# California Electronic Reporting System (CERS)

**Solano County Business Training**

**Provided by**

**Accent Communications, LLC**

**on behalf of Solano County**

**Department of**

**Resource Management,**

**Environmental Health Services**

10.4.13

# Acknowledgements

This CERS training content is based on the Cal/EPA State training curriculum found at

http://cers.calepa.ca.gov/business/training

Additional information and guidance has been provided by Petaluma Fire Prevention Bureau.

Additional Resource:

CERS Business User Group (CBUG)    http://iea-sd.com/cbug/

# Agenda

- Introductions/Housekeeping

- Participant Pre-registration in CERS Required

- Overview of Advanced Features

- Q&A

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# Agenda

- Editing Your Profile

- Changing Your Business Name

- Managing Users

- Managing Multiple Sites in CERS Organization

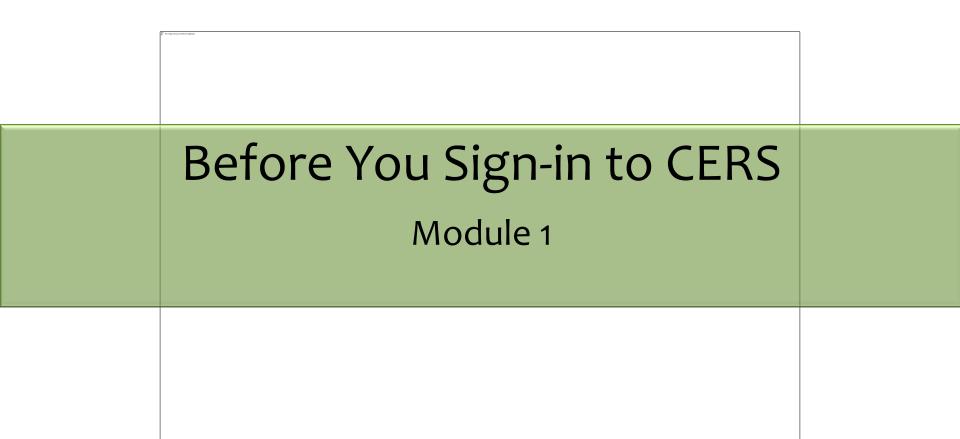- Transferring Facilities

- Merging Facilities

# Agenda

- Updating Information (Re-submittals)

- Inventory Tools, Chemical Library

- Managing Facility Inventory

- Managing Multiple Site Inventories

- Facility Compliance

# Before You Sign-in to CERS

## Module 1

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# Local Reporting Requirements

California Environmental Reporting System

- ***Solano County Dept. of Resource Management, Environmental Health Services***

- http://www.solanocounty.com/depts/rm/environmental_health/hazmat/default.asp

- Publications and Forms

- http://www.solanocounty.com/depts/RM/documents/hazardous_materials.asp

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# Solano County Reporting Requirements

# Training

## CERS *Central*

| Home | Business Portal | Regulator Portal | Index | Search | Contacts |

## CERS Training Materials

- Home
- Businesses
- Regulators
- **Training**
- Policy
- Announcements
- Index
- EDT

### Businesses

**CERS Business User Training/Help**

**Business Training Portal Sign In**

### Regulators

**CERS Regulator User Training**

**Regulator Training Portal Sign In**

**CERS Training Portals**

Experiment and gain familiarity with using CERS by 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

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CERS Contacts: http://cers.calepa.ca.gov/contacts/
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# Editing Profile Information

## Module 2

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# Profile Information

- Name

- Title

- Phone Number/Email

- Assigned Permissions

    - Lead User, Approver, Viewer, Editor

- Change Password

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# Profile Information

# Profile Information

# Changing Facility Name

## Module 3

# Change Facility Name

- Can not be changed by Business

- Must be changed by regulator

- Provide written request to CUPA

- Justification of name change required

# Managing Multiple Facilities

## Module 4

# Managing Multiple Facilities

- "CERS Organization": Primary Business Entity

- Facilities: Sites belonging to CERS Organization

- Consider user access in multiple facility organizations

- Large businesses benefit from multiple CERS Organizations

# Add a Facility

# Add Facility

# Facility Added

**CERS Business**

| Home | Submittals | Facilities | Compliance | My Business |

**Facility Added: Your Business (South Site)**

Add Facility Home »

## Add New Facility: Facility Added

### Facility Added to CERS

**Your facility has been added to CERS.**
Please select the "Continue" button below to begin preparing your reports.

Your Business (South Site)
124 County Dr
Anywhere, CA 94954

**CERS Business/Organization Name:**
Your Business HQ

**CERS ID**
 10150544

[ Continue ]

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# Managing Multiple Facilities

Manage Owner/Operator Information for multiple facilities.

•Utilizes Excel spread sheet

•Function found in TOOLS menu

•Allows editing for multiple facilities in one location

# Managing Multiple Facilities

## CERS Business

Home | Submittals | Facilities | Compliance | My Business

### Tools
Home » CERS Tools

**CUPA Contact Information/Listing**
A listing of contact information for all Unified Program Certified Unified Program Agencies (CUPAs) and Participating Agencies (PAs).

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

**Search/Restore Draft Submittals Replaced by Regulator Seeding**
Search a listing of draft submittals that have been replaced by the regulator seeding process.

**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 to page to identify your browser software before communicating with CERS Technical Support.

**Upload Multi-Facility (or Very Large) Inventory Submittal Elements**
Upload draft *Hazardous Material/ Inventory* submittal elements for one or more of your business' facilities. You will receive an email when processing of your uploaded file is completed (normally less than 24 hours). Any existing draft inventories for the facilities in your download will be replaced by what is in your multi-facility upload. The Site Plan from the last submittal for a facility in this file will be copied to the new draft submittals created by this tool. This tool can also be used to upload a very large inventory (500+ materials) for one (or more) facility(s).

**Upload Owner/Operator Data for Multiple Facilities in My Business**
Upload draft Owner/Operator form data (part of the *Facility Information* Submittal Element) for multiple facilities. The data in your upload will replace Owner/Operator data for any existing draft *Facility Information* submittal elements for the facilities in your download.

### This section is only available/visible to regulator lead users
**Create CERS Business/Organization (no facility added)**
Lead regulator users can use this tool to create a CERS Business without creating a new facility like you would in the Add Facility wizard. This tool would typically be used to create a "target" organization to transfer an **existing** CERS Facility to.

