



California Environmental Reporting System (CERS) Business User Guide

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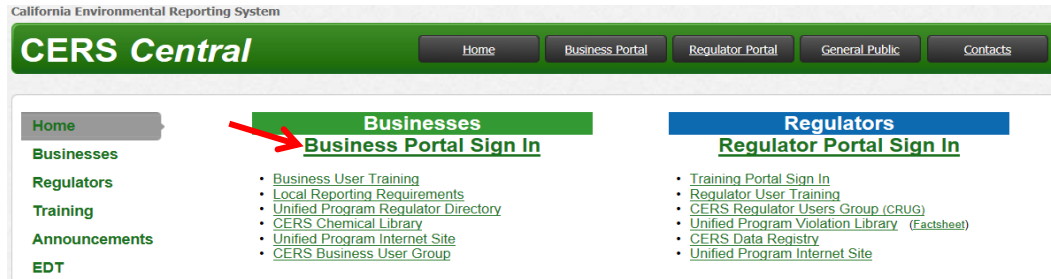
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I. Creating a CERS Business Account

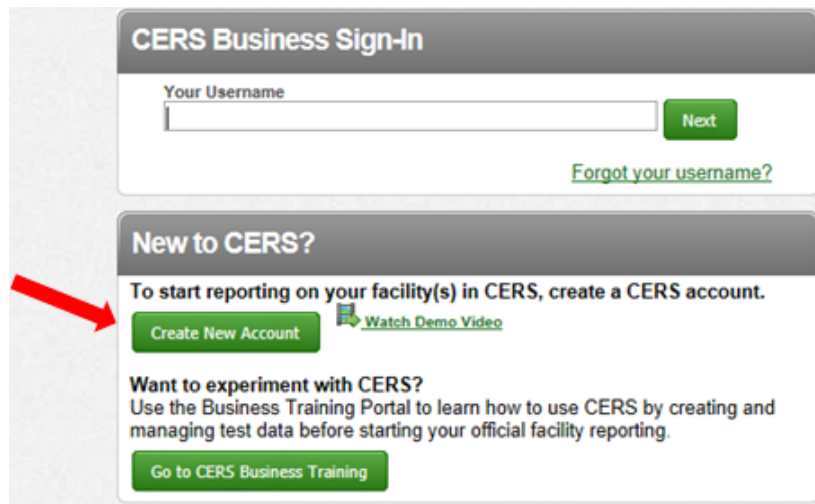
First time users, please visit CERS home page @ <http://cers.calepa.ca.gov/>

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



b) **“Watch Demo Video”** before proceeding to create a new account.

c) Now select **“Create New Account”**



d) Fill out the CERS Registration page. Make sure the username and password meet the requirements in the red box.

e) Select **“Create My Account”**

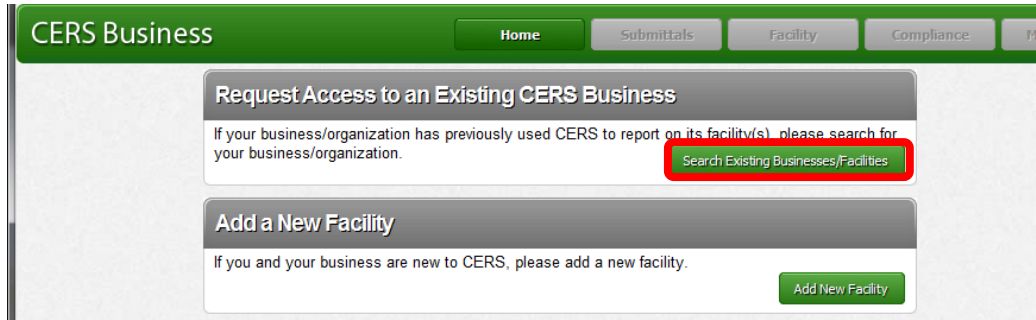
f) You should receive an automated email message to activate your account. If you do not receive one, check your spam or junk folder. Make sure to follow the instructions on this email to activate your account. You have 30 days to activate your account.

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II. Linking Your CERS Profile to a Facility/Business

Log in to CERS (If needed, accept the terms and conditions page to continue). You now have two options to get started managing your facilities.

