CERS Step-by-Step Guidance

To Establish a CERS Account for Your Business:

1. Go to https://cers.calepa.ca.gov
2. Select "Business Portal Sign-In"
3. Select Create New Account"
4. Fill in the required information on the "CERS Registration" page to create your account and select the "Create My Account" button in the lower right corner of the form.
5. You will receive an email from the CERS Administrator to the email address you provided during account registration, containing instructions to complete the activation of your CERS account.
    a. Open your email from the CERS Administrator and click on the link provided.
    b. You will be given a message confirming your CERS Account activation.
    c. You will also be given the option of signing into your CERS account from this screen or going back to the CERS Internet page.
6. In the future, all updates and changes to your CERS account will be made by logging into your CERS account

Important Note: In CERS a facility is defined as a building or buildings, structure or structures at a fixed location where hazardous materials/wastes subject to regulation under the Unified Program are used, handled or stored. It could be a single underground storage tank (UST), a single building or a campus depending on the local agency practice; a business is defined as an employer, self-employed individual, trust, firm, joint stock company, corporation, partnership, or association. It includes a business organized for profit and a nonprofit business. A city or a county would be included in this definition of a business. For a business with only one facility, the Business/Organization name and facility name would be the same. For a business that has more than one facility, this term may be an abbreviated business name or other name as determined by the business. When creating an account in CERS, if you have a business with multiple facilities (or may have in the future), the account name chosen should be representative of the overlying business and not one facility.

To Subsequently Log-in to your CERS Account:

1. Go to http://cers.calepa.ca.gov
2. Click on "Business Portal Sign-In"
3. Enter your CERS account Username and click "Next"
4. Enter your CERS account Password and click "Next"
5. The first time you enter your CERS account, it is necessary to "link" your CUPA facility(ies) to your CERS account. You are given two options to choose from; "Request Access to an Existing CERS Business" and "Add a New Facility". Since Yolo County Environmental Health, as the CUPA Agency, has "seeded" most facility's data into CERS, or if you are one of the very few facilities who previously entered data into CERS, you would more than likely click on "Request Access to an Existing CERS Business" to find your facility or facilities and "link" it or them to your CERS account.
6. If you don't find your facility during your search or if your facility is new or has never filed a Hazardous Materials Business Plan, You should click on the "Add a New Facility" button and follow the process to add the facility.
7. Subsequent sign-ins to your CERS account will go directly to your CERS Homepage and list all of the facilities connected to your account. A click on the facility choice will take you directly to the homepage for that facility.
   Note: Once on the Home page, one should click on the "People/Users button and enter at least one additional Lead User. If for some reason one of the lead users is no longer with the business another lead user may access the account to make the appropriate entries.

The Homepage:

Once you've created a CERS account, every time you sign in you'll be directed to your Business Homepage. As its name implies, the Homepage is a starting point. From this page, you submit information about your facilities in order to be in compliance.

You can access four Common Tasks from the Home page:

1. Start Facility Submittal
2. Add Facility
3. Manage Users

4. Contact Your Local Regulator

The CERS Homepage also has an Action(s) Required section which lists actions that you are required to complete and a Notifications section which keeps a running record of all notifications and correspondence between the CERS Administrator, the CERS Account and the Regulator for the facilities within their jurisdictions. The Business will also be alerted to the Required Actions and Notifications by e-mail.

Making Facility Submittals:

Making a facility submittal is the formal process of reporting Hazardous Material Business Plan Documents to the CUPA and meets legal reporting requirements. CERS allows you to submit required information as a complete package or in sections, called Submittal Elements. The CERS submittal elements consist of the following and except for the first 3, may or may not apply to your facility depending on your business activities:

1. Facility Information (Business Activities and Owner/Operator Information)
2. Hazardous Materials Inventory and Map
3. Emergency Response and Training Plans
4. **Underground Storage Tanks**
5. Onsite Hazardous Waste Treatment Notification
6. Recyclable Materials Report
7. Remote Waste Consolidation Annual Notification
8. Hazardous Waste Tank Closure Certification
9. Aboveground Petroleum Storage Tanks
10. California Accidental Release Program

<u>Facility Information Submittal Element</u>

The Business Activities/Facility Information submittal element is the first section that every business needs to complete for their facility (ies). The information you provide via this submittal element determines which other CERS submittal elements are applicable to the facility and what information you need to report. <u>Based on your answers, CERS will prompt you to complete one or more of these submittal elements.</u> The required submittal requirements will be listed on the Home Page after clicking on the “Start/ Edit Submittal” button on a facility listed. The Business Activities/Facility Information submittal is required with ANY other submittal. The Business Activities/Facility Information is normally not submitted by itself, unless you are only updating that element and no other.

<u>To begin your annual facility submittal:</u>

1. Click the “Start Facility Submittal” link on the Common Task Bar of the Home Page
2. The next page lists the facilities associated with your business—whether it’s 1 or 100+. If you have multiple facilities you can search for a specific facility. To begin a facility submittal, click the “Start Submittal” button.
3. From this page you prepare draft submittals to transmit to your local regulator(s). Make sure to review any status and guidance messages for your submittals by selecting the guidance icons. A stop sign shaped red icon alerts you if you need to review the submittal. If necessary, click on the “Review Needed” link for guidance.
4. Click the green “Start” button on the right side of the screen.
5. A new “start new submittal” window will appear asking if you want to start your submittal from a previously submitted document or start your new submittal from scratch (if starting from scratch the new document will be blank and you will need to fill in every field again).
6. Once a option is chosen, you will be brought back to the draft submittal page. From here you can re-enter your data (if you choose “start from scratch”), edit a previously submitted data (if you choose to base your new submittal on a previous submittal), or submit the data if nothing has changed.
7. Click the Submit button when you are ready to transmit the completed submittals to your local regulator(s).
8. After clicking the submittal button, the next page will ask you to “confirm, certify, and submit your facility submittal”. Click the “submit selected elements” link on the right.