Version 2.22.0140 | Enhancements | CERS Central                    Diagnostics | Conditions of Use | Privacy Policy | Contact | Help

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# Managing Multiple Facilities

# Managing Users

## Module 5

# Manage Users

# Add Users

# Delete Users

# Delete Users

# Users for Multiple Sites

- CERS Organization users access all facilities

- To limit user access:

  - Separate larger organization into smaller ones

    - County, Regional, State, etc.

- Large businesses represented by multiple CERS Organizations

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# Merging  v. Transferring Facilities

## Module 6

# Transfer, Merge Facilities

## Only Regulators can Merge, Transfer

- Requests submitted in CERS to Regulators

- Regulators must process requests

- Verify your authority to request merge

- Justification for merge

- Provide CERS Id numbers for facilities involved

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# Merge Facilities

## One Business, One Facility…..

- Duplicate CERS input
- Multiple facilities, only one needed
- Choose main business to merge duplicate into
- Duplicate will be eliminated from system

# Merge Facilities

# Merge Facilities

California Environmental Reporting System: Business

Paula Dueweke's Account    Sign Out    Tools    Reports    Help

## CERS Business

| Home | Submittals | Facilities | Compliance | My Business |

## My Business: Your Business HQ

Home » My Business » Manage Facilities

- Summary
- People
- Action Required
- Notifications
- Email History
- Regulators
- Manage Facilities
- Archive

## Manage Facilities

**Merge Facilities Request**
You can request your regulator 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 (use Facility Transfer to move a facility to another business and then merge it with another facility).

**Facility Transfer Request**
You can request your regulator 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. If most of your facilities are within the boundaries of one CUPA regulator, they will approve your facility transfer, while Cal/EPA will approve these requests for for larger, multi-jurisdictional businesses. Any past submittals for the facility will be archived. Submittals made by your business for this facility will not be shown to facility's new owner/operator, but will be visible to you using the Archived Facilities/Submittals page.

**Delete Facility Request**
You may request your regulator delete a facility if you have never reported on this facility. Duplicate facilities within your organization should be merged together using a Merge Facilities Request. 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.

**Archived Facilities/Submittals**
View any facilities previously reported on in CERS by your business but which are now owned/operated by some another 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.

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# Merge Facility

# Merge Facility

# Merge Facility

# Transfer Facilities

- Multiple Facilities

- Multiple unassociated CERS Organizations

- Transferred into one business

# Transfer Facilities



**Training**
Build: 2.20.0129

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## CERS Business

Home | Submittals | Facilities | Compliance | My Business

### My Business: Your Business HQ

Home » My Business » Manage Facilities

- Summary
- People
- Action Required
- Notifications
- Email History
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## Manage Facilities

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You can request your regulator 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. If most of your facilities are within the boundaries of one CUPA regulator, they will approve your facility transfer, while Cal/EPA will approve these requests for for larger, multi-jurisdictional businesses. Any past submittals for the facility will be archived. Submittals made by your business for this facility will not be shown to facility's new owner/operator, but will be visible to you using the Archived Facilities/Submittals page.

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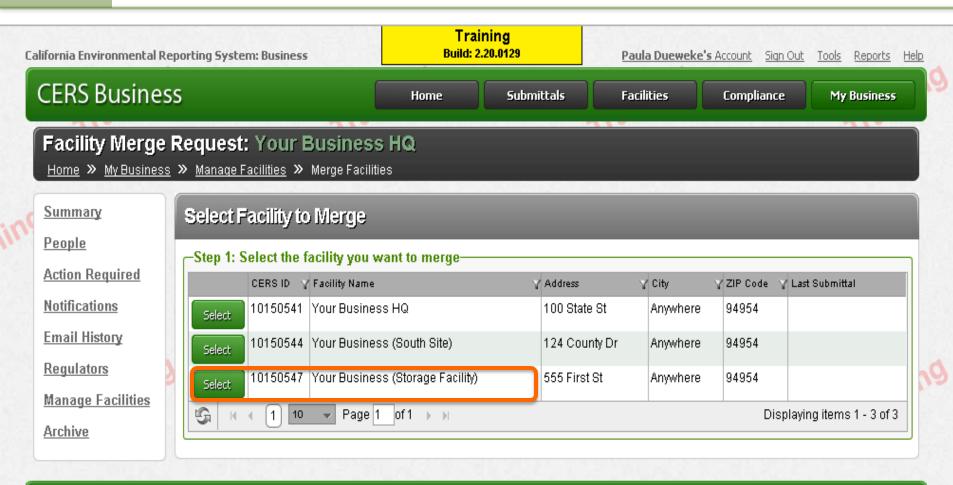
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# Transfer Facilities

# Transfer Facility

# Transfer Facility

# Updating Information (Re-Submittal)

Module 7

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# Edits/Re-Submittal

- **Any changes require submittal when complete**

- **Regulators can't view changes unless submitted**

- **Always start changes w/**  Start / Edit Submittal

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# Edits/Re-Submittal

## Always SUBMIT when edits are complete.

# Managing Inventories

## Module 8

# Sharing Inventories

- **Facilities with large inventories**

- **Businesses w/ multiple facilities, similar inventories**

- **Inventories can be shared and uploaded**

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# Download Inventory to Excel

**CERS Business**

Facilities | Compliance | My Business

## Prepare Draft Submittal: Your Business HQ

Home » Prepare Submittal (10150541)

### ⑦ 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
DRAFT Jul. 7, 2013 | Submit

| | |
| --- | --- |
| 📄 Business Activities 🖨 | Ready to Submit | Edit |
| 📄 Business Owner/Operator Identification 🖨 | Ready to Submit | Edit |
| ⊖ Discard Draft Submittal 🗳 Miscellaneous State-Required Documents | |

### Hazardous Materials Inventory
DRAFT Jul. 7, 2013 | Submit

| | |
| --- | --- |
| 📄 Hazardous Material Inventory (6) [Add Material] 💾 | Ready to Submit | Discard |
| 🗳 Site Map (Official Use Only): Upload Document(s) 💾 | Ready to Submit | Edit | Discard |
| ⊖ Discard Draft Submittal 🗳 Miscellaneous State-Required Documents | |

### Emergency Response and Training Plans
DRAFT Jul. 7, 2013 | Submit

| | |
| --- | --- |
| 🗳 Emergency Response/Contingency Plan: Upload Document(s) 💾 | Ready to Submit | Edit | Discard |
| 🗳 Employee Training Plan: Provided Elsewhere in CERS | Ready to Submit | Edit | Discard |
| ⊖ Discard Draft Submittal 🗳 Miscellaneous State-Required Documents | |

