

e-Submit Data Entry Instructions

These instructions are also located on the [submission packages](#) page ([Help & FAQ](#)) and on the disclosure review pages ([Help & FAQ](#)).

Screens are best viewed using a minimum screen resolution of 1024 by 768 pixels.

Login to www.esubmit.ocgov.com

[submission packages](#)

Choose [Newport Beach Hazardous Materials Business Emergency Plan](#) then click on your **Site Address**. The **Business Activities** page appears.

COMMENTS

Clicking on a [blue underlined](#) field name provides an explanation of data to be entered in the field.

Red asterisk (*) denotes a required field.

- Please supply email addresses where requested, even though it may not be a required field.

Some fields may contain the following:

-
01/01/2000
9999999999
0.0

When information was entered from your most recent disclosure, these were used to bypass information in required fields where we did not have data or valid data. These fields must be completed with correct information prior to your submitting the disclosure to the fire department.

Complete fields that do not have an "*" to the best of your ability. The more information you provide, the better assistance the fire department can provide in an emergency.

[Change in Facility Owner / DBA / Address](#)

Any changes to the facility owner, dba, or address must be done using this form. The link is located on the left side of the screen.

[Business Activities](#) Page

Verify the business name and address under Facility ID # and also at the top right in **orange**.

EPA # - Enter if applicable, otherwise scroll down to **Activities Declaration** and check all programs that apply.

Currently only **A. HAZARDOUS MATERIALS** is checked, therefore the following forms must be completed:

[Business Owner Operator Page](#)

- [Chemical Description](#)
- [Emergency Plan](#)
- [Facility Maps](#)

If your business participates in other programs, check the box that applies but at this time only complete the **A. Hazardous Materials** pages noted above.

Once completed choose **Save Changes**, located at the bottom of the screen.

[Business Owner Operator](#) Page

Review page and update information as necessary. If needed, change the [Beginning Date](#) and [Ending Date](#) to read 01/01/2010 and 12/31/2010.

When finished, choose **Save Changes**.

Note! If you have a PO Box address, leave the number field blank and enter "PO Box" at the beginning of the Street field along with the PO Box number.

[Chemical Description](#) Page

Chemicals already entered are listed at the top of the page. The chemical highlighted in **yellow** is displayed. Please review each chemical page for accuracy. Choose **Save Changes** once completed.

If you need to add chemicals, choose **Add Chemical Description** (bottom of page) until all chemicals have been added. Chemicals may be deleted by choosing **Delete** (bottom of page).

Note! For help completing the chemical description fields, choose "Lookup Chemical From List." Choose a search option in "Lookup By." Type the information into the "Lookup" box. As you type, a list will appear. Choose the proper chemical from the list and **Chemical Information** will appear. To populate the chemical page, click **Select Chemical**. In **Part III Chemical Classification** choose [Click here for help classifying your chemical](#) then scroll down and choose **Classify** (click OK for any message boxes that appear.) A number of fields will be populated, the remaining fields will need to be completed using your MSDS or other documentation.

[Emergency Plan](#) Page

Complete all parts (I, II, and III). If some parts have data entered, review for accuracy and update as necessary.

Note! Under Submittal Requirement, please choose "Initial".

When finished, choose **Save Changes**.

[Facility Maps](#) Page

Previously submitted map is uploaded as Map 1.

Under **Map Upload**, click paperclip to view map. If map is up to date, choose **Save Changes**.

If a new map needs to be uploaded, read the [guidelines](#) and follow the instructions on the page. Once the updated map has been loaded, choose **Save Changes**.

Finished?

Once all pages have been completed, choose [Cover Sheet](#) if you would like to provide comments with your submittal or choose [confirm your submission](#) to submit with no comments.

Choose **Print** for a copy of the disclosure forms submitted. All pages will print except the map page. Print the map from the [Facility Maps](#) page and keep it with the hard copy of your disclosure to present at your next annual facility inspection.