

California Health and Safety Code requires facilities to review and certify that the business plan information in CERS is complete and accurate each year by March 1.

A complete business plan includes three submittal elements –

1. Facility Information
2. Hazardous Material Inventory
3. Emergency Response & Training Plans

If you have previously submitted a plan and if there have been no changes whatsoever in the information included in your prior submission, you can log into CERS at [CERS.calepa.ca.gov](https://cers.calepa.ca.gov),

1. Click Start/Edit Submittal
2. Click the button that says Create All HMBP Submittal Elements
3. Read the confirmation statement
4. Click the Confirm button
5. Click Submit Selected Elements

If you do need to make updates to one or more of the three required elements,

1. Log in to CERS, click the Start button for each element
2. Choose “Base this submittal on your [last] submittal”
3. Make any necessary changes, and then submit

**\*Be sure to submit all three elements.**

Reviewing and submitting these three submittal elements every year by March 1 will keep your facility in compliance in regard to your business plan submittal in CERS. If you have any questions, please contact our CERS help desk at (909) 386-8432 or [Efile@sbcfire.org](mailto:Efile@sbcfire.org).