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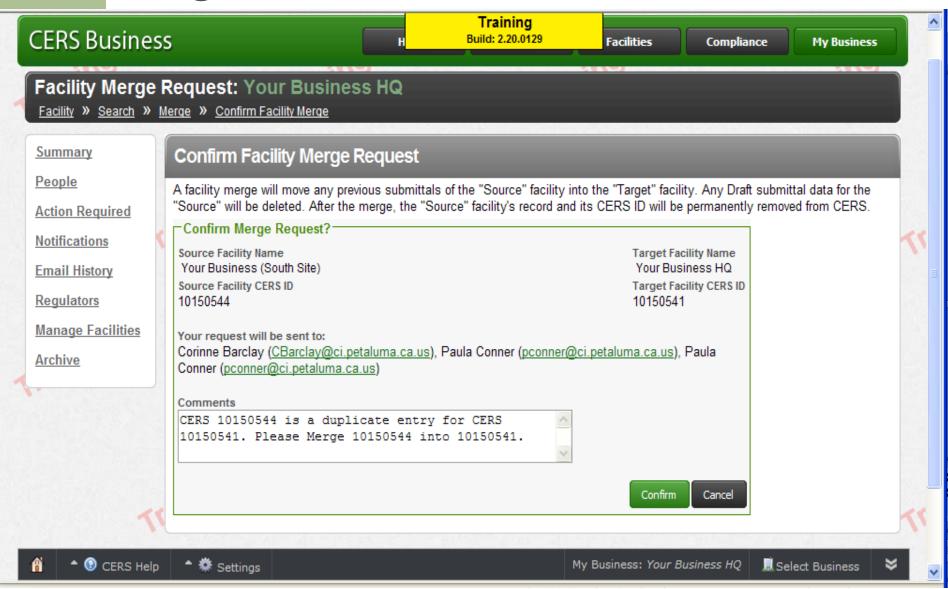
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# Excel Inventory



- **CERS Id column must reflect number for site to which the inventory is uploaded.**

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# Upload Inventory to New Facility

- **Change CERS Id number (Ist Column, Excel)**

- **Make changes as needed**

- **Save the new inventory to your computer**

- **Open CERS for facility accepting new inventory**

- **Upload inventory under Hazardous Materials Inventory tab**

# Upload Inventory to New Facility

# Upload Inventory to New Facility

# Upload Inventory to New Facility

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Paula Dueweke's Account    Sign Out    Tools    Reports    Help

## CERS Business

| Home | Submittals | Facilities | Compliance | My Business |

### Hazardous Material Inventory: Your Business (Manuf. Site)

Home » Prepare Submittal (10150553) » HazMaterials 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. Currently CERS only support the Excel 2003 format (xls extension)

Cal/EPA does not recommend more than approximately 500 materials per upload (which can take 60-100 seconds to upload/process). Larger inventories can be either, (1) divided into separate spreadsheets and uploaded using the "Append to Existing Inventory" option, or (2) uploaded for deferred processing as a single large inventory file (or a single upload file with inventories for multiple facilities) using the **Multi-Facility Inventory** page.

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

| Choose File | No file chosen |

**Replace/Append Existing Inventory**

-- Select Option -- ▼

-- Select Option --
Replace Existing Inventory
Append to Existing Inventory

Cancel

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# Upload Inventory to New Facility

to Hazardous Material Business Plan (HMBP) reporting requireme[...] tor). The completed inventory must reflect all hazardous materials at your facility, reported separately for each building or o[...] es for unique occurrences of physical state, storage temperature, storage pressure.

**Training**
**Build: 2.20.0129**

**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 🔴 ⚠️ ℹ️. 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**

## Hazardous Materials Inventory (6)

Draft Jul. 7, 2013    [Add Material]  [Add Site Map]  [Done]

☐ Only show materials with errors/warnings

| | Common Name | CAS | Location | Max Daily Amount | |
|---|---|---|---|---|---|
| Edit | Motor Oil | | Repair Shop | 110 gallons | Discard |
| Edit | Motor Oil | | Repair Shop | 250 gallons | Discard |
| Edit | Ethylene Glycol | 107-21-1 | Repair Shop | 55 gallons | Discard |
| Edit | Oxygen | 7782-44-7 | Repair Shop | 200 cubic feet | Discard |
| Edit | Acetylene | 74-86-2 | Repair Shop | 100 cubic feet | Discard |
| Edit | Carbon Dioxide, Liquid | 124-38-9 | Storage Room | 100 gallons | Discard |

[Validate My Inventory]                                    [Export To Excel]

🔄 |◄ ◄ [1] [15 ▼] Page [1] of 1 ► ►|          Displaying items 1 - 6 of 6

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# Managing Large Inventories

- **Businesses with large inventories**

- **Business Inventory Template (Excel)**

- **Easy to navigate for updates**

- **Save template, upload in Hazardous Materials Inventory**

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# Inventory Template (Excel)

# Haz Mat Inventory Page

**Training**
Build: 2.20.0130

## Chemical Identification and Physical Properties

**Chemical Name**
dynamite

**CERS Chemical Library ID**
-

**Common Name**
dynamite

**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

**Radioactive**
◯ Yes ⦿ No

**Curies**

**Fire Code Hazard Classes (by priority)**
Oxidizing, Class 4 ▾
Flammable Solid ▾
Explosive ▾
View/Edit Additional Firecodes

**Federal Hazard Categories**
☑ Fire
☑ Reactive
☐ Pressure Release
☐ Acute Health
☐ Chronic Health

**DOT Hazard Class** 🔵
9 - Misc. Hazardous Materials ▾

**State Waste Code** 🔵
Lookup Code

## Inventory Location and Quantity

**Chemical Location**
Shop

**Chemical Location Confidential EPCRA**
◯ Yes ◯ No

**Map# (Optional)**

**Grid# (Optional)**

**Average Daily Amount**

**Maximum Daily Amount** 🔵
5000

**Largest Container**
1000

**Annual Waste Amount** 🔵

**Days on Site**
365

**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

# Inventory Template

- Select "New" and "Edit" buttons to complete specific submittal forms [...] .
- Select "Discard" button to delete a draft form/documentation when you [...] 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.