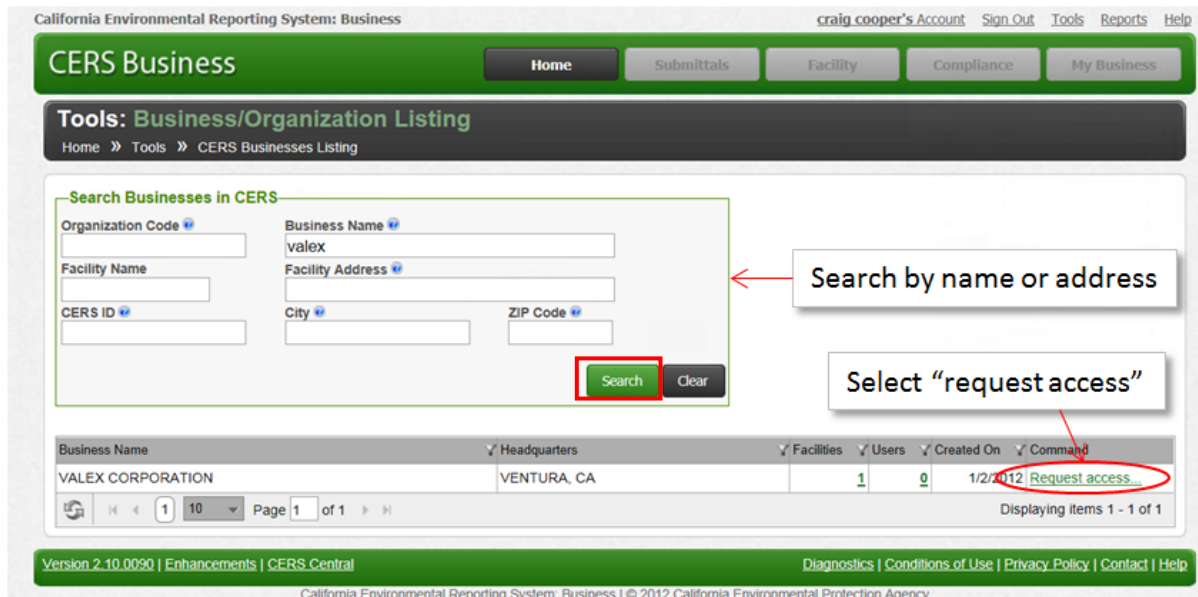
A. Requesting Access to an Existing Facility



Most likely, your facility has already been added to CERS by Ventura County Environmental Health Division (EHD). You can request access to your facility by clicking the **“Search Existing Businesses/Facilities”** link.

- Use the search box to find your facility. More words entered will yield more detailed results, whereas partial entries will broaden your search.
- The results will be displayed below the gray line, which can be sorted and filtered by clicking the funnel icon to the right of each header and further enhance your search.

Note: if you are logged into the training portal, only businesses created in training mode will show up.



- c) Once you've found your facility, click **“Request access...”** on the last column, fill in your phone number and title, and click **“Submit”**

Organization Access Request

Request Access to Existing Business/Organization

You need to be approved for access to the business/organization shown below before you can add/report on the facility below.

CERS Business/Organization Name
UC SAN DIEGO

Access Request will be sent to
Tod Ferguson (tferguson@ucsd.edu), Jennifer Woods (jwoods@ucsd.edu), Lance Scott (lscott@ucsd.edu)

Phone Number and Title

You **must** provide a phone number, and you can optionally provide your Title.

Phone Number (Required)
(e.g., (999) 999-9999 x123)

Title (Optional)

Submit Cancel

- d) Your access request will be sent to the [Lead User](#) for that facility to accept or deny. If a lead user has not yet been assigned, your request will go to EHD for processing.

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B. Adding a New Facility to CERS

If the facility you are looking for has not been added to CERS, you may choose click the **“Add New Facility”** link in order to add this facility to the system and associate it with your profile.

CERS Business

Home Submittals Facility Compliance My Business

Request Access to an Existing CERS Business

If your business/organization has previously used CERS to report on its facility(s), please search for your business/organization.

Search Existing Businesses/Facilities

Add a New Facility

If you and your business are new to CERS, please add a new facility.

Add New Facility

You may also add additional facilities at any time using the **“Add Facility”** link under [Common Tasks](#) on your home page, or by hovering over the dark gray [Facilities Tab](#) on top.

CERS Business

Home Submittals Facilities Compliance My Business

Home: Testing
Home

Common Tasks

START Start Facility Submittal
CERS will help walk you through the forms and documents required for your previously added facility(s).

Add Facility
If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!

People/Users
You can allow/manage other people in your business who need to view or edit your facility reporting.

Contact Your Local Regulator(s)
Find contact information for your facility's local regulator(s).

a) Provide an Address and click **“Next”**

Add New Facility: Provide Address

Please enter your facility's physical address below.

Address

City State Zip Code

b) Provide Facility Name and select **“Continue”**

CERS Business Home Submittals Facility Compliance My Business

Add New Facility: Provide Facility Name

Provide Facility Name

Facility Address
1234 Rolfe Rd., San Diego CA 92117

Your Facility's Name

c) If this is a multi-facility business, modify your CERS Business name to something that applies to all of your facilities/locations.

d) Provide your Contact information and **“Submit”**

CERS Business Home Submittals Facilities Compliance My Business

Add New Facility: Add Your Business/Organization to CERS

Your Facility Information

Mooseville
4465 Rolfe Rd
San Diego, CA 92117

Your CERS Business Information

Provide/Update Your CERS Business Name*

e.g., the legal/corporate name of your business/organization

Provide/Update Your Business Headquarters City/State

e.g., Los Angeles, CA

* **Single-facility Businesses:** If your business will report on **only one** facility, your CERS Business Name should be the same as your facility name.

