

How to Complete and Submit the Online HM Questionnaire in Accela Citizen Access



Before you begin to complete Accela Citizen Access HM Questionnaire

- Make sure that you have the following:
- Facility name, address (including Assessor's Parcel Number and Suite Number)
- Facility Business Activities
- Facility contact (Name and Phone Number or Email Address)
- Description of the project (be specific)
- Inventory list of Hazardous Materials/Hazardous Waste
- ***Once the Application is submitted, it cannot be edited***



Logon to Accela Citizen Access

- <https://publicservices.sdcounty.ca.gov/citizenaccess/>

If you are having trouble working in ACA- be sure you are using a compatible browser

The screenshot shows the top navigation bar with buttons for Home, APCD, AWM, DEH, DPW, and PDS. Below this is a light blue notice box with an information icon and the following text: "Notice: The browser you are using is not on the list of our supported browsers and versions. For best user experience, it is recommended you use one of our supported browsers and versions: Internet Explorer 10 & 11, Mozilla Firefox 32, Chrome 37, Safari 6, Opera 24." The text "Chrome 37" is circled in red. Below the notice is the main heading "Welcome to the County of San Diego's online Citizen Access Portal" and a list of three system capabilities. To the right is a grey login box with fields for "User Name or E-mail:" and "Password:".

Home APCD AWM DEH DPW PDS

Notice:
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Internet Explorer 10 & 11
Mozilla Firefox 32
Chrome 37
Safari 6
Opera 24

Welcome to the County of San Diego's online Citizen Access Portal

This system will enable residents of San Diego County to:

1. Research public information.
2. Submit an application (some departments require registration and login to submit an application).
3. View and track the status of your application.

Login

User Name or E-mail:

Password:

Create an Application in the DEH area

You are now logged in.

What would you like to do today?

To get started, select one of the services listed below:

General Information Lookup Property Information	APCD Apply for an Air Quality Permit Search APCD Records Apply for an Air Quality Grant
DEH Create an Application Search Applications	AWM Search Applications
DPW Apply for Record: (Recycling Permits, Stormwater Complaints) Search Records	PDS Apply for a Record Search Records

Disclaimer-click Acceptance and Continue App.

General Disclaimer

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I have read and accepted the above terms.

Continue Application »

Select HMD, HM Questionnaire, and click Continue App.

Select an Application Type

Please select the Record Type application you wish to submit.

First, select the relevant division within the Department of Environmental Health from the category dropdown below, noting that:

CHD - Community Health Division

FHD - Food and Housing Division

HMD - Hazardous Materials Division

LWQD - Land & Water Quality Division

Next, click the radio button beside the desired Record Type and click 'Continue Application'.

For assistance or to apply for an Record Type not listed below please contact us.

Hazardous Materials Questionnaire

Temporary Medical Waste Event

Enter Address or Parcel Number

* means a required field

Hazardous Materials Questionnaire



Step 1: Property Information > APO Details

Please note the following:

Complete this questionnaire to determine whether the facility under construction or under-going tenant improvements is required to obtain a Hazardous Materials Permit (Unified Program Facility Permit or UFPF) and Hazardous Materials Business Plan or HMBP (Emergency Plan), or update their existing permit and Emergency Plan.

To verify the property address and/or Parcel, please enter the project address information in the **Address** section below and click the "**Search**" button. If the address is found, click on the corresponding address link, and then click the "**Continue Application**" button.

If no address is found that matches the project site address for this facility, please enter the Assessor Parcel Number (APN) in the **Parcel** section below and click the "**Search**" button. If the parcel is found, click on the corresponding parcel link, and then click the "**Continue Application**" button.

If you are unable to verify the Address, please contact the HM Plan Check Desk at (858) 505-6791 for assistance.

If you are unable to verify the Assessor Parcel Number, please contact the Assessor's Office (619) 236-3771; or email arcc.fq@sdcounty.ca.gov.

Keep in mind UPF Permits are site specific and are not transferrable.

* indicates a required field.

