



CERS Assistance Guide

The goal of this guide is to assist in the use of the California Environmental Reporting System (CERS). CERS submittals may be rejected if the facility fails to provide all the required information or incorrect information and a re-submission will be required.

Creating a CERS Account

- Go to <http://cers.calepa.ca.gov/>.
- Select "Business Portal Sign In".
- Under New to CERS, select "Create New Account". After filling out all needed information, select "Create My Account" in the lower right corner to submit.
- To finish establishing your CERS Account: look for an automated email sent to the email provided. Follow the activation instructions in the email. If you don't receive an account activation email within 48 hours, contact CERS Technical Support (cers@calepa.ca.gov).
- Once logged back in, either select from the Home page "Search Existing Businesses/Facilities" or "Add New Facility".
- If requesting access to an existing facility, the user must be approved by CERS Administration. The facility will receive an email once approved, follow the steps on the email.

Once activated, the user needs to log out and log back in to CERS to view the facility.

Starting a Submittal

- After the user has added the business, it should appear on the Home page under Facilities.
- Select "Start/Edit" next to the facilities name or go under the Submittals tab at the top of the page and select "Start/Edit" to start uploading data for the business.

Submit

- Once all required fields are green, the facility can submit the information.
- Please note that the Inspector can only see forms that have been submitted and cannot change any information on the facility's CERS account.
- The facility will receive an email once the submission has been reviewed with the status of the submission: Accepted or Rejected.

Facility Information

•Business Activity:

- Under the Business Activity, the user must answer Yes or No to all the questions and select "Save".
- If the facility generates hazardous waste, the facility must provide an EPA ID number. To obtain an EPA ID number, please fill out DTSC Form 1358 at <https://www.dtsc.ca.gov/IDManifest/>.

•Business Owner/Operator Identification:

- Under the Owner/Operator Identification, complete all the information and select "Save".
- To avoid the submittal from being rejected, the facility must provide a 24-hour contact number for the owner/operator/local site manager.

Hazardous Materials Inventory

•Hazardous Materials Inventory:

- Under the Hazardous Materials Inventory, select "Add Material" to add chemicals at your facility.
- Search chemicals one at a time using the CERS Chemical Library by name or using the CAS number from the Safety Data Sheet (SDS).
- Select "Add" next to the most accurate option.
- Provide all required data. If the chemical is a waste, the facility must provide the annual waste amount, or the total amount of waste generated during the fiscal year.
- For adding more chemicals select "Save and Add Another Material" and repeat the steps above and select "Save", when done.
- If the chemical does not exist in the CERS library, you may enter it manually by selecting "Unable to Find Material/Add New Chemical". Refer to the SDS for the chemical to complete this section.
- Review the list of chemicals reported and select "Done" if satisfied.

•Site Map:

- Under the Hazardous Materials Inventory, select "Site Map" to upload a site map. Follow the instruction underneath the site map and include all the required elements per the HSC 25505 (a) (2).

Emergency Response and Training Plans

•Emergency Response/Contingency Plan:

- Under Emergency Response and Training, select "Emergency Response/Contingency Plan".
- For a template of a contingency plan follow the link below or upload a current plan. <https://calepa.ca.gov/wp-content/uploads/sites/62/2017/05/CUPA-Documents-eTemplates-Contingency.pdf>

•Employee Training Plan:

- Under Emergency Response and Training, select "Employee Training Plan".
- If this was provided in the Contingency Plan, select "Provided Elsewhere in CERS" under Document Options and then select "Emergency Response and Training Plans" Once done select "Save".
- If not provided elsewhere, upload a current file of plan.