



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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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**”

California Environmental Reporting System

CERS Central

Home Business Portal Regulator Portal General Public Contacts

Home
Businesses
Regulators
Announcements
EDT
Data Seeding
Training

Businesses Business Portal Sign In

- Training Portal Sign In
- CERS General Announcements/Blog
- CERS Chemical Library
- Unified Program Internet Site
- CERS Business User Group Contact: [Tod Ferguson](#)

Regulators Regulator Portal Sign In

- Training Portal Sign In
- CERS Regulator Users Group [cereg](#)
- Unified Program Violation Library [\(astabae\)](#)
- CERS Data Registry
- Unified Program Internet Site

CERS Training Portals
If you would like to gain familiarity with using CERS, you can begin using the [Business Training Portal](#) and/or the [Regulator Training Portal](#). These training portals are fully functional copies of CERS. Existing CERS users can sign in to the training portals with their CERS1 sign in, and other users can create new accounts. Neither training portal contains any business or facility data, but users can create new businesses and facilities in the Business training portal, and regulator users (once approved by CERS Technical Support staff) can view and act upon these facilities and their submittals.

Recent Announcements/Blog Postings ([All Announcement Lists/Blogs...](#))

- [CERS2 Updates: Faster / Fewer Submittals / Violation Library / Bugs & Enhancements / Official URL](#) (Jan 11, 2012)
- [CERS2 Regulator and Business Portals Now Available at <http://cers.calepa.ca.gov>](#) (Jan 06, 2012)
- [Upcoming CERS Regulator User Group Meeting on Tues., Jan 10 from 8:30-10:00](#) (Jan 03, 2012)

Other CERS Links

- [CERS Enhancements Listing](#) (Scheduled and Proposed)
- [CERS Change Management Committee](#)
- [CERS2 EDT Home Page](#)
- [CERS2 EDT Implementation Listserv](#)

For additional assistance, please contact the CERS Help Center

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

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

CERS Business Sign-In

Your Username

[Forgot your username?](#)

New to CERS?

To start reporting on your facility(s) in CERS, create a CERS account.

[Watch Demo Video](#)

Want to experiment with CERS?
Use the Business Training Portal to learn how to use CERS by creating and managing test data before starting your official facility reporting.

Are you a CERS Regulator?
Sign in to the [CERS Regulator Portal](#), or visit [CERS Central](#)

- 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

Email Confirm Email

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

- 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 Facility

Once the account is activated, user 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, there 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 the text: "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 text 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 the text: "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 text is a green button labeled "Search" with a black arrow pointing to it.

- a. If a facility exists, select “**Search**”
 - i. When User requests access to a facility, it will need a 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. Business with facilities in more than one CUPA will be handled by Cal/EPA in accordance with their current practices of requiring written requests and validation from the business.
- b. If selected “Add Facility”, follow these steps:
 - i. Provide Address
 - ii. Provide Facility Name
 - iii. Select “**Continue**” after facility has been added to CERS
 - iv. Complete questions for Business Activities and select “**Save**”. This questionnaire helps determine which submittal elements will be required for your facility.
 - v. Fill out Business Owner/Operator Identification and select “**Save**”. Do not submit your Facility Information submittal element until you are ready to submit the Hazardous Materials Inventory. CERS requires that the Facility Information be submitted with any other submittal element.

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.


Save Cancel

Site Identification

Facility Name
 Facility Name

Business Site Address
 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

III. Entering Chemical Inventory

Even if your facility is in a jurisdiction that requires reporting hazardous materials below the state thresholds, you can use the HMIS submittal element to meet these requirements by electing **“Start”**.

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

Business Activities DRAFT Feb. 24, 2012
Ready to Submit

Business Owner/Operator Identification Review Needed

Hazardous Materials Inventory No Previous Submittal

Emergency Response and Training Plans No Previous Submittal

Underground Storage Tanks No Previous Submittal

- a. If your facility has many different hazardous materials, you should select **“Upload Inventory”** and be sure to use the CERS Hazardous Material Inventory Upload Template (<http://cers.calepa.ca.gov/Tempdocs/Seeding/InventorySeedTemplateNov2011.xls>). Copy and paste your data into the template. This will avoid many unnecessary errors.

