

# California Electronic Reporting System (CERS)

The Basics for Solano County Businesses

Provided by  
Accent Communications, LLC  
on behalf of Solano County  
Department of  
Resource Management,  
Environmental Health Services



Welcome participants to the CERS Business training & introduce instructor(s).  
Ask who are business owners, any consultants?

## **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 the CERS Business User Group, Roseville Fire Department, Petaluma Fire Prevention Bureau and Accent Communications, LLC.

## **Agenda**

- Participant Pre-registration in CERS Required
- CERS Overview
- Sign Into CERS/ New Users
- CERS Basics
- Additional/Advanced CERS functions

Notes: Overview of the plan for the 2 ½ hour period and time for Q&A

## CERS Business Training

### Introduction to CERS

## What is CERS?

### California Environmental Reporting System

- Web based reporting for businesses with Hazardous Materials/Waste
- Mandated by the California Health and Safety Code and AB 2286
- Provides emergency responders with site information during after-hours emergency situations

### Beginning of Module 1: Introduction to CERS

#### Explain

CERS is a statewide, web-based system to support businesses and Unified Program Agencies with electronically reporting, collecting, and managing hazardous materials-related data as mandated by the California Health and Safety Code.

•Applies to all businesses who store, use, generate **hazardous materials & hazardous waste**.

•>55 gal, >200 cft, >500lbs

## Solano County Reporting Requirements

Must report in CERS by:

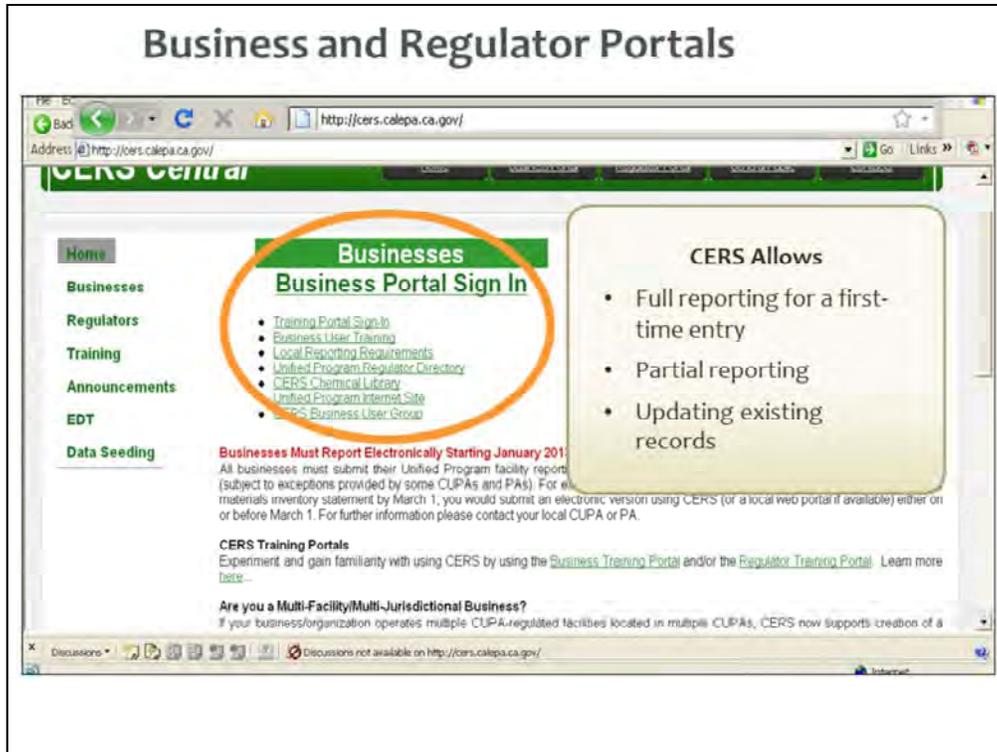
- Must report electronically *after* Jan 1, 2013
- March 1, 2013 for EPCRA

