

BILL EMLÉN
Director
(707) 784-6765

TERRY SCHMIDTBAUER
Assistant Director
(707) 784-6765

JAGJINDER SAHOTA
Environmental Health Manager
(707) 784-6765

DEPARTMENT OF RESOURCE MANAGEMENT



SOLANO COUNTY

675 Texas Street, Suite 5500
Fairfield, CA 94533-6342
(707) 784-6765
Fax (707) 784-4805

www.solanocounty.com

Environmental Health Division

Solano County has developed this CERS submittal instructions to aid regulated facilities with CERS. Use this document as a checklist to ensure all required information is provided. Failure to provide all the required information will result in your CERS submittal being rejected and a re-submittal will be required.

ESTABLISH A CERS ACCOUNT:

1. Go to <http://cers.calepa.ca.gov/>
2. Select "**Business Portal Sign In**" under the *Business* heading;
3. Select "Create New Account" under the *New to CERS?* Heading;
4. Complete the CERS Registration form to create your account and select the "Create My Account" icon in the lower right corner of the form;
5. You will be brought to the *Account Status* page with notification that your account activation is pending;
6. Within a few minutes you will receive an email (to the email address you provided) from the CERS Administrator containing instructions to follow in order to complete the activation of your CERS Account;
7. To verify your email address and complete this CERS-Key account request, select the first link contained in the CERS Administrator email for authorization and completion of the account activation process;
8. You will be brought to the *Account Status* page with a notification that your account activation is completed. You are now authorized to use CERS and create an account for your business;

HOW TO LOG IN TO CERS:

1. Go to <http://cers.calepa.ca.gov/> ;
2. Enter your CERS account e-mail address and password;
3. You will be brought to the CERS *Business Home* page.

CREATE A NEW FACILITY:

1. Click on "Add Facility" on the CERS Business Home page;
2. Enter the facility address and click on "Next";
3. Enter *Facility/Business Name* and click on "Next";
4. Review your address and note your CERS ID number and click on "Continue"

SAEED IRAVANI
Building Official
Building & Safety

MIKE YANKOVICH
Program Manager
Planning Services

JAG SAHOTA
Manager
Environmental
Health

SARAH PAPPAKOSTAS
Senior Staff Analyst
Administrative
Services

MATT TUGGLE
Engineering
Manager
Public Works
Engineering

CHARLES BOWERS
Operations
Manager
Public Works
Operations

CHRIS DRAKE
Parks Services
Manager
Parks

ROBERTA GOULART
Water & Natural
Resources Program
Manager

BUSINESS ACTIVITIES:

1. Answer the yes or no questions and when complete click “Save”;

Note: If your facility generates hazardous waste, you will be asked to provide your EPA ID #

BUSINESS OWNER/ OPERATOR IDENTIFICATION:

1. Fill out all fields and click “Save” when complete. You *must* supply a 24-hour contact number for the owner/operator/local site manager or the submittal will be rejected. A business telephone number alone is not sufficient.

HAZARDOUS MATERIALS INVENTORY:

NOTE: Have the chemical’s SDS available as it will contain all or most of the information needed.

1. You will be brought to the *Prepare Submittal Page*. Click “start” next to *Hazardous Materials Inventory*

NOTE: 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;

2. Click “Add Material”:

Search by chemical name or CAS# which can be found in the SDS;

3. Choose from the most accurate option given in the search results;

4. You can also choose to use CERS Upload Inventory Template;

<https://cers.calepa.ca.gov/businesses/>

The following information is required on this screen:

a) Include both *Hazardous Material Name* and *Common Name*;

b) Include CAS # (only pure chemicals will have a CAS #, mixtures will not);

c) Physical State;

d) FED Hazard Categories which have been revised, (**NOTE: Review the guidance link below and choose all that apply**);

<https://cers.calepa.ca.gov/wp-content/uploads/sites/61/2017/12/Announcement.pdf>

e) Indicate Pure/Mixture/Waste;

f) Indicate Prop 65 Material (Underground Storage Tanks only).