**Training**
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## Facility Information
SUBMITTED Jul. 8, 2013    Start    Not Applicable

- Business Activities
- Business Owner/Operator Identification

## Hazardous Materials Inventory
DRAFT Jul. 9, 2013    Submit

- Hazardous Material Inventory  Add Material
  Ready to Submit    Discard
- Site Map (Official Use Only): Upload Document(s)
  Ready to Submit    Edit    Discard
- Discard Draft Submittal    Miscellaneous State-Required Documents

## Emergency Response and Training Plans
SUBMITTED Jul. 8, 2013    Start    Not Applicable

- Emergency Response/Contingency Plan: Upload Document(s)
- Employee Training Plan: Provided Elsewhere in CERS

Version 2.20.0130 | Enhancements | CERS Central         Diagnostics | Conditions of Use | Privacy Policy | Contact | Help
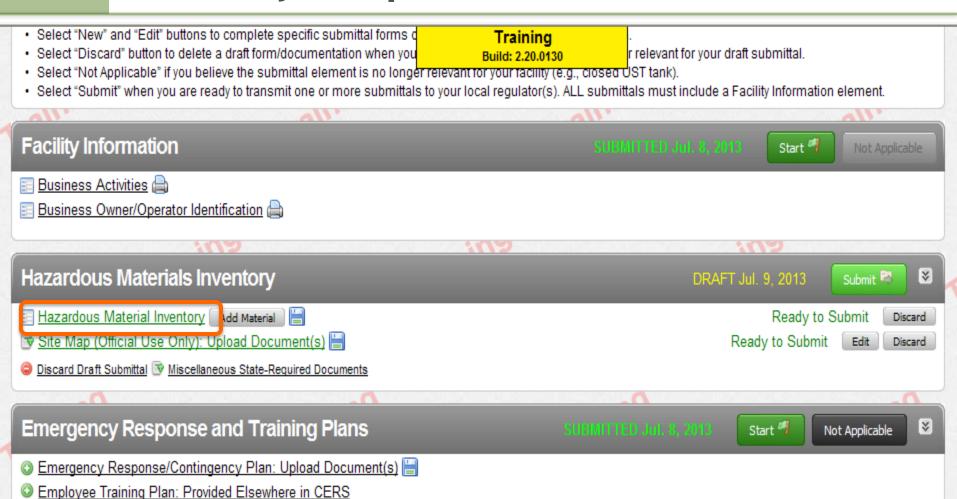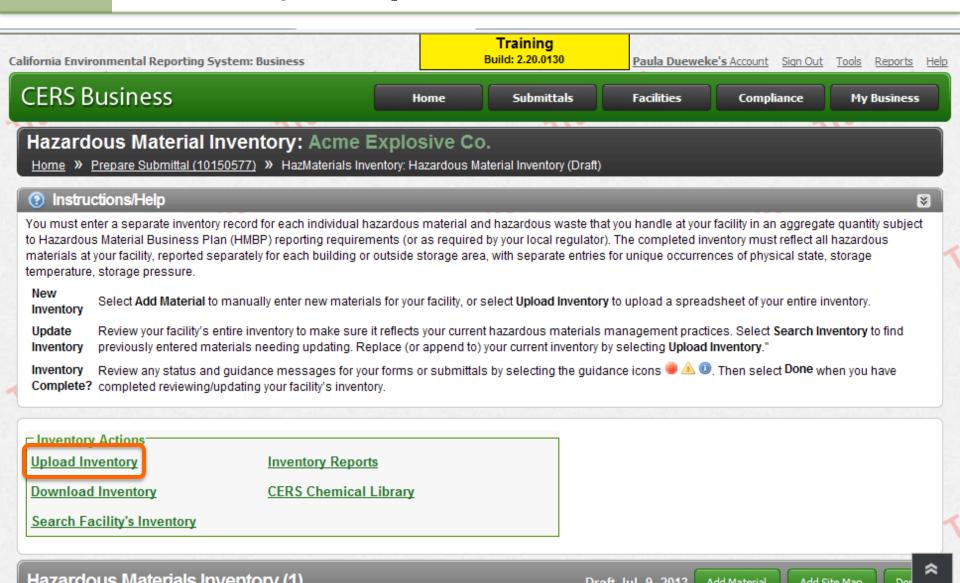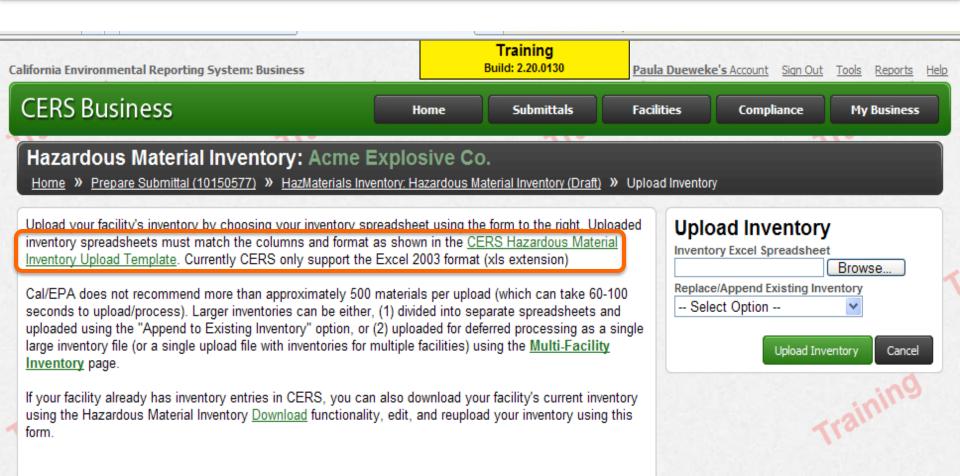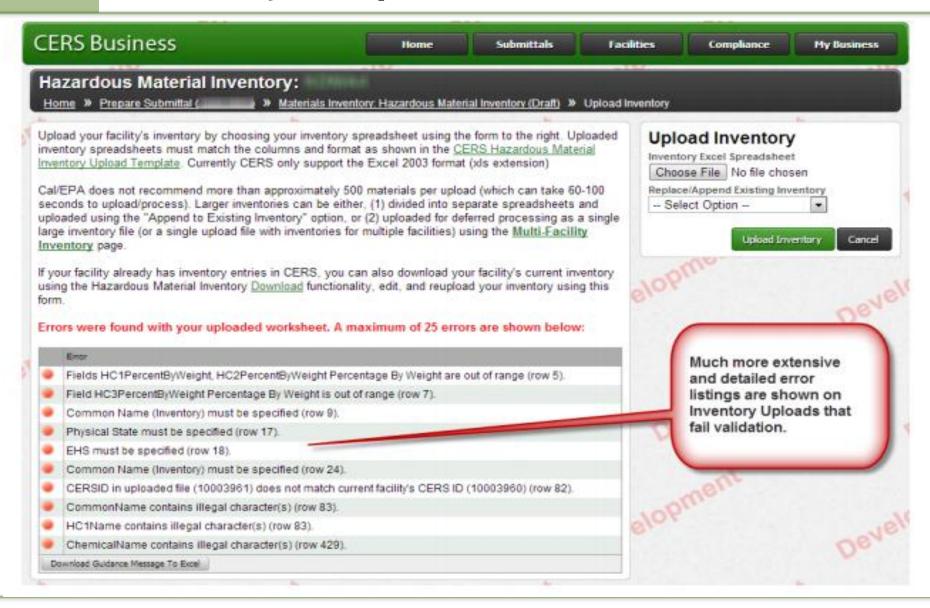
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# Inventory Template



**California Environmental Reporting System: Business**

Training
Build: 2.20.0130

Paula Dueweke's Account    Sign Out    Tools    Reports    Help

## CERS Business

Home | Submittals | Facilities | Compliance | My Business

### Hazardous Material Inventory: Acme Explosive Co.

Home » Prepare Submittal (10150577) » HazMaterials 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**

#### Hazardous Materials Inventory (1)

Draft, Jul 9, 2013    Add Material    Add Site Map    Do...