*or*

- By anniversary date

**In Solano County, EPCRA filers must report by March 1. All others are due on their anniversary date.**

**Anniversary date is billing date. Call CUPA for more details if needed.**



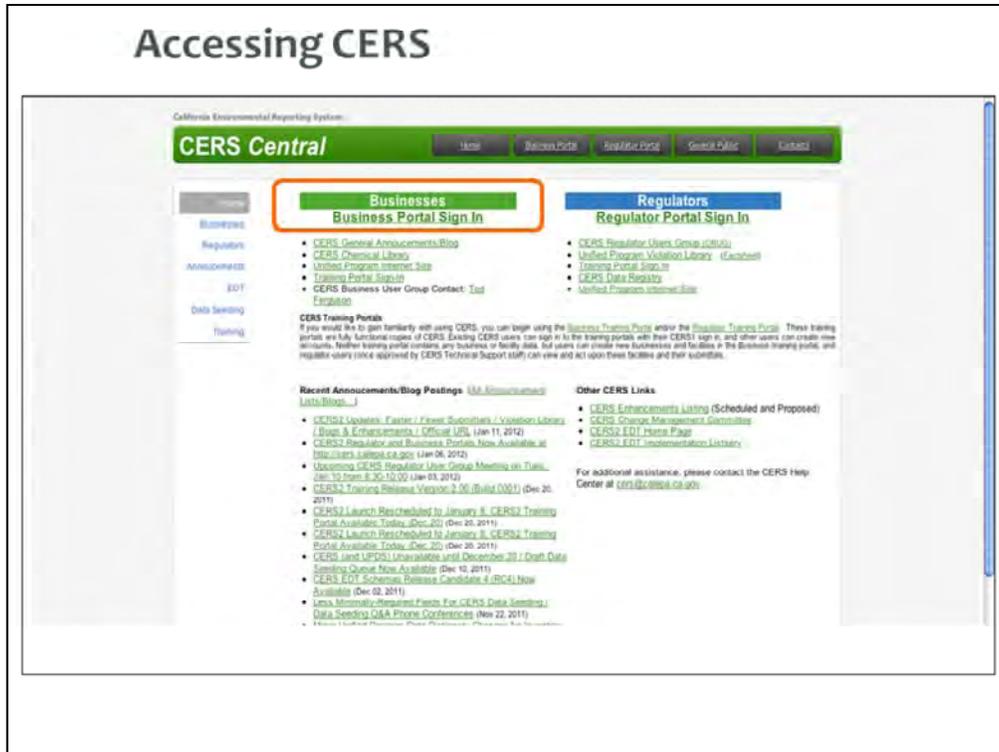
## Explain-

- CERS has two separate web portals, one for business reporting and one for Unified Program regulators.
- Mention the training portal- not a fan of the portal due to getting through the training section and then having to do it again as a real submittal. It's easier to go through as a new business and make changes as needed.

## CERS Business Training

Sign Into CERS  
Or  
Create a New Account

Discuss third party consultants access to CERS



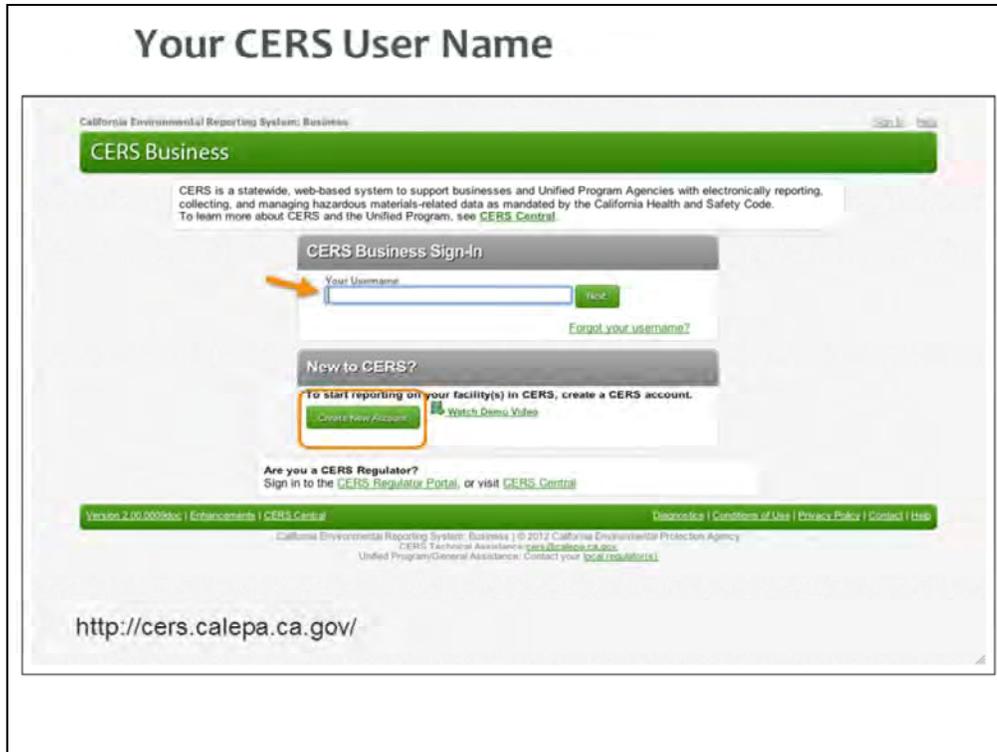
## Beginning of Module 3: Getting Access/Creating a CERS Account

### Explain

To get started, go to the CERS Central page and click the Business Portal sign-in link.

