

Submitting your Hazardous Materials Business Plan using the Sacramento County Environmental Management Department's Portal

The background of the slide features a large, faint watermark of the CUPA Forum logo. It is a circular emblem with a map of California in the center. The words "CUPA" and "FORUM" are prominently displayed in large, bold, sans-serif capital letters across the middle of the circle. Above the circle, the words "County of Sacramento" are written in a smaller, curved font. Below the circle, a ribbon banner contains the text "Founding Member - 1996".

Founding Member - 1996

Farm Businesses edition 12/12/2012

What is E-Reporting?

A state law (Assembly Bill 2286) passed in 2008 mandated that all regulated facilities and all regulated local government agencies, called Certified Unified Program Agencies (CUPAs), must electronically submit their Unified Program data they currently file via paper forms starting January 1, 2013.

This means that all facilities must use a computer to send electronic copies of these forms starting January 1, 2013.

Who has to fill out an HMBP?

All facilities in the State of California with reportable quantities (55gal, 200ft³, or 500lbs) of a hazardous material or hazardous waste must submit their Hazardous Materials Business Plan (HMBP), underground storage tank, and aboveground storage tank data electronically.

How will the EMD Portal Help Facilities?

- Regulated facilities can easily maintain and update their regulatory information.
- Environmental consultants can electronically file environmental documents for their clients.
- Facilities can save time by not processing and re-entering data already submitted electronically.
- Facilities can save space currently required to store documents in paper format and have access to past submittals.
- Response agencies can access the information at any time, saving facilities from duplicate filing requirements.

EMD Portal HMP Submission Process

1. Complete Portal Login Request
 - a. Double check that the email address is entered correctly. The email address will be your username and where your password will be sent.
 - b. Enter your correct Facility ID number (FA) and PIN that you received in the mail or delivery of your password will be delayed as EMD staff will need to verify the login request.
 - c. You may still register without a PIN, however the process of issuing you a username and password will be delayed as EMD staff will need to verify the login request.
2. If you have successfully entered the correct Facility ID and PIN, you will receive an email within a few minutes with your username and randomly generated password.
3. Go on the EMD portal webpage and enter your email address as the username and the randomly generated password you received in your email.
4. Once on the Portal home page, click on the tab “Change Password” on the upper right corner of the page to change the password to something you will remember.

EMD Portal HMP Submission Process

5. Verify that the Facility Name, Site Address, Facility Invoice Mailing Address, and Owner are correct on the Portal home page. If any of these fields are incorrect, click on the “Update” button and fill out the fields that have changed.

Note: If your site address is inaccurate or if your business ownership has changed, we will need to update our records before you are able to submit an HMP. Please hold off on submitting an HMP. You will be contacted by EMD staff if we need further clarification.

6. Click on “Click here to proceed to forms” to go to the next screen and then “Hazardous Materials Business Emergency Plan”. Then click on the site address of the facility you would like to submit an HMP for.
7. Complete all HMP elements and click on “confirm your submission” when you are ready to submit the document.

NOTE: You do not need to submit an HMP to CERS if you are submitting your HMP through the EMD portal. An accepted EMD portal HMP submission fulfills your annual reporting requirement.

1) Visit EMD portal webpage and click “Request a CUPA Username and Password” emdportal.saccounty.net

EMD Topics

- About EMD
- FAQs
- Program Listing
- Employment Opportunities
- Forms and Documents
- Fees
- News Releases
- Public Notices
- Resource Links

How Do I...

- Register a Complaint?
- Determine if I need a Permit?
- Dispose of Household Hazardous Waste?
- Talk to an Inspector?
- Request Public Records?
- All "How Do I" Topics...

Need Help?

- Contact EMD

[EMD Home](#) > EMD Portal

EMD Portal


Please login below to electronically complete and submit your forms.