# Inventory Template

# Inventory Template Errors

# Misc. State Required Documents

# Misc. State Required Documents

# Advanced Program Elements

## Module 9

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# Underground Storage Tanks (UST)

## Facility Information
DRAFT Jul. 24, 2013 · Submit

- 🔲 Business Activities 🖨️ — ⚠️ Ready to Submit with warnings · Edit
- 🔲 Business Owner/Operator Identification 🖨️ — Ready to Submit · Edit
- ⊖ Discard Draft Submittal 📝 Miscellaneous State-Required Documents

## Hazardous Materials Inventory
SUBMITTED Jul. 24, 2013 · Start · Not Applicable

- 🔲 Hazardous Material Inventory 💾
- ⊕ Site Map (Official Use Only): Upload Document(s) 💾

## Emergency Response and Training Plans
SUBMITTED Jul. 8, 2013 · Start · Not Applicable

- ⊕ Emergency Response/Contingency Plan: Upload Document(s) 💾
- ⊕ Employee Training Plan: Provided Elsewhere in CERS

## Underground Storage Tanks 🔴
DRAFT Jul. 24, 2013 · Submit

- 🔲 UST Facility Operating Permit Application — 🔴 Form Needed · New
- ⊕ Tanks
- ⊕ UST Certifications of Installation/Modification
- ⊕ UST Monitoring Site Plan — ⚠️ New
- ⊕ UST Certification of Financial Responsibility — New
- ⊕ UST Response Plan — ⚠️ New
- ⊕ UST Owner/Operator: Written Agreement — New
- ⊕ UST Letter from Chief Financial Officer — New
- ⊕ Owner Statement of Designated UST Operator Compliance — ℹ️ New
- ⊖ Discard Draft Submittal 📝 Miscellaneous State-Required Documents

## Tiered Permitting
SUBMITTED Jul. 24, 2013 · Start · Not Applicable

- 🔲 Tiered Permitting: Facility 🖨️
- ⊕ Units    Not required for Conditionally Exempt Commercial Laundry Facilities (CE-CL)
  - 🔲 Tiered Permitting: Unit CESQT - cactus (ID: 5555) 🖨️

# UST

## UST Facility Operating Permit Application: Acme Explosive Co.

Home » Prepare Submittal (10150577) » UST: UST Facility Operating Permit Application (Draft)

### Instructions/Help

You must complete this form withing 30 days of all new permits, permit changes, or facility information changes. You will also need to update/confirm your tank, monitoring plan, and other pertinent UST-related forms.

All facilities **must** provide a BOE Number--valid numbers are 8 digits long starting with the numbers 44... State and federal facilities should use 44032062. If **ALL** underground tanks at your facility **ONLY** contain NON-petroleum productions, you can provide this generic BOE Number: 44000000. Contact your local regulator if you are unsure what number to provide.

The former paper version of this form was called "UST Operating Permit Application-Facility Information" (Form A).

More information about UST Financial Responsibility Mechanisms is available at the Water Board's Underground Storage Tank Cleanup Fund Financial Responsibility web page.

[Save] [Cancel]

### Type of Action

○ Confirmed/Updated Information  ● New Permit  ○ Renewal Permit  ○ Temporary Facility Closure  ○ Permanent Facility Closure  ○ Transfer Permit

### Facility Information

Acme Explosive Co.
1000 Desert Lake Dr
Anywhere , CA 94950

**Facility Type** 🔵
○ Motor Vehicle Fueling  ○ Fuel Distribution  ○ Farm  ○ Processor
○ Other

**BOE Number** 🔵
[_____]

**Is the facility located on Indian Reservation/Trust lands?** 🔵
○ Yes  ○ No

### Property Owner

**Owner Name** 🔵                    **Phone** 🔵
[_____]              [_____]

**Mailing Address** 🔵
[_____]

City            State      ZIP/Postal Code

### Tank Operator

**Tank Operator Name** 🔵           **Phone** 🔵
[_____]              [_____]

**Mailing Address** 🔵
[_____]

City                State      ZIP/Postal Code
[_____]        [___]      [_____]

**Country** 🔵
[United States ▼]

### Tank Owner

**Owner Name** 🔵                    **Phone** 🔵
[_____]              [_____]

**Mailing Address** 🔵
[_____]

City                State      ZIP/Postal Code
[_____]        [___]      [_____]

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# UST

# UST Documents/Forms

# UST Documents/Forms

# Tiered Permit Facilities

## Facility Information

**Training** Build: 2.20.0130

DRAFT Jul. 24, 2013    [Submit]

- Business Activities 🖨 — ⚠ Ready to Submit with warnings [Edit]
- Business Owner/Operator Identification 🖨 — Ready to Submit [Edit]
- ⊖ Discard Draft Submittal ✉ Miscellaneous State-Required Documents

## Hazardous Materials Inventory

SUBMITTED Jul. 24, 2013    [Start] [Not Applicable] ⌄

- Hazardous Material Inventory 💾
- ⊕ Site Map (Official Use Only): Upload Document(s) 💾

## Emergency Response and Training Plans

SUBMITTED Jul. 8, 2013    [Start] [Not Applicable] ⌄

- ⊕ Emergency Response/Contingency Plan: Upload Document(s) 💾
- ⊕ Employee Training Plan: Provided Elsewhere in CERS

## Underground Storage Tanks ●

DRAFT Jul. 24, 2013    [Submit] ⌄

- UST Facility Operating Permit Application — ● Form Needed [New]
- ⊕ Tanks
- ⊕ UST Certifications of Installation/Modification
- ⊕ UST Monitoring Site Plan — ⚠ [New]
- ⊕ UST Certification of Financial Responsibility — [New]
- ⊕ UST Response Plan — ⚠ [New]
- ⊕ UST Owner/Operator: Written Agreement — [New]
- ⊕ UST Letter from Chief Financial Officer — [New]
- ⊕ Owner Statement of Designated UST Operator Compliance — ⓘ [New]
- ⊖ Discard Draft Submittal ✉ Miscellaneous State-Required Documents

## Tiered Permitting

SUBMITTED Jul. 24, 2013    [Start] [Not Applicable] ⌄

- Tiered Permitting: Facility 🖨
- ⊕ Units     Not required for Conditionally Exempt Commercial Laundry Facilities (CE-CL)
  - Tiered Permitting: Unit CESQT - cactus (ID: 5555) 🖨
  - ⊕ Tiered Permitting: Plot Plan/Map — ⚠

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# Questions?

