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:
Agenda

- Introductions/Housekeeping
- Participant Pre-registration in CERS Required
- Overview of Advanced Features
- Q&A
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
Local Reporting Requirements

California Environmental Reporting System

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

- Publications and Forms
Businesses

Business Portal Sign In

- Business User Training
- Local Reporting Requirements
- Unified Program Regulator Directory
- CERS Chemical Library
- Unified Program Internet Site
- CERS Business User Group

Regulators

Regulator Portal Sign In

- Training Portal Sign In
- Regulator User Training
- CERS Regulator Users Group (CRUG)
- Unified Program Violation Library (Factsheet)
- CERS Data Registry
- Unified Program Internet Site

Businesses Must Report Electronically to CERS or a Local Reporting Portal

All businesses must now submit Unified Program-related information to CERS instead of on paper forms. Alternatively, some CUPAs have developed local web portals that businesses may choose to use to meet this requirement. More information...

CERS Training Portals

Experiment and gain familiarity with using CERS by using the Business Training Portal and/or the Regulator Training Portal. Learn more here...

Are you a Multi-Facility/Multi-Jurisdictional Business?

If your business/organization operates multiple CUPA-regulated facilities located in multiple CUPAs, CERS now supports creation of a single corporate identity that allows consolidated management of ALL of your facilities by one or more authorized users. To establish a multi-facility business and consolidate any existing CERS facilities under your business, you need to submit documentation to Cal/EPA.

What is CERS?

The California Environmental Reporting System (CERS) is a statewide web-based system to support California Unified Program Agencies (CUPAs) and Participating Agencies (PAs) in electronically collecting and reporting various hazardous materials-related data as mandated by the California Health and Safety Code and new 2008 legislation (AB 2286). Under oversight by Cal/EPA, CUPAs implement Unified Program mandates that streamline and provide consistent regulatory activities.

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

- Notes available from the July 9, 2013 CERS Regulator User
CERS Training Materials

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.

California Environmental Reporting System (CERS): http://cers.calepa.ca.gov/
CERS Contacts: http://cers.calepa.ca.gov/contacts/
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Managing Changes to Business

Editing Profile Information
Module 2
Profile Information

- Name
- Title
- Phone Number/Email
- Assigned Permissions
  - Lead User, Approver, Viewer, Editor
- Change Password
### Profile Information

**My Account:** Paula Dueweke

#### Account Summary

- **General Information**
  - **Full Name:** Paula Conner
  - **Email:** pconner@ci.petaluma.ca.us
  - **Username:** pdueweke
  - **Last Sign-In:** 07/07/2013 12:54PM to the CERS Business Portal
  - **Number of Sign-In's:** 424
  - **Account Established On:** 12/20/2011 11:18 AM

- **My Business(s)**
  - **Name:** Test Facility
  - **Phone/Title:** (707) 999-9999
  - **Permission:** Owner

  - **Name:** Your Business HQ
  - **Phone/Title:** (707) 778-0000
  - **Permission:** Operations Manager

- **My Regulator**
  - **Name:** Petaluma City Fire Department
  - **Phone/Title:** (707) 778-6074
  - **Permission:** Fire Inspector

#### Last 5 Sign-Ins (424 Total)

<table>
<thead>
<tr>
<th>Portal</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERS Business (Training)</td>
<td>07/07/2013 12:54PM</td>
</tr>
<tr>
<td>CERS Business</td>
<td>07/07/2013 12:53PM</td>
</tr>
<tr>
<td>CERS Business</td>
<td>07/07/2013 12:52PM</td>
</tr>
<tr>
<td>CERS Business</td>
<td>07/07/2013 12:50PM</td>
</tr>
<tr>
<td>CERS Business</td>
<td>07/07/2013 11:59AM</td>
</tr>
</tbody>
</table>

- **Edit Profile**
- **Edit Password**
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
Facility Added: Your Business (South Site)

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
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

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.
Managing Multiple Facilities

Upload Owner/Operator Data: Petaluma Fire Dept.

