



San Luis Obispo CUPA Public Portal

On-Line Hazardous Materials Business Plan Submittals Instructions for Use

Document Prepared by County of San Luis Obispo Environmental Health Services

1/4/2010

The Portal is being implemented to allow for easy submittal of HazMat Business Plans. A business can submit their information at any time. Once approved, that information is readily available for use by Emergency Responders, providing safe and efficient responses. The Portal will allow for easy verification that the CUPA has correct and updated information on the regulated facilities.



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Good to Know Tips

1. Fields marked with a red asterisk * are required fields. Forms cannot be submitted unless all of these fields have been completed.
2. You can start and stop your entry after completing a page. Always click on the “Save Changes” icon at the bottom of the screen before you exit the Portal. The information you entered will not be saved if you did not complete all required fields on that page.
- 3. Complete the page you are working on before saving and exiting the Portal.**
4. It is vital that the site maps you upload are accurate and legible. It is recommended that after you scan your map (and save it to your computer for uploading), open it and check to ensure legibility.
5. Whenever possible, have your MSDS sheets handy when entering chemical inventory.
6. The Portal Chemical Information page does provide several links to websites that reference chemical information.
7. You can upload your facility’s Emergency Plan, rather than re-entering the information into the Portal. Be sure to reference each field in the Portal to the corresponding location in your uploaded plan to ensure completeness.
8. The FA#, FAID and Facility Number are different names for the identification number that has been assigned by the CUPA; it is FA followed by 7 digits (FA0000123) and can be found on your inspection reports, your permit to operate, or by calling your inspector.
9. Each form may be printed by selecting the Print button at the bottom of each page. The Portal information will be printed out in the CUPA format used for manually submitted plans. The plan may be printed in its entirety from the Submission Home Page by clicking on the Print Summary link (once you have submitted a plan). See the screen shot, below.

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Contact: [HMBEP Administrator](#)

Facility ID#	Created	Last Modified	Submission Status
FA0008510	1/26/11	6/15/11	Submitted 6/15/11 (ACCEPTED)
			Reviewer Comments Archives Print 6/15/11 Summary

10. New facilities will not see any information when accessing their account; new facilities must enter their entire plan. Older facilities that have previously supplied business plans should find that data in their accounts and may only need to perform edits.

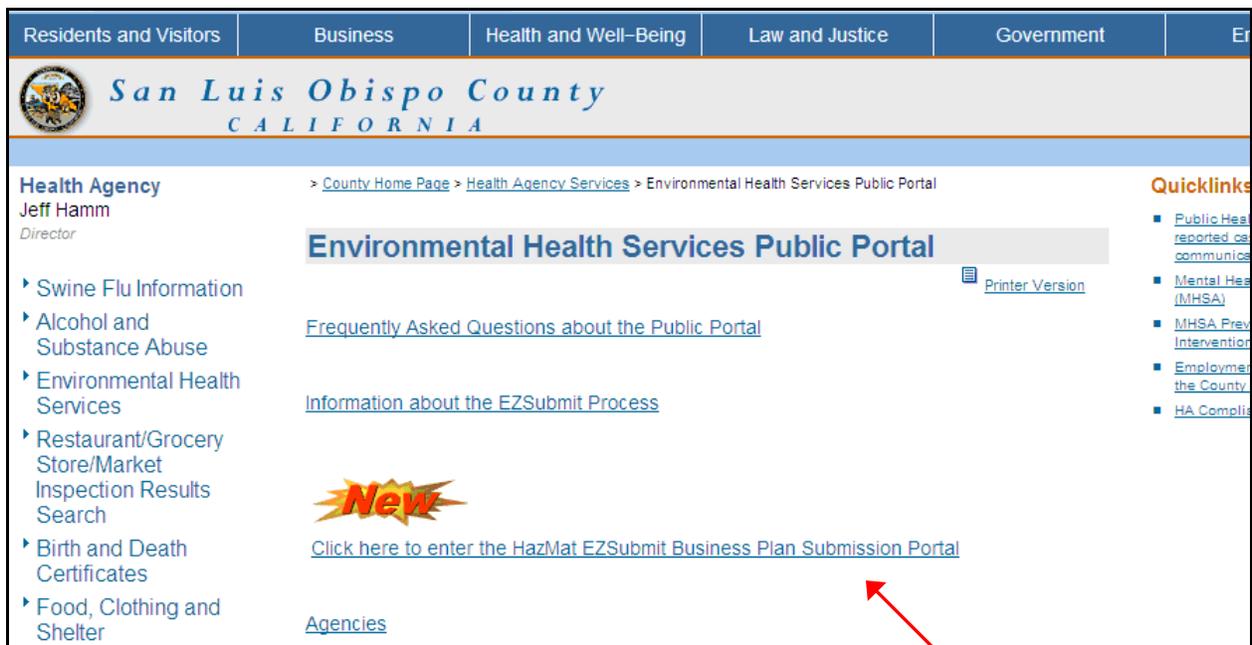


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Step 1. Obtain your Username and Pass Word

Start at: www.ezsubmitslogov.org

Or follow the links on the County or City website, which may take you directly to the Login screen (see 2nd screenshot on the following page).