User name Password

Note: **Registration Payments are now functioning!**
To purchase Cross Connection (Blue) tags, please go to www.emd.saccounty.net and select the [Pay EMD bills on-line](#) button. Thank you.


Cross Connection Program

Now Available!

- Request a **Cross Connection** Username and Password
- Forgot Password
- Portal **Cross Connection User Instructions**: Download and read before submitting  Updated 08/28/2012
- Cross Connection Portal FAQs

CUPA Program

Coming Wednesday, November 21, 2012!

- Request a **CUPA** Username and Password
- Forgot Password
- Portal **CUPA User Instructions**: Download and read before submitting 
- CUPA Portal FAQs
- More Information on e-reporting



Environmental Management

Protecting Public Health and the Environment

You can also get to the portal from the main EMD webpage

Department Topics

Home
About EMD
FAQs
Program Listing
Employment Opportunities
Forms and Documents
Fees
News Releases
Public Notices
Resource Links

Sacramento Environmental Commission (SEC)

Need Help?

Contact Us
Report a Problem
Website Help

More Information

For Consumers...
For Business Owners...
How Do I...?
More Popular Links

Popular EMD Destinations



Food Protection Program



Food Facility Inspection Reports



CUPA (Haz Mat) Program



Food & Pool Plan Review



Free Smart Phone Food App



Haz Mat Business Plans



Pool & Spa Program



Business & Multi-Family Recycling



UST (Tank) Program



Body Art



Stormwater Program



EMD Portal (CUPA, Cross-Connection)



Pay EMD Bills On-line



Wells Program



Where is EMD?
Map | Directions

All EMD Programs

Latest News & Information

Home Kitchen Survey

Haz Mat e-Reporting Info

EMD on Facebook

Tell Us How We're Doing

Latest News

Prevent Illness with **Safe Food Practices** during the Holidays

2012 Food Safety Awards of Excellence announced!

Cross Connection Portal for Tester data entry **Now Available!**



Environmental Health Pool Inspector at work

2) Complete Portal Login Request form and click submit (please submit only one request)

Online Form - CUPA Portal x Google x

https://emdportal.sacounty.net/servlet/guest?service=0&formId=14

SACRAMENTO COUNTY Environmental Management
Protecting Public Health and the Environment

CUPA Portal Login Request

Asterisks (*) indicate required fields

Request Date 11/20/2012

Your Name*

Phone*

Email*

Business Name*

Site Address*

City*

Zip*

Facility ID

PIN (Mailed separately from your annual HMP submittal notification letter)

Your relationship to the business*

☐ Business Owner / Corporate Officer

☐ Authorized by Business Owner (Must complete and upload the Authorization letter)