Upload draft Facility Information Owner/Operator Identification Data for multiple facilities in your business by choosing your Owner/Operator Identification spreadsheet using the form to the right. Uploaded Owner/Operator Identification spreadsheets must match the columns and format as shown in the **CERS Multi-Facility Owner/Operator Identification Upload Template**. Currently CERS only supports the Excel 2003 format (xls extension).

When you upload your file, CERS will immediately run an initial check on your file to ensure it is in the proper format and only references CERS IDs assigned to your business. If your file passes this initial validation, it will be queued for processing later in the day (typically overnight), and CERS will prevent creation/editing/submitting of ANY submittal elements for ALL of your business' facilities until processing is complete. When completed, you will receive an email indicating if the processing was successful, and then CERS will restore the ability to create/edit/submit submittals for all of your facilities.

Please note that if you have an existing draft Owner/Operator Identification (perhaps entered via the ERS web pages), this draft Owner/Operator Identification will be replaced by the data from this load. Because this feature can overwrite data entered by your colleagues and locks all submittal elements while your upload file is waiting to be processed, be sure to coordinate with your colleagues before using this page.

*Upload Excel File*  
*Cancel*

Your upload will temporarily lock submittal functionality for ALL of your facilities until the file has been processed (typically overnight).

Any draft Owner/Operator data previously entered for the facilities in your upload will be permanently replaced by the file's data. The past data will be unrecoverable.

Download Last Submitted Owner/Operator Data
Managing Users

Module 5
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.
Merging v. Transferring Facilities

Module 6
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
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 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.
## Select Facility to Merge

### Step 1: Select the facility you want to merge

<table>
<thead>
<tr>
<th>CERS ID</th>
<th>Facility Name</th>
<th>Address</th>
<th>City</th>
<th>ZIP Code</th>
<th>Last Submittal</th>
</tr>
</thead>
<tbody>
<tr>
<td>10150541</td>
<td>Your Business HQ</td>
<td>100 State St</td>
<td>Anywhere</td>
<td>94954</td>
<td></td>
</tr>
<tr>
<td>10150544</td>
<td>Your Business (South Site)</td>
<td>124 County Dr</td>
<td>Anywhere</td>
<td>94954</td>
<td></td>
</tr>
<tr>
<td>10150547</td>
<td>Your Business (Storage Facility)</td>
<td>555 First St</td>
<td>Anywhere</td>
<td>94954</td>
<td></td>
</tr>
</tbody>
</table>

Select the facility you want to merge.
### Facility Merge Request: Your Business HQ

**Summary**

- Facility: "Your Business HQ"
- Search: Merge

**Select Facility to Merge Into**

#### Step 2: Select Facility to Merge Into

<table>
<thead>
<tr>
<th>CERS ID</th>
<th>Facility Name</th>
<th>Address</th>
<th>City</th>
<th>ZIP Code</th>
<th>Last Submittal</th>
</tr>
</thead>
<tbody>
<tr>
<td>10150541</td>
<td>Your Business HQ</td>
<td>100 State St</td>
<td>Anywhere</td>
<td>94954</td>
<td></td>
</tr>
<tr>
<td>10150544</td>
<td>Your Business (South Site)</td>
<td>124 County Dr</td>
<td>Anywhere</td>
<td>94954</td>
<td></td>
</tr>
<tr>
<td>10150547</td>
<td>Your Business (Storage Facility)</td>
<td>555 First St</td>
<td>Anywhere</td>
<td>94954</td>
<td></td>
</tr>
</tbody>
</table>
A facility merge will move any previous submittals of the "Source" facility into the "Target" facility. Any Draft submittal data for the "Source" will be deleted. After the merge, the "Source" facility's record and its CERS ID will be permanently removed from CERS.

Confirm Merge Request?

