

Exempt Remote Unstaffed Facility Information in CERS

How should a Unified Program Agency Manage Exempt Remote Unstaffed Facility Information in CERS?

Answer: The Unified Program Agency (UPA) that reviews a one-time Hazardous Materials Business Plan (HMBP) submittal in CERS should conduct a completeness review and select one of the applicable submittal status options (i.e. “accepted” or “not accepted”). If the submittal is “accepted”, then no further submittals are required by the business. If the submittal is “not accepted”, then the business shall submit a corrected business plan within 30 days from the date of notification. If the information contained in the one-time business plan submittal changes and the time period of the change is greater than 30 days, then an updated HMBP shall be electronically reported within 30 days of that change.

Note that an exempt remote unstaffed facility reporting requirement does not include the Emergency Response and Training Plan. To meet the reporting requirement in CERS, the submittal would consist of the Facility Information and Hazardous Materials Inventory Submittal Elements. The Emergency Response and Training Plan submittal element of CERS is not required to be submitted.

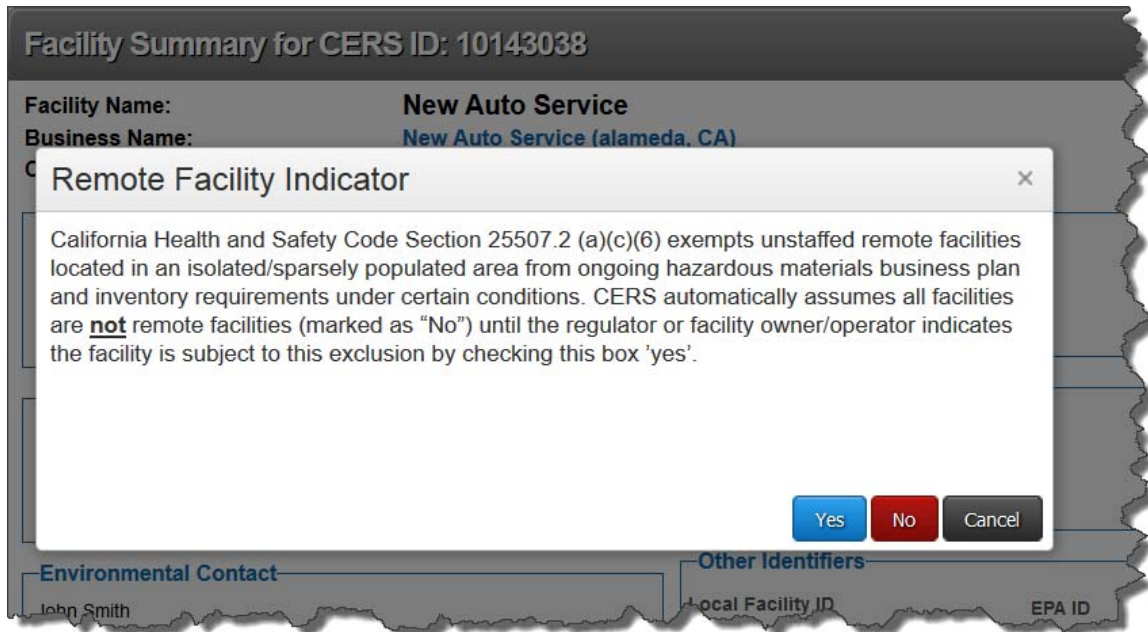
After the UPA determines that a remote unstaffed facility is exempt and ‘accepts’ the one time HMBP submittal, the Unified Program Agency should make the following changes in CERS:

In the **FACILITY SUMMARY**, turn on the Remote Facility Exemption:

- Select the edit button for Remote Facility.

The screenshot shows the CERS Regulator portal interface. At the top, there is a navigation bar with buttons for Home, Submittals, Facilities, Businesses, Regulators, Compliance, and Reports. Below this, the page title is "Facility: New Auto Service (CERSID: 10143038)". The main content area is titled "Facility Summary for CERS ID: 10143038". It contains several sections: Facility Name (New Auto Service), Business Name (New Auto Service (alameda, CA)), and CUPA (Alameda County Environmental Health). The Facility Information section includes the facility name, address (10 Broadway, alameda, CA 94502), and phone number ((510) 555-2222). A red arrow points to the "Remote Facility" checkbox, which is currently unchecked. Other checkboxes include "Small Quantity Facility" (unchecked). The Owner Information section lists John Smith at 10 Broadway, alameda, CA 94502, with phone number () 555-1111. There are also sections for Primary and Secondary Emergency Contact.

