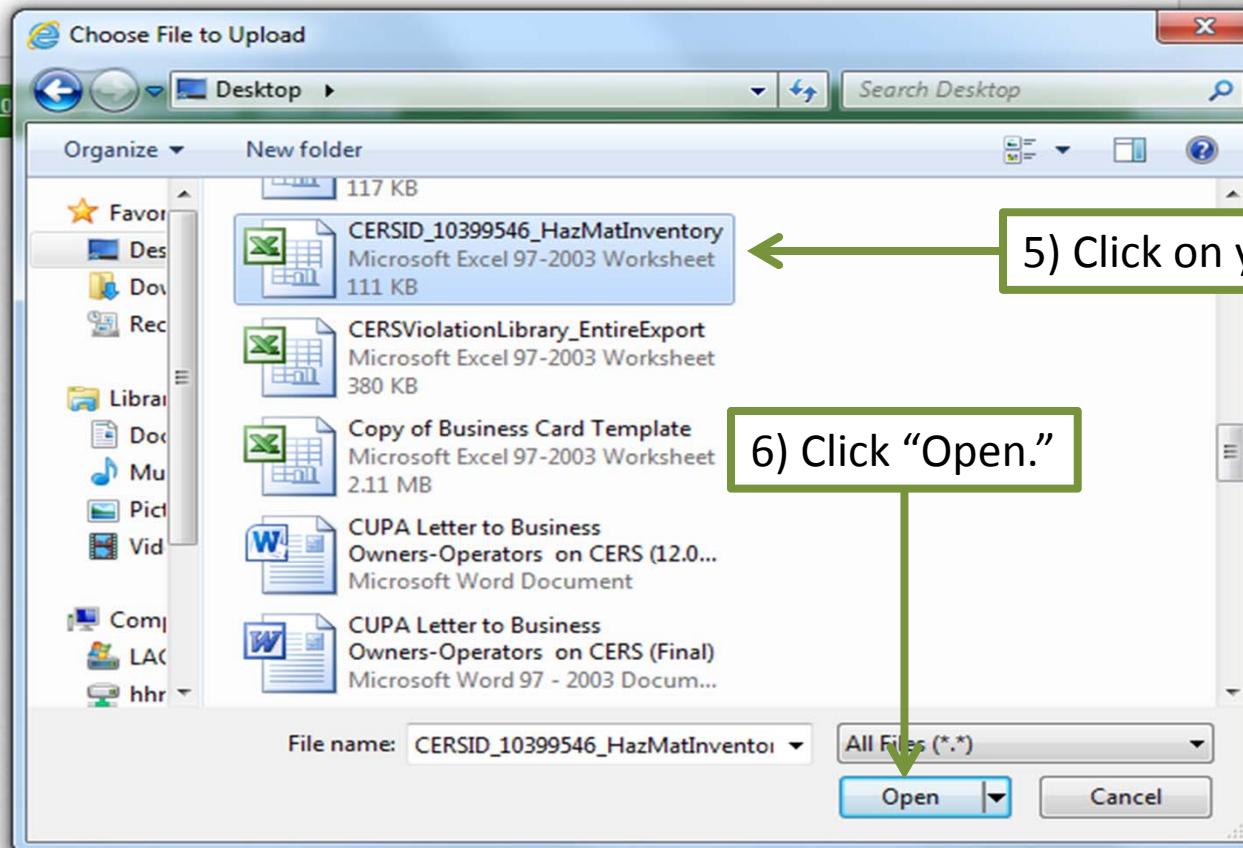
Browse...

Replace/Append Existing Inventory

-- Select Option --

Upload Inventory

Cancel



5) Click on your inventory file.

6) Click "Open."

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HHMD Commerce Facility #A: Hazardous Material Inventory

Home » Prepare Submittal (10399546) » Materials Inventory: Hazardous Material Inventory (Draft) » Upload Inventory

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Upload Inventory

Inventory Excel Spreadsheet
C:\Users\gterastvadsadri

Replace/Append Existing Inventory

-- Select Option --

7) Select the appropriate option.

8) Click "Upload Inventory."

-- Select Option --

- Select Option --
- Replace Existing Inventory
- Append to Existing Inventory

Note: Selecting "Replace Existing Inventory" will produce a warning message. Click "Upload Inventory" to proceed, or select "Append to Existing Inventory" to add to the existing inventory.