Click on the link to enter the EZSubmit Business Plan Submission Portal

This link takes you into the Portal, and the Login screen.

Before you can begin using the Portal for your Business Plan submissions, you need to request a Username and Password. Choose the link that fits your unique situation (see screen shot above), complete the required information and choose submit.

Your Username and Pass Word will be e-mailed to you once the information is verified and connected to your facility.



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Here is what the Owner/Operator Login Request form looks like: 1



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Owner/Operator Login Request Form

Asterisks (*) indicate required fields Help is available by clicking on the [highlighted field](#)

Instructions This form is to be completed by the business owner or Corporate Officer to request a user name and password to access the SLO CUPA Hazardous Materials Business Plan Portal. If you wish to grant another individual authorization, complete this form with THAT individual's information. If you are already an authorized user, input your current user name and password so the System Administrator can access the existing account. Use the notes section to provide specific information as needed. The System Administrator will contact you within 4 working days.

Request Date*

Information about the business

Business Name*

Facility Street Address*

City* State* Zip*

Phone* Extension Fax

Information about you

Owner/Operator Name*

Mailing Address*

City* State* Zip*

Email* Phone* Extension

Other Information

The Consultant Login Request Form 2 contains similar information as the Owner/Operator Login Request Form with the addition of the Consultant information. Consultants must also obtain an Authorization Letter from the Facility Owner Operator and upload it with their request.

NEW FACILITIES NOTE: You will not be able to use the Portal until your Facility Information has been entered by the CUPA. Please contact the Environmental Health Department at 805-781-5544 for further details.



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Step 2. Login

Start as directed in Step 1, above.

Enter the EZSubmit Business Plan Submission Portal if not taken directly to this page.

Enter the Username and Pass Word that you received in your e-mail, click on the Login button.

You will see the following screen:

The screenshot shows a web browser window with a header containing logos and contact information for the County of San Luis Obispo and City of San Luis Obispo. A red oval highlights the user information: "TWEDDLE DEE ENTERPRISES(655 DRUREY LANE /FA0008095)". Below the header is a "submission packages" section with a table. The table has two columns: "Name" and "Help and FAQ". The first row contains the link "SLO Business Emergency Plan" and "Help and FAQ". Below the table is a note about popup blockers and a link for "General Submission Help and Instructions". A red arrow points from the "SLO Business Emergency Plan" link to the text below.

Notice that your Facility Name, Street Address and Facility ID are shown at the top of the screen.

Click on the "SLO Business Emergency Plan" link to move to this screen:



County of San Luis Obispo
Environmental Health Services (805)781-5544
Hazardous Materials Program



city of san luis obispo
Fire Department (805)781-7380
Hazardous Materials Program

Certified Unified Program Agency (CUPA)

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TWEDDLE DEE ENTERPRISES(555 DRUREY LANE /FA0008095) [Home](#) | [Change Password](#) | [Lo](#)



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Environmental Health Services (805)781-5544
Hazardous Materials Program



city of san luis obispo
Fire Department (805)781-7383
Hazardous Materials Program

Certified Unified Program Agency (CUPA)

SLO Business Emergency Plan [Select a different package](#)

Click on the Facility ID# to open, view or edit a SLO Business Emergency Plan
To view the reviewer's comments, click on the *Review* hyperlink
Contact: [HMBEP Administrator](#)

Facility ID#	Created	Last Modified	Submission Status
FA0008095	9/3/09	9/23/09	Unfinished

