

Fresno County CUPA Electronic Hazardous Materials Business Plan Online Portal Instructions

Before you begin here is some important information.

1. You can start and stop your data entry at any time, be sure to hit the “Save Changes” button at the bottom of each page before you log out.
2. The red asterisk * indicates a required field. You won't be able to submit the form unless all these fields have information entered.
3. Have your MSDS Sheets handy to assist with the chemical inventory entry portion of the submittal
4. Site maps need to be accurate and legible. Hand drawn maps do not scan well. They do not need to be drawn by an architect or AutoCAD. You can use applications such as Microsoft Paint to create a usable site map. For further information on site maps please contact our office at (559) 445-3271 or go to our [HMBP Facility Site Map Instructions](#)

Start at www.fresnocupa.com

Hazardous Materials Business Plan Electronic Submittals

Please login below to electronically complete and submit your forms.

Username: Password:

[Request a Username and Password.](#)

Contacts

Telephone M-F, 8:00am-5:00pm: (559) 445-3271
E-Mail: fresnocupa@co.fresno.ca.us

[Fresno County CUPA Website](#)

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You'll need to request a Username and Password before you can begin use of the Portal. Simply follow the link and complete the form and submit. Your Username and Password will be e-mailed to you once we verify the information. You will not be able to enter information until you receive the confirmation e-mail from our office. We will try to respond in a timely fashion. We will do our best to complete the request within the same day. Depending on the day and time of your submittal the turn around time should not take more than 2 working days to respond.

Enter your Username and Password and you should see the following:

Your business name should appear here.

FRESNO CUPA TEST FACILITY (1221 FULTON MALL) Home | Administration | Logout

Department of Public Health
Environmental Health Division
Certified Unified Program Agency

submission packages [submission home](#)

Click on a submission package name to get started.

Name	
Hazardous Materials Business Plan	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](#)

Click on this link.

FRESNO CUPA TEST FACILITY (1221 FULTON MALL) Home | Administration | Logout

Department of Public Health
Environmental Health Division
Certified Unified Program Agency

Hazardous Materials Business Plan [Select a different package](#)

Click on the Facility ID# to open, view or edit a Hazardous Materials Business Plan
To view the reviewer's comments, click on the *Review* hyperlink
Contact: [HMBP Manager](#)

Facility ID#	Created	Last Modified	Submission Status
FA0280911	3/12/09	4/27/09	Submitted 4/7/09 (UNEVALUATED (Review Pending)) Print 4/7/09 Summary Archives

Then follow this link to your facility's hazardous materials business plan.

Hazardous Materials Business Plan information entry process

Business Activities form

You see this image below for your facility.

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

- Business Owner Operator
- Chemical Description
- Emergency Plan
- 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.
- 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 Activit.. (1) Help

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

I. Facility Identification

Facility ID #* FA0280911

FRESNO CUPA TEST FACILITY
1221 FULTON MALL
FRESNO CA 93721

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

EPA ID# CA0123456789

Latitude* 36.736081 Longitude* -119.79298

Latitude and Longitude should be in decimals and can be obtained free online from:

- <http://itouchmap.com/latlong.html>
- <http://www.mashupsoft.com/maps/latlonlocator>
- Or you can download the free Google Earth application at: <http://earth.google.com>

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) If yes, you must complete these forms...

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

Scroll down the pages to complete all the required information (*).
When done click the "Save Changes" button.