- The following dialog box is displayed. Select 'yes'.

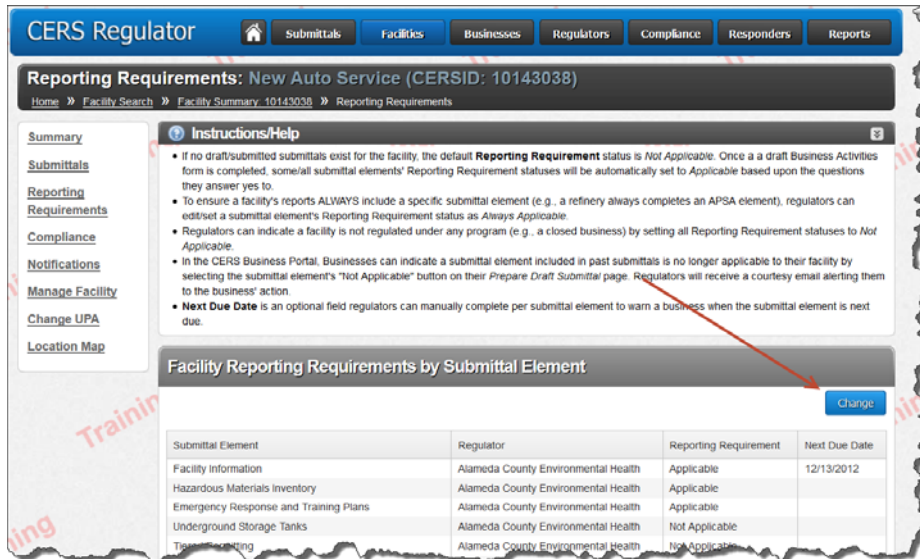


- The site is now identified as an Exempt Remote Facility. Follow the same steps to remove the exemption.

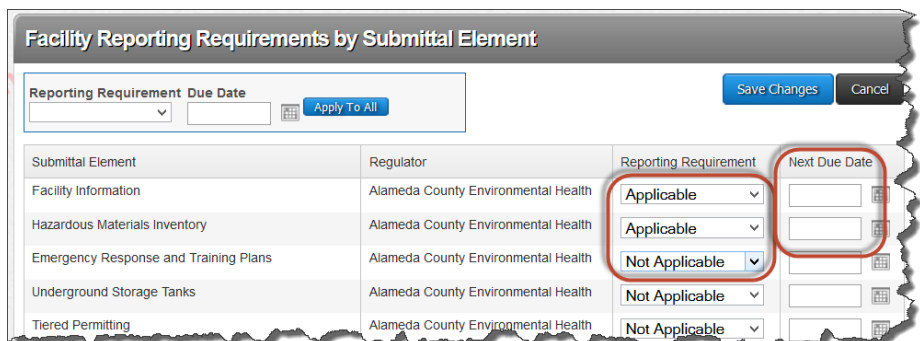
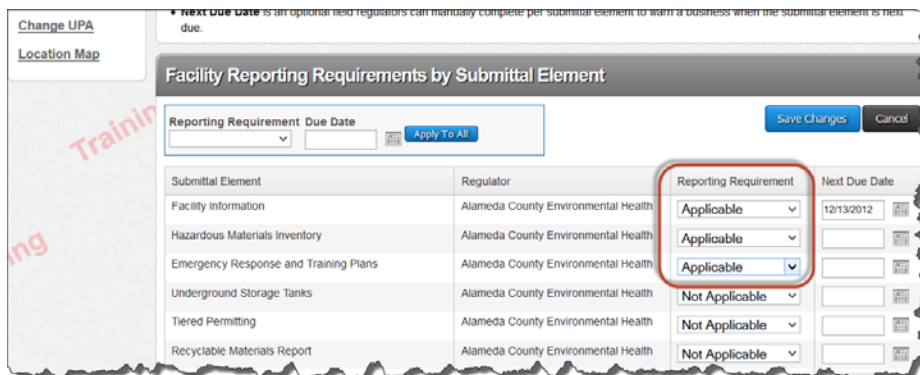


In the **REPORTING REQUIREMENTS** page, set the Emergency Response and Training Plan submittal element to 'not applicable'. Leave the Facility Information and Hazardous Materials Inventory submittal elements set a 'Applicable'. Do not enter a next due date.