### Point Out

Direct participants to the *CERS Business—Getting Started* handout and point out that it contains the URL and the browser information.



## Explain

Your CERS username uniquely identifies your account when you sign in to CERS. Make sure you record your user name and password and CERS ID# so you can get into CERS again later.

CERS 1 users are encouraged to transition to creating a CERS username vs. using their email to access CERS. This is important so you do not lose access to CERS if your email address changes.

Input password

## CERS Business Training

### Finding or Adding a Facility

Mention the concept of business with multiple facilities in order to avoid mistakes.



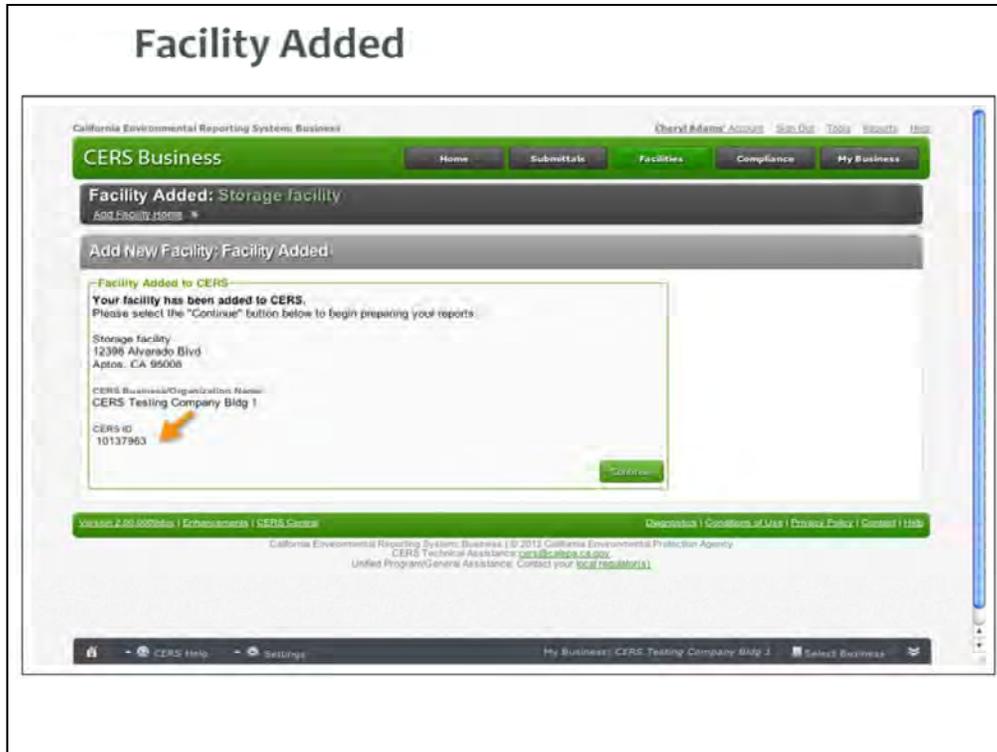
### Point out

When you first sign in to CERS you'll see this page that allows you to:

- Search for your facility/business/organization if your Business/Organization has previously used CERS

- Add a new facility, if you and your business are new to CERS

Mention that Solano County will not be pre-populating any facility information. Also, if you have a third party contractor, be sure and check with them prior to adding your facility as the contractor may already have done so and you will be creating a duplicate.



### Explain

CERS prompts you through adding your facility address and name, and then you'll see this screen.

### Point out

The CERS ID is an important number that can help you find a facility quickly and easily. Write down and retain CERS ID # Similarly, it helps regulators, and ensures that facilities and related records in local systems match facilities and related records in CERS.

### Explain

Click Continue to access the Business Activities screen that lets you identify the regulated activities occurring at the facility you added.

Let's review the information you need to report using CERS.

## CERS Business Training

### Making a Submittal

## Facility Submittal Overview

### Basic Hazardous Materials Business Plan Submittal Elements

- Facility Information (Business Activities, Owner/Operator Information)
- Hazardous Materials Inventory & Site Map
- Emergency Response and Training Plans

4.3

### **Explain**

CERS allows you to submit required information as a complete package or in sections, called Submittal Elements.

The Business Activities/Facility Information submittal element is the first section that every business needs to complete for their facility(ies).

The information you provide via this submittal element determines which other CERS submittal elements are applicable to the facility and what information you need to report.

Based on your answers, CERS will prompt you to complete one or more of these submittal elements.