* **Multi-facility Businesses:** Please modify your CERS Business/Organization Name to something applicable to **all of your facilities**, typically your corporate/legal name. Once you have established your CERS Business, you can add additional facilities and/or users as necessary.

Add Your Contact Information

Your Phone Number (Required) Your Title (for this CERS Business)

e) Your facility has been added. Click **“Continue”**

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III. Electronic Submissions & Submittal Elements

In CERS, the process of reporting information related to the six existing Unified Program elements is broken down into smaller components. CERS allows you to submit required information as a complete package or in sections, called **Submittal Elements**. Each submittal element can be a form to fill out online, or a document to upload. **EHD requires the initial CERS submittal to be a complete package.**

A. Facility Information (Business Activities and Owner/Operator Information)

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. CERS provides information about the status of your submittal(s) and provides guidance messages to help guide you along the way.

IMPORTANT NOTE: Because there is not a separate "Hazardous Waste" submittal element, you must report hazardous waste information in the "Hazardous Materials" submittal element. You will need to select "Yes" to the hazardous materials question to be able to report the hazardous waste as an inventory material.

a) Carefully answer all questions for **Business Activities** and select **“Save”**





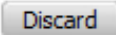


Hazardous Materials	
Does your facility have on site (for any purpose) at any one time, hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs); or is regulated under more restrictive inventory local reporting requirements (shown below if present); 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? ?	<input type="radio"/> Yes <input type="radio"/> No
(or any amount of hazardous waste)	
Underground Petroleum Storage (UST)	
Does your facility own or operate underground storage tanks? ?	<input type="radio"/> Yes <input type="radio"/> No
Hazardous Waste	
Does your facility generate Hazardous Waste? ?	<input type="radio"/> Yes <input type="radio"/> No
If yes, provide an EPA Identification Number (EPA ID).	
Does your facility treat hazardous waste on-site? ?	<input type="radio"/> Yes <input type="radio"/> No
Is your facility's treatment subject to financial assurance requirements (for Permit by Rule and Conditional Authorization)? ?	<input type="radio"/> Yes <input type="radio"/> No
Does your facility consolidate hazardous waste generated at a remote site? ?	<input type="radio"/> Yes <input type="radio"/> No
If yes, provide an EPA Identification Number (EPA ID).	

- b) Fill out **Business Owner/Operator Identification** and select **“Save”**

Identification			
Operator Name	Beginning Date	Ending Date	
<input type="text"/>	9/11/2012	9/10/2013	
Operator Phone	Business Phone	Business Fax	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Dun & Bradstreet	SIC Code	Primary NAICS
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing Address			
Mailing Address	Copy address...		
<input type="text"/>			
City	State	ZIP/Postal Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Owner			
First & Last Name	Phone	Copy address...	
<input type="text"/>	<input type="text"/>		
Mailing Address			
<input type="text"/>			
Primary Emergency Contact			
First & Last Name			
<input type="text"/>			
Title	<input type="text"/>		
Business Phone	24-Hour Phone	Pager Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Secondary Emergency Contact			
Name	<input type="text"/>		

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B. Draft Submittal Commands

- a)  Click on the **“Start”** button to begin working on a new submittal element, once you’ve saved some progress you will be able to edit it until you submit.
- b)  Means a requirement has been filled out or uploaded correctly and is ready to be submitted along with the rest of that submittal element.
- c)  Click **“Edit”** to make changes to any portion of the submittal element before submitting to your corresponding regulator(s).
- d)  Make sure you save in order to retain any changes you make. This will save them on your submittal draft and does not mean they have been submitted.
- e)  You can revert to a previously saved version of any submittal element by clicking discard on a line item in a submittal element.
- f)  Once you are ready to submit all portions of a submittal element, hit submit to transmit them to your local regulator(s).
- g)  If you believe a submittal element is no longer relevant, (i.e., closed UST tank) select **“Not Applicable”**

C. Hazardous Materials Inventory

CERS provides a simpler way of submitting your hazardous materials inventory electronically. Even if your facility has hazardous waste below reportable quantities, they must also be reported through the Hazardous Material Inventory submittal element. To get started, select the **“Start”** button.

Hazardous Materials Inventory No Previous Submittal Start Not Applicable

There are a number of options within the inventory submittal element tool.

i. Manual Entry Using “Add Material” tool

- a) Click **“Add Material”** to enter new materials manually. If your facility has a large number of entries, see **“Upload Inventory”** for an easier option.

Hazardous Materials Inventory (0) Draft Sep. 21, 2012 Add Material Done

Only show materials with errors/warnings

Common Name	CAS	Location	Max Daily Amount
No records to display.			
Validate My Inventory			Export To Excel

- b) The following search box is available to help you select the right material. You may enter the material name, CAS number or CERS ID to search the [CERS chemical library](#), once you’ve entered into the search field(s) and click **“Search”**. If the material you are looking for does not show up, click **“Unable to Find Material/Add New Chemical”** to enter all of its information manually, otherwise, review the search results.