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	Inventory Reports
Download Inventory	CERS Chemical Library
Search Facility's Inventory	Small Business Sample Inventories

Hazardous Materials Inventory (0) Draft Feb. 24, 2012 [Add Material](#) [Done](#)

- i. The file size limit is 500 inventory items can be uploaded at a time.
- ii. If an inventory were to exceed those limits, you would need to cut up their excel files into separate chunks of about 200 chemicals, then use the "Append to Existing Inventory" function on the upload page to run the various uploads.
- iii. Of course all of the files need to include the column headings or the upload will be rejected.

Facility Name: Hazardous Material Inventory
 Home » Prepare Submittal (10154999) » Hazardous Materials Inventory: Hazardous Material Inventory (Draft) » Upload Inventory

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](#).

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.

Upload Inventory
 Inventory Excel Spreadsheet

Replace/Append Existing Inventory
 Append to Existing Inventory

Version 2.00.0038 | [Enhancements](#) | [CERS Central](#) [Diagnostics](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Contact](#) | [Help](#)

- b. Note that not all Users will have the capability to upload their inventory. Refer to point "c" below to manually enter your information.

Unified Program Chemical Library
 CERS Data Registry » Unified Program Chemical Library

Instructions/Help

Search CERS Chemical Library

Chemical/Material Name
 CAS Number
 CERS Chemical Library ID

Use the form to the left to search the CERS Chemical Library. After searching, use the "Export to Excel" button at the bottom right of the results below to see more detailed information about each chemical.
[Export Entire Library to Excel](#)

CERS Chemical Library Search Results

CCLID	Chemical Name	Common Name / Synonym Name	Synonym?	CAS
No records to display.				

Page 1 of 0

Displaying items 0 - 0 of 0

- c. If facility only has a few hazardous materials, it is recommended to add them manually by selecting **"Add Material"**. Simply use the CERS Chemical Library to search for the material and select "Add" when material is found.
 - i. If the material is not found in the CERS Chemical Library, select **"Unable to Find Material/Add New Chemical"** to add your material to your inventory.
 - ii. There is no difference in the upload process for materials that are or are not in the CERS Chemical Library. CERS would not reject a submittal bases on inconsistency with data in the Chemical Library.
- d. To check the validity of your inventory data, click **"Validate My Inventory"** at the bottom of the Hazardous Materials Inventory window.




Hazardous Materials Inventory (9) Draft Aug. 30, 2012

Only show materials with errors/warnings

	Common Name	CAS	Location	Max Daily Amount	
<input type="button" value="Edit"/>	95% OXYGEN, 5% CARBON DIOXIDE		Research Building 1	1,150 cubic feet	<input type="button" value="Discard"/>
<input type="button" value="Edit"/>	CARBON DIOXIDE	124-38-9	Research Building 1	3,942 cubic feet	<input type="button" value="Discard"/>
<input type="button" value="Edit"/>	Hydrochloric Acid	7647-21-0	Research Building 1	150 gallons	<input type="button" value="Discard"/>
<input type="button" value="Edit"/>	Motor Oil		Outside Building #2	30 gallons	<input type="button" value="Discard"/>
<input type="button" value="Edit"/>	NITROGEN	7727-37-9	Research Building 1	6,354 cubic feet	<input type="button" value="Discard"/>
<input type="button" value="Edit"/>	NITROGEN	7727-37-9	Research Building 1	83.16 gallons	<input type="button" value="Discard"/>
<input type="button" value="Edit"/>	OXYGEN	7782-44-7	Research Building 1	249 cubic feet	<input type="button" value="Discard"/>
<input type="button" value="Edit"/>	OXYGEN @ 1PPM TO 22.5% BALANCE NITROGEN		Research Building 1	304 cubic feet	<input type="button" value="Discard"/>
<input type="button" value="Edit"/>	SULFURIC ACID		Research Building 1	30.396 gallons	<input type="button" value="Discard"/>

Page 1 of 1



Displaying items 1 - 9 of 9

- i. Note any guidance icons [ = Required;  = Warning;  = Advisory] that appear next to line items. If you have a larger inventory spanning several pages, check the box **“Only show materials with errors/warnings”** to view just the flagged items.

