



Courtesy Reminder

From: San Bernardino County Certified Unified Program Agency (CUPA)
To: San Bernardino County CUPA Permitted Facilities
Subject: Business Plan Update Reminder

Our records have this email address listed as the contact for one or more facilities requiring hazardous materials permits from the San Bernardino County CUPA.

Businesses that handle, use, generate, or store hazardous materials above specific thresholds are required to annually comply with State and Federal Community Right-to-Know Laws. In the San Bernardino County CUPA, that compliance is achieved by updating, by March 1st of every year, the Business Emergency/Contingency Plan (Business Plan). Forms are available at: http://www.sbctfire.org/hazmat/forms_guidelines.aspx or call (909) 386-8401 to have forms mailed to you.

How do I meet this requirement?

- **Review your current Business Plan.** Has anything changed like emergency contacts, telephone numbers, storage locations, or an increase or decrease in hazardous materials inventory?
 - **NO:** Submit two (2) copies of the Cover Sheet, Activities Page and Business Owner/Operator Identification Page, using the current date, indicating there have been no changes to the Business Plan on file.
 - **YES:** Update your Business Plan to reflect your current operations. Submit two (2) copies of the Cover Sheet, Activities Page, Business Owner/Operator Identification Page, and all pages that have been updated.
 - **Keep a copy of your 2012 submission for your records.**
 - **Note:** *EPCRA Facilities must file the entire inventory each year. Inventory includes Cover Sheet, Activities Page, Business Owner/Operator Identification Page, Inventory Summary, Chemical Description Pages for each item listed on the Inventory Summary, and maps. Additional information regarding EPCRA can be found at <http://www.epa.gov/emergencies/content/epcra/index.htm>*
- **Submit your Business Plan.** You can mail or drop off your Business Plan to our San Bernardino office located at 620 South E Street, San Bernardino, CA 92415-0153. For **overnight (FedEx, UPS, etc.) please use the zip code 92408.** Postmarks count, so you meet the deadline if you get the plan postmarked by March 1st.
- **March 1st is the deadline.** Updates are due by March 1st of every year or within 30 days of a significant change. **Extensions will not be granted.** It's not too early to update your plan, as this CUPA allows plans received after November 1, 2011 to meet the 2012 update requirement.

Special Note:

The second copy of the Business Plan is provided to your local fire agency. However, your local fire department responsible for enforcing California Fire Code may need additional chemical inventory information for Fire Code compliance including classification, sprinkler, cabinet, building, or lower chemical thresholds. Before significantly modifying the storage of hazardous materials, consult your local fire authority for Fire Code implications. Remember that any significant change in inventory requires that the Business Plan inventory be modified within 30 days.

Electronic Reporting Update

- Unified Program data, including Business Plans, underground storage tank forms, and other information referenced on the Activities Page is required to be filed electronically **by January 1, 2013**. The statewide system used to collect this data is known as the California Environmental Reporting System (CERS). CERS is currently undergoing a major upgrade and is scheduled to be re-released as CERS2 in late December 2011.
- **San Bernardino County CUPA is not accepting electronic submissions at this time.** June 2012 is the earliest that the San Bernardino County CUPA projects being able to accept information electronically. Until then, all submissions are submitted in hardcopy as indicated. Manual updates will be accepted until December 31, 2012. Your 2013 business plan will need to be entered into CERS2.
- **Email Addresses** - It is very important that you include your current email address on any Business Plan that you submit. Having an active email account is a prerequisite to gaining access to the California Environmental Reporting System (CERS). In addition, emails are the fastest, most cost effective way we have to communicate rapidly changing information such as notifications regarding electronic filing, regulatory updates, and training or other outreach opportunities.
- Continue to check the Electronic Reporting page on our website at <http://www.sbcfire.org/hazmat/efile.aspx> for the latest information. To be assured of receiving future email notices from this CUPA, consider adding efile@sbcfire.org to your email address book.



If you need further assistance completing and submitting the Business Plan, please call our office at (909) 386-8401 and ask to speak to your district inspector.

San Bernardino County CUPA
620 S. E Street
San Bernardino, CA, 92415-0153 (*FedEx/UPS use zip code 92408*)
(909) 386-8401 (phone)
(909) 386-8460 (fax)
<http://www.sbcfire.org/hazmat/index.aspx>
efile@sbcfire.org