



Merced County Department of Public Health

Division of Environmental Health

Certified Unified Program Agency

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California Environmental Reporting System (CERS) Step-by-Step User Guide

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

CERS is a statewide, web-based system that supports regulated businesses with electronically reporting, collecting, and managing hazardous materials-related data. It is mandated by the California Health and Safety Code Section 25508 and AB 2286 that all California businesses, required to report Unified Program data, must do so electronically.

Conditions of Use

- CERS is designed for standard-sized screens using relatively current web browsing software (e.g., Internet Explorer 8+, Firefox 3.6+, current versions of Google Chrome and Safari).
- Your initial submittal at a minimum will include: facility information, business activities, complete chemical inventory, site map, emergency response/contingency plan, and employee training plan. Do not submit sections individually; complete all sections prior to submitting unless updating a previous submittal.
- CERS reports require relatively current Portable Document Format (PDF) viewing software (Adobe Reader 8+).

Getting Started

A. Creating an Account

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

1. Select "**Business Portal Sign In.**"
2. View the "**Watch Demo Video.**"
3. Select "**Create New Account.**"
4. Fill out registration form and select "**Create Account.**"
5. You will then receive an automated email message to activate your account. If you do not receive one, check your spam or junk folder. Follow the instructions on the email to activate your account.

B. Adding a Facility

Once the account has been activated, a user can add a new facility by selecting "**Add New Facility/Business.**"

1. Provide your Facility's Site Address and Facility Name.
2. Select "**Continue**" after facility has been added to CERS.
3. Complete questions for Business Activities and Select "**Save.**"
4. Fill out Business Owner/Operator Identification and select "**Save.**"
5. **Do not submit** your Facility Information until you are ready to submit your Facility Site Map, Hazardous Materials Inventory, Emergency Response/Contingency Plan, and Training Plan.

Facility Information

A. Business Activities

All programs that apply to the facility must be selected "**YES.**"

Note: If "**Hazardous Materials**" is selected as "**NO,**" you will not have all the proper elements to complete your business plan.

Any item selected "**YES**" must have all components of that element complete before submitting. Items required for activities are as followed:

- Hazardous Materials: Complete inventory, site map, emergency response/contingency plan, and employee training plan.
- Hazardous Waste Generator: Active and correct Environmental Protection Agency (EPA) ID number. Additional documentation may be required such as a site map, emergency response/contingency plan, and employee training plan.
- Underground Storage Tanks (UST): UST Facility Operating Permit Application, UST Tank information/Monitoring Plan (for each tank), UST Monitoring Site Plan, UST Certification of Financial Responsibility, UST Response Plan, UST Owner/Operator Written Agreement, UST Letter from Chief Financial Officer, and Owner Statement of Designated Operator.
- Aboveground Petroleum Storage Act: Document may be stored at facility or a copy can be provided to regulator.
- These are the most common items checked YES. In most cases all other boxes will be checked no.

B. Business Owner/Operator Identification

All elements must be filled in with up-to-date and correct information.

Change the beginning date to the day you are submitting and the end date 1 year from submittal date.

Hazardous Materials Inventory

(Reporting thresholds: 55 gallons liquid, 500 pounds solid, 200 cubic feet compressed gas and all extremely hazardous substances)

A. Adding Chemical Inventory

1. Click on **"Add Material."** Search for the material in the CERS Chemical Library. Select the most appropriate item in the results table and complete the corresponding form for each chemical in your inventory.
2. If the material is not found in the CERS Chemical Library, select **"Unable to Find Material/Add New Chemical."** Add your material to your inventory using Safety Data Sheets (SDS). Some waste items are not in the chemical library. A new material page may need to be created individually for each waste stream.

B. Facility Site Map

A facility site map must meet the following requirements: A site map needs to contain north orientation (compass indicator), loading areas, access roads, adjacent streets, storm and sewer drains, access and exit points, emergency shutoffs, evacuation staging areas, hazardous material/waste handling and storage areas, and emergency response equipment .

1. To upload a Site Map (PDF), locate and click the Site Map section under the Hazardous Materials Inventory Section. Click **"Browse,"** locate the PDF copy of your site map.
2. Select **"Save and Upload."**
3. Select **"Save and Finish."**

Emergency Response and Training Plans

Select green **"Start"** button to allow you to edit element. Upload a current copy of your Emergency Response/Contingency Plan and Employee Training program. You may use an existing Emergency Response Plan if all the corresponding information is current and complete. A template can be found at: *"Hazardous Materials">"CERS Resources">"CERS Requirements and Templates to be Uploaded."*

A. Uploading a Copy of Emergency Response/Contingency Plan

1. Locate your PDF copy by utilizing the **"Browse"** button in the Emergency Response/Contingency Plan section.
2. Select **"Save and Upload."**
3. Select **"Save and Finish."**

B. Uploading a Copy of Employee Training Plan

1. The CERS template meets the requirements of both the Emergency Response Plan and Employee Training Plan. So you may select- *Provided Elsewhere in CERS* and select *Emergency Response Plan*. If not using the template:
2. Locate your PDF copy by utilizing the **"Browse"** button in the Employee Training Plan section.
3. Select **"Save and Upload."**
4. Select **"Save and Finish."**

Documents must be uploaded. Only Employee Training Plan Submittals are accepted to be "Stored on Site" or "Provided to Regulator," or "Exempt" will be accepted.

Same procedure for uploading documents for other elements requiring documents be uploaded.

Submitting

Be sure to submit all elements at one time. All elements must be green and **"Ready to Submit"** without advisory warnings or errors.

Once all information is ready to submit, select any green **"Submit"** button. All elements that are **"Ready to Submit"** will be pulled into the next screen with a check box next to each element. Select **"Submit Selected Elements"** when ready. Note: If you are making changes to a submittal element, you may provide comments to the regulator in the text box regarding your changes.

Approval Process

Once your facility's information has been submitted, it will be placed in our queue for review. Data will be "accepted" by office staff; however "approval" will be granted at the time of inspection. If a submittal is "not accepted," we will provide comments explaining why through an automated email from CERS. Then, you will need to make corrections and resubmit. Please note that you are responsible for all correct/incorrect facility data in CERS.

For further assistance please call us at (209) 381-1100.