Hazardous Materials Inventory (9) Draft Aug. 30, 2012

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

Only show materials with errors/warnings




	Common Name	CAS	Location	Max Daily Amount	
<input type="button" value="Edit"/>	Motor Oil 		Outside Building #2	30 gallons	<input type="button" value="Discard"/>
<input type="button" value="Edit"/>	NITROGEN 	7727-37-9	Research Building 1	83.16 gallons	<input type="button" value="Discard"/>

Validate My Inventory


Page 1 of 1 Displaying items 1 - 2 of 2

- ii. Click the green **“Edit”** button next to the line item you wish to make revisions to. At the top, you will see the guidance icon next to 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.

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.

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 Fire Code Hazard Classes (by priority): Federal Hazard Categories: Fire Reactive Pressure Release Acute Health Chronic Health DOT Hazard Class:

Radioactive: Yes No [View/Edit Additional Firecodes](#) State Waste Code: [Lookup Code](#)

Curies:

Inventory Location and Quantity

Chemical Location: Average Daily Amount: Maximum Daily Amount: Units: gallons cubic feet pounds tons

Chemical Location Confidential EPCRA: Yes No Largest Container: Annual Waste Amount:

Map# (Optional): Grid# (Optional): Days on Site:

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

- 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 appropriate box that denotes how your motor oil is stored 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	6474-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 ALKYL DITHIOPHOSPHATE	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. Once “Steel Drum” is selected as the container for “Motor Oil”, the updated inventory lists now only flags “Nitrogen” and not “Motor Oil”:

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

- e. Next, upload “Site Map” to complete the Hazardous Materials Inventory section.
- i. Note that there are other options to complete the submission, especially for those facilities that do not require site map.
- f. Under **Emergency Response and Training Plans**, select “Start” to upload files
- g. If facility has **Underground Storage Tanks**, select “Start” and answer the questions. Select “Save” when finished.

2. Managing Business Organizations

- Organizations allow a set of users to manage multiple facilities owned/operated by single business. Organizations typically are corporations or other legal entities with multiple facilities.
- Every facility belongs to only one organization.
- Every CERS2 business user must be associated with at least one organization.

The screenshot shows the CERS Business user interface. At the top, there is a green navigation bar with tabs for Home, Submittals, Facilities, Compliance, and My Business. Below this is a 'Home: A-Z Services' section. A 'Common Tasks' section contains four cards: 'Start Facility Submittal', 'Add Facility', 'People/Users', and 'Contact Your Local Regulator(s)'. The 'Facilities' section displays a table with columns for CERS ID, Facility Name, Address, and Last Submittal. Below the table is an 'Action Required (None)' section and a 'Notifications for my Business' section showing a message about a new facility being added. The footer contains version information and links for diagnostics, conditions of use, privacy policy, contact, and help.

I. User Accounts

- If you are an existing user and you cannot login, select **“Forgot your username”** and enter the registered email. If you have your correct username, you can select **“Forgot your password”**. You should then receive an email on how to reset your password.
- Be sure to keep username, password, and also the 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.

This screenshot shows the user account menu at the top right of the CERS Business interface, with an arrow pointing to the '[Your Name]’s Account' link. Below the navigation bar is a 'Select Your Business' section with an 'Add a new facility/business' button. A message states: 'Below is a list of all businesses (not facilities) associated with your CERS Account. Select one of the businesses below to view its facilities.' Below this message is a table with columns for Business, Business Headquarters, Facilities, Users, and Created On.

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

- (iii) Update desired fields and click “Save”

II. My Business

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

a. Manage People

A user can belong to multiple Organizations (e.g., consultants)

A user's security rights applies to ALL facilities associated with an Organization

- **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

Identification Information
⚠ The information below is shared by other Organizations, Regulators and/or linked to an Account.
Full Name Email
Add Person Edit Ap@email.com Edit

Additional Information for UC SAN DIEGO
ℹ This information for Add Person is specific to My Business
Phone Title

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

Assigned Permissions

Permission Group	Description
<input checked="" 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

- Select an existing user to edit
- Select **"Add Person"** to add someone to your Business. Enter their email and select **"Continue"**. Then, enter their full name and their phone number and title if possible. Be sure to check a role under **"Permission Group"** for this person and select **"Save"** when finished.
- Select **"Delete"** to delete an existing user
- 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

i. Facility Transfer

You can request your regulator to approve transferring one of your facilities to a different business. This is normally used to help businesses aggregate all of their reporting facilities under a single CERS business, typically because of changes of 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). 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 a owner/operator change for the facility.