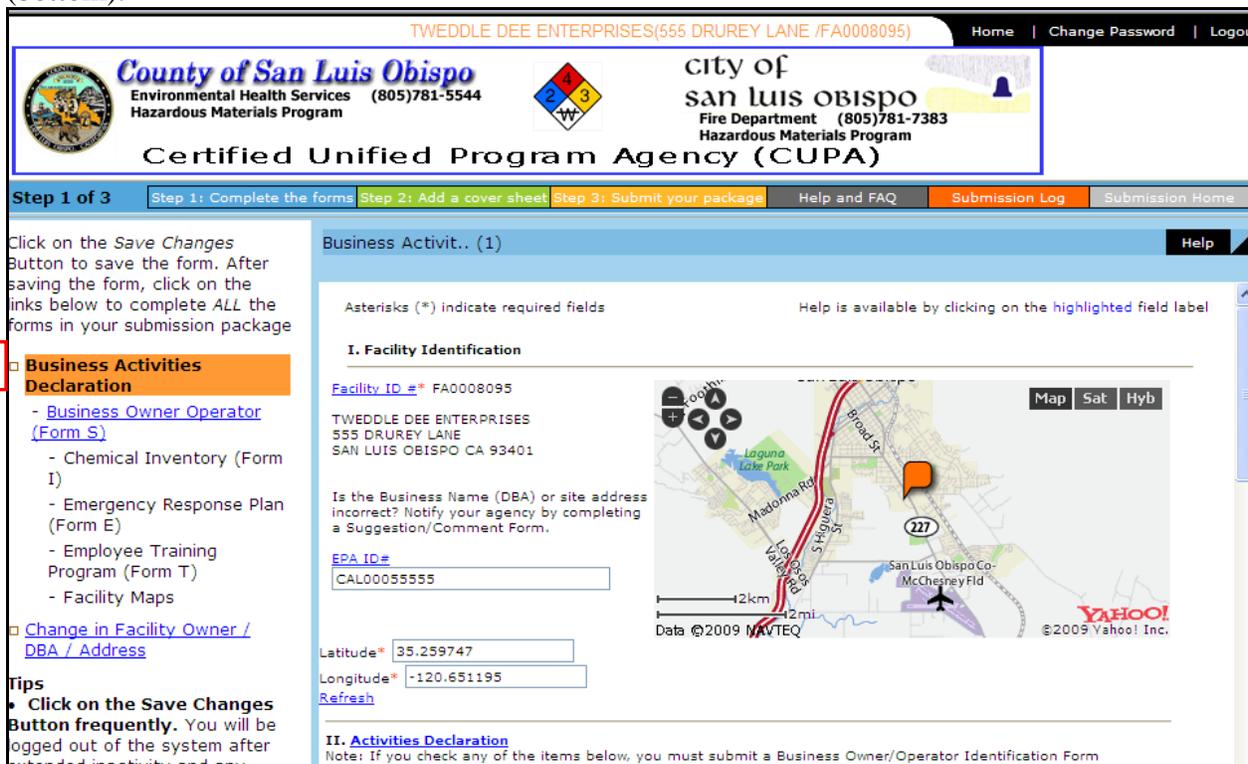
Click on the highlighted "Facility ID" to access the business plan that the CUPA has on file for you.

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Step 3. Review Current Business Plan

Clicking on the highlighted “Facility ID” brings up the information for your specific business. It is organized so that the information in the Portal corresponds to what is required on each manually submitted form.

Business Plan information always opens with the **Business Activities Declaration** page open; this form is highlighted in orange on the left side of the screen. A To go through your entire plan, simply go down the menu on the left side of the screen, in order from first (top) to last (bottom).



The screenshot shows the 'Business Activities Declaration' form. On the left, a navigation menu has 'Business Activities Declaration' highlighted in orange. A red box with the letter 'A' is next to it. The main content area shows 'I. Facility Identification' with the following details:

- Facility ID #: FA0008095
- Address: TWEDDLE DEE ENTERPRISES, 555 DRUREY LANE, SAN LUIS OBISPO CA 93401
- EPA ID#: CAL00055555
- Latitude*: 35.259747
- Longitude*: -120.651195

There is a map on the right showing the location of the facility. Below the map, there is a note: 'II. Activities Declaration Note: If you check any of the items below, you must submit a Business Owner/Operator Identification Form'.

Business Activities Declaration has two sections; Identification (and location) and Activities Declaration.

If the latitude and longitude fields have not been filled out, you must complete them before submitting your plan (see page 15 on ways to locate that information).



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Fire Department (805)781-7380
Hazardous Materials Program

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Step 1 of 3 | Step 1: Complete the forms | Step 2: Add a cover sheet | Step 3: Submit your package | 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 Declaration
 - Business Owner Operator (Form S)**
 - Chemical Inventory (Form I)
 - Emergency Response Plan (Form E)
 - Employee Training Program (Form T)
 - Facility Maps
- Change in Facility Owner / DBA / Address

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

Business Owner O.. (1) Help

Asterisks (*) indicate required fields Help is available by clicking on the highlighted field label

I. IDENTIFICATION

Facility ID#* FA0008095
Business TWEDDLE DEE ENTERPRISES
Name*
Site Address* 555 DRUREY LANE
SAN LUIS OBISPO CA 93401

