

## Business Plan Due Date March 1 Reminder Email

You are receiving this email because you are listed as a user on a CERS (California Environmental Reporting System) account. If you have already made your annual business plan submittal for 2018, thank you! If not, this will serve a reminder that all facilities in San Bernardino County must report business plan information into CERS annually by March 1 in order to stay in compliance with California Health and Safety Code. A complete business plan submittal consists of all three of the following submittal elements: (1) **facility information**, (2) **hazardous materials inventory**, and (3) **emergency response and training plans**.

Start the submittal process by logging in to the Business Portal at [cers.calepa.ca.gov](http://cers.calepa.ca.gov). You must start a new submittal and can base it on a previous submittal. However, as explained in an earlier email you should have received from CalEPA, you must update the inventory information as follows:

To update items already in your inventory submittal:

1. Start a new inventory submittal based on your previous one
2. Click on the Edit button in front of each inventory item.
3. Deselect all obsolete federal hazard categories (In the Chemical Hazard Classification section the five obsolete categories are on the left – Fire, Reactive, Pressure Release, Acute Health, and Chronic Health.)
4. You will need a copy of a current Safety Data Sheet (SDS – previously called an MSDS) to determine which of the new federal hazard categories apply. Safety Data Sheets are available from your vendor or the material manufacturer. Refer to Section 2 of the SDS and select all applicable federal hazard categories. The 24 approved categories are in a list running down the right side of the Chemical Hazard Classification section.
5. Follow the same procedure to update the federal hazard categories for each material in your inventory. Then save and submit the inventory as part of your business plan submittal as usual. If you receive a warning about having an obsolete category, make sure that no items have one of the obsolete categories still checked.

To add a new chemical, follow the usual procedure, selecting all applicable federal hazard categories as outlined above. The five obsolete categories will not be available.

For more information about the new federal hazard categories, please refer to the [Background Information](#) or [Business Guidance](#) available on the CalEPA website.

If your facility is subject to other programs that have reporting requirements, please be sure to keep those reporting deadlines in mind as well.

If you have any questions about the information that must be reported, please contact your district inspector at (909) 386-8401. If you have questions about using CERS or if you need a little more help with updating your inventory to include the new hazard categories, please contact the San Bernardino County Fire CERS Help Desk at (909) 386-8432 or [Efile@sbcfire.org](mailto:Efile@sbcfire.org).

**San Bernardino County Fire CERS help line – (909) 386-8432**  
**Hours - Monday through Friday, 8:00 a.m. to 4:30 p.m**