<table>
<thead>
<tr>
<th>Source Facility Name</th>
<th>Target Facility Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Business (South Site)</td>
<td>Your Business HQ</td>
</tr>
<tr>
<td>Source Facility CERS ID</td>
<td>Target Facility CERS ID</td>
</tr>
<tr>
<td>10150544</td>
<td>10150541</td>
</tr>
</tbody>
</table>

Your request will be sent to:
Corinne Barclay (Barclay@ci.petaluma.ca.us), Paula Conner (pconner@ci.petaluma.ca.us), Paula Conner (pconner@ci.petaluma.ca.us)

Comments

CERS 10150544 is a duplicate entry for CERS 10150541. Please Merge 10150544 into 10150541.

[Confirm] [Cancel]
Transfer Facilities

- Multiple Facilities
- Multiple unassociated CERS Organizations
- Transferred into one business
Transfer Facilities

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.
### Facility Transfer Step 2: Select Target Business/Organization

Select one of the other CERS Businesses/organizations you are associated with to transfer this facility to.

<table>
<thead>
<tr>
<th>Select Organization</th>
<th>Facility Count</th>
<th>User Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Business HQ (Anywhere, CA)</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Your Business (Storage Facility) (Anywhere, CA)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Your Business (Manuf. Site) (Anywhere, CA)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Acme Explosive Co. (Anywhere, CA)</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
Updating Information (Re-Submittal)
Module 7
Edits/Re-Submittial

- Any changes require submittal when complete.
- Regulators can’t view changes unless submitted.
- Always start changes with [Start / Edit Submittal].
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
• CERS Id column must reflect number for site to which the inventory is uploaded.
Upload Inventory to New Facility

- Change CERS Id number (1st 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
Prepare Draft Submittal: Your Business (Manuf. Site)

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

Hazardous Materials Inventory

Emergency Response and Training Plans

Version 2.20.0129 | Enhancements | CERS Central

CA GOV California Environmental Protection Agency
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.”

Upload 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
Download Inventory
Search Facility's Inventory

Inventory Reports
CERS Chemical Library

Hazardous Materials Inventory (1)

<table>
<thead>
<tr>
<th>Common Name</th>
<th>CAS</th>
<th>Location</th>
<th>Max Daily Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nitrogen</td>
<td>7727-37-9</td>
<td>Manufacturing Floor</td>
<td>5,000 cubic feet</td>
</tr>
</tbody>
</table>

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

Validate My Inventory

Export To Excel

Displaying items 1 - 1 of 1
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.
### Hazardous Materials Inventory (6)

<table>
<thead>
<tr>
<th>Common Name</th>
<th>CAS</th>
<th>Location</th>
<th>Max Daily Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Oil</td>
<td></td>
<td>Repair Shop</td>
<td>110 gallons</td>
</tr>
<tr>
<td>Motor Oil</td>
<td>107-21-1</td>
<td>Repair Shop</td>
<td>250 gallons</td>
</tr>
<tr>
<td>Ethylene Glycol</td>
<td>7782-44-7</td>
<td>Repair Shop</td>
<td>55 gallons</td>
</tr>
<tr>
<td>Oxygen</td>
<td></td>
<td>Repair Shop</td>
<td>200 cubic feet</td>
</tr>
<tr>
<td>Acetone</td>
<td>74-86-2</td>
<td>Repair Shop</td>
<td>100 cubic feet</td>
</tr>
<tr>
<td>Carbon Dioxide, Liquid</td>
<td>124-38-9</td>
<td>Storage Room</td>
<td>100 gallons</td>
</tr>
</tbody>
</table>