Search for your Chemical/Material in the CERS Chemical Library

Material Name: CERS Chemical Library ID:

CAS Number: Source: CERS Chemical Library

Search Cancel

Select Chemical for Inventory Entry Unable to Find Material/Add New Chemical

	CCL ID	Chemical Name	Common Name / Synonym Name	Synonym?	CAS
Add	CCL-107877	Motor Oil	Oil	Y	
Add	CCL-247975	Benzoic acid, 2-hydroxy-6-(8,11-pentadecadienyl)-	Oil, [cashew]	Y	18654-17-6
Add	CCL-133167	Rosin oil	Oil, [rosin]	Y	8002-16-2
Add	CCL-133139	Coconut oil	Oil, coconut	Y	8001-31-8
Add	CCL-108079	Cottonseed Oil	OIL, COTTONSEED	Y	8001-29-4
Add	CCL-133139	Coconut oil	Oil, edible, coconut, fatty acid methyl ester	Y	8001-31-8
Add	CCL-133137	Corn oil	Oil, edible, corn	Y	8001-30-7
Add	CCL-100583	Oil, Hydro Light Naph Dist	Oil, Hydro Light Naph Dist	N	64742-53-6
Add	CCL-104785	Oil, Hydrotreated Light Naphenic Distillate	Oil, Hydrotreated Light Naphenic Distillate	N	64742-47-8

- c) Click **“Add”** next to the line item you would like to include in your inventory. A page displaying several components of the chemical will appear. Review the **“Chemical Identification and Physical Properties”** section as well as the **“Chemical Hazard Classification”** portion to ensure the information matches the hazardous material in your facility(ies).

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Chemical Identification and Physical Properties

Chemical Name: Motor Oil
 Common Name: Motor Oil
 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
 Federal Hazard Categories: Fire, Reactive, Pressure Release, Acute Health, Chronic Health
 DOT Hazard Class:
 State Waste Code: 221 [Lookup Code](#)

- d) Fill out the **“Inventory Location and Quantity”** and **“Inventory Storage Information”** sections with as much information as applicable and review any mixture components that may have been populated by the [CERS chemical library](#) for this material.

Inventory Location and Quantity

Chemical Location:
 Chemical Location Confidential EPCRA: Yes No
 Map# (Optional): Grid# (Optional):
 Average Daily Amount: Maximum Daily Amount:
 Largest Container: Annual Waste Amount:
 Days on Site:

Units: gallons, cubic feet, pounds, tons

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 checked="" type="radio"/> No
ZINC ALKYL DITHIOPHOSPHATE	68649-42-3	2.00	<input type="radio"/> Yes <input checked="" type="radio"/> No

Additional Mixture Components:

- e) If you are done entering materials into your hazardous material inventory, click **“Save”**. If you would like to add another material click **“Save and Add Another Material”**. Repeat this process until your entire inventory has been entered and saved.

ii. Uploading Hazardous Materials Inventory

- a) If your facility has many different hazardous materials, you may choose to select **“Upload Inventory”** from the Inventory Actions Box instead of adding materials one by one.

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Inventory Actions

[Upload Inventory](#)

[Download Inventory](#)

[Search Facility's Inventory](#)

Inventory Reports

[CERS Chemical Library](#)

Upload your facility's inventory by choosing your inventory spreadsheet using the form to the right. Uploaded inventory spreadsheets must match the columns and format as shown in the [CERS Hazardous Material Inventory Upload Template](#)

Cal/EPA does not recommend more than approximately 500 materials per upload (which can take 60-100 seconds to upload/process). Larger inventories should be split up into separate spreadsheets and uploaded using the "Append to Existing Inventory" option.

If your facility already has inventory entries in CERS, you can also download your facility's current inventory using the Hazardous Material Inventory [Download](#) functionality, edit, and reupload your inventory using this form.

- b) Select the **"CERS Hazardous Material Inventory Upload Template"** to download the spreadsheet you will need to upload your inventory items, or if you have previously submitted inventory you may choose the **"Download"** function in order to access the last inventory on record, update your records accordingly, and resubmit them with any changes.
- c) Copy and paste or fill in your inventory data into the template under the correct columns and make sure that any column with an asterisk is completed for each entry to avoid errors and ensure proper submittal.
- d) To upload an inventory file, select **"Choose File"** from the **"Upload Inventory"** box and browse your computer to select the updated spreadsheet containing your inventory records.

Upload Inventory

Inventory Excel Spreadsheet

No file chosen

Replace/Append Existing Inventory

-- Select Option --

- e) Select **"Replace Existing Inventory"** if the file you are uploading contains your entire inventory.
- f) You may enter up to 500 inventory items per upload. If your inventory exceeds 500 line items, separate them into additional files and select **"Append to Existing Inventory"** in the Upload Inventory drop down menu.

