

Faxing Required Documents

Contra Costa Health Services
Hazardous Materials Department
Phone 925-335-3200
Fax 925-646-2073

If you are having difficulty uploading your required documents to CERS, or your computer does not have capability to fill out the PDF fillable forms provided to you, you may fax them to our office. Faxing in these documents DOES NOT eliminate your annual online submittal requirement. For all forms submitted via fax, you **MUST INDICATE SO ON YOUR ONLINE SUBMITTAL.**

Hazardous Waste Generator Reporting Form

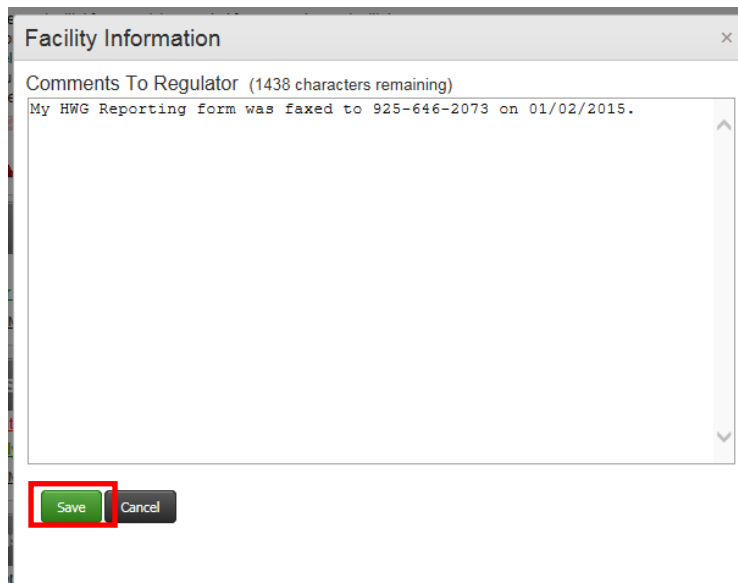
Fax your completed form to 925-646-2073

In the Facility Information Section, click “**Add Comment To Regulator**”



The screenshot shows the 'Facility Information' section of a web application. At the top right, it says 'DRAFT Sep. 19, 2014' and has a 'Submit' button. Below this, there are several links: 'Business Activities', 'Business Owner/Operator Identification', 'Discard Draft Submittal', 'Miscellaneous State-Required Documents', and 'Add Comment To Regulator'. The 'Add Comment To Regulator' link is highlighted with a red box, and a red arrow points to it. To the right of the links, there are two 'Ready to Submit' buttons, each with an 'Edit' button next to it.

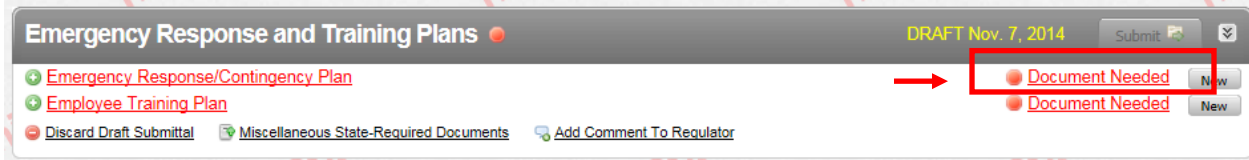
In the comments box, indicate that your HWG form was faxed in, and when. Then click “**Save**”



The screenshot shows a 'Facility Information' dialog box with a 'Comments To Regulator' section. The text 'My HWG Reporting form was faxed to 925-646-2073 on 01/02/2015.' is entered in the comments box. At the bottom of the dialog, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red box.

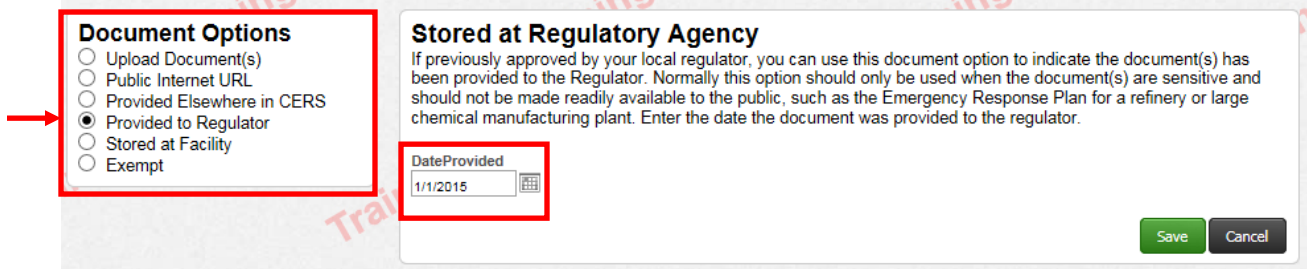
Any other required documents:

After faxing in your document, start by clicking on the corresponding “**Document Needed**” link of your submittal.



The screenshot shows a web interface titled "Emergency Response and Training Plans". At the top right, it says "DRAFT Nov. 7, 2014" and has a "Submit" button. Below the title, there are two main document categories: "Emergency Response/Contingency Plan" and "Employee Training Plan". Each category has a "Document Needed" link highlighted with a red box and an arrow pointing to it. Below these categories, there are links for "Discard Draft Submittal", "Miscellaneous State-Required Documents", and "Add Comment To Regulator".

In the Document Options box, choose the “Provided to Regulator” option, and enter the date your document was faxed to us. Then click “**Save**”



The screenshot shows a "Document Options" section with a red box around it and an arrow pointing to it. The options are: "Upload Document(s)", "Public Internet URL", "Provided Elsewhere in CERS", "Provided to Regulator" (which is selected with a radio button), "Stored at Facility", and "Exempt". To the right, there is a "Stored at Regulatory Agency" section with a description: "If previously approved by your local regulator, you can use this document option to indicate the document(s) has been provided to the Regulator. Normally this option should only be used when the document(s) are sensitive and should not be made readily available to the public, such as the Emergency Response Plan for a refinery or large chemical manufacturing plant. Enter the date the document was provided to the regulator." Below this description is a "DateProvided" field with a calendar icon, containing the date "1/1/2015". At the bottom right, there are "Save" and "Cancel" buttons.

Please note that your submittal will not be accepted until all of the required documents have been received by the Regulator.