---

*Only show materials with errors/warnings*

Draught Jul. 7, 2013

Add Material | Add Site Map | Done
Managing Large Inventories

- Businesses with large inventories
- Business Inventory Template (Excel)
- Easy to navigate for updates
- Save template, upload in Hazardous Materials Inventory
<table>
<thead>
<tr>
<th>Location Information</th>
<th>Chemical Identification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1a</strong></td>
<td><strong>201</strong></td>
</tr>
<tr>
<td>CERSID</td>
<td>ChemicalLocation</td>
</tr>
<tr>
<td>CLConfidential</td>
<td>MapNumber</td>
</tr>
<tr>
<td>GridNumber</td>
<td>ChemicalName</td>
</tr>
<tr>
<td>TradeSecret</td>
<td>CommonName</td>
</tr>
</tbody>
</table>

**Physical State**
Physical state of the hazardous material stored.

- a = Solid
- b = Liquid
- c = Gas
### Chemical Identification and Physical Properties

<table>
<thead>
<tr>
<th>Chemical Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>dynamite</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>dynamite</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Physical State</th>
<th>Hazardous Material Type</th>
<th>Trade Secret</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solid</td>
<td>Pure</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Chemical Hazard Classification

<table>
<thead>
<tr>
<th>EHS</th>
<th>Fire Code Hazard Classes (by priority)</th>
<th>Federal Hazard Categories</th>
<th>DOT Hazard Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Oxidizing, Class 4</td>
<td>Fire</td>
<td>9 - Misc. Hazardous Materials</td>
</tr>
<tr>
<td>Yes</td>
<td>Explosive</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Radioactive    | View/Edit Additional Firecodes        |                           |                  |
| Yes            |                                        |                           |                  |
| No             |                                        |                           |                  |

| Curies         |                                        |                           |                  |
| Yes            |                                        |                           |                  |
| No             |                                        |                           |                  |

### Inventory Location and Quantity

<table>
<thead>
<tr>
<th>Chemical Location</th>
<th>Average Daily Amount</th>
<th>Maximum Daily Amount</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shop</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chemical Location Confidential EPCRA</th>
<th>Largest Container</th>
<th>Annual Waste Amount</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>1000</td>
<td>365</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Map# (Optional)</th>
<th>Grid# (Optional)</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

### Inventory Storage Information

- Aboveground Tank
- Underground Tank
- Can
- Box
- Tank Truck, Tank Wagon
- Carboy
- Cylinder
- Tank Car, Rail Car

My Business: Acme Explosive Co. | Select Business
Inventory Template

CERS Business

Hazardous Material Inventory: Acme Explosive Co.

Home » Prepare Submittal (10150577) » HazMaterials Inventory: Hazardous Material Inventory (Draft)

Instructions/Help

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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
Inventory Template

Uploading 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/EPD 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.

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CERS Business

Hazardous Material 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.

Errors were found with your uploaded worksheet. A maximum of 25 errors are shown below:

- Fields HC1PercentByWeight, HC2PercentByWeight Percentage By Weight are out of range (row 5).
- Field HC3PercentByWeight Percentage By Weight is out of range (row 7).
- Common Name (Inventory) must be specified (row 9).
- Physical State must be specified (row 17).
- EHS must be specified (row 18).
- Common Name (Inventory) must be specified (row 24).
- CERSID in uploaded file (10003961) does not match current facility’s CERS ID (10003960) (row 82).
- CommonName contains illegal character(s) (row 83).
- HC1Name contains illegal character(s) (row 83).
- ChemicalName contains illegal character(s) (row 429).

Much more extensive and detailed error listings are shown on Inventory Uploads that fail validation.
Misc. State Required Documents

Prepare Draft Submittal: Your Business HQ

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

Hazardous Materials Inventory

Emergency Response and Training Plans

Version 2.20.01.29 | Enhancements | CERS Central

Diagnostics | Conditions of Use | Privacy Policy | Contact | Help

California Environmental Protection Agency
Miscellaneous State-Required Documents

If your state or local regulator has indicated you need to provide with this submittal element one or more state-required documents that are not otherwise shown in CERS, please use this page to upload such documents. Please contact your local regulator if you are unsure what documentation you need to provide.