- g) Select **“Upload Inventory”** to submit your spreadsheet. Any items from your uploaded spreadsheet should now show up in the inventory window.

Common Name	CAS	Location	Max Daily Amount	
Edit Acetone	67-64-1		30 gallons	Discard
Edit Motor Oil			110 gallons	Discard

- h) Click **“Done”** if your inventory is complete and no warnings appear.
- i) The **“Hazardous Materials Inventory”** line item should now be green and show a **“Ready to Submit”** status if it was updated properly, if you need to make any changes at this time you may click **“Add material”** and follow the same instructions as above to edit the records.

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iii. Other Inventory Actions

By selecting the **“Hazardous Materials Inventory”** submittal element at any point you have several **“Inventory Actions”** at your fingertips.

- a) You may click the **“Search Facility’s Inventory”** tool to locate a particular record within your inventory. Use the search box to locate any item by name, location, or CAS number. You can also select **“Export to Excel”** to generate a spreadsheet report including the results.

Inventory Actions

- [Upload Inventory](#)
- [Download Inventory](#)
- [Search Facility's Inventory](#)
- [Inventory Reports](#)
- [CERS Chemical Library](#)

Search Current Facility's Inventory [Hide Search](#)

Material Name:

Location:

CAS Number:

[Search](#)

Common Name	CAS	Location	Max Daily Amount	
Edit Acetone	67-64-1		30 gallons	Discard
Edit Motor Oil			110 gallons	Discard

[Validate My Inventory](#) [Export To Excel](#)

- b) The **“Download Inventory”** tool allows you to download a spreadsheet with your current inventory records.
- c) The **“Inventory Reports”** tool allows you to access your inventory in a more familiar matrix as a pdf file, or once again gives you the option to download your inventory in excel spreadsheet format.
- d) Select **“CERS Chemical Library”** to access 75,000 chemical records from the US EPA Federal Substance Registry as well as hazard information for several thousand hazardous materials.

iv. Site Maps/ Facility Maps/Site Plans

The last portion of the Hazardous Materials Inventory Submittal Element is site map(s).

- Select the **"Site Map"** link in the Hazardous Materials Inventory box.
- To upload a document, select the **"Choose File"** button, select the file on your computer, and select either **"Save and Upload Again"** (for multiple map files) or **"Save & Finish"** to complete the upload.

Document Upload(s)

Upload Document

Choose File | No file chosen

Date Authored (Required) 9/12/2012 Document Title (Required) Annotated Site Map (Official Use Only)

Description (Optional)

Save & Upload Again Save & Finish Cancel

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D. Emergency Response and Training Plans

- You must submit an emergency response/contingency plan for your facility. As with any other submittal element, you can begin your submission by selecting **"Start"**.

Emergency Response and Training Plans No Previous Submittal Start Not Applicable

- You may choose to use the **"Consolidated Emergency Response/Contingency Plan Template"** provided by CERS. Download the form and complete the instructions if this is the option you choose.

Consolidated Emergency Response/Contingency Plan Template This optional template may be used to satisfy requirements that Hazardous Materials Business Plans (HMBP) contain emergency response plans, procedures, and employee training in the event of a reportable/threatened hazardous material release. **Download** the form, read the [instructions](#), complete it, and upload it here.

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) 9/21/2012 Document Title (Required) Emergency Response/Contingency Plan

Description (Optional)

Save & Upload Again Save & Finish Cancel

- To upload the completed document, or your own, select the **"Choose File"** button and then select the file on your computer, provide a document title and select either **"Save and Upload Again"** (for multiple map files) or **"Save & Finish"** to complete the upload.
- Once your documents have uploaded, select **"Submit"** to send them to your local regulator.

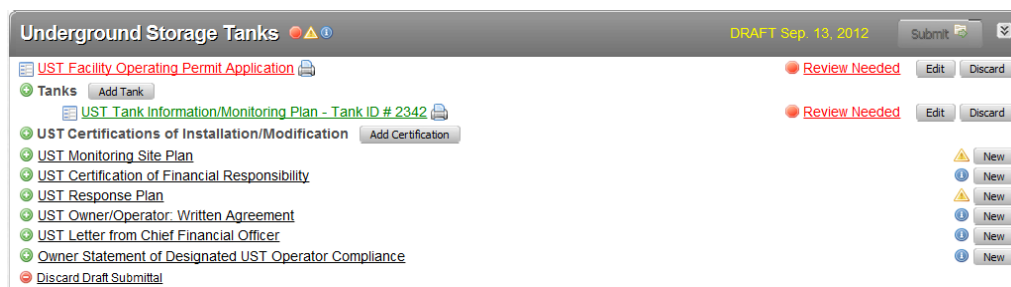
E. Underground Storage Tanks

If your facility includes any underground storage tanks (UST) CERS will prepare all the necessary documentation and forms for you to submit electronically. State regulations mandate additional testing and more frequent inspections at UST facilities; thus requiring close coordination between inspectors, contractors and the regulated community.