   When you submit a screen, both you and the relevant local agency receive an email confirmation.

CERS screens button options:

a. Start – Click New to start a new submittal element
b. To edit an existing submittal screen, click the Edit button. This view shows any deficiencies and offers either a Save or Cancel option
c. To review an existing submittal screen, click on the screen name (e.g.: Business Owner/Operator Identification). Any item with a red button requires attention and will need to be addressed prior to submittingx.

The Business Activities and Business Owner/Operator

<u>Hazardous Materials Inventory</u>

1. There are two parts to this submittal element; the Hazardous Materials Inventory (Inventory) and a Site Map.
2. The Inventory is a fillable-field page to complete and the Site Map is a document to upload. The icons on the left and the text on the right side of the screen alert you to what is needed; red text alerts you that something needs attention.
3. You must enter a separate inventory record for each hazardous material and hazardous waste that the facility handles in an aggregate quantity subject to Hazardous Material Business Plan (HMBP) reporting requirements
4. 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 and storage pressure. **<u>Note:</u>** for most facilities, this information has been pre-loaded by your CUPA Agency; you will simply need to review the information for accuracy, make necessary changes, and submit the information.
5. If you need to add materials/chemicals that are not listed for your facility, you may click on the "Add Material" button. You will be directed to a chemical/material search screen. If you choose CERS Chemical Library as your search source, some sections are automatically filled in— Chemical Identification and Physical Properties, and Chemical Hazard Classification. You need to complete the remaining sections— Inventory Location and Quantity, Inventory Storage Information, and Mixture Components. Once you complete that information, click the save button.
6. One other submittal element is needed—a Site Map. Site Maps, also called Facility Maps or Site Plans, are typically required by regulators for emergency response purposes.

<u>Uploading Maps & Documents</u>

Some submittal elements, such as Site Maps, Emergency Response/Contingency Plan, Employee Training Plan, and Underground Storage Tank (UST) forms are uploaded into CERS rather than submitted by filling in data fields. Hard copies of the above documents are no longer accepted and should not be sent to our office as of January 1, 2013.

1. Three typical types of site maps to be uploaded are:
   a.) 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.
   b.) A building floor plan that includes hazardous materials storage areas within the building, rooms, doorways, corridors, means of egress and evacuation routes.
   c.) The Underground Storage Tank (UST) Monitoring Site Plan which indicates the location of sumps, dispensers, sensors, underground storage tanks and other monitoring equipment.
2. You must submit an emergency response/contingency plan for your facility. An optional template titled the "Consolidated Emergency Response/Contingency Plan Template is available on the screen for submitting your "Emergency Response and Training Plans"; **<u>however</u>**, that template is not easily saved for uploading or for editing at a future date. This template is able to be saved and edited at a later date and may be used to satisfy the requirement that Hazardous Materials Business Plans (HMBP) contain emergency response plans, procedures, and employee training in the event of a reportable/threatened hazardous material release. **Note: All businesses are required to submit a Consolidated Contingency Plan (CCP), site maps and specified Underground Storage Tank (UST) forms to**

CERS. This submittal may be accomplished by 1) scanning their existing plan and uploading it to CERS or 2) filling out the "Consolidated Emergency Response/Contingency Plan Template**"** and uploading the completed document to CERS. Farms have an option of not submitting a CCP if they adhere to the alternative requirements for farms.

3. To upload these documents Click on the "Emergency Response/Contingency Plan" link in the "Emergency Response and Training Plans" box on the "Prepare Draft Submittal": (name of facility) page.
4. Click "Upload Documents" on the Documents Options on the left side of the page.
5. Click the "Browse" button and search for the document to be uploaded. (If the document isn't available in a file already, scan and save the document to a file for uploading). If you are using the template from the Yolo County Environmental Health Department's CERS Website, save the completed template to a file on your computer for uploading retrieval.
6. Click the "Save & Finish" button to complete the upload.

7. Site maps and other documents including Underground Storage Tank (UST) forms such as Owner Statement of Designated UST Operator (DO) Compliance, UST Owner/Operator Written Agreement, Certification of Financial Responsibility, Response Plan, Monitoring Site Plan are required to be uploaded into CERS in the same manner including in the UST submittal element.

Managing Users:

One important task you should complete quickly is to manage your businesses' users. These are the other people in your business who need to view or manage data in CERS. Review the permission levels and recommendations for assigning them as follows:

1. Lead Users – Can add, remove, and otherwise manage the CERS Business' users and facilities. Best practice- assign at least two Lead Users; the business owner and one other.
2. Viewers- May only view facility reports (read only).
3. Editors- May add/edit facility reports, but cannot submit reports to regulators. This permission might be given to a consultant.
4. Approvers- May view, edit, and submit facility reports to regulators. Since this permission level carries legal ramifications, a business owner may want to maintain this permission level.

To add a person, click the "People/Users" button on the Homepage. Input the person's email address and click "Continue". You'll be prompted to input the person's identification information. Input the information and click Continue. If this person does not have an account, you must initiate an invitation. Check the permission(s) you want to assign to this person and click "Save & Send Invitation". The person receives an email invitation. The person must respond to the invitation within 30 days. If they don't respond, you can resend the invitation.