To upload a document, select the **Browse** button and then the file on your computer to upload, provide a document title, and then select **Save & Finish** to complete the upload. Use of other document options shown on the left would be unusual and must be approved by the appropriate state regulator.

### Document Options
- Upload Document(s)
- Public Internet URL
- Provided Elsewhere in CERS
- Provided to Regulator
- Stored at Facility
- Exempt

### Document Upload(s)

**Upload Document**

Choose File: No file chosen

**Date Authored (Required)**

7/14/2013

**Document Title (Required)**


**Description/Comments (Optional)**


**Save & Upload Again**

**Save & Finish**

**Cancel**
CERS Business Training

Advanced Program Elements

Module 9
UST Facility Operating Permit Application: Acme Explosive Co.

Instructions/Help

You must complete this form within 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).


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

Mailing Address

City State ZIP/Postal Code

Tank Operator

Tank Operator Name

Mailing Address

City State ZIP/Postal Code

Phone

Country

United States

Tank Owner

Owner Name

Mailing Address

City State ZIP/Postal Code

Phone
UST Monitoring Site Plan: Acme Explosive Co.

UST monitoring plans must include a Site Plan showing the general tank and piping layouts and the locations where monitoring is performed (i.e., location of each sensor, line leak detector, monitoring system control panel, etc.). A UST monitoring site plan template is available from the State Water Resources Control Board [here](#). If your facility's Hazardous Materials Inventory site map shows all the required information, select the "Provided in Other Submittal Element" option on the left side of this web form and then select "Hazardous Materials Inventory."

To upload a document, select the **Browse** button and then the file on your computer to upload, provide a document title, and then select **Save & Finish** to complete the upload. Use of other document options shown on the left (e.g., Exempt) must be approved by your local regulator.
Hazardous Materials and Waste

The Solano County Department of Resource Management, Environmental Health Services Division is the Certified Unified Program Agency (CUPA) for all cities and unincorporated areas within Solano County. The legislation that developed the CUPA was created by the State Legislature to minimize the number of inspections and different fees for businesses that use hazardous materials and dispose of hazardous wastes. See Hazardous Materials Section Overview. The laws and regulations pertaining to the use and disposal of hazardous materials and hazardous wastes are in the California Health and Safety Code, Chapters 6.5, 6.67, 6.7, 6.75, 6.95, & 6.11 and the California Code of Regulations, Title 19, Title 22, Title 23, & Title 27 found at Health and Safety Code and California Code of Regulations. The CUPA provides regulatory oversight for the program activities listed on this web page.

Hazardous Materials Business Plan (HMBP)

Conducts regulatory oversight (review of plans and inspections) of all businesses including farms, federal agencies, state agencies, and local agencies that handle quantities of hazardous materials/hazardous waste greater than or equal to 55 gallons of liquid, 500 pounds of solids or 200 cubic feet of a compressed gas at any time; The Solano County Agriculture Department conducts inspections on farms under the oversight of the Environmental Health Services Division as the CUPA. There are an estimated 4,000 businesses in Solano County regulated by this program. For hazardous materials documents see Solano County Hazardous Materials Documents.

HMBP program addresses the preparedness for emergency response to incidents involving hazardous materials. The HMBP includes a chemical inventory of hazardous materials which must be reviewed annually and if necessary updated. Hazardous materials are chemicals used for a process that by their nature are hazards to people, property, or the environment or are hazardous wastes that are listed in regulations or have the following characteristics: toxicity, reactivity, ignitability, or corrosiveness. Reportable releases in California are any threatened or actual release that poses a potential or actual risk to people, property, or the environment. A person should report a release of hazardous materials to 911 and to Environmental Health Services Division, Hazardous Materials Section at 707-784-6765 8am to 5pm weekdays, and to Solano County Dispatch at 707-421-7000 evenings, holidays, and weekends.