[Authorization Letter](#) Upload

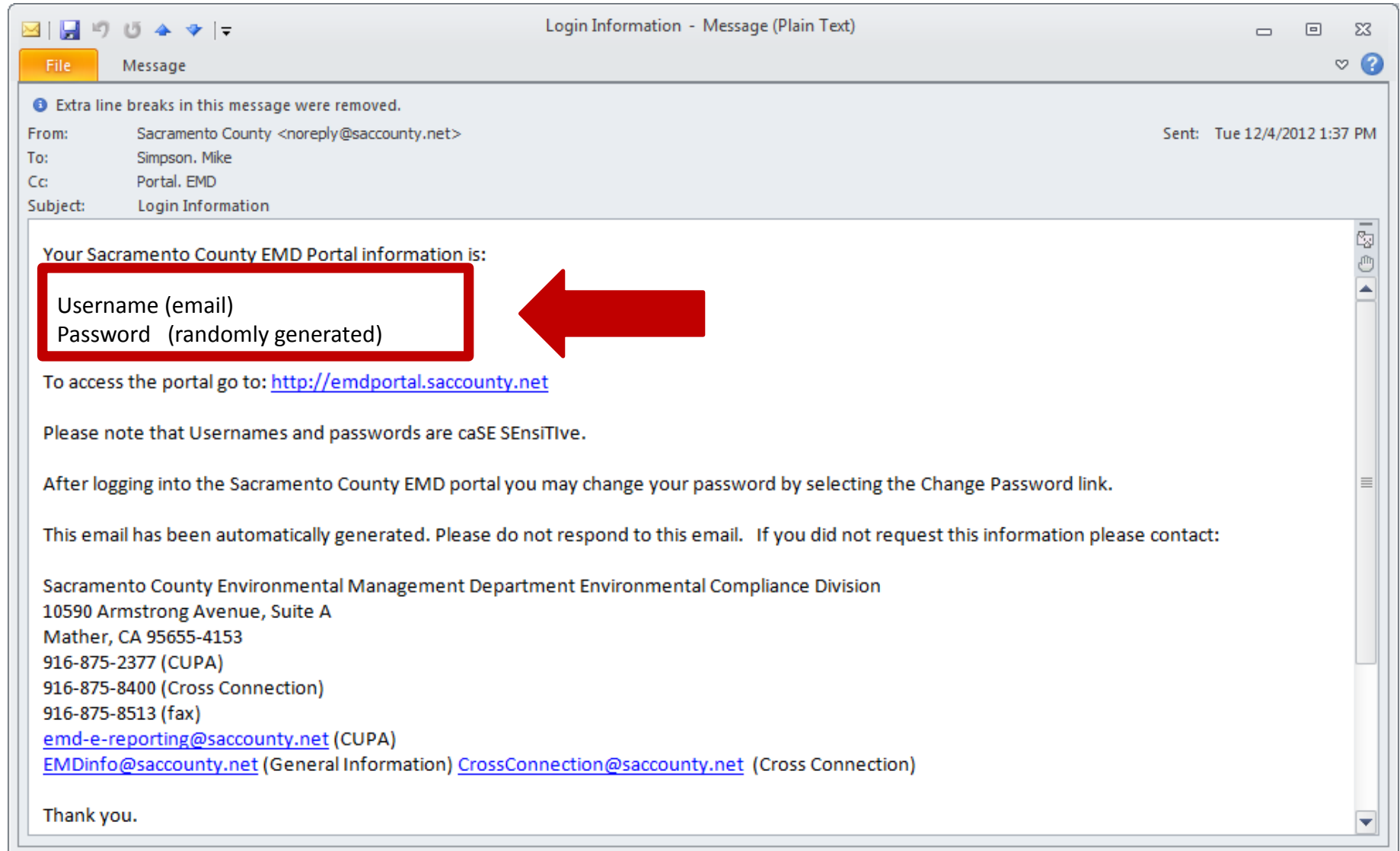
Additional Notes

Submit Home

Note 1:
Check to make sure your email is correct, as a password will be emailed to the address specified.

Note 2:
If you own or operate multiple facilities, only one login request is required. Please list your other facilities in the additional notes section or contact EMD to have us grant you access to them.

3) Check your inbox for an email from Sacramento County <noreply@saccounty.net>



4) Return to EMD portal webpage and enter your login information to enter the portal

User name Password

Portal Home Page

← → ↻ <https://emdportal.saccounty.net/ec/home.jsp> 🔍 ☆ ☰

MY FACILITY(527 1/2 E NO STREET RD SW ste AB /FA0000001) Home | [Change Password](#) | [Logout](#)

SACRAMENTO COUNTY Environmental Management
Protecting Public Health and the Environment

Portal Home Page

Create an easier to remember password here

Please review the Facility, Address, and Owner information in the table below. If the information is incorrect, click the Update button to change the information. Change requests will be processed within 3-5 business days. Please logout until you receive an email from us indicating the changes have been made. **Do not proceed to the next step** until your update request has been processed.