NOTE: HMI will be covered last

### **Emphasize**

The Business Activities/Facility Information submittal is required with ANY other submittal. The Business Activities/Facility Information is normally not submitted by itself, unless you are only updating that element and no other.

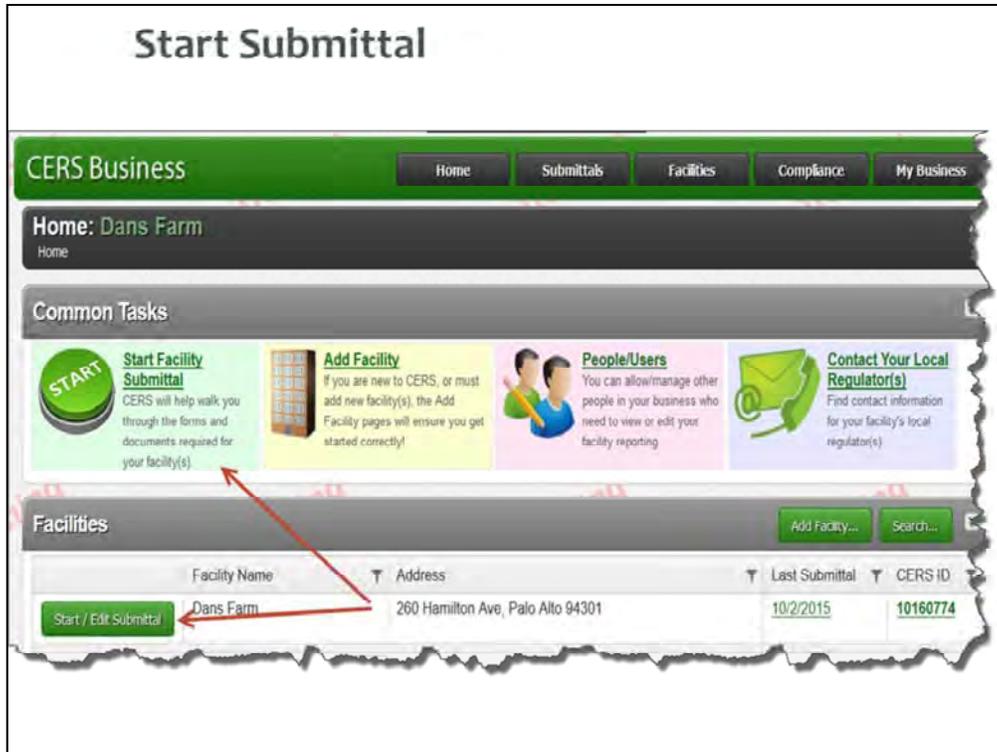
## **Facility Submittal Overview**

### **Additional Submittal Elements**

- Underground Storage Tanks (UST)
- Onsite Hazardous Waste Treatment Notification
- Recyclable Materials Report
- Remote Waste Consolidation Annual Notification
- Hazardous Waste Tank Closure Certification
- Aboveground Petroleum Storage Tanks (APSA)
- California Accidental Release Program (CalARP)

Briefly discuss other elements

Will be covered in more detail later on



## Beginning of Module 6: Making a Submittal

### Explain

Let's explore how to complete the fourth common task in CERS—facility submittals. This is the formal process of reporting and meets legal reporting requirements.

## Submittal Status/Guidance

The screenshot displays the 'CERS Business' interface for a user named Cheryl Adams. The main heading is 'Prepare Draft Submittals: CERS Testing Company'. Below this, there are instructions on how to use the page to prepare draft submittals. A list of submittal items is shown, each with a status and a guidance message. A yellow callout box highlights the text: 'CERS provides submittal status and guidance messages.'

Section	Status	Guidance Message
Business Activities	Ready to Submit	
Business Owner/Operator Identification	Review Needed	
Hazardous Materials Inventory	Ready to Submit	Document Needed
Emergency Response and Training Plans	Ready to Submit	

### Explain

From this page you prepare draft submittals to transmit to your local regulator(s). Make sure to review any status and guidance messages for your submittals by selecting the guidance icons.

### Point Out

The Business Activities screen is ready to submit.

The Business Owner/Operator is incomplete. The stop sign shaped red icon alerts you that you need to review the submittal.

Click on the Review Needed link for guidance.

NOTE: Again here that HMI will be addressed out of order for sake of ease

# Prepare Draft Submittal

**Business Activities: PetalumaFD Test**

Home > Prepare Submittal (10158213) > Facility Information: Business Activities (Draft)

**Instructions/Help**

Use this form to identify the activities occurring at your facility that are regulated under California's Unified Hazardous Waste and Hazardous Materials Management Regulatory Program. CERS will provide guidance on completing the reporting requirements for these business activities.