Address

Work Location

Street No.: * Street Name: Street Type:

Unit Type: Unit No.:

City: State: * Zip:

Parcel

* Parcel Number: [?](#)

When a selection is made there should be a complete address then, Continue application

Address

Work Location

Street No.:	* Street Name:	Street Type:
<input type="text" value="2514"/>	<input type="text" value="JAMACHA"/>	<input type="text" value="RD"/>
Unit Type:	Unit No.:	
<input type="text" value="--Select--"/>	<input type="text"/>	
City:	State:	* Zip:
<input type="text" value="EL CAJON"/>	<input type="text" value="CA"/>	<input type="text" value="92019-"/>

Parcel

* Parcel Number:	<input type="text" value="502-040-45-00"/>
Domain:	<input type="text" value="CN"/>

Add Applicant Info. By auto fill or enter appropriate Applicant Info.

Home

APCD

AWM

[Mark as Read](#)

Hazardous Materials Questionnaire

1 [Property Information](#)

2 **Applicant Information**

3 [Contacts Information](#)

4 [Application Information](#)

5 [Review](#)

6

Step 2: Applicant Information > Applicant Details

Complete the required fields for the DEH Applicant. DEH Applicant is typically the facility representative who is familiar with the facility activities and construction/tenant improvement activities.

Select the 'Auto-fill with' checkbox to populate the DEH Applicant fields; you will be required to enter the 'Full Name' field as this field is not auto-populated.

* indicates a required field.

DEH Applicant

Fill in all required fields and any additional information.

Select from Account

Add New

Continue Application »

Do the same for DEH Billing Contact and DEH Permit Owner

DEH Billing Contact
Fill in all required fields and any additional information.

Select from Account Add New

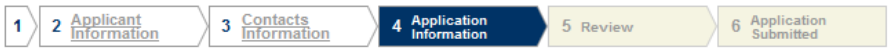
DEH Permit Owner
Fill in all required fields and any additional information.

Select from Account Add New

Continue Application »

Enter Business Name, Activities and Proposed Project Description

Hazardous Materials Questionnaire



Step 4: Application Information > ASI Details

The following questions represent the Facility's business activities; not the construction/tenant improvement project description.

* indicates a required field.

Detail Information

* Business Name:

ASI Table

HAZMAT BUSINESS TYPES

Showing 0-0 of 0

Business Category	Business Type
No records found.	

- Add a Row
- Edit Selected
- Delete Selected

ASI

PROJECT DETAILS

Briefly describe the business activities: *
? What are the activities the business does on a day to day basis?

Briefly describe the proposed project: *
spell check ? What tenant improvement/construction is being done at this location?

List the Business Type

LIST OF BUSINESSES WHICH REQUIRE REVIEW AND APPROVAL FROM THE COUNTY OF SAN DIEGO DEPARTMENT OF ENVIRONMENTAL HEALTH – HAZARDOUS MATERIALS DIVISION

Check all that apply:

AUTOMOTIVE

- Battery Manufacturing/Recycling
- Boat Yard
- Car Wash
- Dealership Maintenance/Painting
- Machine Shop
- Painting
- Radiator Shop
- Rental Yard Equipment
- Repair/Preventive Maintenance
- Spray Booth
- Transportation Services
- Wrecking/Recycling

CHEMICAL HANDLING

- Agricultural supplier/distributor
- Chemical Manufacturer
- Chemical Supplier/Distributor
- Coatings/Adhesive
- Compressed Gas Supplier/Distributor
- Dry Cleaning
- Fiberglass/Resin Application
- Gas Station
- Industrial Laundry
- Laboratory
- Laboratory Supplier/Distributor
- Oil and Fuel Bulk Supply
- Pesticide Operator/Distributor

CHEMICAL HANDLING

- Photographic Processing
- Pool Supplies/Maintenance
- Printing/Blue Printing
- Road Coatings
- Swimming Pool
- Toxic Gas Handler
- Toxic Gas Manufacturer

METAL WORKING

- Anodizing
- Chemical Milling/Etching
- Finish-Coating/Painting
- Flame Spraying
- Foundry
- Machine Shop-Drilling/Lathes/Mills
- Metal Plating
- Metal Prepping/Chemical Coating
- Precious Metal Recovery
- Sand Blasting/Grinding
- Steel Fabricator
- Wrought Iron Manufacturing