Latitude and Longitude should be in decimals and can be obtained free online from:

<http://itouchmap.com/latlong.html>

<http://www.mashupsoft.com/maps/latlonlocator>

Or you can download the free Google Earth application at:

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

Business Owner Operator form

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
 - Business Owner Operator**
 - Chemical Description
 - Emergency Plan
 - Facility Maps

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) Help

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

I. IDENTIFICATION

Facility ID#* FA0280911 | Business FRESNO CUPA TEST FACILITY | Name* | Site Address* 1221 FULTON MALL | FRESNO CA 93721

Beginning Date* 01/01/2009 | Ending Date 12/31/2009

Business Phone* 5594453271 | Business Fax 5594453301

Dun & Bradstreet db | Primary SIC | Primary NAICS 238140

Business Operator Name* VINCENT MENDES | Business Operator Phone* 5594457037

II. MAILING INFORMATION

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

Use the links on this menu to navigate between forms. It is recommended that you simply go down the list of forms for your initial submittal. For updates and annual submittals you may select the individual pages you wish to amend. Enter your information in all the fields. There are required fields (*) and you will not be able to "Save Changes" until these fields are all completed.

Chemical Description form

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
 - Business Owner Operator
 - Chemical Description**
 - Emergency Plan
 - Facility Maps

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

Chemical Descrip.. (3) Help

Expand Table View | Expand Form View

Chemical Name	Chemical location
HYDROGEN	
OXYGEN	first floor clinics

EPCRA | Chemical location confidential | Trade Secret

Map # | Grid #

II. Chemical Information

Chemical Name* DIESEL #2 | Common DIESEL | **Lookup**

Finished? Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#). | Print | Save Changes | Cancel Changes | Add Chemical Descr.. | Delete

You can search for and enter chemicals using the "Lookup" button.

https://www.fresnocupa.com - eCompliance Mapping Search Home Page - Microsoft Internet Explorer

Click to update the form with the selected values.

Search Reset

First | Previous | Page 1 | [Next](#) Results per page : 100

Select	Chemical	CAS	Phy State	Synonyms
<input checked="" type="checkbox"/>	((1S)-ENDO)-(-)-BORNEOL	464-45-9	Solid	NGAI CAMPHOR [1,2-BORNANOL] [LINDEROL] [1-2-CAMPHANOL] [1-BORNYL AHCOHOL]
<input checked="" type="checkbox"/>	(+)-DIISOPROPYL L-TARTRATE	2217-15-4	Liquid	(+)-Diisopropyl L-tartrate Diisopropyl L-(+)-tartarate
<input checked="" type="checkbox"/>	(+)-DIP-CHLORIDE	112246-73-8	Solid	(+)-B-CHLORODIISOPINOCAMPHEYLBORANE (+)-DIP-CHLORIDE
<input checked="" type="checkbox"/>	(+)-METHYL L-BETA-HYDROXYISOBUTYRATE	80657-57-4	Liquid	(+)-METHYL L-BETA-HYDROXYISOBUTYRATE
<input checked="" type="checkbox"/>	(+)-TUBOCURARINE CHLORIDE	57-94-3	Solid	D-TUBOCURARINE CHLORIDE Amerizol Curarin-haf Delacurarine Dextrotubocurarine chloride d-7',12'-Dihydroxy-6,6'-dimethoxy-2,2',2'-trimethyltubocuraranium chloride Intocostrin Intocostrine T d-Paracurarine chloride Tubadil Tubarine Tubocurarine chloride Tubocurarine, chloride, hydrochloride, (+)- (8CI) d-Tubocurarine chloride d-Tubocurarine dichloride

Use the Search feature to find your chemical by name or synonym.

https://www.fresnocupa.com - eCompliance Mapping Search Home Page - Microsoft Internet Explorer

Click to update the form with the selected values.

Search Reset

First | Previous | Page 1 | [Next](#) Results per page : 100

Select	Chemical	CAS	Phy State	Synonyms
<input checked="" type="checkbox"/>	RODEO	38641-94-0	Solid	GLYPHOSATE ISOPROPYLAMINE SALT
<input checked="" type="checkbox"/>	ROUND-UP	1071-83-6	Solid	GLYPHOSATE

Use this button to select the chemical. Once you have found it, the basic information will be placed on the form automatically.

Once you have selected the chemical, complete the rest of the form and hit "Save Changes" button. Use the "Add Chemical Description" button for each additional chemical that you need to enter.