[Save](#) [Cancel](#)

---

**Site Identification**

Facility Name:  [Edit](#)      CERSID: 10158213

Business Site Address:  [Edit](#)

Petaluma, CA 94952

County: Sonoma



[Edit Mapping](#)

---

**Hazardous Materials**

Does your facility have on site (for any purpose) at any one time, hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in AST's and UST's), or is regulated under more restrictive inventory local reporting requirements (shown below if present), or the applicable Federal threshold quantity for an extremely hazardous substance specified in 40 CFR Part 355, Appendix A or B, or handle radiological materials in quantities for which an emergency plan is required pursuant to 10 CFR Parts 30, 40 or 70?  Yes  No

**Unified Program Local Reporting Requirements for Petaluma City Fire Department**  
Regulated facilities in this jurisdiction are required to report any quantity of hazardous material. DMC 17.21.060

---

**Underground Petroleum Storage (UST)**

Does your facility own or operate underground storage tanks?  Yes  No

---

**Hazardous Waste**

Does your facility generate Hazardous Waste?  Yes  No

**If yes, provide an EPA Identification Number (EPA ID):**

Does your facility treat hazardous waste on-site?  Yes  No

---

CERS Help   Settings   My Business: PetalumaFD Test   Select business

## Explain

Provide the necessary information and click Save.

For waste generators, input CalEPA Id # when prompted

## Copy Information

**Business Owner/Operator Identification: PetalumaFD Test**

Home > Prepare Submittal (10159213) > Facility Information: Business Owner/Operator Identification (Draft)

Instructions/Help Save Cancel

---

**Site Address**

PetalumaFD Test  
22 Bassett  
Petaluma, CA 94952

---

**Identification**

Operator Name:

Operator Phone:  Business Phone:  Business Fax:

Beginning Date:  Ending Date:

Star & Bradstreet:  SAC Code:  Primary BASCS:

---

**Mailing Address** [Copy Address](#)

Mailing Address:

City:  State:  ZIP/Postal Code:

---

**Owner** [Copy Address](#)

First & Last Name:  Phone:

Mailing Address:

City:  State:  ZIP/Postal Code:

Country:  United States

[Enter International Address](#)

---

**Billing Contact** [Copy Address](#)

First & Last Name:  Phone:

Email:

---

**Primary Emergency Contact**

First & Last Name:

Title:

Fire Inspector:

Business Phone:  24-Hour Phone:  Pager Number:

---

**Secondary Emergency Contact**

Name:

Title:

Business Phone:  24-Hour Phone:  Pager Number:

---

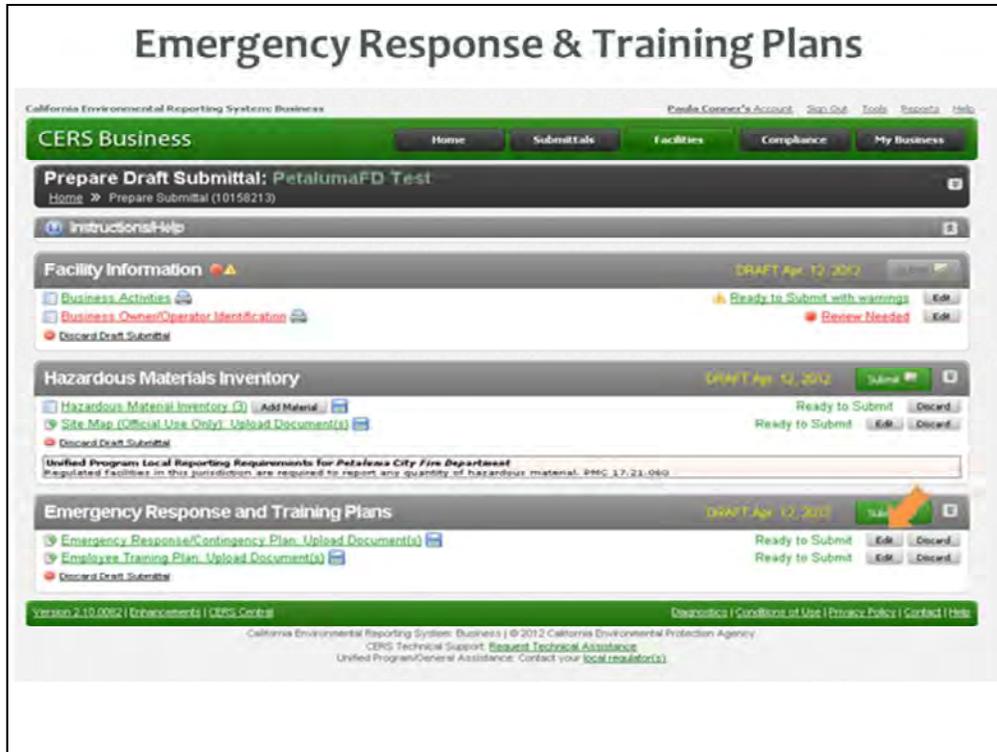
**Environmental Contact** [Copy Address](#)

First & Last Name:  Phone:

Email:

### Explain

You can select this link to copy name, address and phone numbers to other fields. For example, if you are the owner, environmental contact and emergency contact, you can copy your information rather than type it in repeatedly.