AEROSPACE

- Aerospace Industry
- Aircraft Maintenance
- Aircraft Manufacturing

MISCELLANEOUS

- Asphalt Plant
- Biotechnology/Research
- Cannabis-related
 - Manufacturing
 - Dispensary
 - Other
- Co-Generation Plant
- Dental Clinic/Office
- Dialysis Center
- Emergency Generator
- Frozen Food Processing Facility
- Hazardous Waste Hauler
- Hospital/Convalescent Home
- Laboratory/Biological Lab
- Medical Clinic/Office
- Nitrous Oxide (NO₂) Control System
- Pharmaceuticals
- Public Utility
- Refrigeration System
- Rock Quarry
- Ship Repair/Construction
- Telecommunications Cell Site
- Veterinary Clinic/Hospital
- Wood/Furniture Manufacturing/Refinishing
- Brewery/Winery/Distillery

ELECTRONICS

- Electronic Assembly/Sub-Assembly
- Electronic Components Manufacturing
- Printed Circuit Board Manufacturing

NOTE: THE ABOVE LIST INCLUDES BUSINESSES, WHICH TYPICALLY USE, STORE, HANDLE, AND DISPOSE OF HAZARDOUS SUBSTANCES. ANY BUSINESS NOT INCLUDED ON THIS LIST, WHICH HANDLES, USES OR DISPOSES OF HAZARDOUS SUBSTANCES MAY STILL REQUIRE HAZARDOUS MATERIALS DIVISION (HMD) REVIEW OF BUSINESS PLANS. FOR MORE INFORMATION CALL (858) 505-8880.

Answer HM Plan Check Questions

BP PLAN CHECK

SAN DIEGO COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH - HAZARDOUS MATERIALS DIVISION (HMD): If the answer to any of the questions is yes, applicant must contact the County of San Diego Hazardous Materials Division, 5500 Overland Avenue, Suite 170, San Diego, CA 92123. Call (858) 505-6700 prior to the issuance of a building permit.

1. If your business type was listed and selected in the table above, answer 'Yes' to this question: * Yes No

3. Will your business store or handle Hazardous Substances in quantities greater than or equal to 55 gallons, 500 pounds and/or 200 cubic feet?: * Yes No

5. Will your business use existing underground storage tanks or will your business be installing one or more underground storage tanks?: * Yes No

7. Will your business use or install a Hazardous Waste Tank System (Title 22, Article 10)?: * Yes No

2. Will your business create/accumulate/generate or dispose of Hazardous Substances or Medical Waste in any amount?: * Yes No

4. Will your business store or handle carcinogens/reproductive toxins in any quantity?: * Yes No

6. Will your business use, store or handle Regulated Substances (CalARP)?: * Yes No

8. Will your business store petroleum in tanks or containers at your facility with a total facility storage capacity equal to or greater than 1,320 gallons? (California's Aboveground Petroleum Storage Act)?: * Yes No

Answer APCD Questions

AIR POLLUTION CONTROL (APCD)

Instructions for the APCD Haz Mat Questionnaire Online Form

The following questions are intended to identify the majority of air pollution issues at the planning stage. Projects may require additional measures not identified by these questions. The District may contact you for additional information concerning your project.

Residences are typically exempt, except - those with more than one building (excluding garages & small outbuildings) on the property; single buildings with more than four dwelling units; townhomes; condos; mixed-commercial use; deliberate burns; residences forming part of a larger project.

Any 'Yes' answer requires a stamp from, [APCD](#) or (858) 586-2650.

Please click on the '?' icon for additional information for each question.

For projects that require a 10 day notification or a permit application, you may submit your questionnaire online, however it may not be approved until the APCD has received the appropriate paper work and fees, as applicable.

Existing Building Materials Disturbed? Yes No

Renovation Handling Friable/Non Friable Asbestos? Yes No

Capable of Emitting an Air Contaminant? Yes No

Comments to APCD:
[spell check](#)

Asbestos Containing Materials Survey Complete? Yes No


Demolition of Load Supporting Structural Member? Yes No

Located within 1K ft. of a school?: *

Help ✕
Answer Yes if the equipment/process is located within 1000 feet from a school. [California School Directory](#).