Solano County Department of Resource Management, Environmental Health Services Division
https://www.solanocounty.com/depts/rm/environmental_health/hazmat/default.asp
or
Contact the Hazardous Materials Staff at **707-784-6765**

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# Facility Compliance (Regulators)

## Module 10

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# Facility Compliance

- **Regulators reporting violations in CERS**

  - **January 2014**

- **Businesses can view violations and history**
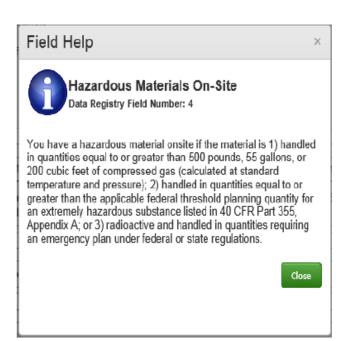
- **Reports to manage CERS submittals**

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- **Expanded text field for submittal comments**

## Additions/Changes Related to both Business and Regulator Portals

### Field Help Improvements

Based upon user feedback, users must now click/select a Field Help icon (ⓘ) to view its contents, rather than just hovering over its icon. An improved Field Help pop-up box now displays more text and can display links and other formatted text. Users with suggested language to improve the Field Help for a specific field are encouraged to send their suggestions to CERS Technical Support (cers@calepa.ca.gov).

**Field Help** ✕

ⓘ **Hazardous Materials On-Site**
Data Registry Field Number: 4

You have a hazardous material onsite if the material is 1) handled in quantities equal to or greater than 500 pounds, 55 gallons, or 200 cubic feet of compressed gas (calculated at standard temperature and pressure); 2) handled in quantities equal to or greater than the applicable federal threshold planning quantity for an extremely hazardous substance listed in 40 CFR Part 355, Appendix A; or 3) radioactive and handled in quantities requiring an emergency plan under federal or state regulations.

Close

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# Reports



CERS Regulator    🏠  Submittals   Facilities   Businesses   Regulators   Compliance   Responders   Reports

## Reports
Home » Reports

### ❓ Instructions/Help                                                                              ⊻

If you have an idea/suggestion for a report, please review the proposed/scheduled CERS Enhancements Listing. If you don't see it there, click the CERS Enhancement Request Submit button on that page to offer your suggestion to the CERS change management governance process.

## General Reports

**Regulator Reports**

**Unified Program Local Reporting Requirements Listing**
View/search/download local reporting requirements for all CUPAs statewide.

**New Facilities Added To CERS**
View/search/download Facilities added to CERS within the last 30 days, or custom date range.

**"Business Plan" Reports**

**Accepted Hazardous Material Inventory Download**
Download a set of the latest accepted hazardous material inventories for facilities regulated by your regulatory agency.

**Accepted Facility Information Download**
Download a set of the latest accepted facility information for facilities regulated by your regulatory agency.

## UST Program Reports

*These reports compile submitted UST data from ~86% of California's regulated UST facilities (14,535 as reported by SWRCB, October 2011).*

**Compliance, Monitoring, and Enforcement Reports**

**Inspection Summary Report by Regulator (Report 6)**
Counts of regulated UST facilities, active and closed UST systems, inspections, and SOC statistics.

**Inspection Summary Report by Regulator (Annual)**
Counts of regulated UST facilities, facilities inspected over a specified date range, Routine Inspections versus Other Inspections, and Return-to-Compliance statistics for Class I/II violations.

**Enforcement Summary Report by Regulator (Annual)**
Counts of Violations by Class, Enforcements by Enforcement Type, and Fines/Penalties.

**Red Tag Facility Details Report**
List Red Tags affixed during a specified date range.

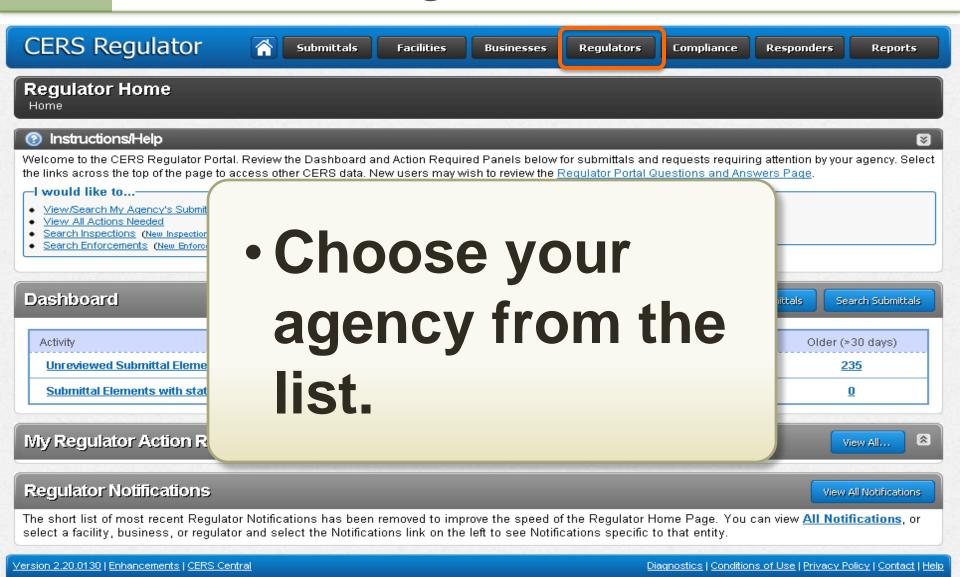**Semi-Annual Report**
Counts of regulated UST facilities, active and closed UST systems, inspections, and the Significant Operational Compliance statistics.

