



CERS Business User Guide

This guide has been developed by the California Environmental Reporting System Business User Group in cooperation with CAL/EPA to assist businesses using CERS.

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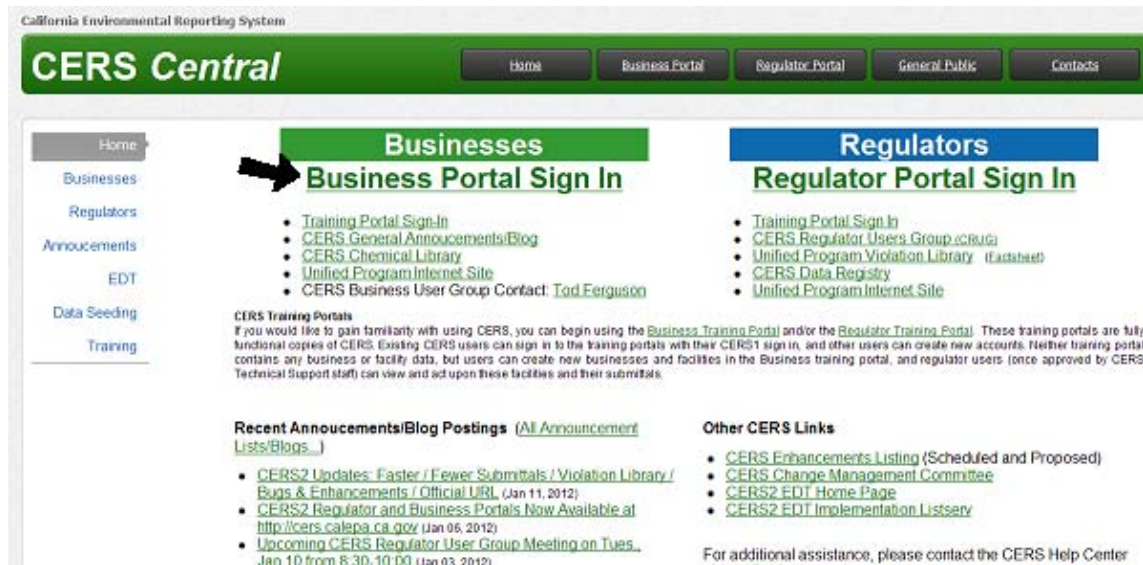
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1. Getting Started

I. Create an Account

First time users, please visit CERS home page @ <http://cers.calepa.ca.gov/>

a. Select “**Business Portal Sign In**”



b. Watch Demo Video before proceeding to create a New Account.

c. Then select “**Create New Account**”



- d. Fill out CERS Registration and select **"Create My Account"**
 - i. Make sure the username and password meet the requirements in the red box.

California Environmental Reporting System : Business [Sign In](#) [Help](#)

CERS Business

CERS Registration


To create your CERS Account account, complete these two steps:

- Complete the form below, then select the "Create My Account" button.
- Follow ALL instructions in the follow up email you will receive.





Your CERS Username

Your CERS Username uniquely identifies your account when you sign in to CERS. You will be alerted if your proposed username is already in use by another CERS user.

- Can be from 5 to 16 characters in length.
- Can include letters and numbers; no spaces, punctuation or special characters.
- Must be different than your password.



Username 

Your Name and Email

First Name 	Last Name 
<input type="text"/>	<input type="text"/>
Email 	Confirm Email 
<input type="text"/>	<input type="text"/>



Your Password


- Must be 8-16 characters.
- Must contain at least one uppercase character and one lowercase character.
- Must contain at least one number.

Password  Confirm Password 

Security Question


If you forget your password, we will ask for the answer to this security question to reset your password.

Security Question  Answer 


--Select-- 

Password Protection Phrase

To help protect your password, please enter a phrase of your choice. This will be displayed when you are prompted for your password. If you don't see your phrase, don't provide your password!


Your Phrase 

Enter Verification Characters



[Refresh](#)

Input symbols

 Create My Account Cancel

- ii. You should receive an automated email message to activate your account. If you do not receive one, check your spam or junk folder. Make sure to follow the instructions on this email to activate your account.

II. Add a Facility

Once the account is activated, users can sign in and add a new facility by selecting “**Add Facility**” or request access to an existing CERS Business by selecting “**Search**”

The screenshot shows the CERS Business web application interface. At the top is a green navigation bar with the text 'CERS Business' and four buttons: 'Home', 'Submittals', 'Facility', and 'Comp'. Below the navigation bar, there are two main sections. The first section is titled 'Add a New Facility' and contains a welcome message: 'Welcome to the CERS **User Name!** If you and your business are new to CERS, please add a new facility.' To the right of this message is a green button labeled 'Add Facility' with a black arrow pointing to it. The second section is titled 'Request Access to an Existing CERS Business' and contains a message: 'If your business/organization has previously used CERS to report on its facility(s), please search for your business/organization.' To the right of this message is a green button labeled 'Search' with a black arrow pointing to it.

- a. If a facility exists, select “**Search**”
 - i. When a new user requests access to a facility, it will need a Lead User or Regulator to approve or authorize access. The Regulating Agency may request verification prior to access for Lead Users. Allow some time delay for this process.
 - ii. Businesses with facilities in more than one CUPA jurisdiction will be handled by Cal/EPA in accordance with their current practices of requiring written requests and validation from the business. Note: organization letters will soon become obsolete.
- b. To add a new facility, click “**Add Facility**” and follow these steps:
 - i. Provide a Facility Address
 - ii. Provide the Facility Name
 - iii. Select “Continue” after the facility has been added to CERS
 - iv. Under the Facility Information section, answer all questions in the **Business Activities** worksheet and click “Save”. This questionnaire will help determine which submittal elements are required for your facility.
 - v. Next, fill out the **Business Owner/Operator Identification** form and click “Save”. Do not submit your Facility Information until you have completed the remaining submittal elements required for your facility. CERS requires that the Facility Information section be submitted with any other submittal element(s) (i.e., it must be submitted each time another section in CERS is updated and re-submitted).

Business Activities questionnaire:

Facility Name: Business Activities

Home » Prepare Submittal (10138659) » Facility Information: Business Activities (Draft)

Instructions/Help

Use this form to identify the activities occurring at your facility that are regulated under California's Unified Hazardous Waste and Hazardous Materials Management Regulatory Program. CERS will provide guidance on completing the reporting requirements for these business activities.

Site Identification

Facility Name Edit

Business Site Address Edit

123 Facility Address
San Diego, CA 92122
County: San Diego

CERSID
10138659

Hazardous Materials

Does your facility have on site (for any purpose) at any one time, hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs); or the applicable Federal threshold quantity for an extremely hazardous substance specified in 40 CFR Part 355, Appendix A or B; or handle radiological materials in quantities for which an emergency plan is required pursuant to 10 CFR Parts 30, 40 or 70? ☐ Yes ☐ No

Underground Petroleum Storage

Does your facility own or operate underground storage tanks? ☐ Yes ☐ No

- Check Yes or No for each question based on your facility's activities. (12 questions total...)

Business Owner/Operator Identification:

Business Owner/Operator Identification: Bob's Shop

Home » Prepare Submittal (10148603) » Facility Information: Business Owner/Operator Identification (Draft)

Instructions/Help

Use this form to provide contact information about your facility. Your local regulator may require you to complete the property owner information, Assessor Parcel Number, Number of Employees, or Facility ID fields in the "Locally-Collected Fields" section at the bottom of the page.