For more general information on the CUPA Program, available from California Environmental Protection Agency (CalEPA) through the California Hazardous Waste Management Program (HWMP) website.
Hazardous Materials

Hazardous Materials Resource List
Risk Determination Matrix
Hazardous Materials Compliance Calendar
CERS information for Businesses with Mi
CERS Newsletter for Businesses
CUPA audit
Solano CERS FAQ
CERS Business Training Presentation
CERS Workshop Registration Information
Prerequisites for CERS Workshops
Adding a New User to Your CERS Business
Adding Your First Business to CERS
Bio Terrorism Annex
Cal EMA Checklist
Fire Department MOU
Fuel Pipelines
Hazardous Materials Area Plan (2013 ver
Hazardous Materials Tool Kit
Hazard Group Positions
Hazard Incident Report Template
High Hazard Facilities
Levels of Training
Local Agency Reimbursement
Local Agency Reimbursement Template
Mass Casualty Hospital Care

Underground Storage Tank (New, Modified or Operating)

Underground Storage Tank Application - large jobs
Underground Storage Tank Application - small jobs
Certificate of Installation - Modification (C Form)
New Facility Information (A Form)
Tank Information (B Form)
Underground Storage Tank Permit/Tank System (B Form)
Designated Operator Monthly Inspection Template
Designated Operator Submittal Form (Word Version)
Financial Officer Letter
Financial Responsibility Certificate
Monitoring Response Plan (UST)
UST Certification For Installation or Modification(Word Version)
UST Facility Form (Word Version)
UST Tank Form (B)(Word Version)
Double Wall dispenser and Piping Flow Chart
Recommendation for Testing Sensors
Spill Bucket Testing
UST Installation Requirements
Vacuum, Pressure, and Hydrostatic Monitoring Form
Operating Permit Transfer and Acceptance
Tiered Permit Facilities

Facility Information
- Business Activities
- Business Owner/Operator Identification
- Discard Draft Submittal
- Miscellaneous State-Required Documents

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

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

Underground Storage Tanks
- UST Facility Operating Permit Application
- Tanks
- UST Certifications of Installation/Modification
- UST Monitoring Site Plan
- UST Certification of Financial Responsibility
- UST Response Plan
- UST-Owner/Operator Written Agreement
- UST Letter from Chief Financial Officer
- Owner Statement of Designated UST Operator Compliance
- Discard Draft Submittal
- Miscellaneous State-Required Documents

Tiered Permitting
- Tiered Permitting: Facility
- Tiered Permitting: Unit CESQT - cactus (ID: 5555)
- Tiered Permitting: Plot Plan/Map
Questions?

Solano County Department of Resource Management, Environmental Health Services Division
or
Contact the Hazardous Materials Staff at 707-784-6765
Facility Compliance (Regulators)

Module 10
Facility Compliance

- Regulators reporting violations in CERS
  - January 2014

- Businesses can view violations and history

- Reports to manage CERS submittals
Updates as of August 2013

- 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 (股东大会) 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).
Reports

CERS Regulator

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

UST Program Reports

These reports compile submitted UST data from ~86% of California's regulated UST facilities (14,536 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 III 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.
Choose your agency from the list.

I would like to...
- View/Search My Agency’s Submittals
- View All Actions Needed
- Search Inspections (New Inspections)
- Search Enforcements (New Enforcements)
- Search Notifications
- Search Notices
- Search Submittals
- Search Facilities
- Search Businesses
- Search Regulators
- Search Compliance
- Search Responders
- Search Reports

Dashboard

Regulator Home

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.

Regulator 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.
• CERS will generate a list of non-regulated facilities.
Non-Regulated Facilities

Choose Transfer Facility.
Non-Regulated Facility

Facility Transfer: Reliable Crane (CERSID: 10120864)

Step 1: Select New CERS Organization for this Facility

Facility to Transfer
Facility Name: Reliable Crane
Facility Address: 801 Lindberg Ln, Petaluma CA  94952
Current Business Name: Reliable Crane (Petaluma, CA)

Transfer to the Following Business/Organization
Please enter the name of the business (NOT facility) you wish to transfer this facility into.