	Facility Name/DBA	Site Address	Facility Invoice Mailing Address	Owner	Annual Certification
Update	MY FACILITY	527 1/2 E NO STREET RD SW ste AB	527 1/2 E NO STREET RD SW ste AB SACRAMENTO, CA 12345	Owner	HMBEP

[Click here to proceed to forms](#)

Change your password by clicking on the *Change Password* link at the top of the page.

After changing your password, and as long as everything below is correct, click here to complete your HMP.

Portal Home Page x

← → ↻ <https://emdportal.saccounty.net/ec/home.jsp> 🔍 ☆ ☰


MY FACILITY(527 1/2 E NO STREET RD SW ste AB /FA0000001) Home | Change Password | Logout

SACRAMENTO COUNTY Environmental Management
Protecting Public Health and the Environment

Portal Home Page

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	Facility Name/DBA	Site Address	Facility Invoice Mailing Address	Owner	Annual Certification
Update	MY FACILITY	527 1/2 E NO STREET RD SW ste AB	527 1/2 E NO STREET RD SW ste AB SACRAMENTO, CA 12345	Owner	HMBEP

[Click here to proceed to forms](#) 

Change your password by clicking on the *Change Password* link at the top of the page.

If any of the information shown is incorrect, click the “Update” button to correct the information. After submitting corrections, please do not work on your plan until we contact you.

Portal Home Page x

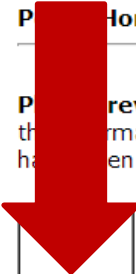
← → ↻ <https://emdportal.saccounty.net/ec/home.jsp> 🔍 ☆ ☰

MY FACILITY(527 1/2 E NO STREET RD SW ste AB /FA0000001) Home | Change Password | Logout

SACRAMENTO COUNTY Environmental Management
Protecting Public Health and the Environment

Portal Home Page

Please review the Facility, Address, and Owner information in the table below. If the information is incorrect, click the Update button to change the information. Change requests will be processed within 3-5 business days. Please logout until you receive an email from us indicating the changes have been made. **Do not proceed to the next step** until your update request has been processed.

	Facility Name/DBA	Site Address	Facility Invoice Mailing Address	Owner	Annual Certification
 Update	MY FACILITY	527 1/2 E NO STREET RD SW ste AB	527 1/2 E NO STREET RD SW ste AB SACRAMENTO, CA 12345	Owner	HMBEP

[Click here to proceed to forms](#)

Change your password by clicking on the *Change Password* link at the top of the page.

For subsequent submissions (next year onward), click here if there are only minor or no changes. More info on this is at the end of presentation.

Portal Home Page x

← → ↻ <https://emdportal.saccounty.net/ec/home.jsp> 🔍 ☆ ☰

MY FACILITY(527 1/2 E NO STREET RD SW ste AB /FA0000001) Home | Change Password | Logout

SACRAMENTO
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Protecting Public Health and the Environment

Portal Home Page

Please review the Facility, Address, and Owner information in the table below. If the information is incorrect, click the Update button to change the information. Change requests will be processed within 3-5 business days. Please logout until you receive an email from us indicating the changes have been made. **Do not proceed to the next step** until your update request has been processed.

	Facility Name/DBA	Site Address	Facility Invoice Mailing Address	Owner	Approval Certification
Update	MY FACILITY	527 1/2 E NO STREET RD SW ste AB	527 1/2 E NO STREET RD SW ste AB SACRAMENTO, CA 12345	Owner	HMBEP

[Click here to proceed to forms](#)

Change your password by clicking on the *Change Password* link at the top of the page.

5) Choose what type of forms you want to complete.
Click the name of the form(s) to continue.

The screenshot shows a web browser window with the address bar displaying <https://emdportal.saccounty.net/submit/AvailableSubmissions.jsp>. The page header includes the Sacramento County logo and the text "Environmental Management Protecting Public Health and the Environment". A navigation bar at the top right contains links for "Home", "Change Password", and "Logout". Below the header, a section titled "submission packages" features a table with a red border around the first row. The table has a column labeled "Name" and a link "Help and FAQ". The first row contains the text "Hazardous Materials Business Plan For Farms". Below the table, a note states: "NOTE: This site contains certain features that are disabled by popup blockers that prevent extra popup windows from opening in your browser. To access these features, please configure your browser to allow popups on this site and disable any installed popup blockers such as those included with the Yahoo and Google toolbars." A link for "General Submission Help and Instructions" is located at the bottom left.