If you can not find your chemical information in this table you can add a "Chemical Description Form" and use the information on the MSDS sheet for the product. Be sure to complete all the fields marked with a (*)

IMPORTANT NOTE ON MIXTURES: If the substance is a mixture and your MSDS states a range for the components you will need to be sure that they add up to 100%. Currently the Portal does not have the capability for ranges. Pick the higher end of the percentage for the hazardous components and use the inert or non hazardous components to complete the mixture breakdown. Any questions please contact our office at (559) 445-3271 Monday through Friday 8:00am-5:00pm for immediate assistance.

NOTE: If your facility has a large chemical inventory and it is stored on a database please contact our office and we can discuss the data transfer of your information in an attempt to save you entry time.

Emergency Plan Section

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

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](#).

Emergency Plan (0)

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

I. General

Business Name* FRESNO CUPA TEST FACILITY

Site Address 1221 FULTON MALL

Business Site Address 2 FA0280911

BEP Preparer*

Submission Requirement Initial 3 Year Renewal Update

II. Notification

Your business is required by State Law to provide immediate notification of any release or threatened release of a hazardous material to (1) Local emergency response personnel (2) The Office of Emergency Services (OES), and (3) this Agency (County of Fresno). If you have a release or threatened release of hazardous materials, immediately call:

FIRE / PARAMEDICS / POLICE - Phone: 911
State Office of Emergency Services: (800) 852-7550 or (916) 262-1621

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

Facility Maps form

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

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](#).

Facility Maps (0)

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

response equipment

- Electrical panel, natural gas and water shut-off
- Knox box location

UPLOADING A MAP

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

- Input a name for the map.
- Click on the View / Upload button.
- 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.
- Click on the Save Changes button to save this form and it's associated map.
- For additional maps, click on Add button. Repeat as needed.

Business Name* FRESNO CUPA TEST FACILITY

Map Name*

Map Upload **Upload**

Finished? Go to the [Cover Sheet](#) to send extra notes, or [confirm your submission](#). | **Print** **Save Changes** **Cancel Changes** **Add Facility Maps**

Follow the directions shown for Facility maps. Your facility map(s) can be uploaded from your computer to the Portal. You'll need to name each one of your map files before you upload them. Please remember to hit the "Save Changes" button before you use the "Add Facility Map" button.

Are you done and ready to submit?

If "Yes," then follow the directions at the bottom of the screen.

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

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](#) | [Submission Home](#)

Submission Cover Sheet: BEP

Cover Sheet Instructions

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.**

I. Attached Comments

Submitter's Comments:

[Save Comments](#) [Submit](#)

In this section you can advise us on any other information that may need changing or correction, such as billing address, mailing address, owner names, etc. Please enter the information and or leave blank and hit "Submit".

Step 3 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](#)

Submission Cover Sheet: BEP

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: BEP
From: FRESNO CUPA TEST FACILITY (1221 FULTON MALL)
To: HMBP Manager
Cover Sheet:

II. Form Contents

Form Name	Number of Copies
Business Activities	1
Business Owner Operator	1
Chemical Description	3
Emergency Plan	0
Facility Maps	0

Last Submitted: 4/7/09

Confirm Submission

Please review your submission to be sure the forms you completed match the count shown.

If correct hit "Confirm Submission"

You're done!

FRESNO CUPA TEST FACILITY (1221 FULTON MALL) | [Home](#) | [Administration](#) | [Logout](#)



Department of Public Health
Environmental Health Division
Certified Unified Program Agency



Submission Received OK

Tracking Number: TN0

The recipient will contact you shortly.

[DONE](#)

If you have any questions during this submittal process, please contact our office at (559) 445-3271 during our normal business hours of Monday thru Friday 8:00 am – 5:00 pm (PST) or contact us via e-mail at fresnocupa@co.fresno.ca.us.

We'll review your submission and send you an acceptance or deficiency notice with needed corrections.

Your Hazardous Materials Business Plan will remain on file with us and the local fire department can see it as well. No need to mail them a copy.