Beginning Date 01/01/2005 Ending Date 12/31/2005

Business Phone* 8057815544
Business Fax* 5555555555

Dun & Bradstreet Primary SIC Primary NAICS 32599

Business Operator Name* TWEDDLE DEE DUMDUM
Business Operator Phone* 8057815544
Business Email*

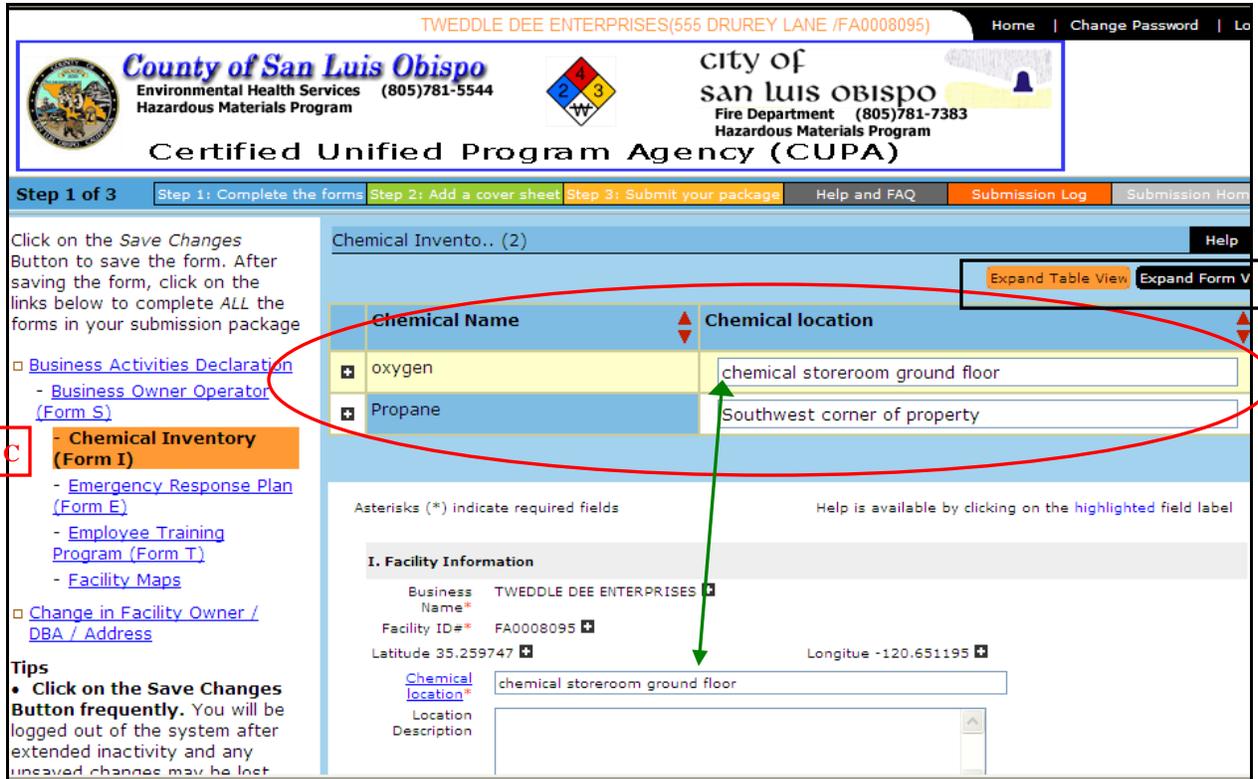
The next portion is the **Business Owner Operator** (Form S). B Note that this form is now highlighted in orange on the left side of your screen.

This is the gateway to all other forms in your business plan. You must be at the Business Owner Operator (Form S) before you gain the ability to open Chemical Inventory (Form I), Emergency Response Plan (Form E), Employee Training Program (Form T) and the Facility Maps.

The Business Owner Operator form has six sections:

- I. Identification (which is shown in the screen shot above). *Please note that the Beginning Date and Ending Date are the first and last days of the year for which you are submitting the plan.*
- II. Mailing Information, or the billing address. *This information cannot be changed in the Portal, it must be changed by the CUPA; if this information is incorrect please notify your inspector.*
- III. Business Owner. When the owner name or address has changed, be sure to submit the “Change in Facility Owner/DBA/Address” form, and notify your inspector.
- IV. Environmental Contact
- V. Emergency Contacts (primary and secondary contacts)
- VI. Certification

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Step 1 of 3 Step 1: Complete the forms Step 2: Add a cover sheet Step 3: Submit your package 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 Declaration
 - Business Owner Operator (Form S)
 - Chemical Inventory (Form I)**
 - Emergency Response Plan (Form E)
 - Employee Training Program (Form T)
 - Facility Maps
- Change in Facility Owner / DBA / Address