Upload Inventory

Inventory Excel Spreadsheet
C:\Users\gterastvadsadri

Replace/Append Existing Inventory
Replace Existing Inventory

Any existing draft inventory you have entered will be permanently deleted and be unrecoverable

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HHMD Commerce Facility #A: Hazardous Material Inventory




[Home](#) » [Prepare Submittal \(10399546\)](#) » [Materials Inventory: Hazardous Material Inventory \(Draft\)](#)

Instructions/Help

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New Inventory Select **Add Material** to manually enter new materials for your facility, or select **Upload Inventory** to upload a spreadsheet of your entire inventory.

Update Inventory Review your facility's entire inventory to make sure it reflects your current hazardous materials management practices. Select **Search Inventory** to find previously entered materials needing updating. Replace (or append to) your current inventory by selecting **Upload Inventory**."




Inventory Complete? Review any status and guidance messages for your forms or submittals by selecting the guidance icons   . Then select **Done** when you have completed reviewing/updating your facility's inventory.

Inventory Actions

[Upload Inventory](#)[Inventory Reports](#)[Download Inventory](#)[CERS Chemical Library](#)[Search Facility's Inventory](#)Hazardous Materials Inventory (104)  

Draft Dec. 27, 2012

[Add Material](#)[Done](#) Only show materials with errors/warnings

	Common Name	CAS	Location	Max Daily Amount	
Edit	Diesel Fuel No. 2 	68476-34-6	SOUTH BUILDING	400 gallons	Discard
Edit	ARGON  	7440-37-1	QC LAB DOCK	1,000 cubic feet	Discard

[Validate My Inventory](#)

9) Click "Validate My Inventory."

[Export To Excel](#)   Page 1 of 7

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Inventory Actions

- [Upload Inventory](#)
- [Download Inventory](#)
- [Search Facility's Inventory](#)
- [Inventory Reports](#)
- [CERS Chemical Library](#)

Hazardous Materials Inventory (104)

Draft Dec. 27, 2012

Add Material

Done

✓ Your inventory was validated. Please review

Only show materials with errors/warnings

10) Check "Only show materials with errors/warnings" to display only records with error.

Common Name					
Edit	Diesel Fuel No. 2 	68476-34-6	SOUTH BUILDING	400 gallons	Discard
Edit	ARGON  	7440-37-1	QC LAB DOCK	1,000 cubic feet	Discard

Validate My Inventory

Export To Excel

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Instructions/Help

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Inventory Actions

[Upload Inventory](#)

[Download Inventory](#)

[Search Facility's Inventory](#)

[Inventory Reports](#)


[CERS Chemical Library](#)

Hazardous Materials Inventory (104)









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[Add Material](#)

[Done](#)

 Your inventory was validated. Please review any guidance message icons.

Only show materials with errors/warnings

	Common Name	CAS	Location	Max Daily Amount	
Edit	ARGON  	7440-37-1	QC LAB DO		Discard
Edit	T-MULZ  		EAST BUIL		Discard
Edit	Chlorine  	7782-50-5	West Side -		Discard
Edit	Methylamine  		Metam Sodium T-607	4,200 gallons	Discard

11) Click on the warning/error icons to see to see detailed error information.

[Validate My Inventory](#)

[Export To Excel](#)

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Instructions/Help

You must enter a separate inventory record for each individual hazardous material and hazardous waste that you handle at your facility in an aggregate quantity subject to hazardous materials at your facility, reported under the same pressure.

New Inventory Set
Update Inventory Re
Inventory Complete? re

Hazardous Material Inventory Guidance Messages

All(1)	Required(0)	Warning(1)	Advisory(0)
Level	Message	Form/Document	
Warning	Average Daily Amount for material "Chlorine", location "West Side - Rail Yard" should not exceed Maximum Daily Amount.	Hazardous Material Inventory	

[Inventory A](#)
[Upload Inven](#)
[Download In](#)
[Search Facili](#)

Hazardous Mater

✓ Your inventory wa

Only show materials wit

Common Name
Edit ARGON
Edit T-MULZ
Edit Chlorine
Edit Methylamine

Validate My Inventory

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Hazardous Material Inventory Guidance Messages

All(1)	Required(1)	Warning(0)	Advisory(0)
Level	Message		
Required	Field "EHS" for material "ARGON", location "QC LAB DOCK" MUST be filled in before you submit your inventory.		