## Point Out

The Business Owner/Operator Identification screen is not ready to submit. It must be before you can submit the Inventory and/or Emergency Response and Training Plans submittal elements.

Draft date – Notice the draft date next to the Submittal button; it identifies the last date you worked on the screen.

These screens are complete, however, they need to be submitted.

Click the Submit button when you are ready to transmit the submittals to your local regulator(s).

# Emergency Response Plan

California Environmental Reporting System: Business Continue Barclay's Account | Sign Out | Tools | Reports | Help

---

**CERS Business**    Home    Submittals    Facilities    Compliance    My Business

---

**Roseville Fire Station 7: Emergency Response/Contingency Plan**  
 Home » Prepare Submittal (10182692) » ER and Training Plans: Emergency Response/Contingency Plan (Draft)

---

**Instructions/Help**

**Emergency Response/Contingency Plan(s) Supplemental Documentation**  
 You must submit an emergency response/contingency plan for your facility. Contact your local regulator for more information about providing a suitable plan. 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 must be approved by your local regulator.

**Consolidated Emergency Response/Contingency Plan Template** This optional template may be used to satisfy requirements that Hazardous Materials Business Plans (HMBS) contain emergency response plans, procedures, and employee training in the event of a reportable/threatened hazardous material release. [Download](#) the form, read the [instructions](#), complete it, and upload it here.

**Document Options**

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

**Document Upload(s)**

**Upload Document**

Date Authored (Required)     Document Title (Required)

Description (Optional)

---

Version 2.10.0093 | Enhancements | CERS Central Diagnostics | Conditions of Use | Privacy Policy | Contact | Help

Explain:

Business can use their own Emergency Contingency Plan format or they can use the provided template.

Explain options on use of contingency plan or own documents



# Employee Training Plan

California Environmental Reporting System: Business Profile Center's Account | Sign Out | Tools | Reports | Help

CERS Business
Home
Submittals
Facilities
Compliance
My Business

**Prepare Draft Submittal: PetalumaFD Test** [X]

Home > Prepare Submittal (10159213)

[Instructions/Help](#) [X]

**Facility Information** DRAFT Apr. 12, 2012 [X]

[Business Activities](#) Ready to Submit with warnings [Edit]  
[Business Owner/Operator Identification](#) Review Needed [Edit]  
[Discard Draft Submittal](#)

**Hazardous Materials Inventory** DRAFT Apr. 12, 2012 [Submit] [X]

[Hazardous Material Inventory \(0\)](#) [Add Material](#) Ready to Submit [Discard]  
[Site Map \(Official Use Only\): Upload Document\(s\)](#) Ready to Submit [Edit] [Discard]  
[Discard Draft Submittal](#)

**Unified Program Local Reporting Requirements for Petaluma City Fire Department**  
Regulated facilities in this jurisdiction are required to report and quantify all hazardous material. 246C 17.23.040

**Emergency Response and Training Plans** DRAFT Apr. 12, 2012 [Submit] [X]

[Emergency Response/Contingency Plan: Upload Document\(s\)](#) Ready to Submit [Edit] [Discard]  
[Employee Training Plan: Upload Document\(s\)](#) Ready to Submit [Edit] [Discard]  
[Discard Draft Submittal](#)

Version 2.10.0092 | Enhancements | CERS Central
Description | Conditions of Use | Privacy Policy | Contact | Help

California Environmental Reporting System: Business | © 2012 California Environmental Protection Agency  
 CERS Technical Support: [Request Technical Assistance](#)  
 Unified Program/General Assistance: Contact your [local regulator\(s\)](#)

Note that the training plan is usually part of the Emergency Response Plan although some businesses may prefer to separate. If yours is combined, or if you used the Consolidated version, you can select 'part of another submittal' on the next screen to complete this submittal element.