Click on *SAVE* and proceed as prompted.

4. Include the following info on the screen:

a) Days on site is generally 365;

b) *Maximum Daily Amounts* and *Average Daily Amounts*;

c) *Largest Container Volume* indicates the largest single container size of any one (1) material;

d) If the material is a hazardous waste, *Annual Waste Amount* **MUST** be provided or the submittal will be rejected; This indicates the total amount of waste generated in one (1) year.

5. When complete click “save and add another material” until inventory is complete, then choose “Save”;

If you after multiple inconclusive searches you are unable to find a chemical in the CERS database,

you may add it manually as follows:

- Provide all the required information on the Chemical Identification and Physical Properties page and click “save and add another material” until inventory is complete, then choose “save”;
- Review your inventory list and when it is complete click “done”.

SITE MAP:

1. Complete a detailed site map(s) that at a minimum includes the following information:
 - North orientation at top of the page,
 - Loading and unloading areas,
 - Storm drains,
 - Sewer drains,
 - If applicable, any internal roads
 - Adjacent streets
 - Adjacent property uses
 - If applicable, storm and sewer drains
 - Access and exit points including evacuation routes
 - Utility and emergency shutoffs e.g. water, gas, electrical, emergency stops for hazardous materials handling
 - Evacuation staging areas,
 - Hazardous materials handling and storage areas including hazardous wastes
 - Emergency response equipment and supplies, including release prevention equipment e.g. collection sumps and oil/water separators.
 -

While not specified in Health and Safety Code, section 25505, the fire departments within Solano County have given us feedback that they like knowing drainage patterns and whether water from floor drains or storm drains are collected by equipment such as sumps or oil/water separators and also requested that colored ink not be used because it is difficult to read at night.

2. Scan your map as a PDF document and save it to your computer;
Please note Microsoft Office will allow you to save a document such as a site map as a PDF
3. Upload PDF by clicking “New” under *Hazardous Materials Inventory*;
4. Click “Save”.

EMERGENCY RESPONSE CONTINGENCY PLAN:

1. Complete the Emergency Response Contingency Plan provided here; .
<https://calepa.ca.gov/wp-content/uploads/sites/62/2017/05/CUPA-Documents-eTemplates-Contingency.pdf>

The template is also on the Quick Links for Business Users in CERS. You can complete it on line and save it to your computer or print it out and fill it out.

2. Scan the completed plan to a PDF document and save it to your computer;
3. Click “Start” next to *Emergency Response and Training Plans*;
4. Upload the PDF by clicking “New” next to *Emergency Response Contingency Plan*.

EMPLOYEE TRAINING PLAN:

1. Scan or save your business’ Employee Training Plan into a PDF document;
2. Click “Start” next to *Employee Training Plan*;
3. Upload the PDF by clicking “New” next to *Emergency Response Contingency Plan*.

SUBMIT:

1. When all three sections have been completed and the “Submit” buttons have turned green, click “Submit” and choose all elements to be submitted;
2. When you have completed all the information for your business and verified it for accuracy, the Business Plan will be reviewed;
3. Once your submittal has been reviewed by the Solano County Environmental Health-Hazardous Materials Section, you will receive an email verifying that it has been either accepted or rejected. *If your submittal has been rejected, it means that required information was not provided.* Log back into your CERS account and on the Business Summary page there will be comments as to what additional information is required. Make the changes or provide the additional information and re-submit using the same process noted above Failure to correct the rejected submittal is a violation of Health and Safety Code so contact Solano County Hazardous Materials Staff at 707-784-6765 to discuss the needed revisions if you have any questions;
4. When changes are made that require revisions to the existing Business Plan, the business is required to revise the Hazardous Materials Business Plan through CERS within 30 days of the change. Failure to revise the HMBP so to reflect the changes in the quantity of hazardous materials and to add or delete a substance is a violation of Health and Safety Code; If you have questions regarding revisions contact the Hazardous Materials Staff at 707-784-6765