Site Address

Bob's Shop
1234 Main St
Sunnyville, CA Sunnyville

Identification

Operator Name

Beginning Date Ending Date

Operator Phone Business Phone Business Fax

Dun & Bradstreet SIC Code Primary NAICS

Mailing Address

Mailing Address Copy address...

City State ZIP/Postal Code

Owner

First & Last Name Phone Copy address...

Mailing Address

City State ZIP/Postal Code

Country United States For International Address

Primary Emergency Contact

First & Last Name

Title

Business Phone 24-Hour Phone Pager Number

Secondary Emergency Contact

Name

Title

Business Phone 24-Hour Phone Pager Number

III. Entering Chemical Inventory

Check with your local CUPA or regulating agency to see what types and quantities of hazardous material are required for reporting. Your facility may be in a jurisdiction that requires reporting hazardous materials below the state thresholds. Also, if your facility generates any hazardous waste (including medical waste), you will enter these waste streams in this section (make sure you check "Waste" in the Hazardous Material Type field). To begin adding inventory records, select "Start" next to the **Hazardous Materials Inventory** section (see below).

Prepare Draft Submittal: Facility Name
Home >> Prepare Submittal (10138659)

Instructions/Help
Use this page to prepare draft submittals for your facility to transmit to your local regulator(s). Make sure to review any status and guidance messages for your forms or submittals by selecting the guidance icons.

- Select "Start" button to create a submittal from scratch or copied from a previous submittal.
- Select "New" and "Edit" buttons to complete specific submittal forms or provide supplemental documentation.
- Select "Discard" button to delete a draft form/documentation when you need to re-start a form or it is no longer relevant for your draft submittal.
- Select "Not Applicable" if you believe the submittal element is no longer relevant for your facility (e.g., closed UST tank).
- Select "Submit" when you are ready to transmit one or more submittals to your local regulator(s). ALL submittals must include a Facility Information element.

Facility Information Submit
DRAFT Feb. 24, 2012
Ready to Submit Edt
Review Needed Edt

[Business Activities](#)
[Business Owner/Operator Identification](#)
[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#)

Hazardous Materials Inventory No Previous Submittal **Start** Not Applicable

Emergency Response and Training Plans No Previous Submittal **Start** Not Applicable

Underground Storage Tanks No Previous Submittal **Start** Not Applicable

- a. If your facility has *many* different hazardous materials, you may upload your inventory from an Excel spreadsheet by selecting **"Upload Inventory"**.

Facility Name: Hazardous Material Inventory
Home >> Prepare Submittal (10138659) >> Hazardous Materials Inventory: Hazardous Material Inventory (Draft)

Instructions/Help
You must enter a separate inventory record for each individual hazardous material and hazardous waste that you handle at your facility in an aggregate quantity subject to Hazardous Material Business Plan (HMBP) reporting requirements (or as required by your local regulator). The completed inventory must reflect all hazardous materials at your facility, reported separately for each building or outside storage area, with separate entries for unique occurrences of physical state, storage temperature, storage pressure.

New Inventory Select **Add Material** to manually enter new materials for your facility, or select **Upload Inventory** to upload a spreadsheet of your entire inventory.

Update Inventory Review your facility's entire inventory to make sure it reflects your current hazardous materials management practices. Select **Search Inventory** to find previously entered materials needing updating. Replace (or append to) your current inventory by selecting **Upload Inventory**.

Inventory Complete? Review any status and guidance messages for your forms or submittals by selecting the guidance icons. Then select **Done** when you have completed reviewing/updating your facility's inventory.

Inventory Actions
Upload Inventory
Download Inventory
Search Facility's Inventory

Inventory Reports
CERS Chemical Library
Small Business Sample Inventories

Hazardous Materials Inventory (0) Draft Feb. 24, 2012 **Add Material** **Done**

- i. Be sure to use the **CERS Hazardous Material Inventory Upload Template** to enter your data – this will avoid many unnecessary errors. You can download the template here:
<http://cers.calepa.ca.gov/Tempdocs/Seeding/InventorySeedTemplateNov2011.xls>
- ii. The file size limit is 500 inventory items that can be uploaded at one time. You can choose 2 options from the dropdown menu: “Replace Existing Inventory” (deletes current inventory and replaces it with the uploaded list) or “Append to Existing Inventory” (adds uploaded list to your current inventory records).

- iii. If your inventory exceeds these limits, you need to break up the data into separate excel files of about 200 chemicals each, then use the “Append to Existing Inventory” option on the upload page to run the various uploads.
- iv. Of course all of the files need to include the column headings or the upload will be rejected.

Note that not all Users will have the capability of uploading their inventory. Refer to point “b” below to manually enter your information.

- b. If a facility only has a few hazardous materials, it is recommended to add them manually by selecting “**Add Material**” in the Hazardous Materials Inventory submittal section. Simply use the CERS Chemical Library to search for the material and select “Add” when the material is found. This will auto-fill many of the inventory fields for you.

- i. If the material is not found in the CERS Chemical Library, select **“Unable to Find Material/Add New Chemical”** to manually add your material to your inventory.
 - ii. There is no difference in the upload process for materials that are or are not found in the CERS Chemical Library. CERS will not reject inventory submittals solely based on inconsistencies with data in the CERS Chemical Library.
- c. To check the validity of your inventory data, click **“Validate My Inventory”** at the bottom of the Hazardous Materials Inventory window (see below).

Hazardous Materials Inventory (9) ● Draft Aug. 30, 2012 Add Material Done

☐ Only show materials with errors/warnings

	Common Name	CAS	Location	Max Daily Amount	
Edit	95% OXYGEN, 5% CARBON DIOXIDE		Research Building 1	1,150 cubic feet	Discard
Edit	CARBON DIOXIDE	124-38-9	Research Building 1	3,942 cubic feet	Discard
Edit	Hydrochloric Acid	7647-21-0	Research Building 1	150 gallons	Discard
Edit	Motor Oil		Outside Building #2	30 gallons	Discard
Edit	NITROGEN	7727-37-9	Research Building 1	6.354 cubic feet	Discard
Edit	NITROGEN	7727-37-9	Research Building 1	83.16 gallons	Discard
Edit	OXYGEN	7782-44-7	Research Building 1	249 cubic feet	Discard
Edit	OXYGEN @ 1PPM TO 22.5% BALANCE NITROGEN		Research Building 1	304 cubic feet	Discard
Edit	SULFURIC ACID		Research Building 1	30.396 gallons	Discard

Validate My Inventory Export To Excel

Page 1 of 1 Displaying items 1 - 9 of 9

- i. Note any *guidance icons* [= Required; = Warning; = Advisory] that appear next to inventory line items (e.g., Motor Oil & Nitrogen in the screenshot above). If you have a larger inventory spanning several pages, you may check the box **“Only show materials with errors/warnings”** to view just the flagged items (see below).

Hazardous Materials Inventory (9) ● Draft Aug. 30, 2012 Add Material Done

✓ Your inventory was validated. Please review any guidance message icons.

☒ Only show materials with errors/warnings

	Common Name	CAS	Location	Max Daily Amount	
Edit	Motor Oil		Outside Building #2	30 gallons	Discard
Edit	NITROGEN	7727-37-9	Research Building 1	83.16 gallons	Discard

Validate My Inventory Export To Excel

Page 1 of 1 Displaying items 1 - 2 of 2

- ii. To reconcile any errors, click the green **“Edit”** button next to the inventory item you wish to make revisions to. At the top of the next page, you will see the guidance icon(s) along with a brief summary of why the data has been flagged. Specific field(s) in the chemical profile that require further review will be highlighted in red (see below).