c. Select Business

- a) To add a new Business organization, click "Select Business" from the "My Business" drop-down menu.
- b) In the next window, click the button "Add a new facility/business"

3. Helpful Tips

I. Getting Help

- a. 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 most useful tools 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>

CERS Business

Home
Submittals
Facilities
Compliance
My Business

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 94602-6577	(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 Mammoth Lakes, CA 96120	(530) 894-2146	djampson@alpinecountycal.gov	Yes
Amador County Environmental Health	CUPA	810 Court Street Jackson, CA 95642	(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	(861) 326-3979	cpetkins@bakersfieldfire.us	Yes

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 Url
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

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.

California Environmental Reporting System: Business

New User's Account Sign Out Tools Reports Help

CERS Business Home Submittals Facilities Compliance My Business

Tools
Home » CERS Tools

Unified Program Regulators Listing
A listing of contact information for all Unified Program Certified United Program Agencies (CUPAs) and Participating Agencies (PAAs).

Business/Organization Listing
Search a listing of all businesses in CERS, and request access to your business/organization.

CERS Chemical Library
View, search, and download the chemical/material information available in the CERS Chemical Library.

CERS Violation Library
View, search, and download the violation information available in the CERS Violation Library.

Your Browser Software
CERS not quite looking right, or having other problems? Use this page to identify your browser software before communicating with CERS Technical Support.

Upload Draft Inventory Data for Multiple Facilities in My Business
(Available Q2 2012)
Upload draft Hazardous Material Inventory for multiple facilities. You can choose to overwrite or append your uploaded data to any existing draft inventories.

III. “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.

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	Number of Sign-Ins
newuser	2/24/2012 10:08 AM to the CERS Business Portal	18
Account Established On	2/15/2012 9:34 AM	

My Business

Name	(951) 534-6623 See Edit Phone Title Permissions: Lead User
Select Training Facility	


Last 5 Sign-Ins (18 Total)

Portal	Date/Time
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IV. Web Browsers

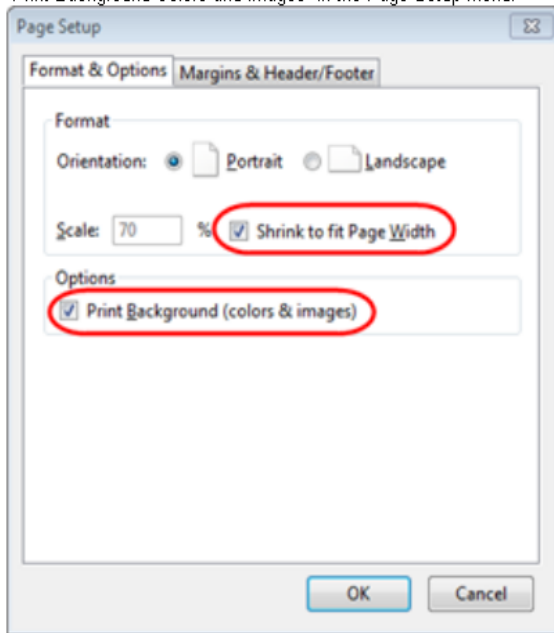
CERS is designed for standard-sized screens using relatively current web browsing software (e.g., Internet Explorer 8+, FireFox 3.6+, current versions of Google Chrome or Safari). Some CERS features may not work on older browsers, and CERS is not designed to be effectively used on smaller display devices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

V. Printing

- a. Viewing and printing some CERS reports requires relatively current PDF viewing software (Adobe Reader 8+).
- b. Click on printing icon  on the left side for CERS Printing tips if needed.
- c. 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.



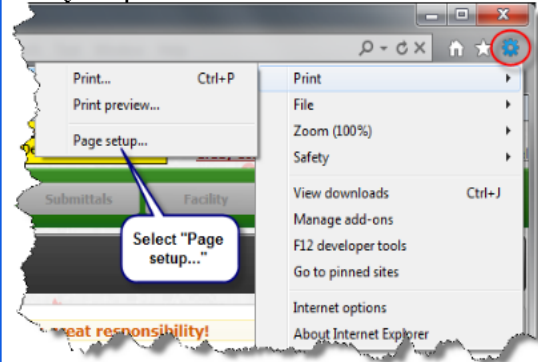
Google Chrome

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



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.