# Employee Training Plan

California Environmental Reporting System: Business Pamela Corbett's Account   Sign Out   Tools   Reports   Help

---

**CERS Business**   [Home](#)   [Submittals](#)   [Facilities](#)   [Compliance](#)   [My Business](#)

---

**PetalumaFD Test: Employee Training Plan**  
[Home](#) > [Prepare Submittal \(10158213\)](#) > [ER and Training Plans: Employee Training Plan \(Draft\)](#)

---

[Instructions/Help](#)

**Employee Training Plan(s) Supplemental Documentation**  
 You must submit an employee training plan(s) for your facility. Contact your local regulator for more information about providing a suitable plan(s).  
 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 must be approved by your local regulator.  
 If your employee training plan is included in your Emergency Response/Contingency Plan, select the **Provided in other Submittal Element** document option and then the *Emergency Response and Training Plans* submittal element.

**Document Options**

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

**Document Upload(s)**

**Upload Document**   [Browse...](#)

Date Authored (Required): 11/16/2012   Document Title (Required): Employee Training Plan

Description (Optional):

[Save & Upload Again](#)   [Save & Finish](#)   [Cancel](#)

---

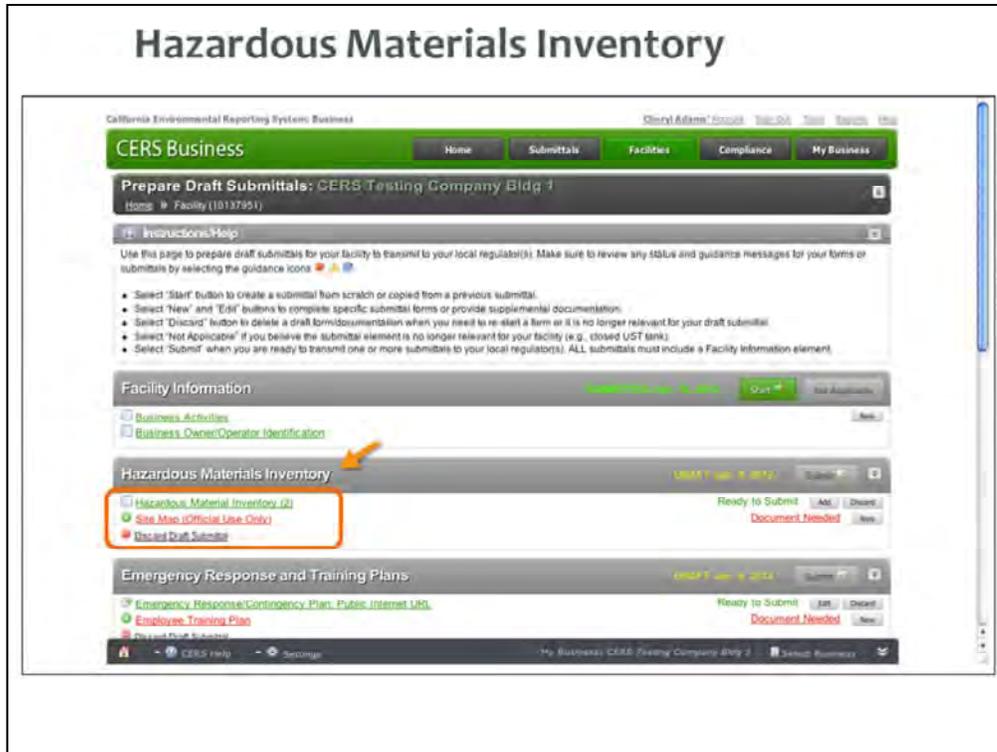
Version 2.10.0092 | [Enhancements](#) | [CERS Central](#)   [Clearance](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Contact](#) | [Help](#)

California Environmental Reporting System: Business | © 2012 California Environmental Protection Agency  
 CERS Technical Support: [Request Technical Assistance](#)  
 Unified Program/General Assistance: Contact your [local regulator\(s\)](#)

Same comment as previous screen: Note that the training plan is usually part of the Emergency Response Plan although some businesses may prefer to separate. If yours is combined, or if you used the Consolidated version, you can select 'part of another submittal' on this screen to complete this submittal element.

**CERS Business Training**

**Hazardous Materials Inventory**



## Beginning of Module 7: Hazardous Materials Inventory

### Point Out

The Hazardous Materials Inventory must be completed for this facility. CERS shows that this facility's Hazardous Materials Inventory is ready to submit.

Note: Inventory is an online form; site map is a document to upload.

The icons on the left and the text on the right alert you to what is needed.

