

Getting Started On the California Environmental Reporting System (CERS)

<http://cers.calepa.ca.gov>

Create your CERS User Account

1. On the internet, visit the CERS Business Portal at <https://cersbusiness.calepa.ca.gov/>.
2. In the “New to CERS?” section, click the “Create New Account” button.
3. Fill out the page, then click the “Create My Account” button. CERS will immediately send an e-mail to the address you provided, asking you to activate your account.
4. Click the link in the activation e-mail. Your account is now active.

Adding your First New Facility

- 1) To begin reporting on your business, select the “Add Facility” button as shown below. If you believe your facility/business has previously been reported on CERS, instead select the “Request Access to an Existing CERS Business” to search for your facility/business. Regardless of which option you select, CERS will direct you on what you need to do based upon the facility information you enter.

The screenshot shows the CERS Business portal home page. At the top, there is a green navigation bar with the text "CERS Business" and five buttons: "Home", "Submittals", "Facility", "Compliance", and "My Business". Below the navigation bar, there are three main sections:

- Request Access to an Existing CERS Business**: A grey header with a white background. Below it, text reads: "If your business/organization has previously used CERS to report on its facility(s), please search for your business/organization." To the right is a green button labeled "Search Existing Businesses/Facilities".
- Add a New Facility**: A grey header with a white background. Below it, text reads: "If you and your business are new to CERS, please add a new facility." To the right is a green button labeled "Add New Facility".
- Contact My Local Regulator (CUPA)**: A grey header with a white background. Below it, text reads: "Most questions about how to use CERS for your facility reporting should be directed to your local regulator (CUPA). Look up your [CUPA/PA Contact Information](#)."

At the bottom of the page, there is a green footer bar with the text "Version 2.20.0129 | Enhancements | CERS Central" on the left and "Diagnostics | Conditions of Use | Privacy Policy | Contact | Help" on the right.

- 2) Enter the facility address information. CERS may prompt you with likely City and or ZIP Code information. Select the “Next” button.

The screenshot shows the "Add New Facility: Provide Address" form. At the top, there is a green navigation bar with the text "CERS Business" and five buttons: "Home", "Submittals", "Facility", "Compliance", and "My Business". Below the navigation bar, there is a grey header with the text "Add New Facility: Provide Address".

The form itself has a white background and contains the following elements:

- Provide Address**: A green header with a white background.
- Please enter your facility's physical address below.**: A line of text.
- Address**: A text input field containing "1000 Main Street".
- City**: A text input field containing "Somewhere".
- State**: A dropdown menu showing "CA".
- ZipCode**: A text input field containing "99999".
- Next**: A green button, circled in red.
- Cancel**: A grey button.

At the bottom of the page, there is a green footer bar with the text "Version 2.20.0129 | Enhancements | CERS Central" on the left and "Diagnostics | Conditions of Use | Privacy Policy | Contact | Help" on the right.

- 3) You may be prompted to correct/confirm your facility address if the address you entered does not meet US Postal Service addressing guidelines. In most cases the suggested address changes are probably relevant, and you are encouraged to select the “Use Suggested Address” option to assist your regulator and other with searching for your facility in the future. Otherwise, select the “Use Address as Entered” button.

CERS Business

Home Submittals Facility Con

Add New Facility: Confirm Address

Confirm Address

It appears that the address entered is incorrect or incomplete. To proceed, please select one of the following options:

We recommend: 250 Hamilton Ave Palo Alto 94301	You Entered: 250 Hamilton Ave Palo Alto 94303
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Use Suggested Address Use Address As Entered

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- 4) Enter your facility’s name and click the ‘Continue’ button.

CERS Business

Home Submittals Facility

Add New Facility: Provide Facility Name

Provide Facility Name

Facility Address
123 Main, soquel CA 95073

Your Facility's Name

Continue Cancel

If your facility’s address has already been added/reported on in CERS previously, you will be shown the following screen. **Carefully** read and select one of the three options. Option #1 is appropriate if the *last known owner/operator* is your business. Option #2 is appropriate if you are the new and/or current owner/operator of the facility. Option #3 should rarely be used as it purposely creates a duplicate facility at the same address—consult your regulator before using this option. Depending upon the option you select, you will be shown additional screens about your business and how to request access to your facility information. **If you are requesting access to your facility information, you will receive an email from CERS within 1-2 days saying your request has been approved.**

If your facility is new to CERS, go to **step 5** in this help guide.