Proto Submission Manage x

← → ↻ <https://emdportal.saccounty.net/submit/AvailableSubmissions.jsp> 🔍 ☆ ☰

MY FACILITY(527 1/2 E NO STREET RD SW ste AB /FA0000001)

Home | Change Password | Logout

SACRAMENTO COUNTY Environmental Management
Protecting Public Health and the Environment

submission packages [submission home](#)

Click on a submission package name to get started.

Name	
Hazardous Materials Business Plan For Farms	Help and FAQ

NOTE: This site contains certain features that are disabled by popup blockers that prevent extra popup windows from opening in your browser. To access these features, please configure your browser to allow popups on this site and disable any installed popup blockers such as those included with the Yahoo and Google toolbars.

[General Submission Help and Instructions](#)

Note: The Hazardous Material Business Plan is the only program currently available. As capabilities for other programs are added to the portal, those that apply to your business would appear in a list under "Name."

6) Click the address of the facility for which you wish to complete the HMP form.

If you own or operate multiple facilities, you can navigate between them on this page without logging in again.



The screenshot shows a web browser window with the URL <https://emdportal.saccounty.net/ProtoManager?submissionclass=1>. The page header includes the Sacramento County Environmental Management logo and the tagline "Protecting Public Health and the Environment". The main heading is "Hazardous Materials Business Emergency Plan" with a link to "Select a different package". Below this, instructions state: "Click on the Site Address to open, view or edit a Hazardous Materials Business Emergency Plan" and "To view the reviewer's comments, click on the Review hyperlink". The contact information is "HMBP Administrator". A table lists the site details:

Site Address	Created	Modified	Submission Status
527 1/2 E NO STREET RD SW ste AB	11/20/12	11/20/12	Unfinished

A large red arrow points to the site address link in the table.

MY FACILITY(527 1/2 E NO STREET RD SW ste AB /FA0000001)



[Home](#) | [Change Password](#) | [Logout](#)

Step 1: Complete the forms	Step 2: Add a cover sheet	Step 3: Submit your forms	Help and FAQ	Submission Log	Submission Home
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Business Activit.. (1)

Asterisks (*) indicate required fields

Facility ID #* FA0000001

MY FACILITY
527 1/2 E NO STREET RD SW ste AB
SACRAMENTO CA 98765

Is the Business Name (DBA) or site address incorrect?
Notify your agency by completing a
Suggestion/Comment Form.

EPA ID#

II. Activities Declaration

Note: If you check any of the items below, you must submit a Business Owner/Operator Identification Form

Does your facility... (Check all that apply)

A. HAZARDOUS MATERIALS

☐ Have on site (for any purpose) hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs); or the applicable Federal threshold quantity for an extremely hazardous substance specified in 40 CFR Part 355, Appendix A or B; or handle radiological materials in quantities for which an emergency plan is required.

THE SUBMISSION IS NOT FINISHED! Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#) to finish the process.

If yes, you must complete these forms...

- Business Owner Operator
- Chemical Description
- Facility Map
- Emergency Plan

Print Save Changes Cancel Changes

Business Activities

- Business Owner Operator
- Chemical Description

Tips


- **Click on the Save Changes Button frequently.** You will be logged out of the system after extended inactivity and any unsaved changes may be lost.
- Disable any installed popup blockers
- Complete every form in the package

Finished? Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#).

All forms become available once you go to the Business Owner Operator page.