**Statewide Leak Prevention Report**
Counts of regulated UST facilities statewide, active UST systems, inspections performed over a specific time period, and combined operational compliance statistics.
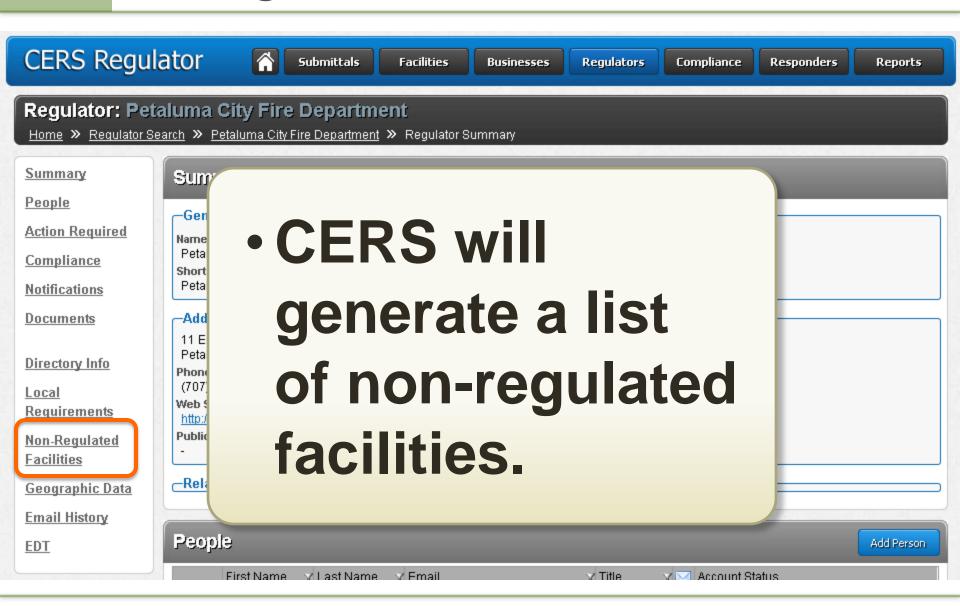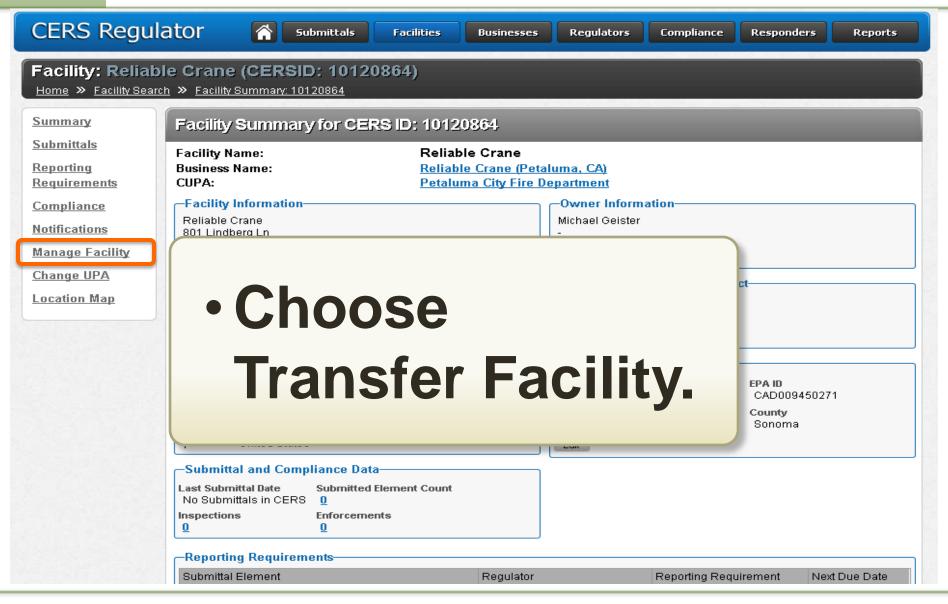
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# Reports, Non-Regulated Facilities



**CERS Regulator** — Submittals | Facilities | Businesses | **Regulators** | Compliance | Responders | Reports

**Regulator Home**
Home

**Instructions/Help**

Welcome to the CERS Regulator Portal. Review the Dashboard and Action Required Panels below for submittals and requests requiring attention by your agency. Select the links across the top of the page to access other CERS data. New users may wish to review the Regulator Portal Questions and Answers Page.

I would like to...
- View/Search My Agency's Submit
- View All Actions Needed
- Search Inspections  (New Inspection
- Search Enforcements  (New Enforce

**Dashboard**

| Activity | | Older (>30 days) |
|---|---|---|
| **Unreviewed Submittal Eleme** | | 235 |
| **Submittal Elements with stat** | | 0 |

