



DEPARTMENT OF ENVIRONMENTAL RESOURCES

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CERS Guidance Document

Use this document as a checklist to ensure all required information is provided. Failure to provide all the required information may result in your CERS submittal being rejected and a re-submittal will be required.

TO ESTABLISH A CERS ACCOUNT:

1. Go to <http://cers.calepa.ca.gov/>.
2. Select "Business Portal Sign In" under the Business heading.
3. Select "Create New Account" under the New to CERS? heading.
4. Complete the CERS Registration form to create your account and select the "Create My Account" icon in the lower right corner of the form.
5. You will be brought to the Account Status page with notification that your account activation is pending.
6. Within a few minutes you will receive an email from the CERS Administrator at the email address you provided containing instructions to follow in order to complete the activation of your CERS account.
7. To verify your email address and complete this CERS-Key account request, select the first link contained in the CERS Administrator email for authorization and completion of the account activation process.
8. You will be brought to the Account Status page with a notification that your account activation is completed. You are now authorized to use CERS and create an account for your business.

HOW TO LOG-IN TO CERS:

1. Go to <http://cers.calepa.ca.gov/>.
2. Select "Business Portal Sign In" under the Business heading.
3. Enter your CERS account email address and password.
4. You will be brought to your CERS Business Home page.

TO CREATE/ADD A NEW FACILITY:

1. Select "Add Facility".
2. Enter the facility address and select "Next".
3. Enter Facility/Business Name and select "Next".

NOTE: Stanislaus County DER uploaded all of our regulated facilities into the CERS database. CERS will automatically search for existing information in the system. If your facility has never been inspected by our department, or has recently had its first inspection or just started as a business as of September, 2012, you will need to add your facility to CERS.

4. Review your address and note your CERS ID number and select "Continue".

BUSINESS ACTIVITIES:

1. Answer the yes or no questions and when complete select "Save".

NOTE: If your facility generates hazardous waste, you will be asked to provide your EPA ID # (to obtain an EPA ID# (DTSC Form 1358) go to http://www.dtsc.ca.gov/idmanifest/id_numbers.cfm)

BUSINESS OWNER/ OPERATOR IDENTIFICATION :

1. Fill out all fields and select "Save" when complete. You must supply a 24-hour contact number for the owner/operator/local site manager or the submittal will be rejected. A business telephone number alone is not sufficient.

HAZARDOUS MATERIALS INVENTORY:

1. From the Submittals Page. Select "Start/New" next to Hazardous Materials Inventory
2. Select "Add Material".
3. Ensure that the "Search CERS library" radio button is selected, then search by chemical name or CAS number, which can be found in the Material Safety Data Sheet (MSDS).
4. Choose from the most accurate option given in the search results by selecting "Add".
5. Complete all appropriate fields for each chemical.

NOTE: If the chemical being added to the inventory is a waste, you must provide the Annual Waste Amount. This indicates the total amount of waste generated in one (1) year.

6. When complete, select "Save and Add Another Material" until inventory is complete. Once inventory is complete, select "Save".
7. Review your inventory list and select "Done" when complete.

NOTE: If you are unable to find a chemical in the CERS database, you may add it manually by following the directions below.

1. Select "Unable to Find Material/Add New Chemical".
2. Complete all appropriate fields for chemical.

NOTE: Have the chemical MSDSs available as it will contain most (if not all) information necessary for fields.

SITE MAP:

1. From the Submittals page, select "Site Map" under the Hazardous Materials Inventory heading.
2. Under Document Options, choose "Stored at Facility" and provide facility location (if you choose this option we request that you provide DER with a hard copy of the map)

NOTE: if you want to upload a site map(s) into CERS, follow the directions below.

1. Scan your site map to a PDF document and save it to your computer.
2. Upload PDF by selecting "Browse..." under Document Upload(s).
3. Select "Save & Finish" when complete or select "Save & Upload Again" to add multiple maps.

EMERGENCY RESPONSE/CONTINGENCY PLAN:

1. Complete the Emergency Response/Contingency Plan provided here or <http://www.calepa.ca.gov/CUPA/Documents/eTemplates/Contingency.pdf>
2. From the Submittals page, select " the Emergency Response/Contingency Plan".
3. Under Document Options, choose "Stored at Facility" and provide facility location

EMPLOYEE TRAINING PLAN:

1. From the Submittals page, select "Employee Training Plan" under the Emergency Response and Training Heading
2. Under Document Options, choose "Stored at Facility" and provide facility location

NOTE: if you want to upload a site map(s) into CERS, follow the directions below.

1. Scan your Employee Training Plan to a PDF document and save it to your computer.
2. Upload PDF by selecting "Browse..." under Document Upload(s).
3. Select "Save & Finish" when complete or select "Save & Upload Again" to add multiple maps.

SUBMIT:

When all required program elements have been completed and the Submit buttons have turned green, select "Submit". The submitted Hazardous Materials Business Plan (HMBP) is then electronically sent to Stanislaus County DER for review. Once reviewed, you will receive an email indicating the status of your submittal. If your submittal has been rejected, you will receive an e-mail with a reason why it was rejected. Make the corrective changes or provide the additional information and resubmit using the same process noted-above. When changes are made that require revisions to the existing HMBP, the business is required to revise the HMBP through CERS within 30 days of the change.

Please note: We cannot log into your facility, we cannot change information for you, and we cannot see your facility information until you submit it. Also, any information in draft form is not visible to us.