



County of Sacramento

Dear Business Owner/Operator:

Unified Program Agency-regulated facilities were required to electronically submit their Unified Program data, including Hazardous Materials Plans (HMPs) and if applicable, Underground Storage Tank (UST) information, electronically beginning January 1, 2013.

Until now, these regulated facilities have had the option of submitting their HMP and UST information directly into the statewide reporting system, California Environmental Reporting System (CERS) or into Sacramento County's local portal. Sacramento County's Environmental Management Department (EMD) would in turn submit any data entered in the Portal to CERS.

However, in order to streamline the process and increase efficiency, Sacramento County has begun phasing out the local portal for HMP and UST submissions. Consequently, the local portal will become read-only beginning **December 15, 2015**. At that point, all HMP and UST information must be submitted to CERS. Regulated facilities should save any previous HMP/UST submissions from the local portal if they would like to retain them for their records. Submission requirements will still stay the same, and:

YOUR ANNUAL HMP/UST DUE DATE WILL NOT CHANGE.

Provided that your HMP submittal is current and has been accepted by EMD, your HMP data submitted to the local portal will be moved to CERS for you. You will only need to create an account in CERS, review the information, and resubmit.

Your next annual submittal notification will have detailed instructions regarding the CERS submittal process. Additionally, EMD will continue to offer weekly HMP and UST workshops at our office in order to assist you with your HMP and UST submittals.

For additional information on electronic reporting, please visit <http://emd.saccounty.net/Pages/E-Reporting.aspx> or cers.calepa.ca.gov.

Please contact us at **(916) 875-2377** or EMD-E-Reporting@SacCounty.net if you have any further questions.

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