Tips
 • Click on the **Save Changes** Button frequently. You will be logged out of the system after extended inactivity and any un saved changes may be lost

Chemical Invento.. (2) Help

Chemical Name	Chemical location
oxygen	chemical storeroom ground floor
Propane	Southwest corner of property

Asterisks (*) indicate required fields Help is available by clicking on the highlighted field label

I. Facility Information

Business Name TWEDDLE DEE ENTERPRISES
 Facility ID# FA0008095
 Latitude 35.259747 Longitude -120.651195

Chemical location* chemical storeroom ground floor
 Location Description

Next in line is the **Chemical Inventory** (form I). c Note that this form name is now highlighted in orange on the left side of your screen.

There will be one Chemical Inventory form for each chemical. There is a grid at the top of this form that shows each chemical name. When you choose a chemical in the grid, the corresponding chemical details fill the form below the grid. *You can expand the form view if you don't want to see the grid of chemicals by selecting the "Expand Form View" button at the top right of the page.*

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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 Declaration](#)
- [Business Owner Operator \(Form S\)](#)
- [Chemical Inventory \(Form I\)](#)
- [Emergency Response Plan \(Form E\)](#)**
- [Employee Training Program \(Form T\)](#)
- [Facility Maps](#)
- [Change in Facility Owner / DBA / Address](#)

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

Emergency Respon.. (1)

Asterisks (*) indicate required fields Help is available by clicking on the **highlighted** field label

I-A. BUSINESS IDENTIFICATION DATA

Business Name* TWEDDLE DEE ENTERPRISES ✕
 Site Address 555 DRUREY LANE ✕
 Facility ID FA0008095 ✕

If your business has a license or permit from any of the following agencies, please indicate the document number.

Hazardous Materials Under Storage	<input type="text" value="UT43"/>	Air Pollution Control District	<input type="text" value="GG-203"/>
Hazardous Waste Generator	<input type="text" value="NW-TD"/>	Responding Fire Dept Permit	<input type="text" value="CC-VV"/>

Please provide the following information as it pertains to your business and its location. You are not required to notify the companies in the event of an emergency. This information is provided for your reference and to assist emergency response personnel in responding to a hazardous materials emergency at your facility. List the name and phone number of the utility company.

Electric Service* <input type="text" value="pge"/>	Telephone* <input type="text" value="555-5555"/>
Gas <input type="text" value=""/>	Telephone* <input type="text" value=""/>

D corresponds to the **Emergency Response Plan** (form E). This form is divided into several sections:

- I. A. Business Identification data and related permits
- B. Owner Certification of data
- II. Emergency Response Plans and Procedures



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E

E

The **Employee Training Program** (Form T) follows the Emergency Response Plan. It is divided into three sections. Section A is the most comprehensive, asking for specific training information. Section B requests information regarding the trainer; and Section C requests information regarding the location of the training records.



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Step 1 of 3 | [Step 1: Complete the forms](#) | [Step 2: Add a cover sheet](#) | [Step 3: Submit your package](#) | [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 Declaration](#)
- [Business Owner Operator \(Form S\)](#)
- [Chemical Inventory \(Form I\)](#)
- [Emergency Response Plan \(Form E\)](#)
- [Employee Training Program \(Form T\)](#)
- **[Facility Maps](#)**

Facility Maps (4)

[Expand Table View](#) | [Expand Form V](#)

Map Name	Map Upload
<input style="width: 90%;" type="text" value="map 1"/>	

Asterisks (*) indicate required fields Help is available by clicking on the **highlighted** field label

GUIDELINES

- Site maps are required to assist emergency response crews in locating hazardous materials, appraise the risk during an emergency, assist you in the training of employees and assist you in drafting your emergency response plans. For larger sites, provide a general layout.