Reason inventory was flagged

Submittal Guidance

All (1) Required (1) Warning (0) Advisory (0)

Required guidance must be resolved before you can submit the Hazardous Materials Inventory submittal element.

Field "Storage Container" for material "Motor Oil", location "Outside Building #2" MUST be filled in before you submit your inventory.

Discard

Save

Cancel

Chemical Identification and Physical Properties

Chemical Name

Motor Oil

CERS Chemical Library ID

-

Common Name

Motor Oil

CAS Number

US EPA SRS Number

Physical State

☐ Solid ☒ Liquid ☐ Gas

Hazardous Material Type

☐ Pure ☒ Mixture ☐ Waste

Trade Secret

☐ Yes ☒ No

Chemical Hazard Classification

EHS

☐ Yes ☒ No

Radioactive

☐ Yes ☒ No

Curies

Fire Code Hazard Classes (by priority)

Combustible Liquid, Class III-B

[View/Edit Additional Firecodes](#)

Federal Hazard Categories

☒ Fire

☐ Reactive

☐ Pressure Release

☐ Acute Health

☐ Chronic Health

DOT Hazard Class

State Waste Code

221

[Lookup Code](#)

Inventory Location and Quantity

Chemical Location

Outside Building #2

Average Daily Amount

10

Maximum Daily Amount

30

Units

☒ gallons

☐ cubic feet

☐ pounds

☐ tons

Chemical Location Confidential EPCRA

☐ Yes ☒ No

Largest Container

55

Annual Waste Amount

500

Map# (Optional)

Grid# (Optional)

Days on Site

365

Inventory Storage Information

☐ Aboveground Tank

☐ Can

☐ Box

☐ Tank Truck, Tank Wagon

☐ Underground Tank

☐ Carboy

☐ Cylinder

☐ Tank Car, Rail Car

☐ Tank Inside Building

☐ Silo

☐ Glass Bottle

☐ Other

☐ Steel Drum

☐ Fiber Drum

☐ Plastic Bottle

☐ Plastic/Non-Metallic Drum

☐ Bag

☐ Tote Bin

Storage Pressure

☒ Ambient ☐ Above Ambient ☐ Below Ambient

Storage Temperature

☒ Ambient ☐ Above Ambient ☐ Below Ambient ☐ Cryogenic

Mixture Components

Fields highlighted in red need revision

- iii. In the example above, the profile for "Motor Oil" is flagged because it is missing information about its storage container (the "Inventory Storage Information" box is highlighted in red). To correct this error, check the corresponding box for the type of container your motor oil is stored in and click "Save."

Inventory Storage Information

☐ Aboveground Tank

☐ Can

☐ Box

☐ Tank Truck, Tank Wagon

☐ Underground Tank

☐ Carboy

☐ Cylinder

☐ Tank Car, Rail Car

☐ Tank Inside Building

☐ Silo

☐ Glass Bottle

☐ Other

☒ Steel Drum

☐ Fiber Drum

☐ Plastic Bottle

☐ Plastic/Non-Metallic Drum

☐ Bag

☐ Tote Bin

Storage Pressure

☒ Ambient ☐ Above Ambient ☐ Below Ambient

Storage Temperature

☒ Ambient ☐ Above Ambient ☐ Below Ambient ☐ Cryogenic

Mixture Components

Hazardous Component Name	CAS Number	% by Weight	EHS
VARIOUS LUBRICATING BASE OILS	6474X-XX-X	85.00	<input type="radio"/> Yes <input checked="" type="radio"/> No
ADDITIVE PACKAGE, INCLUDING	MIXTURE	15.00	<input type="radio"/> Yes <input type="radio"/> No
ZINC ALKYLDITHIOPHOSPHATE	68649-42-3	2.00	<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

Additional Mixture Components

Additional Chemical/Material Description

Additional Chemical Description Information

Created By: Jennifer Woods on 9/12/2012 12:50 PM
Last Updated By: Jennifer Woods on 9/12/2012 2:14 PM

Save

Cancel

- iv. Once the appropriate fields are corrected and you click “Save,” the guidance icon will disappear from your inventory list. In the example above, “Steel Drum” was selected as the container for “Motor Oil” and the updated inventory lists now only flags “Nitrogen”:

No more warning
next to motor oil

<input type="checkbox"/> Only show materials with errors/warnings				
Common Name	CAS	Location	Max Daily Amount	
Edit 95% OXYGEN, 5% CARBON DIOXIDE Print		Research Building 1	1,150 cubic feet	Discard
Edit CARBON DIOXIDE Print	124-38-9	Research Building 1	3,942 cubic feet	Discard
Edit Hydrochloric Acid Print	7647-21-0	Research Building 1	150 gallons	Discard
Edit Motor Oil Print		Outside Building #2	30 gallons	Discard
Edit NITROGEN Print	7727-37-9	Research Building 1	6,354 cubic feet	Discard
Edit NITROGEN ● Print	7727-37-9	Research Building 1	83.16 gallons	Discard
Edit OXYGEN Print	7782-44-7	Research Building 1	249 cubic feet	Discard
Edit OXYGEN @ 1PPM TO 22.5% BALANCE NITROGEN Print		Research Building 1	304 cubic feet	Discard
Edit SULFURIC ACID Print		Research Building 1	30,396 gallons	Discard

[Validate My Inventory](#) Export To Excel

Page 1 of 1 Displaying items 1 - 9 of 9

IV. Uploading Additional Inventory Documents

- a. Site Map: Oftentimes a site map is required for facilities that handle and/or store hazardous materials on site. Consult your local regulator for specific requirements on creating a site map. This file must be saved as a PDF in order to be uploaded in CERS.
- i. Under the Hazardous Materials Inventory section, click either “**Site Map (Official Use Only)**”, “**Document Needed**”, or the “**New**” button on the Site Map line – all will bring you to the same screen for uploading your site map. The following window will automatically have “**Upload Document(s)**” selected in the Document Options box.

Facility Information ●

DRAFT May. 15, 2012 Submit

[Business Activities](#) Ready to Submit Edit

[Business Owner/Operator Identification](#) Review Needed Edit

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#)

Hazardous Materials Inventory ●

DRAFT Aug. 6, 2012 Submit

[Hazardous Material Inventory](#) Form Needed New

[Site Map \(Official Use Only\)](#) Document Needed New

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#)

Emergency Response and Training Plans

DRAFT May. 16, 2012 Submit

[Emergency Response/Contingency Plan: Upload Document\(s\) \(2\)](#) Ready to Submit Edit Discard

[Employee Training Plan: Upload Document\(s\)](#) Ready to Submit Edit Discard

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#)

- ii. Next, click the **“Choose File”** button to select the appropriate site map PDF. You may change the file name or add a description for this document if you wish. When you are done, click **“Save & Finish.”**

Instructions/Help

Annotated Site Map (Official Use Only) Supplemental Documentation for Hazardous Material Inventory

Site Maps, also called Facility Maps or Site Plans, are typically required by regulators for emergency response purposes. Under the California Health and Safety Code, the **specific** storage location(s) of hazardous materials is **not** subject to release under the California Public Records Act. Your local regulator may require submission of one or both of the site maps described below. Please contact [San Diego County Department of Environmental Health](#) to answer any questions about these requirements.

- A general site plan that can include, but not be limited to, the location of buildings, exterior storage facilities, permanent access ways, evacuation routes, parking lots, internal roads, chemical loading areas, equipment cleaning areas, storm and sanitary sewer accesses, emergency equipment and adjacent property uses.
- A building floor plan that includes hazardous materials storage areas within the building, rooms, doorways, corridors, means of egress and evacuation routes.