CERS Business Home Submittals Facility

Add New Facility: Existing Facility

Facility Address Already in CERS
 A business/organization has previously reported in CERS on a facility with the address you entered. Please select the most appropriate option below.

Facility Name/Address CPA CIVIC CENTER 250 HAMILTON AV PALO ALTO, CA 94301 CERSID 10078156	Last Known Owner/Operator (CERS Business) CPA CIVIC CENTER Last Submittal Date for this Owner/Operator 8/15/2002
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Normally Option #1 or #2 is what should be selected.

Select 1. This is my facility and I am associated with the **last known owner/operator** shown above.

Select 2. This is my facility, but it is no longer owned/operated by the last known owner/operator. **Transfer** this facility to my business.

Select 3. I want to add an **additional** facility at this address for my business (250 Hamilton Ave, Palo Alto, CA 94301). Do not use this option to change ownership of an existing facility (select option #2 instead).

Cancel

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- 5) The next screen asks for information to create a CERS Business/Organization for your facility. If your business will only be reporting on **one** facility, then the default Business Name and Headquarters values shown (based upon our facility information) is sufficient. However, if your business is or will be reporting on more than one facility, you should modify the Business Name to something more general than the facility name you entered (e.g., change *John's Lube and Tune #12* to *John's Lube and Tune*). You can later add and manage multiple facilities (and users) under your CERS Business/Organization.

You must provide your business phone number so your regulator can contact you if they have questions, and then select the "Submit" button to proceed.

CERS Business Home Submittals Facility Compliance My Business

Add New Facility: Add Your Business/Organization to CERS

Your Facility Information
 Test Business
 123 Main St
 Soquel, CA 95073

Your CERS Business Information
 Provide/Update Your CERS Business Name*
 Test Business
e.g., the legal/corporate name of your business/organization

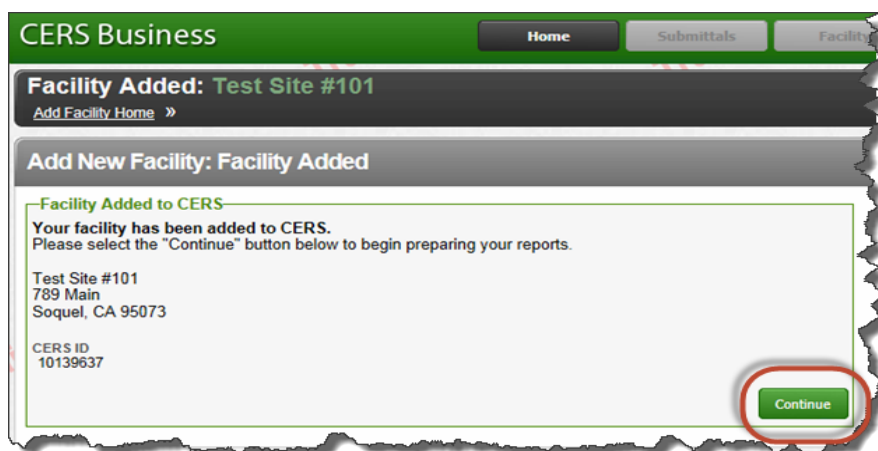
Provide/Update Your Business Headquarters City/State
 Soquel, CA
e.g., Los Angeles, CA

* 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)

Submit Cancel

- 6) The next screen indicates your facility has been successfully added. Please make note of your facility's CERS ID for future reference. Select the "Continue" button to begin reporting on your facility using the Business Activities form.



Updating and Submitting your Facility Information

1. Sign in to the CERS Business Portal (described above) and click the "Start Facility Submittal" link.
2. Complete the "Facility Information" section, "Hazardous Materials Inventory" section, and the "Emergency Response and Training Plans" section.
3. When all required sections (also called submittal elements) are complete, click the "Submit" button.
4. Verify that each required section appears in the "Ready to Submit" list. Click the "Submit Selected Elements" button to complete your submission. CERS will immediately send an e-mail to you and your regulator(s) saying that a submission has been made.

Additional resources

- CERS training materials developed by Cal/EPA: <http://cers.calepa.ca.gov/business/training>
- Santa Clara City Fire Department – Fire Prevention and Hazardous Materials Division
 - Send CERS questions via e-mail to jlin@santaclaraca.gov
 - Call (408) 615-4960 and ask to speak with a Deputy Fire Marshal – Hazardous Materials