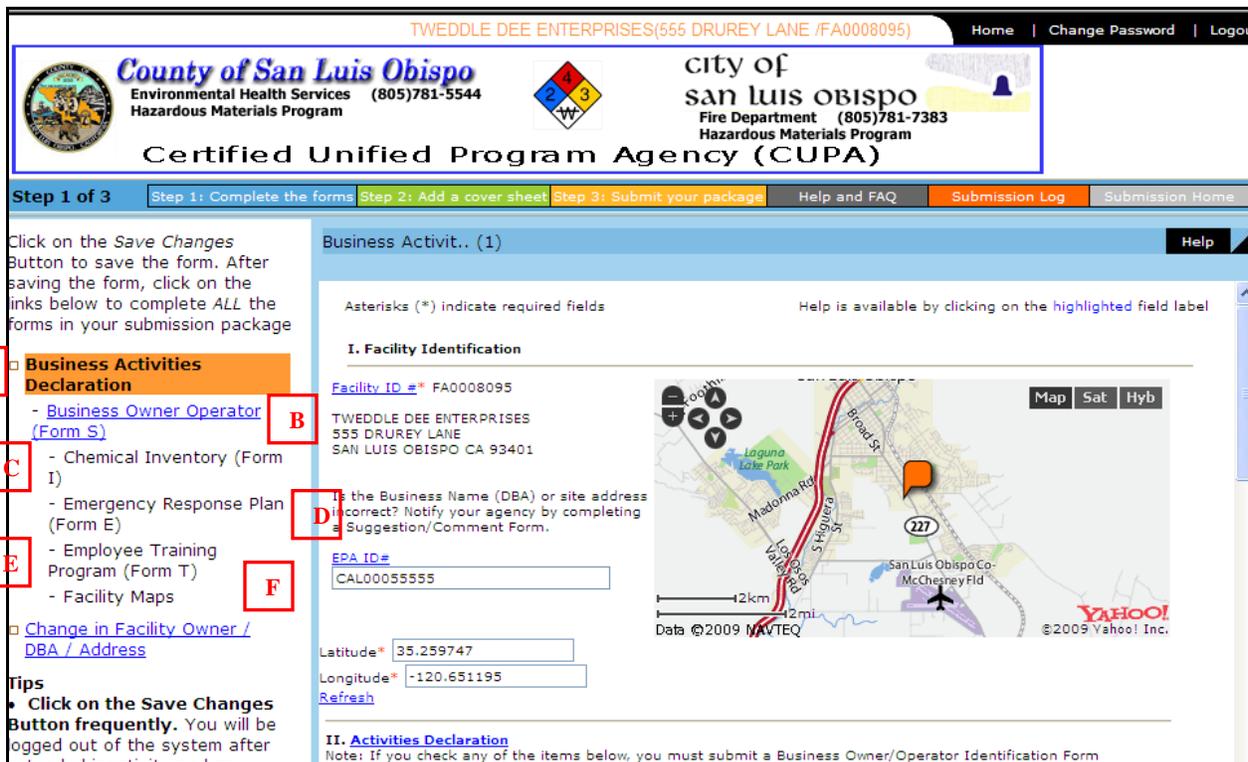
Facility Maps is the final portion of the business plan submittal. A facility may have more than one map, so this area has a grid (or table) to show multiple maps, just like with the Chemical Inventory section. *You can expand the form view if you don't want to see the table of maps by selecting the "Expand Form View" button at the top right of the page.*

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Step 4. Submit New Business Plan

In addition to allowing ease of review of your Business Plan, the Portal will provide for submittal of a new, or an updated plan.

As in Step 3, the information will be accessed stepwise, A - F.



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Step 1 of 3 | Step 1: Complete the forms | Step 2: Add a cover sheet | Step 3: Submit your package | 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

A **Business Activities Declaration**

- B** - [Business Owner Operator \(Form S\)](#)
- C** - Chemical Inventory (Form I)
- D** - Emergency Response Plan (Form E)
- E** - Employee Training Program (Form T)
- F** - Facility Maps

[Change in Facility Owner / DBA / Address](#)

Tips
 • Click on the Save Changes Button frequently. You will be logged out of the system after extended inactivity and you

Business Activit.. (1) Help

Asterisks (*) indicate required fields Help is available by clicking on the highlighted field label

I. Facility Identification

Facility ID #* FA0008095

TWEDDLE DEE ENTERPRISES
 555 DRUREY LANE
 SAN LUIS OBISPO CA 93401

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

EPA ID#
 CAL00055555

Latitude* 35.259747
 Longitude* -120.651195
[Refresh](#)

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

Map Sat Hyb
 12km 12mi
 Data ©2009 NAVTEQ ©2009 Yahoo! Inc.

A Please ensure that Latitude and Longitude are entered in decimals. If you need assistance for determining your lat/long, it can be obtained free online at:

<http://www.mashupsoft.com/maps/latlonlocator> or you can download Google Earth from:

<http://earth.google.com/>

Remember to check the appropriate boxes that correspond to your current business activities.

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B Your Business Owner Operator Form should be checked for accuracy and updated as needed. Please keep the following in mind as you complete this information:

- I. Identification. Please note that the Beginning Date and Ending Date are the first and last days of the year for which you are submitting the plan.
- II. Mailing Information, or the billing address. This information cannot be changed in the Portal, it must be changed by the CUPA; if this information is incorrect please notify your inspector.
- III. Business Owner. When the owner name or address has changed, be sure to submit the “Change in Facility Owner/DBA/Address” form, or notify your inspector.
- IV. Environmental Contact
- V. Emergency Contacts (primary and secondary contacts)
- VI. Certification

C Each chemical must have its own Chemical Inventory form. Please check the grid for a list of the chemicals currently listed in your business plan.