To upload a document, select the "Browse" button and then the file on your computer to upload, provide a document title, and then select "Save & Finish" to complete the upload. Use of other document options shown on the left must be approved by your local regulator.

Document Options

- ☒ Upload Document(s)
- ☐ Public Internet URL
- ☐ Provided in other Submittal Element
- ☐ Provided to Regulator
- ☐ Stored at Facility
- ☐ Exempt

Document Upload(s)

Upload Document

Choose File No file chosen

2) Change file name, if desired

Date Authored (Required) 2/13/2013 Document Title (Required) Annotated Site Map (Official Use Only)

Description (Optional)

3) Add file description here, if desired

4) Click Save when finished

Save & Upload Again Save & Finish Cancel

- b. Miscellaneous State-Required Documents: Use this option to upload any additional documents necessary for hazardous materials reporting that was not addressed in your inventory list or site map. Some examples of possible additional documents include:

- i. In California, Proposition 65 requires businesses to report any quantity of listed carcinogens and reproductive toxins (to learn more or view the Prop 65 list, visit <http://www.oehha.ca.gov/prop65.html>). This report may be uploaded under “Miscellaneous State-Required Documents” in your Hazardous Materials Inventory submittal.
- ii. Another common document that CUPAs may request in your hazardous materials reporting is a Medical Waste Management Plan (MWMP). If your business generates medical waste, you need to enter that waste information in the Hazardous Material Inventory (refer to Section III of this guide). In addition, you may need to upload a MWMP that describes how your business processes or disposes of their medical waste, and/or a Limited Quantity Hauling Exemption (LQHE) for the transportation of waste to accumulation areas or disposal facilities. These additional documents would be uploaded here via “Miscellaneous State-Required Documents” in the Hazardous Materials Inventory section.

Hazardous Materials Inventory DRAFT Mar. 28, 2013 Submit

Hazardous Material Inventory Add Material

Site Map (Official Use Only)

Discard Draft Submittal **Miscellaneous State-Required Documents** Ready to Submit Discard Document Needed New

Clicking this will bring you to the same upload window seen above for site maps. Follow the same prompts as you would for uploading a site map (see IV-a-ii).

- c. Emergency Response and Training Plans: As with the site map, emergency response and employee training plans are generally required any facility that handles or stores hazardous materials or generates hazardous waste. You may check with your local regulator for exceptions or special instructions on meeting these requirements.
- i. Select “Start” under the Emergency Response and Training Plans section to upload the corresponding files.

Facility Information

ACCEPTED Apr. 5, 2012

Start Not Applicable

Hazardous Materials Inventory

DRAFT Aug. 30, 2012

Submit

Hazardous Material Inventory (9) Add Material

Review Needed Discard

Site Map (Official Use Only) Document Needed New

Discard Draft Submittal Miscellaneous State-Required Documents

Emergency Response and Training Plans

NOT APPLICABLE Apr. 5, 2012

Start Not Applicable

Emergency Response/Contingency Plan: Provided to Regulator

Employee Training Plan: Provided to Regulator

Version 2.10.0100 | Enhancements | CERS Central

Diagnostics | Conditions of Use | Privacy Policy | Contact | Help

- ii. On the next screen, you’ll see “**Document Options**” on the left-hand side with six different ways you can submit a document. Choose one of the following:

- 1) Upload Document(s): Click “Choose File” and select the appropriate plans from your computer to upload. You may choose to edit the document title or add a description. Click “Save & Finish” when you are done.

Document Options

☒ Upload Document(s)

☐ Public Internet URL

☐ Provided in other Submittal Element

☐ Provided to Regulator

☐ Stored at Facility

☐ Exempt

Document Upload(s)

Upload Document

Choose File No file chosen

Date Authored (Required) 2/13/2013

Document Title (Required) Emergency Response/Contingency Plan

Description (Optional)

Discard Save & Upload Again Save & Finish Cancel

- 2) Public Internet URL: If your ER Plans/Training files are maintained online in a *public domain* (i.e., non-password protected), enter the web address in which the links to these documents may be accessed. Click “Save”. Note: check with your local regulator to ensure this is a viable option for your CUPA.

Document Options

☐ Upload Document(s)

☒ Public Internet URL

☐ Provided in other Submittal Element

☐ Provided to Regulator

☐ Stored at Facility

☐ Exempt

Available at a Public URL

You may use this option if acceptable by your local regulator AND if the document is publicly available on a non-password protected location on the Internet. Enter a web address (URL) that either links directly to the document, or links to a page that can be quickly scanned to find the link to this document.

Public Internet URL

http://

Discard Save Cancel

- 3) Provided in other Submittal Element: If you've already uploaded your ER/Training Plans into CERS, indicate which section they were included in and add any relevant comments, such as the date they were submitted, in the box below. Click "Save".

Document Options

- ☐ Upload Document(s)
- ☐ Public Internet URL
- ☒ Provided in other Submittal Element
- ☐ Provided to Regulator
- ☐ Stored at Facility
- ☐ Exempt

Supplied Elsewhere in CERS

If requirements for this supplemental documentation can be satisfied by another document you have provided in CERS, please indicate the submittal element where the document can be found and provide the submittal date or other comments to assist your regulator in locating this document in your current/previous CERS facility submittals.

Supplied in Submittal Element...

- ☒ Facility Information
- ☐ Hazardous Materials Inventory
- ☐ Emergency Response and Training Plans

Indicate submittal date or other explanation...

Discard Save Cancel

- 4) Provided to Regulator: If you previously submitted the files to your regulator and they were approved, indicate the date they were submitted in the box below and click "Save".

Document Options

- ☐ Upload Document(s)
- ☐ Public Internet URL
- ☐ Provided in other Submittal Element
- ☒ Provided to Regulator
- ☐ Stored at Facility
- ☐ Exempt

Stored at Regulatory Agency

If previously approved by your local regulator, you can use this document option to indicate the document(s) has been provided to the Regulator. Enter the date the document was provided.

Date Provided

4/4/2012

Discard Save Cancel

- 5) Stored at Facility: If the files were previously approved by your local regulator, you may use this option and indicate in which facility these documents are stored. Then click "Save".

Document Options

- ☐ Upload Document(s)
- ☐ Public Internet URL
- ☐ Provided in other Submittal Element
- ☐ Provided to Regulator
- ☒ Stored at Facility
- ☐ Exempt

Stored at Facility

If previously approved by your local regulator, you can use this document option to indicate the document(s) is stored at one of your Facilities. Indicate the facility where the document(s) is stored.

Select Facility...

Select Facility

Discard Save Cancel

- 6) Exempt: If you feel your facility is exempt from submitting these documents, enter a short explanation of why in the box below and click "Save".

Document Options

- ☐ Upload Document(s)
- ☐ Public Internet URL
- ☐ Provided in other Submittal Element
- ☐ Provided to Regulator
- ☐ Stored at Facility
- ☒ Exempt

Exempt

Select this option if you feel you are exempt from this document upload requirement. Please enter a short explanation of why you feel you are exempt in the space provided below. If the regulatory agency does not approve of the document exemption, the submittal element will be rejected.