- a) Begin by clicking **“Start”** on the **“Underground Storage Tanks”** submittal element bar to begin filling out the necessary forms.



- b) Answer all the questions provided on the operating permit Application and select **“Save”** to continue.
- c) Fill out the UST tank information/monitoring plan for the UST and select **“Save”** when finished.
- d) You should have now been taken to the Submittal Element page and a number of items may have been added to the UST submittal element box.



- e) If your forms are missing critical information, a **“Review Needed”** link will appear. You can click the link and CERS will guide you to fix any mistakes. Follow the instructions and **“Save”**.
- f) If you’ve fixed your mistake, the item should now read **“Ready to Submit”** in green.
- g) You must now go down the list of requirements line by line and fill out the forms as you have with all other submittal elements. Again, select **“Save”** to go back to the submittal elements page and review mistakes or continue with another item.
- h) When all forms are complete and free of any error or warning messages, select **“Submit”** to send the documentation to your corresponding regulating agency.

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F. Tiered Permitting

If your facility is a hazardous waste generator performing treatment of hazardous wastes at the site where the waste is generated, and the facility is eligible under the Conditional Exemption

(CE), or Conditional Authorization (CA) tiers, or operates a Fixed Treatment Unit (FTU) under the Permit by Rule (PBR) tier, you must complete this submittal element.

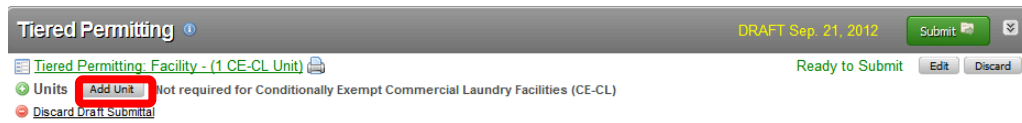
a) Select **“Start”** and answer the questions regarding your facility.



b) Select **“Save”** when done.

A screenshot of a form titled 'Number of Units at Facility'. The form is divided into two main sections. The left section, titled '-Permit Status (Check all that apply)', contains several checkboxes: 'Facility Permit', 'Interim Status', 'Standardized Permit', 'Variance', and 'Consent Agreement'. The right section, titled 'Number of Units at Facility', contains a table with columns for '#', 'Unit Type / Tier', and a descriptive note. The table lists various unit types with a count of 0 for each. At the bottom of the table, there is a 'TOTAL UNITS' row. A green 'Save' button is highlighted with a red box in the top right corner of the form.

c) If you have more than one unit qualifying for tiered permitting, you may select **“Add unit”** and fill in the fields for the second unit and select **“Save”**



d) You may be required to upload a Plot plan/Map. You can upload your document as before selecting the submittal element, click on **“Choose File”**, and selecting the file.

A screenshot of the 'Document Upload(s)' form. The form is titled 'Document Upload(s)' and has a sub-header 'Upload Document'. Below this, there is a 'Choose File' button highlighted with a red box. To the right of the 'Choose File' button, there is a text field for 'Document Title (Required)' containing the text 'Onsite Hazardous Waste Treatment: Plot Plan/Map'. Below the title field, there is a 'Date Authored (Required)' field containing '9/21/2012' and a 'Description (Optional)' text area. At the bottom of the form, there are three buttons: 'Save & Upload Again', 'Save & Finish', and 'Cancel'.

e) Select **“Save & Finish”** when all documents have been uploaded.

f) When you're ready, select **“Submit”** to send the forms to your corresponding regulatory agency.

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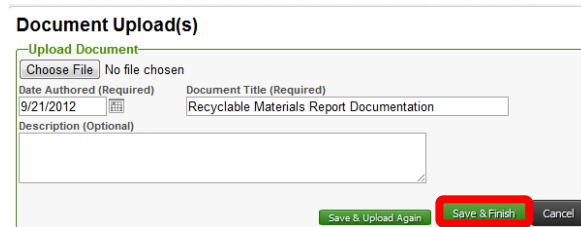
G. Recyclable Materials Report

You may upload documentation for the Recyclable Materials Report (RMR) submittal element either by using your own acceptable document or using the provided draft form.

- a) Begin by selecting **“Start”**.



- b) To upload a document, select the **“Choose File”** button and then the file on your computer to upload, provide a document title, and then select **“Save & Finish”** to complete.

The image shows a 'Document Upload(s)' form. It has a title 'Upload Document' and a 'Choose File' button. Below this are fields for 'Date Authored (Required)' (9/21/2012), 'Document Title (Required)' (Recyclable Materials Report Documentation), and a 'Description (Optional)' text area. At the bottom, there are three buttons: 'Save & Upload Again', 'Save & Finish' (highlighted with a red box), and 'Cancel'.

- c) Fill out or upload any additional forms that show up in the **Recyclable Materials Report** submittal element until you are ready to submit.