When you need to add chemical information, or delete chemicals, please see the appropriate buttons on the bottom of the Chemical Inventory screen.



(Remember, you can print the information you have submitted by selecting the Print button at the bottom of each page.)

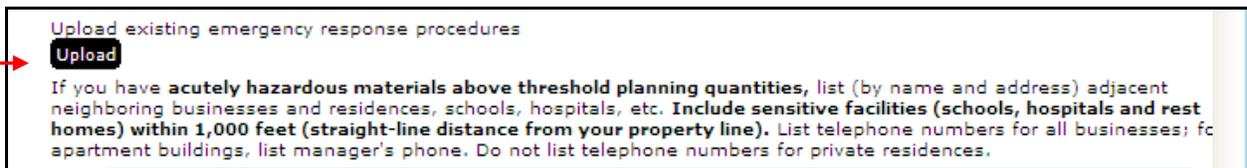
An MSDS can be uploaded for each chemical; use the Upload button on each chemical page.

The Chemical Inventory form has fields for Map # and Grid # for the location of the selected chemical. It is recommended that you double check your maps to be sure that this information is accurate.

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D The Emergency Response plan provides the option of uploading your existing emergency response plan in this section of the Portal by utilizing the Upload link provided.

Please be sure to reference each field required in the Portal with the corresponding page number where that information is found in your plan, so that we can easily compare the two for completeness.



E Please check to be sure that your Employee Training Program accurately describes the training that is required for the business activities. Make any changes as appropriate.

F You may have more than one facility map, each showing varying degrees of detail; please be sure to number each one appropriately. Maps must be labeled with the Facility Name, Address, FA# and date. Please utilize Form M Instructions to ensure your maps provide all necessary information; ensuring complete information will eliminate one possible reason for plan rejection.

To upload your map, please follow the Upload Instructions provided in the Portal. These instructions are based on the map existing as a PDF or JPG file, already on your computer. The map file may have any name on your computer, but it is very important that you follow the naming procedure outlined in step 1, below, for the uploaded map name (the two names should match).

If you need to upload more than one map, please be sure to “Save Changes” after each upload and before selecting “Add Facility Maps.”

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UPLOADING A MAP

For each map to be included in Hazardous Material Business Plan:

1. Input a name for the map. Map name must include Facility ID, site address, city, map # (Facility Name)(date of map) as in the following example: FA1234567, 9854 Johnson Ave, SLO, map 3 (Downtown Chevron) (2008)
2. Click on the View / Upload button.
3. A form will appear that allows you to upload a map from your computer. Follow the instruction on that form. When the upload is complete, you will return to this form.
4. Click on the Save Changes button to save this form and it's associated map.
5. For additional maps, click on Add button. Repeat as needed.

Business TWEDDLE DEE ENTERPRISES +

Name*

Map Name*

Map Upload*

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

When you click on the Map Upload Open button, the following is a screen shot of what you will see. Follow the instructions to successfully upload your maps.

	Step	Action	Instructions
1	Select a File	<input type="text"/> <input style="float: right;" type="button" value="Browse..."/>	Select a file from your computer by clicking on the Browse button. The name of the selected file will appear in the box.
2	Upload the File	<input type="button" value="Upload"/>	Upload the selected file by clicking on the Upload button. Please limit attachments to 2 MByte in size. Images uploaded successfully will display at the top of the page. Other attachment types will indicate "File Uploaded".
3	Close This Window	<input type="button" value="Close"/>	Click on the Close button to close this window and return to the form containing the uploaded attachment. MAKE SURE TO CLICK ON THE FORM'S SUBMIT AND/OR SAVE CHANGES BUTTON

The system allows you to add as many maps as needed; each map should be no more than 6MB in size.