Comment

Discard Save Cancel

V. Underground Storage Tanks

- a. If facility has Underground Storage Tanks, select “Start” and answer the questions. Select “Save” when finished.
 - i. A facility cannot make a UST submittal without entering a valid (8-digit beginning with 44) Board of Equalization (BOE) number. This number is required for any facility containing petroleum products in a UST.
 - ii. Cal/EPA designated the “dummy” number, **44000000**, for any facility that has USTs containing *only non-petroleum products*. Eventually, CERS will be modified so that facilities containing non-petroleum USTs only will not be able to enter a BOE number.
 - iii. If you do not have BOE number and require one, call the BOE at (916) 322-9669 or write them at: State Board of Equalization Fuel Industry Section, MIC:30 P.O. Box 942879, Sacramento, CA 94279-0030.

2. Managing Business Organizations

- Organizations allow a set of users to manage multiple facilities owned/operated by a single business. Organizations typically are corporations or other legal entities with multiple facilities.
- Each facility belongs to only one organization.
- Every CERS business user must be associated with at least one organization.

The screenshot displays the CERS Business web application. At the top is a green navigation bar with the title "CERS Business" and buttons for "Home", "Submittals", "Facilities", "Compliance", and "My Business". Below this is a "Home: A-Z Services" section. A "Common Tasks" section follows, featuring four task cards: "Start Facility Submittal" (with a green "START" button), "Add Facility" (with a yellow "Add Facility" button), "People/Users" (with a blue "Add User" button), and "Contact Your Local Regulator(s)" (with a green "Contact" button). The "Facilities" section contains a table with columns for CERS ID, Facility Name, Address, and Last Submittal. One facility is listed: CERS ID 10138855, Facility Name A-Z Services, Address 123 Zxy, La Jolla 92093. An "Add Facility..." button is to the right. Below the facilities table is an "Action Required (None)" section. The "Notifications for my Business" section shows a message: "New Business A-Z Services with a new Facility A-Z Services has been added." with a "View All..." button. The footer includes version information (Version 2.00.0039), enhancement links, and contact information for the California Environmental Reporting System: Business, CERS Technical Assistance, and Unified Program/General Assistance.

CERS ID	Facility Name	Address	Last Submittal
10138855	A-Z Services	123 Zxy, La Jolla 92093	

I. User Accounts

- If you are an existing user and cannot login, select **“Forgot your username”** and enter the registered email. If you have the correct username, you can select **“Forgot your password”**. You should then receive an email on how to reset your password.
- Be sure to keep your username, password, and security question somewhere safe in case it slips your mind.
- To change your account information (i.e., username, first & last name, email address, security question and answer, password and password protection phrase):
 - Click on **“[Your Name]’s Account”** at the top of the CERS Business Home page.

California Environmental Reporting System: Business

[Your Name]’s Account Sign Out Tools Reports Help

CERS Business Home Submittals Facility Compliance My Business

Select Your Business

Add a new facility/business

Below is a list of all businesses (not facilities) associated with your CERS Account. Select one of the businesses below to view its facilities.

Business	Business Headquarters	Facilities	Users	Created On
----------	-----------------------	------------	-------	------------

- Click on **“Edit My Profile”** (for username, name, email, security question or phrase) or **“Edit My Password”** (for password only)

Summary My Profile My Password My Notifications Sign-In History

Account Summary

General Information

Full Name Email

Username Last Sign-In Number of Sign-In's

Account Established On

Edit My Profile Edit My Password

- Update desired fields and click **“Save”**

My Account: Jennifer Woods

My Account Update Profile

Summary My Profile My Password My Notifications Sign-In History

Edit My Profile

Your Identification Information

Your CERS Username uniquely identifies your account when you sign in to CERS. You will be alerted if your proposed username is already in use by another CERS user.

- Can be from 5 to 16 characters in length.
- Can include letters and numbers; no spaces, punctuation or special characters.
- Must be different than your password.

Username Must be at least 5 characters.

First Name Last Name

Email Confirm Email

Security Question

If you forget your password, we will ask for the answer to this security question to reset your password.

Security Question Answer

--Select--

Password Protection Phrase

To help protect your password, please enter a phrase of your choice. This will be displayed when you are prompted for your password. If you don't see your phrase, don't provide your password!

Your Phrase

Save Cancel

II. My Business

Go to “**My Business**” located at the top right corner of the webpage and select one of the options you wish to manage.

California Environmental Reporting System: Business

New User's Account Sign Out Tools Reports Help

CERS Business Home Submittals Facilities Compliance **My Business**

My Account: New User
Home » My Account

Summary
My Profile
My Password
My Notifications
Sign-In History

Account Summary

General Information

Full Name	Email
New User	newuser@yahoo.com
Username	Last Sign-In
newuser	2/24/2012 10:08 AM to the CERS Business Portal
Account Established On	Number of Sign-Ins
2/15/2012 9:34 AM	18

My Business

Name	
Select Training Facility	(658) 534-6623 Ceo Edit Phone/Title Permissions: Lead User

a. **Manage People**

A single user can belong to multiple Organizations (e.g., consultants). A user's security rights apply to ALL facilities associated within an Organization. The four levels of security rights are as follows:

- Viewer: View facility information (read only)
- Editor: View/edit facility information (no submit)
- Approver: View/edit/submit facility information
- Lead User: View/edit/submit facility information plus manage the Organization's users.

CERS Business Home Submittals Facilities Compliance **My Business**

My Business: New Facility
Home » My Business » People » Edit Person

Summary
People
Action Required
Notifications
Email History
Regulators
Manage Facilities

Summary

Identification Information

⚠ The information below is shared by other Organizations, Regulators and/or linked to an Account.

Full Name	Email
Add Person	Ap@email.com

Additional Information for UC SAN DIEGO

ℹ This information for Add Person is specific to My Business

Phone	Title

Account Information

Status	Username	Last Sign-In Activity
Activation Pending	Lscott	Never signed-in

Assigned Permissions

Permission Group	Description
<input type="checkbox"/> Lead Users	User can perform all of the above and add, remove, and otherwise manage the CERS Organization's users and facilities.
<input type="checkbox"/> Viewers	User may only view facility reports (read only).
<input type="checkbox"/> Editors	User may add/edit facility reports, but cannot submit reports to regulators.
<input type="checkbox"/> Approvers	User may view, edit, and submit facility reports to regulators.

[Save](#) [Delete](#) [Cancel](#)

- i. Select an existing user to edit
- ii. Select **"Add Person"** to add someone to your Business. Enter their email and select **"Continue"**. Then enter their full name, phone number and title if possible. Be sure to check a role under "Permission Group" for this person and select **"Save"** when finished.
- iii. Select **"Delete"** to delete an existing user
- iv. As a consultant, you can be added as a user to as many business organizations as necessary but CERS cannot create an organization for you as your facilities are not owned by your firm. As their consultant, they would add you (or they could request us to add you when they first create their organization) as a user with Editor, Approver, or Lead User permissions, depending on their needs and your services.

b. Manage Facilities

*Note: The following actions require authorization by your local regulator and may take several days for the regulator to approve your request. Including additional comments explaining the reason for your facility transfer/merge/removal request will help speed up the review process.