Export to Excel

Displaying items 1 - 1 of 1

Close

13) Click "Close."

12) Use these messages to more efficiently identify and correct the errors. These will also appear on the top of the page once you click the "Edit" button as shown next.

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Inventory Actions









[Upload Inventory](#)[Inventory Reports](#)[Download Inventory](#)[CERS Chemical Library](#)[Search Facility's Inventory](#)Hazardous Materials Inventory (104)  

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[Add Material](#)[Done](#)

✓ Your inventory was validated. Please review any guidance message icons.

 Only show materials with errors/warnings

	Common Name			Max Daily Amount	
Edit	ROCK	 		1,000 cubic feet	Discard
Edit	T-MULZ	 	EAST BUILDING BASEMENT	1,200 gallons	Discard
Edit	Chlorine	 	7782-50-5 West Side - Rail Yard	11,000 pounds	Discard
Edit	Methylamine	 	Metam Sodium T-607	4,200 gallons	Discard

[Validate My Inventory](#)[Export To Excel](#)

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14) Click "Edit" to make corrections.

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HHMD Commerce Facility #A: Hazardous Material Inventory

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You must complete a separate inventory form for each individual hazardous material and hazardous waste that you handle at your facility in an aggregate quantity subject to Hazardous Material Business Plan (HMBP) reporting requirements (or your local agency, if required). The completed inventory must reflect all hazardous materials at your facility, reported **separately** for each building or outside storage area, with **separate** entries for unique occurrences of physical state, storage temperature, storage pressure.

Submittal Guidance

All (1) ● Required (1) ▲ Warning (0) i Advisory (0)

Required guidance must be resolved before you can submit the Hazardous Materials Inventory submittal element.

● Field "EHS" for material "ARGON", location "QC LAB DOCK" MUST be filled in before you submit your inventory.

Note: All missing required data and other errors and warnings are noted on the top of the page, and the fields they apply to are highlighted in red below.

Chemical Identification and

Chemical Name

ARGON

Common Name

ARGON

CAS Number

7440-37-1

Chemical Library ID

CERS Number

Physical State

Solid Liquid Gas

Hazardous Material Type

Pure Mixture Waste

Trade S

Yes

Save Cancel

16) Click "Save."

Chemical Hazard Classification

EHS Yes No

Radioactive Yes No

Curies

Fire Code Hazard Class

[View/Edit Additional Firecodes](#)

Pressure Release
 Acute Health
 Chronic Health

DOT Hazard Class

State Waste Code

[Lookup Code](#)

15) Make the correction.

Inventory Location and Quantity

Chemical Location

QC LAB DOCK

Chemical Location Confidential EPCRA

Yes No

Map# (Optional)

Grid# (Optional)

Average Daily Amount

500

Maximum Daily Amount

1000

Largest Container

336

Annual Waste Amount

Days on Site

365

Units

gallons
 cubic feet
 pounds
 tons




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HHMD Commerce Facility #A: Hazardous Material Inventory

[Home](#) » [Prepare Submittal \(10399546\)](#) » [Materials Inventory: Hazardous Material Inventory \(Draft\)](#)[Instructions/Help](#)

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Inventory Actions[Upload Inventory](#)[Download Inventory](#)[Search Facility's Inventory](#)[Inventory Reports](#)[CERS Chemical Library](#)

17) Click "Done" once all errors are corrected.

Hazardous Materials Inventory (104)

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[Add Material](#)[Done](#) Only show materials with errors/warnings

Common Name	CAS	Location	Max Daily Amount
No records to display.			
Validate My Inventory			Export To Excel
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Facility Information

[Business Activities](#) 

[Business Owner/Operator Identification](#) 

 [Discard Draft Submittal](#)

18) This completes the inventory upload process.

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Submit 


Ready to Submit 

Ready to Submit 

Hazardous Materials Inventory

[Hazardous Material Inventory \(104\)](#)  Add Material 

 [Site Map \(Official Use Only\): Upload Document\(s\)](#) 

 [Discard Draft Submittal](#)

DRAFT Dec. 27, 2012

Submit 

Ready to Submit 

Ready to Submit  