ittals | Search Submittals

**My Regulator Action R**  View All...

**Regulator Notifications**  View All Notifications

The short list of most recent Regulator Notifications has been removed to improve the speed of the Regulator Home Page. You can view **All Notifications**, or select a facility, business, or regulator and select the Notifications link on the left to see Notifications specific to that entity.
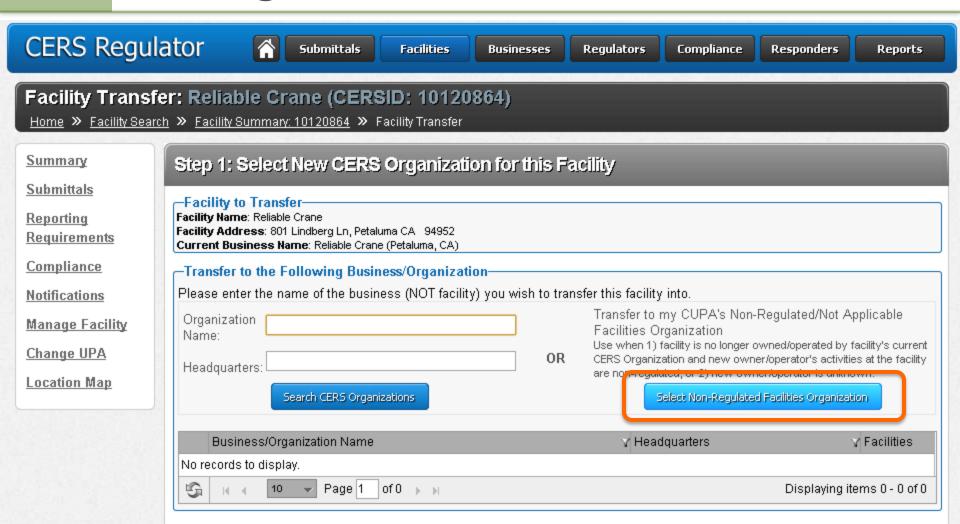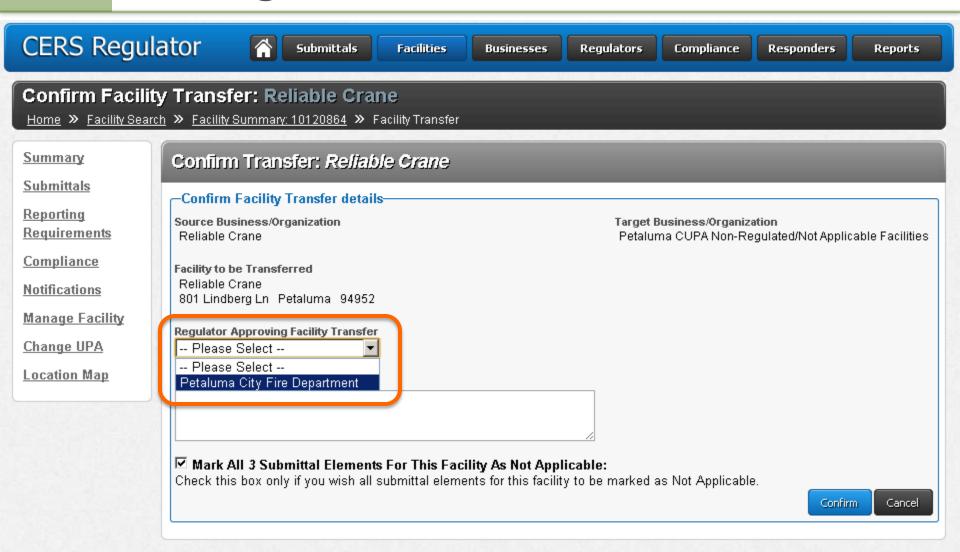
Version 2.20.0130 | Enhancements | CERS Central          Diagnostics | Conditions of Use | Privacy Policy | Contact | Help

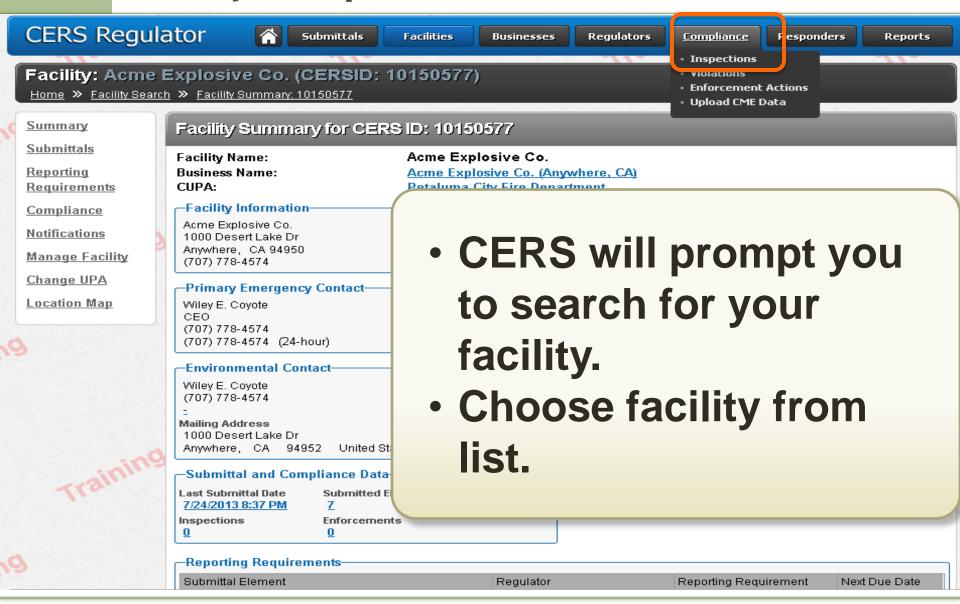- # Choose your agency from the list.

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# Non-Regulated Facilities



CERS Regulator

Submittals | Facilities | Businesses | Regulators | Compliance | Responders | Reports

**Regulator: Petaluma City Fire Department**

Home » Regulator Search » Petaluma City Fire Department » Regulator Summary

- Summary
- People
- Action Required
- Compliance
- Notifications
- Documents
- Directory Info
- Local Requirements
- **Non-Regulated Facilities**
- Geographic Data
- Email History
- EDT

- **CERS will generate a list of non-regulated facilities.**

# Non-Regulated Facilities



- **Choose Transfer Facility.**

# Non-Regulated Facility

# Non-Regulated Facility

# Facility Compliance

# Facility Compliance



- **CERS will prompt you to search for your facility.**
- **Choose facility from list.**

# Program Elements for Inspection

Save  Cancel

## General Inspection Information

| | |
|---|---|
| **Inspection Date** 7/24/2013 🔲 | **Regulator** Petaluma City Fire Department ▾ |
| **Inspection Type** ⦿ Routine ○ Other | **Data Entry Status** Approved ▾ |

## Inspected Program(s)

| Program | Date Last Submitted / Status | Regulating Agency |
|---|---|---|
| ☐ Hazardous Materials Release Response Plans (HMRRP) | 07/24/2013 Submitted | Petaluma |
| ☐ California Accidental Release Prevention (CalARP) | | Petaluma |
| ☐ Underground Storage Tank (UST) | | Petaluma |
| ☐ Aboveground Petroleum Storage Act (APSA) | | Petaluma |
| ☐ Hazardous Waste Generator | 07/24/2013 Submitted | Petaluma |
| ☐ Hazardous Waste RCRA Large Quantity Generator (RCRA LQG) *Business must enter EPA ID on Business Activities and Resubmit to allow LQG Inspection Entry* | 07/24/2013 Submitted | Petaluma |
| ☐ Hazardous Waste Recycler | 07/24/2013 Submitted | Petaluma |
| ☑ Permit by Rule (PBR) **Inspection Comments** Wile E Coyote to "train" Roadrunner in finer points of explosives disposal. | 07/24/2013 Submitted | Petaluma |
| ☐ Conditionally Authorized (CA) | 07/24/2013 Submitted | Petaluma |
| ☐ Conditionally Exempt (CE) | 07/24/2013 Submitted | Petaluma |
| ☐ Household Hazardous Waste (HHW) | 07/24/2013 Submitted | Petaluma |

Save  Cancel

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# Inputting Violations

# Questions?

Solano County Department of Resource Management, Environmental Health Services Division

https://www.solanocounty.com/depts/rm/environmental_health/hazmat/default.asp

or

Contact the Hazardous Materials Staff at **707-784-6765**

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Thank you for your time and commitment