MY FACILITY(527 1/2 E NO STREET RD SW ste AB /FA0000001)

Home | Change Password | Logout



SACRAMENTO

COUNTY

Environmental Management

Protecting Public Health and the Environment

Step 1 of 3

Step 1: Complete the forms

Step 2: Add a cover sheet

Step 3: Submit your forms

Help and FAQ

Submission Log

Submission Home

Click on the *Save Changes* Button to save the form. After saving the form, click on the links below to complete ALL the forms in your submission package

Business Activities

- Business Owner Operator

- Chemical Description

Tips

- Click on the **Save Changes Button frequently**. You will be logged out of the system after extended inactivity and any unsaved changes may be lost.
- Disable any installed popup blockers
- Complete every form in the package

Finished?

Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#).

Business Owner O.. (1)

Asterisks (*) indicate required fields

NOTE: Please review the billing and owner information on file for your business. To change either the business contact, please [update your profile here](#) PRIOR TO SUBMISSION.

I. Identification

Facility ID#* FA0000001

Business Name*

MY FACILITY

Site Address* 527 1/2 E NO STREET RD SW ste AB
SACRAMENTO CA 98765

Beginning Date*

Ending Date*

Business Phone*

5555555555

Business Fax

Dun & Bradstreet

Primary SIC

Primary NAICS

Business Operator Name*

Business Operator Phone*

Email

THE SUBMISSION IS NOT FINISHED!

Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#) to finish the process.

Print

Save Changes

Cancel Changes



Environmental Management

Protecting Public Health and the Environment

Step 1 of 3

Step 1: Complete the forms

Step 2: Add a cover sheet

Step 3: Submit your forms

Help and FAQ

Submission Log

Submission Home

Click on the *Save Changes* Button to save the form. After saving the form, click on the links below to complete *ALL* the forms in your submission package

☐ [Business Activities](#)☒ **- Business Owner Operator**☐ [Chemical Description](#)**Tips**

- Click on the **Save Changes Button frequently**. You will be logged out of the system after extended inactivity and any unsaved changes may be lost.
- Disable any installed popup blockers
- Complete every form in the package

Finished? Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#).

Business Owner O.. (1)

Asterisks (*) indicate required fields

NOTE: Please review the billing and contact, please [update your profile here](#)

Facility ID#* FA0000001

[Business Name*](#) MY FACILITYSite Address* 527 1/2 E NO STREET
SACRAMENTO CA 95811[Beginning Date*](#)[Business Phone*](#) 5555555555

Business Fax

[Dun & Bradstreet](#)[Primary SIC](#)[Business Operator Name*](#)[Business Operator Phone*](#)

Email

Save changes on each form before switching to another form, or you may lose your work.

Choosing "Print" will generate a PDF of the form which you are currently looking at, which you can save to your computer or print. "Print" on any of these pages prints only that page. The whole plan may be printed at the end after completion.

Cancelling changes will return to the last saved version.

THE SUBMISSION IS NOT FINISHED! Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#) to finish the process.

Print

Save Changes

Cancel Changes

Enter the information for the first Chemical Inventory Form



Environmental Management
Protecting Public Health and the Environment

MY FACILITY(527 1/2 E NO STREET RD SW ste AB /FA0000001)

[Home](#) | [Change Password](#) | [Logout](#)

Step 1 of 3

[Step 1: Complete the forms](#)

[Step 2: Add a cover sheet](#)

[Step 3: Submit your forms](#)

[Help and FAQ](#)

[Submission Log](#)

[Submission Home](#)

Click on the *Save Changes* Button to save the form. After saving the form, click on the links below to complete *ALL* the forms in your submission package

☐ [Business Activities](#)

- [Business Owner Operator](#)

- **Chemical Description**

Tips

- **Click on the Save Changes Button frequently.** You will be logged out of the system after extended inactivity and any unsaved changes may be lost.
- Disable any installed popup blockers
- Complete every form in the package

Finished? Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#).

Chemical Descrip.. (0)

Click on the *Save Changes* button to save your form.