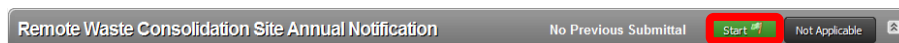


- d) When you're ready to submit, select **“Submit”** to send the forms to your corresponding regulatory agency. [\[Back to Table of Contents\]](#)

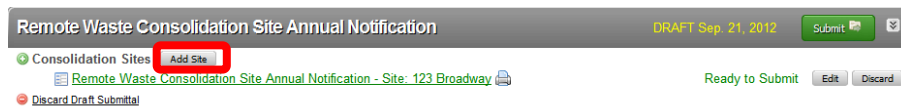
H. Remote Waste Consolidation Site Annual Notification

If you are a generator and you collect non-RCRA regulated hazardous waste and transport the waste to consolidations sites which you also operate, you must complete a form for each consolidation site.

- a) Select **“Start”**, filling out the information fields, and **“Save”** once complete.



- b) If you have multiple consolidation sites, select **“Add site”** and do as above until a form for each consolidation site has been filled out.



- c) When all your consolidation sites have been added, and you're ready to submit, select **“Submit”** to send the forms to your corresponding regulatory agency.

I. Hazardous Waste Tank Closure Certification

A Hazardous Waste Tank Closure Certificate must be submitted prior to initiating any cleaning, cutting, dismantling, or excavation of a tank system.

- a) Select **“Start”** and download the form **“Hazardous Waste Tank Closure Certificate”**

The screenshot shows the top navigation bar with the title "Hazardous Waste Tank Closure Certification", "No Previous Submittal", a green "Start" button, and a "Not Applicable" button. Below the navigation bar, the main content area contains instructions for completing the form. A red box highlights the text "Hazardous Waste Tank Closure Certificate" in the instructions. Below the instructions, there are two sections: "Document Options" and "Document Upload(s)". The "Document Options" section has radio buttons for "Upload Document(s)", "Public Internet URL", "Provided in other Submittal Element", "Provided to Regulator", "Stored at Facility", and "Exempt". The "Document Upload(s)" section has a red box around the "Choose File" button, a "Date Authored (Required)" field with the value "9/21/2012", a "Document Title (Required)" field with the value "Hazardous Waste Tank Closure Certificate", and a "Description (Optional)" text area. At the bottom of the "Document Upload(s)" section, there are three buttons: "Save & Upload Again", "Save & Finish" (highlighted with a red box), and "Cancel".

- b) Once the form is completed, scan it and upload the document by selecting **“Choose File”**, selecting the file on your computer, and selecting **“Save and Finish”** to complete the upload.

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J. Aboveground Petroleum Storage Act

Ventura County EHD allows business to use their hazardous material inventory in lieu of the annual tank facility storage statement for the Aboveground Petroleum Storage Tank Program (APSA) submittal element. Therefore, there is no need to submit any documents in the APSA submittal element.

The screenshot shows the top navigation bar with the title "Aboveground Petroleum Storage Act", "No Previous Submittal", a green "Start" button, and a "Not Applicable" button.

- a) Select **“Start”** to begin your submission.
- b) Under Document Options, select **“provided in other submittal element”**
- c) Under provided elsewhere in CERS, select **“Hazardous Material Inventory”**.

The screenshot shows the "Document Options" section with radio buttons for "Upload Document(s)", "Public Internet URL", "Provided in other Submittal Element" (highlighted with a red box), "Provided to Regulator", "Stored at Facility", and "Exempt". Below this is the "Provided Elsewhere in CERS" section, which includes a text area for "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." Below this text area is a list of submittal elements with radio buttons: "Facility Information", "Hazardous Materials Inventory" (highlighted with a red box), "Emergency Response and Training Plans", "Underground Storage Tanks", "Tiered Permitting", "Recyclable Materials Report", "Remote Waste Consolidation Site Annual Notification", "Hazardous Waste Tank Closure Certification", and "Aboveground Petroleum Storage Act". At the bottom of this section is a text area for "Indicate submittal date or other explanation..."

IV. Navigating CERS and Managing Your Business Home Page

A. Common Tasks



- a) **Start Facility Submittal:** This link will take you to your [Draft Submittal](#); you can begin a new submission or add/edit to the submittal elements you have been working on before submitting.
- b) **Add Facility:** This link will allow you to [associate your CERS profile with a new facility](#)
- c) **People/Users:** This link will allow you to manage people and users for the associated facility(ies) to which you belong. A user’s security rights apply to ALL facilities associated with an Organization and permission rights are defined 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 user permissions

You may add people to your business by selecting “**Add Person**”, entering their email and selecting “**Continue**”. Enter their full name, phone number, and title, and be sure to check a role under “**Permission group**” to designate the level of access this person will have to the CERS business account.

