

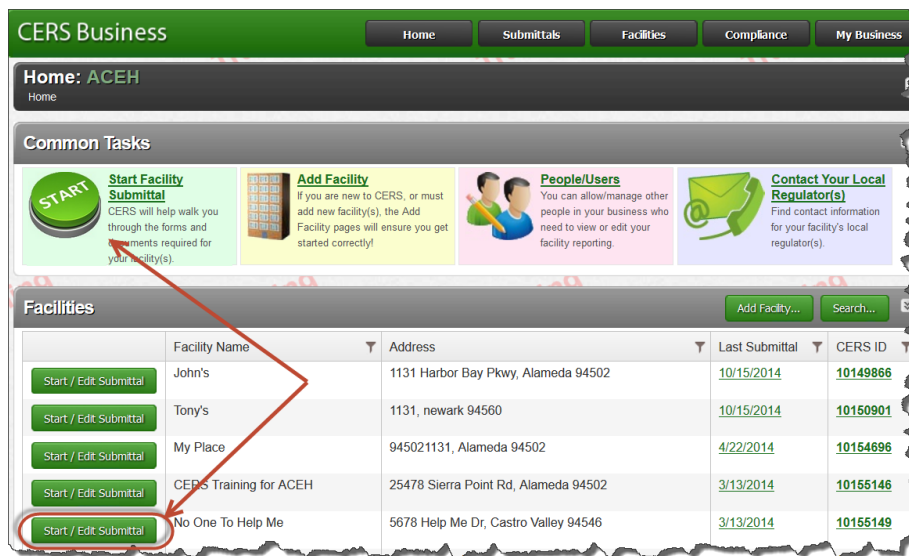
Making a Submittal from a Previous Submittal

How do I make a new submittal if there have been no changes from my last submittal?

Answer: Submittals after the first one can be very quick and easy. Follow the screenshots below. If you only do this once a year the process may take you ten to fifteen minutes or longer depending on how much time you spend reviewing and / or updating your information. If you are sure there are no changes the process to make a completely new submittal may take as little as three to five minutes. (Of course, if you have forgotten your login name and/or password, the process could take longer...)

Note: This FAQ presumes two things: one, there has been a previous submittal to CERS for this facility, and two, there have been no changes or very minor changes from your previous submittal for this facility.

Step 1: Login and find your facility. Select one of the 'Start/Edit Submittal' buttons. In this example, the business 'ACEH' has more than one facility so for this FAQ we select the 'No One to Help Me' facility.



Step 2: This screen shows the last submittal and the submittal elements that were part of it. It also shows when the last submittal was made for each submittal element. In this example only the Hazardous Materials Business Plan submittal elements were previously submitted.

Select the Facility Information 'Start' button:

Facility Information SUBMITTED Mar. 13, 2014 Start Not Applicable

Hazardous Materials Inventory SUBMITTED Mar. 13, 2014 Start Not Applicable

Emergency Response and Training Plans SUBMITTED Mar. 13, 2014 Start Not Applicable

Step 3: You have a choice to start from a previous submittal. If you choose this option all data and documents previously submitted ***are copied and ready*** for the new submittal. Nothing is lost; previous submittals always remain in CERS.

Select 'Start':

Start New Submittal

Submittal Element: *Facility Information*

I would like to start my submittal...

☒ Based upon my submittal of 3/13/2014 (Submitted) v

You must update/replace any out-of-date data or supplemental documentation.

☐ From scratch

Start Cancel

Step 4: You should always review the previous information to ensure it is still correct by selecting the links within each submittal element. At a minimum, ***for the Facility Information submittal element only***, select the Business Owner/Operator Identification link or the 'Edit' button. You have to enter new dates for each reporting year. Note: the dates may be calendar, January 1, 201x to December 31, 201x or they may be the twelve month period from your regular annual submission date set by the CUPA. If you are unsure of which dates to use please check with your CUPA.

Facility Information DRAFT Nov 6, 2014 [Submit](#)

[Business Activities](#) [Ready to Submit](#) [Edit](#)

[Business Owner/Operator Identification](#) [Ready to Submit](#) [Edit](#)

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#) [Add Comment To Regulator](#)

Step 4a: Select the 'Edit' button, enter the new dates, and select the 'Save' button. If there are any other changes to this screen, make them before hitting the 'Save' button.

Business Owner/Operator Identification: No One To Help Me

Home » Prepare Submittal (10155149) » 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.

[Edit](#) [Cancel](#)

Site Address

No One To Help Me
5678 Help Me Dr
Castro Valley, CA 94546

Identification

ACEH

Operator Phone Business Phone Business Fax

(510) 555-5665 (510) 555-5665 () -

Beginning Date Ending Date

Dun & Bradstreet SIC Code Primary NAICS

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

Site Address

No One To Help Me
5678 Help Me Dr
Castro Valley, CA 94546

Identification

Operator Name

ACEH

Operator Phone Business Phone Business Fax

5105555665 5105555665

Beginning Date Ending Date

Dun & Bradstreet SIC Code Primary NAICS

Facility/Site Mailing Address [Copy address...](#)

Mailing Address

Primary Emergency Contact

First & Last Name

Step 5: Repeat Steps 2, 3 and 4 for each of the other submittal elements. You should always review the data but you do not need to enter new dates for these submittal elements so if there are no changes, skip step 4a. Note that the green 'submitted' dates change to yellow 'draft' dates. This helps you keep track of where you are in the process.