Asterisks (*) indicate required fields

I. Facility Information

Business Name* MY FACILITY

Facility ID#* FA0000001

Latitude 25.06178

Longitude -121.64027

[Chemical location*](#)

Location Description

[EPCRA](#)

☐

Yes

☐

Chemical location confidential

☐

Trade Secret

Map #

Grid #

II. Chemical Information

Physical State* -- none selected --

[Chemical Name*](#)

Common Name

[CAS #](#)

Hazardous Material Type* -- none selected --

Other Chemical Resources: [National Library of Medicine](#) [Cameo](#)

☐ Extremely Hazardous Substance

If EHS is checked, all amounts below must be in lbs

☐ Radioactive [Curies](#)

When you click "Save Changes" you will have the option to add more materials.

THE SUBMISSION IS NOT FINISHED! Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#) to finish the process.

[Print](#) **Save Changes** [Cancel Changes](#)

Step 1 of 3

[Step 1: Complete the forms](#)

[Step 2: Add a cover sheet](#)

[Step 3: Submit your forms](#)

[Help and FAQ](#)

[Submission Log](#)

[Submission Home](#)

Click on the [Save Changes](#) Button to save the form. After saving the form, click on the links below to complete ALL the forms in your submission package

[Business Activities](#)

- [Business Owner Operator](#)

- [Chemical Description](#)

Tips

- Click on the **Save Changes Button frequently**. You will be logged out of the system after extended inactivity and any unsaved changes may be lost.
- Disable any installed popup blockers
- Complete every form in the package

Finished? Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#).

Chemical Descrip.. (1)

Chemical Name	Common Name	Chemical location
Oxygen		room

Saved materials are listed here.

Asterisks (*) indicate required fields

I. Facility Information

Business Name* MY FACILITY

Facility ID#* FA0000001

Latitude 25.06178

Longitude -121.64027

[Chemical location*](#) room

Location Description

[EPCRA](#)

☐ Yes ☐ Chemical location confidential ☐ Trade Secret

Map #

Grid #

II. Chemical Information

Physical State* Gas

[Chemical Name*](#) Oxygen

Common Name

[CAS #](#)

Hazardous Material Type* Pure

Other Chemical Resources: [National Library of Medicine](#) [Cameo](#)

☐ Extremely Hazardous Substance

Click here to add additional materials.

THE SUBMISSION IS NOT FINISHED! Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#) to finish the process.

[Print](#)

[Save Changes](#)

[Cancel Changes](#)

[Add Chemical Descr..](#)

[Delete](#)

Finalizing the Plan



Environmental Management

Protecting Public Health and the Environment

MY FACILITY(527 1/2 E NO STREET RD SW ste AB /FA0000001)

[Home](#) | [Change Password](#) | [Logout](#)

Step 1 of 3

[Step 1: Complete the forms](#)

[Step 2: Add a cover sheet](#)

[Step 3: Submit your forms](#)

[Help and FAQ](#)

[Submission Log](#)

[Submission Home](#)

Click on the [Save Changes](#) Button to save the form. After saving the form, click on the links below to complete ALL the forms in your submission package

☐ [Business Activities](#)

- [Business Owner Operator](#)

- [Chemical Description](#)

Tips

- Click on the [Save Changes](#) Button frequently. You will be logged out of the system after extended inactivity and any unsaved changes may be lost.
- Disable any installed popup blockers
- Complete every form in the package

Finished? Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#).

Chemical Descrip.. (1)

Chemical Name	Common Name	Chemical location
<input type="checkbox"/> Oxygen		room

Asterisks (*) indicate required fields

I. Facility Information

Business Name* MY FACILITY

Facility ID#* FA0000001

Latitude 25.06178

Longitude -121.64027

[Chemical location*](#) room

Location
Description

[EPCRA](#)

☐ Yes ☐ Chemical location confidential ☐ Trade Secret

Map #

Grid #

II. Chemical Information

Physical State* Gas

[Chemical Name*](#) Oxygen

Common Name

[CAS #](#)

Hazardous Material Type* Pure

Other Chemical Resources: [National Library of Medicine](#) [Cameo](#)

☐ Extremely Hazardous Substance

THE SUBMISSION IS NOT FINISHED. Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#) to finish the process.