- d) **Contact Your Local Regulators:** this link is useful when you need to contact your local regulatory agency. Select the link to view contact information for your local regulator, or select “**Complete Regulator Listing**” to view additional contacts and resources. **To view contact information for your EHD inspector, go to the last page of this document.**

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B. Submittals



On your home page, notice there are five gray links above that will give you easy access to other common CERS tasks. Clicking on the Submittals button will take you to your [Draft Submittal](#), whereas hovering over the button gives more detailed links as follows.

- a) **Start/Edit:** this link will take you to your [Draft Submittal](#).

- b) **History:** This link will take you to a listing of previous submittal records, which may be sorted by many fields by selecting the funnel icons next to each column header. You may also create a report by selecting “**Export to Excel**” to create a spreadsheet with your submittal records.

Submittal History: San Diego
Home > Submittal History

Instructions/Help
This page lists all submitted/completed submittals for ALL facilities currently associated with your business (San Diego). Submittals currently in draft status are not show. To view past submittals for facilities no longer associated with your business, view the Submittals Archive.

History Prepare Submittal

CERSID	Submitted	Facility	Inventory	Plans	UST	TP	Recycling	Remote Waste	Tank Closure	APSA
No records to display.										

Export to Excel

Displaying items 0 - 0 of 0

- c) **Archive:** This link shows any facilities (and their submittals) your business previously reported on in CERS but which CERS now shows as no longer being associated with your business and 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. You may also sort any of the fields in this archive to organize the results by selecting the funnel icon next to each column header.

Archived Facilities

CERS ID	Facility Name	Address	City	ZIP Code
No records to display.				

Page 1 of 1 Displaying items 0 - 0 of 0

Archived Submittals

CERSID	Submitted	Facility	Inventory	Plans	UST	TP	RMR	Remote	Tanks	APSA
No records to display.										

Page 1 of 1 Displaying items 0 - 0 of 0

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C. Facilities



Hovering over the Facilities Button will give you yet another shortcut to [add a new facility](#).

Clicking on the Facilities button will give you a set of information regarding your facility along with the following useful links:

- a) **Facility Summary:** This will list the name and address of the facility you are viewing, along with the business name and the associated regulatory agency(ies).
- b) **Submittals:** This will take you to your [submittal history](#)..
- c) **Submittal Elements:** This gives a detailed list of applicable [submittal elements](#)
- d) **Notifications:** This allows you to view any notifications available for your facility(ies), including checking the status of your submissions.
- e) **Facility Map:** this link will take you to a map of your facility as previously submitted as your [site map](#).
- f) **Compliance:** This link will allow you to see and filter inspection and enforcement records associated with your facility.

Summary
Submittals
Submittal Elements
Notifications
Facility Map
Compliance

D. Compliance (This feature will is not yet functional)



Another way to access compliance records for your facility(ies) is by selecting the gray Compliance button on the green CERS Business bar from the home page. This tool allows you to create reports by exporting your compliance activity to excel using the “**Export to Excel**” button on the screen.

Compliance Activity for All Facilities

Inspections for All Facilities (10 most recent)

CERS ID	Facility Name	Date	Program	Type	# Vios	RTC Date	Status
No records to display.							

[Export To Excel](#)

Violations for All Facilities (10 most recent)

CERS ID	Facility	Program	Vio Type	Violation Date	Actual RTC	Class
No records to display.						

[Export To Excel](#)

Enforcements for All Facilities (10 most recent)

CERS ID	Facility Name	Date	Type	Formal Type	# Vios
No records to display.					

[Export To Excel](#)

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E. My Business

CERS Business

Home

Submittals

Facilities

Compliance

My Business

By hovering over the “**My Business**” button on the green CERS Business bar from the home page, you will have shortcuts to many of the functions described below in order to manage your business/facility account. You can get a complete list of the following actions by clicking on the “**My business**” button.

- a) **Summary:** This summary page will give you general information about your facility and the people associated with it. You may also [manage people](#) from this page.
- b) **People:** This is yet another link to [manage the people](#) associated with your facility(ies)
- c) **Action Required:** Just as the box in your home page, this link will take you to any notices of action required on your part by your local regulatory agency(ies).
- d) **Notifications:** Same as the box in your home page, this link will take you to a list of notifications regarding activity in your business/facility account.
- e) **Email History:** This link will display any email correspondence relevant to your facility(ies). You may use the search box to find a specific email notice.
- f) **Regulators:** This link allows you to view and contact the specific [regulatory agency\(ies\)](#) that oversee your submissions.
- g) **Manage Facilities:** this link allows you to transfer, merge, or delete facilities, as well as view any archived facilities for which no longer have an association with.
- h) **Archive:** This page shows any facilities (and their submittals) your business previously reported on in CERS but which CERS now shows as no longer being associated with your business and 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.

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F. Additional Help

If you have any questions regarding your submittal elements, contact your inspector. See chart below.

If you have technical issues with the application, you can make a [technical support request](#).

For additional training documents visit <http://cers.calepa.ca.gov/business/training>

To locate your inspector: <https://vcrma.org/index.php/cupa-contact-information>

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