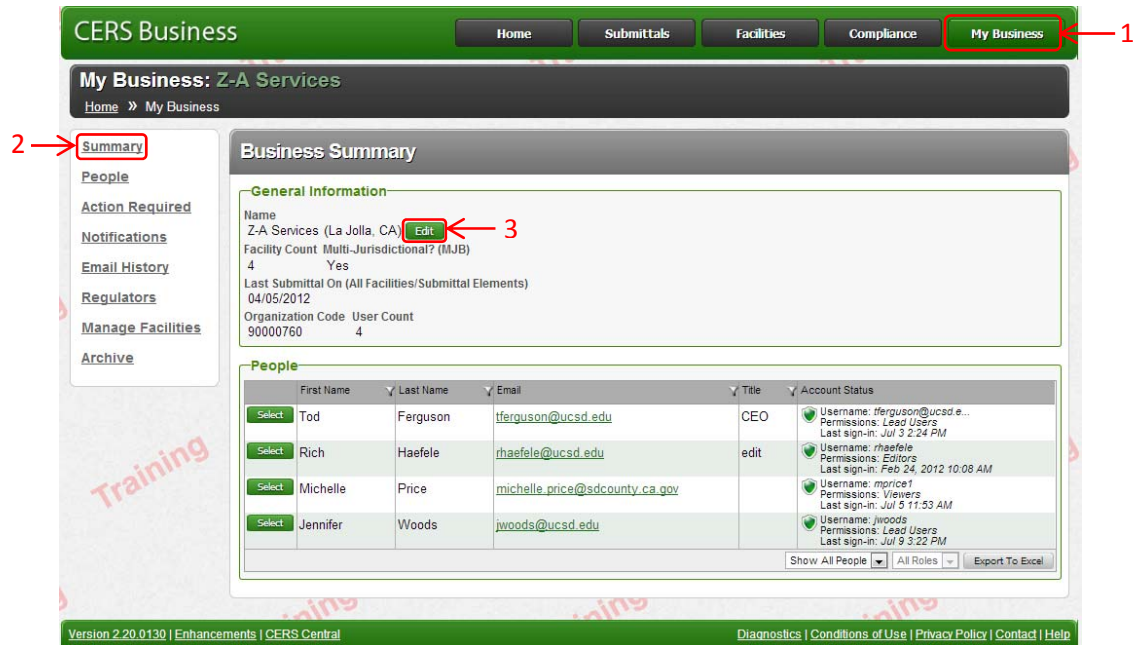
- i. Facility Transfer
You can request your regulator to approve transferring one of your facilities to a different business organization. This is normally used to help businesses aggregate all of their reporting facilities under a single CERS business, typically because of changes in ownership or duplicate business records.
 - a) This allows you to place facilities into your organization that are currently not associated with your business. For example, there are many facility files that were migrated over from CERS1 (and Unidocs before that) to CERS2 (current version of CERS). These were all migrated as is, so they were assumed by CERS1 to be a business with only one facility. You could now transfer the files that are not currently in your business organization to the correct organization.
- ii. Merge Facilities
You can request your regulator to approve merging duplicate facilities' records for your business if reporting/submittals have already been performed on one or both facilities. Facilities can only be merged into another facility for the same business/organization.
- iii. Delete Facilities
You may request that your regulator delete a facility if you have never reported on this facility. Facilities with submissions would normally be merged into another facility. Contact your facility's local regulator if you have an unusual situation that can't be handled using the Transfer, Merge, or Delete options described on this page.
- iv. Archived Facilities
View any facilities previously reported in CERS by your business but which are now owned/operated by some other business. This would normally be facilities transferred out of your business at your request or by your regulator due to an owner/operator change for the facility.

c. Add New Business

- i. To add a new Business organization, click **“Select Business”** from the **“My Business”** drop-down menu.
- ii. In the next window, click the **“Add a new facility/business”** button.

d. Change Business Name

- i. To change the name of your business organization, click on **“My Business”** (not any of the dropdown items). This should bring you to the Business Summary page – if it does not, click **“Summary”** on the left side of the window.



- ii. Under the General Information section, click the **“Edit”** button next to the business name. The following window should pop up:

The dialog box is titled 'Edit Business Name/Headquarters'. It contains two input fields: 'Organization Name' with the value 'Z-A Services' and 'Headquarters' with the value 'La Jolla, CA'. Below the headquarters field, there is a hint text 'e.g. Los Angeles, CA'. At the bottom right of the dialog, there are 'Save' and 'Cancel' buttons.

- iii. Enter the new business/organization name (and headquarters location, if applicable), then click **“Save”**.

e. Change Facility Name

- i. To change the name of your facility, go to the CERS Home page and click on the **“Start/Edit Submittal”** button next to the facility of interest.

- ii. Under the Facility Information section, click on **“Business Activities”**. In the upper right side of the Business Activities page, click the **“Edit”** button.

CERS Business Home Submittals Facilities Compliance My Business

Business Activities: Bob's Shop
Home » Prepare Submittal (10148603) » Facility Information: Business Activities (Draft)

Instructions/Help
Use this form to identify the activities occurring at your facility that are regulated under California's Unified Hazardous Waste and Hazardous Materials Management Regulatory Program. CERS will provide guidance on completing the reporting requirements for these business activities.

Site Identification

Facility Name Bob's Shop	CERS ID 10148603
Business Site Address 1234 Main St Sunnyville, CA 91234 County: Alameda	EPA ID Number 123456789

Hazardous Materials

Does your facility have on site (for any purpose) at any one time, hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs); or is regulated under more restrictive local inventory reporting requirements (shown below if present); or the applicable Federal threshold quantity for an extremely hazardous substance specified in 40 CFR Part 355, Appendix

☒ Yes

- iii. Under the Site Identification heading, click the **“Edit”** button next to Facility Name.

CERS Business Home Submittals Facilities Compliance My Business

Business Activities: Bob's Shop
Home » Prepare Submittal (10148603) » Facility Information: Business Activities (Draft)

Instructions/Help
Use this form to identify the activities occurring at your facility that are regulated under California's Unified Hazardous Waste and Hazardous Materials Management Regulatory Program. CERS will provide guidance on completing the reporting requirements for these business activities.

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Business Site Address 1234 Main St Sunnyville, CA 91234 County: Alameda	EPA ID Number 123456789

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☒ Yes ☐ No

- iv. The following window will pop up. Enter a new facility name and click **“Done”**.

Edit Facility Name

Warning: Changing the Facility Name should only be done under specific circumstances (see below). Changes made to the Facility Name will not be adopted throughout CERS until after your CUPA accepts your Facility Information submittal.

Reasons for a name change could include: The facility's current owner/operator is changing the facility name for marketing or other purposes. Do not change the facility name to reflect a new or different owner/operator for the facility. Either select the "Add Facility" link below to create a new CERS Business for this facility, or transfer this facility to an existing CERS Business. Contact your local regulator for additional guidance.

Facility Name
Bob's Shop

Add New Facility

Done Cancel

3. Helpful Tips

I. Getting Help

- a. The CERS Business website is an interactive online managing tool. Users often need to correspond with certain requirements in order to proceed. Make sure to check emails and notifications and complete the required tasks.
- b. Two very useful tools are at the bottom of the website:
 - o **Request Technical Assistance:** cers@calepa.ca.gov
 - o **Local regulator(s):** <https://cersbusiness.calepa.ca.gov/Tools/Regulators>

Technical Assistance Request

In order for us to provide those most effective and efficient service, please fill out the form below. **Please include as much detail as possible** about a problem or issue you are having, including any pertinent information (CERSID's, Regulator Name, Submittal Element, Business Name, etc).