When the plan is complete, you may attach a Cover Sheet if desired, or go straight to confirming your submission.

[Print](#) [Save Changes](#) [Cancel Changes](#) [Add Chemical Descr..](#) [Delete](#)

Submission Summary



Environmental Management
Protecting Public Health and the Environment

MY FACILITY(527 1/2 E NO STREET RD SW ste AB /FA0000001)

[Home](#) | [Change Password](#) | [Logout](#)

Step 3 of 3

Step 1: Complete the forms

Step 2: Add a cover sheet

Step 3: Submit your forms

[Help and FAQ](#)

[Submission Log](#)

[Submission Home](#)

Submission Cover Sheet: HMBEP

You're almost done! Review the contents of your submission and click on the **Confirm Submission** button at the bottom of this page. The submission recipient will be notified of your submission via email.

I. Submission Identification

Submission Contents: HMBEP
From: FACILITY(527 1/2 E NO STREET RD SW ste AB /FA0000001)
To: HMBP Administrator
Cover Sheet:

II. Form Contents

Form Name	Number of Forms	Minimum Allowed	Maximum Allowed
Business Activities	1	1	1
Business Owner Operator	1	1	1
Chemical Description	1	1	unlimited

III. Problems

Last Submitted: Not submitted

Any problems would be listed in red.

When no problems are reported, you may submit the plan to EMD by pushing this button.

Confirm Submission

For subsequent submissions (next year onward), start by clicking here.

Portal Home Page x

← → ↻ <https://emdportal.saccounty.net/ec/home.jsp> 🔍 ☆ ☰

MY FACILITY(527 1/2 E NO STREET RD SW ste AB /FA0000001) Home | Change Password | Logout

SACRAMENTO COUNTY Environmental Management
Protecting Public Health and the Environment

Portal Home Page

Please review the Facility, Address, and Owner information in the table below. If the information is incorrect, click the Update button to change the information. Change requests will be processed within 3-5 business days. Please logout until you receive an email from us indicating the changes have been made. **Do not proceed to the next step** until your update request has been processed.

	Facility Name/DBA	Site Address	Facility Invoice Mailing Address	Owner	Amendment Certification
Update	MY FACILITY	527 1/2 E NO STREET RD SW ste AB	527 1/2 E NO STREET RD SW ste AB SACRAMENTO, CA 12345	Owner	HMBEP

[Click here to proceed to forms](#)

Change your password by clicking on the *Change Password* link at the top of the page.

Annual Submission page

MY FACILITY(527 1/2 E NO STREET RD SW ste AB /FA0000001)

[Home](#) | [Change Password](#) | [Logout](#)



Environmental Management

Protecting Public Health and the Environment

Form Name	#	Form Contents		
Business Activities	1	Business Name		
		MY FACILITY		
Business Owner Operator	1	Owner Name		
		Owner		
Chemical Description	2	Chemical Name	Common Name	Chemical location
		Acetylene	Acetylene	room
		Oxygen		room

Last Submitted 12/4/12

Status ACCEPTED

[Review Submission](#) [Submit with no changes \(Certify\)](#) [Amend prior to submission](#)

What Happens After I Submit a Plan?

- EMD staff will review the submitted plan.
- If the plan is accepted, you will receive an email notifying you that your HMP submission is complete.
- If the plan is rejected, an email will be sent to you with a link to the reviewer's comments. You will then be able to correct and resubmit the HMP.

Contact us for help

Telephone : (916) 875-2377

E-mail: EMD-e-reporting@saccounty.net

EMD will be holding weekly office hours where you can receive assistance.