Organization Name:  
Headquarters:  

Search CERS Organizations

Select Non-Regulated Facilities Organization

No records to display.
Non-Regulated Facility

Confirm Facility Transfer: Reliable Crane

Source Business/Organization
Reliable Crane

Facility to be Transferred
Reliable Crane
801 Lindberg Ln  Petaluma  94952

Target Business/Organization
Petaluma CUPA Non-Regulated/Not Applicable Facilities

Regulator Approving Facility Transfer
-- Please Select --

Petaluma City Fire Department

Mark All 3 Submittal Elements For This Facility As Not Applicable:
Check this box only if you wish all submittal elements for this facility to be marked as Not Applicable.

Confirm  Cancel
Facility Compliance

- CERS will prompt you to search for your facility.
- Choose facility from list.
### Program Elements for Inspection

#### General Inspection Information
- **Inspection Date**: 7/24/2013
- **Inspection Type**: Routine
- **Regulator**: Petaluma City Fire Department
- **Data Entry Status**: Approved

#### Inspected Program(s)

<table>
<thead>
<tr>
<th>Program</th>
<th>Date Last Submitted / Status</th>
<th>Regulating Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazardous Materials Release Response Plans (HMRRP)</td>
<td>07/24/2013 Submitted</td>
<td>Petaluma</td>
</tr>
<tr>
<td>California Accidental Release Prevention (CalARP)</td>
<td></td>
<td>Petaluma</td>
</tr>
<tr>
<td>Underground Storage Tank (UST)</td>
<td></td>
<td>Petaluma</td>
</tr>
<tr>
<td>Aboveground Petroleum Storage Act (APSA)</td>
<td></td>
<td>Petaluma</td>
</tr>
<tr>
<td>Hazardous Waste Generator</td>
<td>07/24/2013 Submitted</td>
<td>Petaluma</td>
</tr>
<tr>
<td>Hazardous Waste RCRA Large Quantity Generator (RCRA LQG)</td>
<td>07/24/2013 Submitted</td>
<td>Petaluma</td>
</tr>
<tr>
<td>Business must enter EPA ID on Business Activities and Resubmit to allow LQG Inspection Entry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permit by Rule (PBR)</td>
<td>07/24/2013 Submitted</td>
<td>Petaluma</td>
</tr>
<tr>
<td>Inspection Comments: Wile E Coyote to &quot;train&quot; Roadrunner in finer points of explosives disposal.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conditionally Authorized (CA)</td>
<td>07/24/2013 Submitted</td>
<td>Petaluma</td>
</tr>
<tr>
<td>Conditionally Exempt (CE)</td>
<td>07/24/2013 Submitted</td>
<td>Petaluma</td>
</tr>
<tr>
<td>Household Hazardous Waste (HHW)</td>
<td>07/24/2013 Submitted</td>
<td>Petaluma</td>
</tr>
</tbody>
</table>
Inputting Violations

Create Inspection - Add Violation Information

Home » Facility » Inspections » Create

Create Inspection - Add Violation Information

Inspection record(s) created successfully! Created Inspection record(s) are displayed below.

**Inspected Program(s)**

- Enter Summary Violation Counts / Overall RTC Date
- Enter Detailed Violation Information

**Permit by Rule (PBR) Inspection - Violation Summary Counts / Overall RTC Date**

<table>
<thead>
<tr>
<th>Number of Class I Violations</th>
<th>Number of Class II Violations</th>
<th>Number of Minor Violations</th>
<th>Date Returned to Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>1</td>
<td>7/18/2013</td>
</tr>
</tbody>
</table>

Save  |  Cancel
Questions?

Solano County Department of Resource Management, Environmental Health Services Division
or
Contact the Hazardous Materials Staff at 707-784-6765
Thank you for your time and commitment