Help Ticket Information

Your Name	Your Email Address	Your Username
Tod Ferguson	tferguson@ucsd.edu	tferguson@ucsd.edu
Current Uri	https://cersbusiness.calepa.ca.gov/Tools/Regulators	
Current CERSID	10154999	
Your Browser Information		
Firefox 3.0 on WinXP		
Phone Number (optional, if you want to be called back)		
Issue Description (Be specific please)		

Submit

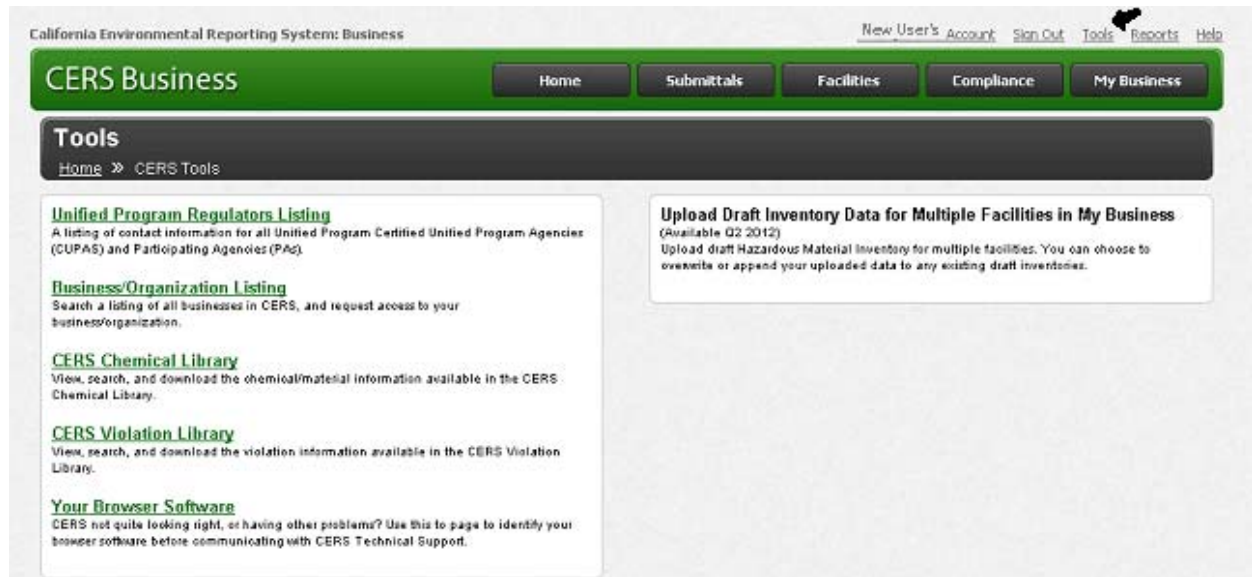
Cancel

CERS Business						
<div>Home</div> <div>Submittals</div> <div>Facilities</div> <div>Compliance</div> <div>My Business</div>						
Tools: Regulators						
Home >> CERS Tools						
Instructions/Help						
This page lists the basic contact information for all CUPAs (Certified Unified Program Agencies) and PAs (Participating Agencies) in California. The E-Submissions column on the right indicates if the regulator is currently accepting electronic submissions through CERS. Regulators are not mandated to review/accept electronic submissions in CERS until January 2013, and may require facilities to perform their reporting on paper forms during 2012.						
Name	Type	Address	Phone	Contact	E-Submissions?	
Alameda County Environmental Health	CUPA	1131 Harbor Parkway, Suite 240 Alameda, CA 94502-6577	(510) 567-6700	dehalamedacers@acgov.org Web Site	No	
Alhambra Fire Department	PA	301 North First Street Alhambra, CA 91801	(626) 570-5190		No	
Alpine County Health Department	CUPA	75-B Diamond Valley Road Madleville, CA 96120	(530) 694-2146	dlampson@alpinecountyca.gov	Yes	
Amador County Environmental Health	CUPA	810 Court Street Jackson, CA 95842	(209) 223-6439	ACEH@co-amador.ca.us	No	
Anaheim City Fire Department	CUPA	201 South Anaheim Boulevard, Suite 300 Anaheim, CA 92805	(714) 765-4000	jowhite@anaheim.net	No	
Bakersfield City Fire Department	CUPA	2010 H Street Bakersfield, CA 93301	(661) 326-3979	cjperkins@bakersfieldfire.us	Yes	

- c. Check the CERS Business User Group (CBUG) webpage hosted by the Industrial Environmental Association (<http://iea-sd.com/cbug/>) for additional resources including essential links, important updates, CERS flowchart & user guide, CBUG presentation & meeting notes, and a place to leave feedback or ask questions.

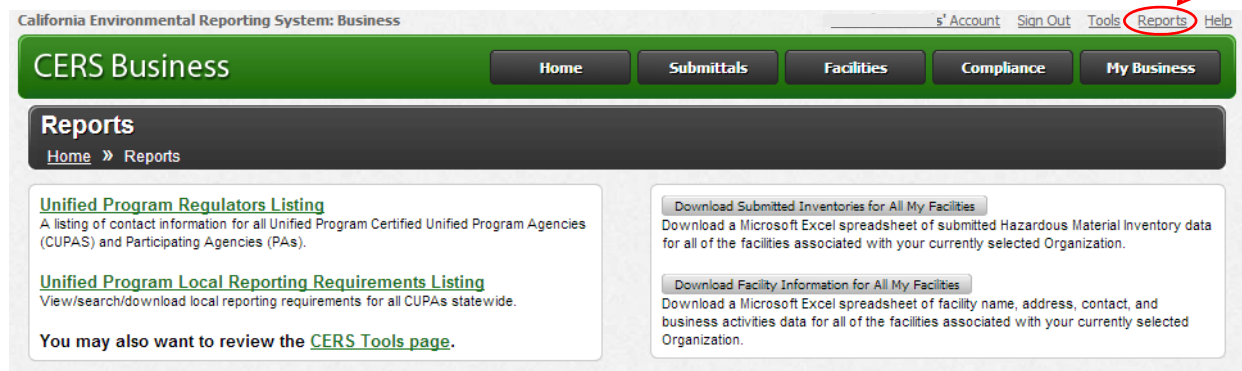
II. Tools

- Be sure to check out **“Tools”** at the top of the page for help.
- Be sure to contact your local CUPA first to answer questions or resolve problems. If they cannot help, they can forward your question/problem via email to the CERS Help Center.



III. Reports

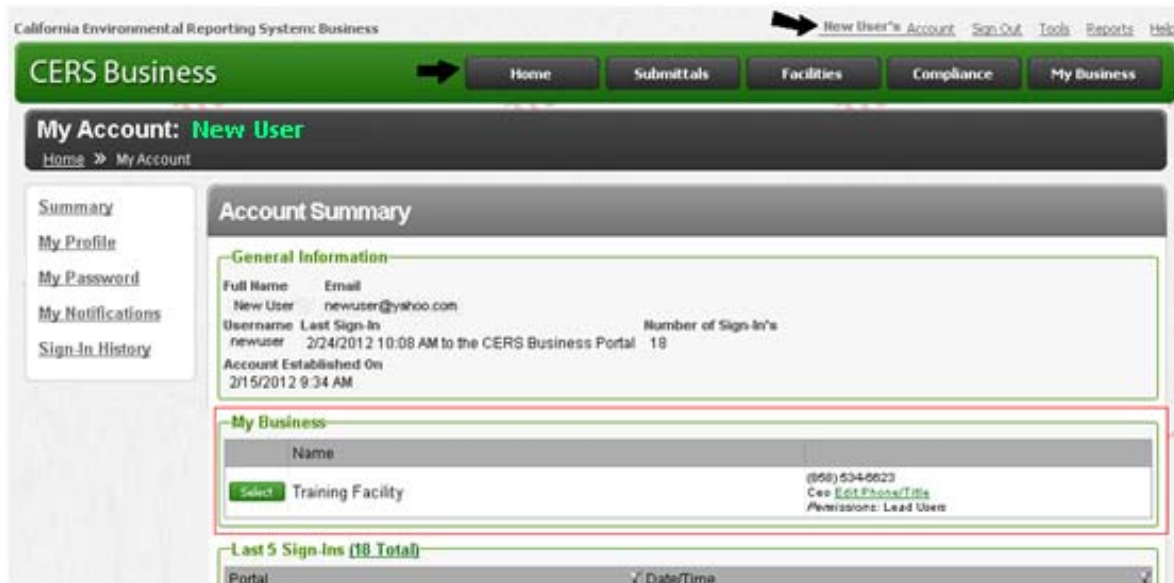
- Clicking on **“Reports”** in the upper right-hand header allows you to search regulator listings, as well as download your submitted facility data as Excel files.



