Reporting an HMBP when there are no changes

How to resubmit an HMBP when there are no changes from the previous year

This is a guide to help you quickly submit your annual Hazardous Materials Business Plan (HMBP) Inventory Statement, Site Map, and if required, the Emergency Contingency Plan/Training Plan, provided you have had no changes in the prior year. There are four basic steps, including logging in to CERS, but the total submittal process should take approximately 2 – 4 minutes.

The sequence is different if you are required to report other information such as Underground Storage Tank information or if you have had changes. If there have been no changes to this other data the process can be almost as quick. Please contact your local CUPA representative if you need assistance.

Logging in

Go to cers.calepa.ca.gov. Follow the same process you would to go to or find any website. You can copy and paste this URL into the URL Address field or you can enter CERS in the search field and click on the resulting link to ‘CERS-State of California’. Shown below are example screenshots for Internet Explorer, Mozilla Firefox and the Google Search Results.
On the CERS Central Home page, select ‘Business Portal Sign-in’

Enter your user name and select the ‘Next’ button. If you only use CERS infrequently, keep this guide and your username and password for easy access in the future. This step and Step 4 are necessary because under state law, you are responsible for the information being submitted and this process confirms that it is you that is making the submittal. The process is very similar to how you would access your bank account online.

Enter your password and select the ‘Next’ button
Selecting the Hazardous Materials Business Plan/Inventory Statement

Select either of the ‘Start Facility Submittal’ buttons

Selecting the No Change option

Click on the ‘Create all HMBP Submittal Elements’ button

Confirm your submittal by selecting the ‘Confirm’ button
Completing the Submittal process

Select the green ‘Submit Selected Elements’ button. Note that the all three of the boxes have automatically been checked for the HMBP.

After you select the ‘Submit Selected Elements’ button you will see the following screen. This screen confirms you have completed the submittal process. You can now print a copy for your records, go back to your facility home page or the draft submittals page, or you can select the ‘Sign Out’ link to exit CERS.

For further information please contact your CUPA representative.