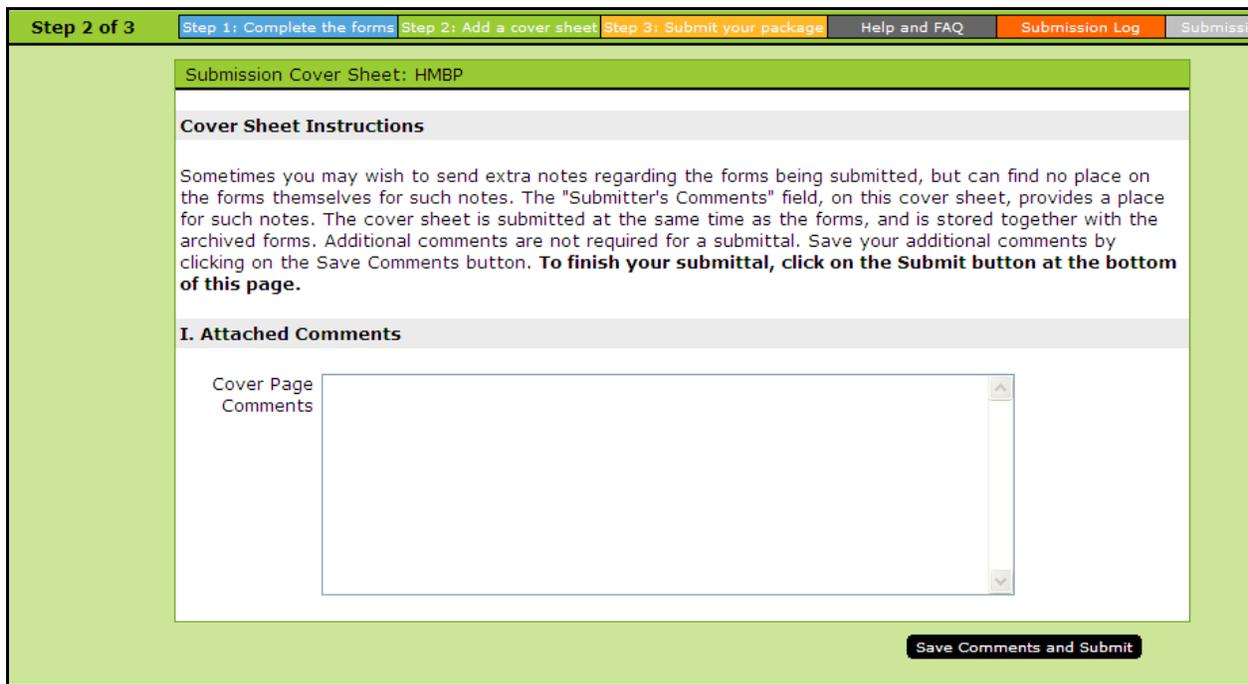
As map numbers and grids are used for chemical locations on the chemical inventory form, please double check this information to ensure accuracy.

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When you have completed all information for your Business Plan and are ready to submit, follow the directions at the bottom left (in white) or bottom middle (blue) of the screen.

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

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



The screenshot shows a web interface for submitting a cover sheet. At the top, there is a navigation bar with the following items: "Step 2 of 3", "Step 1: Complete the forms", "Step 2: Add a cover sheet", "Step 3: Submit your package", "Help and FAQ", "Submission Log", and "Submit". Below the navigation bar, the main content area is titled "Submission Cover Sheet: HMBP". Underneath, there is a section titled "Cover Sheet Instructions" with the following text: "Sometimes you may wish to send extra notes regarding the forms being submitted, but can find no place on the forms themselves for such notes. The 'Submitter's Comments' field, on this cover sheet, provides a place for such notes. The cover sheet is submitted at the same time as the forms, and is stored together with the archived forms. Additional comments are not required for a submittal. Save your additional comments by clicking on the Save Comments button. **To finish your submittal, click on the Submit button at the bottom of this page.**" Below the instructions, there is a section titled "I. Attached Comments" which contains a text area labeled "Cover Page Comments". At the bottom right of the form, there is a button labeled "Save Comments and Submit".

This is the area where you may want to enter any comments or other information about your business. This cover sheet may also be left blank in the event there is nothing more you want to add. By clicking on "Submit" you will finish your submittal.

Prior to submission, it is a good idea to review the form contents of your submission to be sure that all completed forms are included. See screen shot below.

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Submission Cover Sheet: HMBP

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: HMBP
From: TWEDDLE DEE ENTERPRISES(555 DRUREY LANE /FA0008095)
To: HMBEP Administrator
Cover Sheet:

II. Form Contents

Form Name	Number of Copies
Business Activities Declaration	1
Business Owner Operator (Form S)	1
Change in Facility Owner / DBA / Address	0
Chemical Inventory (Form I)	2
Emergency Response Plan (Form E)	1
Employee Training Program (Form T)	0
Facility Maps	4

Last Submitted: Not submitted

Confirm Submission

If the forms listed above correct, Confirm Submission by clicking on the button. You have successfully completed your electronic filing.

You will be notified via e-mail regarding acceptance or rejection of your Business Plan.

If your plan is rejected, you will receive notification of why it was rejected so that the errors may be corrected. You will only need to change those forms that are indicated in your rejection notice, as the work that you have completed remains in the Portal.