- If you select **Unified Program Local Reporting Requirements Listing**, you may search by keyword or regulating agency to see if your local CUPA requires additional documents to be submitted that are not included in CERS.
- By clicking on either **“Download Submitted Inventories for All My Facilities”** or **“Download Facility Information for All My Facilities”** you can view all your submitted facility data at once in an Excel file. This is useful for ensuring all pertinent fields are correctly completed, match consistency through multiple facilities, or simply to keep a copy of your CERS business information for your own records.

IV. “Home” page


- If user has two or more business organizations, select **“User’s Account”** on the top right corner to view all business organizations. These users would typically be consultants with multiple clients.
- When inside a business organization, selecting **“Home”** will take you to the facility within that business organization.



V. Web Browsers

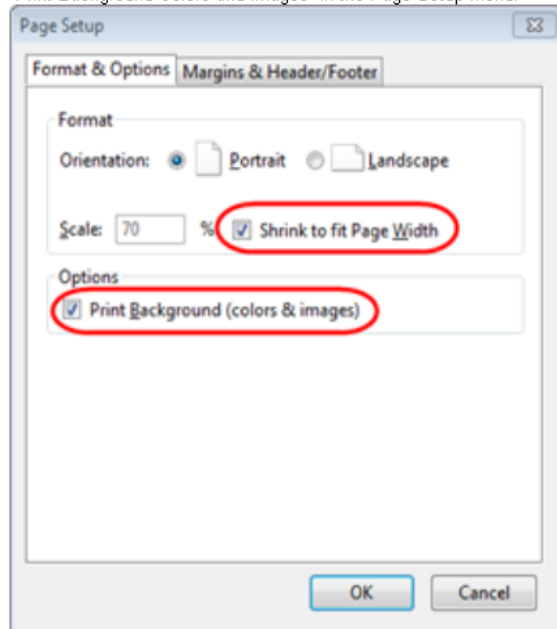
CERS is designed for standard-sized screens using relatively current web browsing software (e.g., Internet Explorer 8+, FireFox 3.6+, current versions of Google Chrome or Safari). Some CERS features may not work on older browsers, and CERS is not designed to be effectively used on smaller display devices (e.g., mobile phones, etc.).

VI. Printing

- Viewing and printing some CERS reports requires relatively current PDF viewing software (Adobe Reader 8+).
- Click on printing icon  on the left side for CERS Printing tips if needed.
- To print inventory files and other submitted forms, go to the page that you want to print, Select **“File”** on left top corner and select **“Print”**. Before printing, it’s helpful to select **“Print Preview”** to see what you will get when you print. If the page does not show correctly the way you want it to be printed, select **“Page Setup”** under **“File”** and check the setting that is compatible with your browser and printer.

Firefox

If right edge of your form does not print on the page, select "Shrink-to-Fit" from the Page Setup menu. If certain page titles or other text is unreadable, select the "Print Background Colors and Images" in the Page Setup menu.



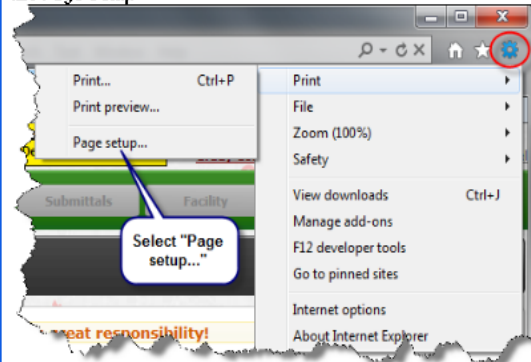
Google Chrome

As of December 2011, Google Chrome does not support printing background colors/images. It appears to default to a Shrink-to-Fit mode.

Internet Explorer (IE) 8 and 9

If the right edge of your form does not print on the page, try selecting "Shrink-to-Fit" from the Page Setup menu as shown below. If certain page titles or other text is unreadable, select the "Print Background Colors and Images" in the Page Setup menu.

IE9 Page Setup



IE8 Page Setup



VII. Data Recovery

How to recover data overwritten by CUPA data seeding – this only applies when a user has already entered data into CERS but not yet submitted (aka draft data), and their CUPA has seeded data into CERS from their local database.

- There is a document recovery feature in the Tools section of the CERS Business Portal. Click on **"Tools"** in the upper right heading.
- In the Tools menu, click on **"Search Your Draft Submittals Replaced by Regulator Seeding"**.
- Note that submittals rejected by your CUPA, or documents you've uploaded but did not submit, may be lost permanently. It is highly recommended to keep back up copies of all submittal documents for your own records.

4. CERS Conditions of Use

- ✓ I agree to **protect my CERS Account password and not share it with others**. If my account is compromised, I will contact CERS Technical Assistance: cers@calepa.ca.gov immediately.
- ✓ I understand when I am using the training version of CERS that any data is not permanently retained or backed up, and CANNOT be moved into the production version of CERS.
- ✓ I understand any data in the training version of CERS is publicly available (to facilitate learning opportunities for myself and other CERS users), so I should not enter sensitive facility data into the training version of CERS.
- ✓ I will only upload documents as required by CERS or my local regulator(s). Any document I upload will be as compact as possible, will not exceed 25MB in size, and will be free from viruses or other malicious elements.
- ✓ I understand I should NOT use my web browser's "Back" button while using CERS--doing so may result in duplicate records or other problems.
- ✓ I understand that CERS is designed for standard-sized screens using relatively current web browsing software (e.g., Internet Explorer 8+, FireFox 3.6+, current versions of Google Chrome or Safari). Some CERS features may not work on older browsers, and CERS is not designed to be effectively used on smaller display devices (e.g., mobile phones, etc.).
- ✓ I understand viewing and printing some CERS reports requires relatively current PDF viewing software (Adobe Reader 8+).
- ✓ I understand CERS is generally available 24 hours a day except 1) the last Thursday of the month from 2-3pm, 2) occasional Saturday mornings, 3) other planned times noticed in advance on the CERS home page.
- ✓ **Facility-** "Unified program facility" means all contiguous land and structures, other appurtenances, and improvements on the land that are subject to the requirements listed in subdivision (c) of section 25404 of the Assembly Bill No. 2286.
- ✓ **Organization-**The "Organization" entity is a new CERS concept allowing businesses and/or regulators to manage a group of one or more users (CERS-Keys) to administer a collection of one or more facilities. Organization is roughly synonymous with the term "Business" although Organizations can also be government agencies, non-profit organizations, and other entities that own/operate regulated facilities.
- ✓ **Chemical Location** (inventory field 201) - Building or outside/adjacent area where hazardous material is handled. A chemical that is stored at the same pressure and temperature, in multiple locations within a building, may be reported on a single page. NOTE: This information is not subject to public disclosure pursuant to HSC 25506.
- ✓ CERS/Unified Program Reporting Policies & Guidelines (for businesses and regulators) available here: <http://cers.calepa.ca.gov/policy>