Facility Information DRAFT Nov 6, 2014 [Submit](#)

[Business Activities](#) [Business Owner/Operator Identification](#)

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#) [Add Comment To Regulator](#)

Hazardous Materials Inventory SUBMITTED Mar 13, 2014 [Start](#) [Not Applicable](#)

[Hazardous Material Inventory \(2\)](#) [Site Map \(Official Use Only\): Upload Document\(s\)](#)

Emergency Response and Training Plans SUBMITTED Mar 13, 2014 [Start](#) [Not Applicable](#)

[Emergency Response/Contingency Plan: Upload Document\(s\)](#) [Employee Training Plan: Provided Elsewhere in CERS](#)

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Step 6: When you have completed these steps for all of the submittal elements, select the ‘Submit’ button for the Facility Information.

Facility Information DRAFT Nov 6, 2014 [Submit](#)

[Business Activities](#) [Business Owner/Operator Identification](#)

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#) [Add Comment To Regulator](#)

Hazardous Materials Inventory DRAFT Nov 6, 2014 [Submit](#)

[Hazardous Material Inventory \(2\)](#) [Add Material](#) [Site Map \(Official Use Only\): Upload Document\(s\)](#)

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#) [Add Comment To Regulator](#)

Emergency Response and Training Plans DRAFT Nov 6, 2014 [Submit](#)

[Emergency Response/Contingency Plan: Upload Document\(s\)](#) [Employee Training Plan: Provided Elsewhere in CERS](#)

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#) [Add Comment To Regulator](#)

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Step 7: This screen includes a brief checklist to help ensure your submittal is complete, a certification statement that you are making as part of your submittal, optional comment fields for each submittal element and shows the submittal elements to be included in the submittal by the checkboxes on the right side of the screen.

Select the ‘Submit Selected Elements’ button:

Home » Draft Submittal » Submittal Summary (10155149) **Training** Build: 2.22.0182

Instructions/Help

Final Submittal Checklist

- Does your Submittal include a Facility Information submittal element?**
Your submittals must always include a Facility Information element with current business activities and owner/operator forms. The "Submit Selected Elements" button below will be disabled if you have not met this requirement. You will need to return to the [Prepare Draft Submittal](#) page and "Start" one.
- Are you submitting all of the elements needed by your facility's regulator?**
If you must submit multiple elements for your facility (e.g., Inventory, UST), return to [Prepare Draft Submittal](#) to "Start" other elements, and then "Submit" all the elements at the same time.
- Is your CERS Account authorized to submit data to the Regulator?**
The "Submit Selected Elements" button will be disabled if your CERS Account does not have "Lead Business User" or "Approver" permissions.
- Have you reviewed the Certification Statement shown below?**
- Select "Submit Selected Elements" below to submit information to your regulator.**

Confirm, Certify, and Submit Your Facility Submittal Submit Selected Elements

Certification Statement Based on my own knowledge and/or on my inquiry of those individuals responsible for obtaining the information, I, Dan Firth (CERS Account username *dfirth*), certify on 11/6/2014 under penalty of law that I have personally examined and am familiar with the information submitted and believe the information is true, accurate, and complete.

Facility Information Ready To Submit

Information will be reported to Alameda County Environmental Health. ✓
[Add Comment To Regulator](#)

Hazardous Materials Inventory Ready To Submit

Information will be reported to Alameda County Environmental Health. ✓
[Add Comment To Regulator](#)

That's it. You are done! A 'Submittal Finished' screen opens confirming your submittal has been made to the CUPA. You can print this submittal if you choose by selecting the 'Print Submittal' button.

CERS Business Home Submittals Facilities Compliance My Business

Submittal Finished: No One To Help Me

Home » Draft Submittal » Submittal Finished (10155149)

You have submitted the following elements on 11/6/2014 to **Alameda County Environmental Health**

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

Print Submittal

What's Next?

- Return to the [Draft Submittal](#) page.
- Return to [Facility Home](#).

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Upon completing the submittal you can log out of CERS. Keep your login and password somewhere you can find it for future use. When the CUPA or Participating Agency (usually a City that has contracted with the CUPA to implement one or more of the Unified Program elements) reviews your submittal and changes the status to 'Under Review', 'Accepted', or 'Not Accepted' you will receive an automated email advising you of this and explaining if anything further is needed. Please contact your CUPA if you have further questions. You can use the [Unified Program Directory](#) to obtain your CUPA's contact information.