- Select “Change” for the Emergency Response and Training Plan submittal element.



- Change the Reporting Requirement to 'Not Applicable' for the Emergency Response and Training Plan submittal element and select 'Save Changes'.



Facility Reporting Requirements by Submittal Element

Reporting Requirement Due Date

Submittal Element	Regulator	Reporting Requirement	Next Due Date
Facility Information	Alameda County Environmental Health	Applicable	
Hazardous Materials Inventory	Alameda County Environmental Health	Applicable	
Emergency Response and Training Plans	Alameda County Environmental Health	Not Applicable	
Underground Storage Tanks	Alameda County Environmental Health	Not Applicable	
Tiered Permitting	Alameda County Environmental Health	Not Applicable	

Facility Reporting Requirements by Submittal Element

Changes were saved successfully.

Submittal Element	Regulator	Reporting Requirement	Next Due Date
Facility Information	Alameda County Environmental Health	Applicable	
Hazardous Materials Inventory	Alameda County Environmental Health	Applicable	
Emergency Response and Training Plans	Alameda County Environmental Health	Not Applicable	
Underground Storage Tanks	Alameda County Environmental Health	Not Applicable	
Tiered Permitting	Alameda County Environmental Health	Not Applicable	
Recyclable Materials Report	Alameda County Environmental Health	Not Applicable	
Remote Waste Consolidation Site Annual Notification	Alameda County Environmental Health	Not Applicable	
Hazardous Waste Tank Closure Certification	Alameda County Environmental Health	Not Applicable	
Aboveground Petroleum Storage Act	Alameda County Environmental Health	Not Applicable	
California Accidental Release Program	Alameda County Environmental Health	Not Applicable	

Please note: Pursuant to HSC 25507.2 the one-time HMBP submittal is subject to a verification inspection by the UPA.

Code References:

California Health and Safety Code Section 25507.2: Unless required by a local ordinance, the unified program agency shall exempt a business operating an unstaffed facility located at least one-half mile from the nearest occupied structure from Sections 25508.2 and 25511, and shall subject the business to Sections 25505, 25506, and 25507 only as specified in this section, if the business is not otherwise subject to the requirements of applicable federal law, and all of the following requirements are met:

- (a) The types and quantities of materials onsite are limited to one or more of the following: (1) One thousand standard cubic feet of compressed inert gases (asphyxiation and pressure hazards only). (2) Five hundred gallons of combustible liquid used as a fuel source. (3) Corrosive liquids, not to exceed 500 pounds of extremely hazardous substances, used as electrolytes, and in closed containers. (4) Five hundred gallons of lubricating and hydraulic fluids. (5) One thousand two hundred gallons of hydrocarbon gas used as a fuel source. (6) Any quantity of mineral oil contained within electrical equipment, such as transformers, bushings, electrical switches, and voltage regulators, if

the spill prevention control and countermeasure plan has been prepared for quantities that meet or exceed 1,320 gallons.

(b) The facility is secured and not accessible to the public.

(c) Warning signs are posted and maintained for hazardous materials pursuant to the California Fire Code.

(d) (1) Notwithstanding Sections 25505 and 25507, a one-time business plan, except for the emergency response plan and training elements specified in paragraphs (3) and (4) of subdivision (a) of Section 25505, is submitted to the statewide information management system. This one-time business plan submittal is subject to a verification inspection by the unified program agency and the unified program agency may assess a fee not to exceed the actual costs of processing and for inspection, if an inspection is conducted. (2) If the information contained in the one-time submittal of the business plan changes and the time period of the change is longer than 30 days, the business plan shall be resubmitted within 30 days to the statewide information management system to reflect any change in the business plan. A fee not to exceed the actual costs of processing and inspection, if conducted, may be assessed by the unified program agency.