Fee Acknowledgement, Signature and Date

FEES ACKNOWLEDGED

Please check this 
box to
acknowledge that
fees are
applicable to
process your
application.*

I declare under
penalty of perjury that
to the best of my
knowledge and belief
that the responses
made herein are true
and correct.:

Name of Owner or
Authorized Agent:

Date of  
Owner/Authorized
Agent

Acknowledgement:

[Continue Application »](#)

Final Review-when information is acceptable, then click to submit

Hazardous Materials Questionnaire



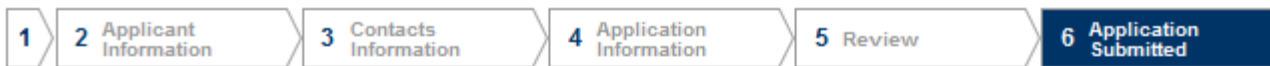
Step 5: Review

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Application Type	
Hazardous Materials Questionnaire	
Address	Edit
2514 JAMACHA RD EL CAJON CA 92019	
Parcel	Edit
Parcel Number: 502-040-45-00 Domain: CN	
DEH Applicant	Edit
Fill in the required fields and any additional information.	
Joan Swanson County of San Diego 5500 Overland Ave. San Diego, CA, 92123 United States	joan.swanson@sdcountry.ca.gov
DEH Billing Contact	Edit
Fill in the required fields and any additional information.	
Joan Swanson County of San Diego 5500 Overland Ave. San Diego, CA, 92123 United States	joan.swanson@sdcountry.ca.gov
DEH Permit Owner	Edit
Fill in the required fields and any additional information.	

Submittal Success- Note the record number for future reference

Hazardous Materials Questionnaire



Step 6: Application Submitted



- We have received your record application and will be reviewing the information you submitted.
- Please write down your Record number for future reference. We will contact you with further information and applicable fees.

Thank you for using our online services.

Your Record Number is DEH2015-HHMBP-002926.

You will need this number to check the status of your application. Please print a copy of your record.

Choose "View Record Details" to check status or to make updates.

[View Application Details »](#) (You must post the record in the work area.)

Projects where HM Questionnaire is stamped Exempt

- You will be notified by email the project is Exempt from HM Plan Check and will be informed of the Exempt fee.
- Once Exempt fee has been paid, the Exempt HM Questionnaire will be provided for you to take to the Building Department/Development Services to show DEH/HMD input regarding the project.



For those projects that will require HM Plan Check

- You will be notified by email if the project will be going into HM Plan Check and you will be informed of the HM Plan Check fee.
- Once HM Plan Check fee has been paid, the Release for Building Permit HM Questionnaire will be provided for you to take to the Building Department/Development Services to show DEH/HMD input regarding the project.
- You will be able to continue with the project once this HM Questionnaire has been submitted to the Building Dept.



Set up a CERS Facility ID Number for Facility

- You will also be given information on obtaining a California Environmental Reporting System or CERS ID number. (complete the CERS Access/ID Request form).
- [http://www.sandiegocounty.gov/content/dam/sdc/deh/hmd/pdf/hm-907%20\(12-15\).pdf](http://www.sandiegocounty.gov/content/dam/sdc/deh/hmd/pdf/hm-907%20(12-15).pdf)
- Submit the completed CERS Access/ID Request form and it will be processed.
- The Facility Contacts will be invited to create User Name and Password in CERS.



HM Plan Check Process

- The Facility Contact will then need to submit permit and emergency plan (Hazardous Materials Business Plan) information in CERS at the latest 2-3 weeks before completion of the project.
- To provide a higher level of service, please notify me and HM Duty by email when you have submitted in CERS so that the submittal can be reviewed quickly and project completion is not delayed.



Release for Occupancy Achieved

- Once there is an acceptable CERS submittal, the submittal status will be changed to Under Review and will be forwarded to the Field Inspector to review and eventually conduct an inspection-after construction.
- At this time the HM Questionnaire form will be stamped Release for Occupancy. The Release for Occupancy HM Questionnaire will be provided by email for you to take to the Building Department/Development Services to show DEH/HMD input regarding the project.