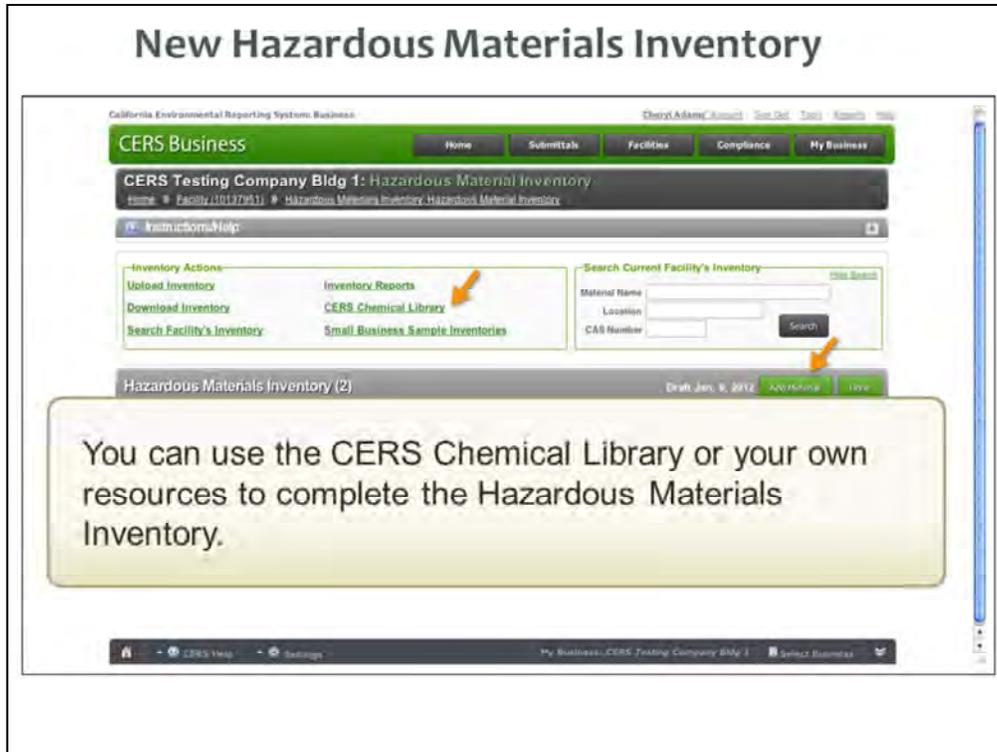
### Emphasize

This submittal element is used to annually verify the HMIS

## Hazardous Materials Inventory

- Enter each hazardous material/hazardous waste separately
- Hazardous waste **MUST** include the annual waste generation amount
- Report separately for each building, outside storage area
- Separate entries for varied materials - physical state, storage temperature, storage pressure

**Give example of compressed CO<sub>2</sub> v. cryogenic**



### Explain

Use the CERS Chemical Library if you don't have a Hazardous Materials Inventory created or you need to add a new material to your inventory.

### Point Out

To begin creating an inventory, click Add Materials.

Clicking the CERS Chemical Library link opens a new window and takes you outside your CERS account. You can build your inventory and then export it into CERS.

### Explain

To complete the inventory, you can use the CERS Chemical Library or your own resources. The CERS Chemical Library contains ~75,000 chemical names and CAS numbers from the US EPA Federal Substance Registry.

### Emphasize

Using the CERS Chemical Library has these benefits for you, regulators and first responders:

- Saves you time
- Ensures consistency of chemical names and CAS numbers for all users
- Your inventory is automatically populated with hazard property information for many chemicals in the Library.

You can use your own resources to build the inventory. This is necessary for any material not listed in the CERS Chemical Library.

## CERS Chemical Library—How To

California Environmental Reporting System: Business Cheryl Adams Account Sign Out Tools Reports Help

**CERS Business** Home SubmitData Facilities Compliance My Business

**CERS Testing Company Garage: Hazardous Material Inventory**  
Home > Facility (10137953) > Hazardous Materials Inventory > Hazardous Material Inventory > Add Material

**Instructions/Help**

To add a hazardous material, enter your chemical/material name or CAS number. CERS will create a new chemical/material record to the library. If you don't find a good match, select **Unable to Find Material** to mark the material as unknown.

The **CERS Chemical Library** includes chemical names and CAS (Chemical Abstracts) numbers, as well as hazard information for several thousand chemicals. Use this library to save you time, improve the quality of your reporting.

**Search CERS Chemical Library**

Chemical/Material Name:

CAS Number:

CERS Chemical Library ID:

Source:

**Select Chemical for Inventory Entry**

GCL ID	Chemical Name	Common Name / Synonym Name	Synonym?	CAS Number
No records to display.				

Page 1 of 0  
Displaying items 0 - 0 of 0

CERS Help Settings My Business: CERS Testing Company 01/11/11 Search Business

### Explain

Let's say that you want to add acetone to your inventory.

- Enter the chemical/material name or the CAS number
- Select Search

## CERS Chemical Library—How To

CERS Business
Home
Submittals
Facilities
Compliance
My Business

**CERS Testing Company Bldg 1: Hazardous Material Inventory**  
Home » Facility (19137951) » Hazardous Materials Inventory » Hazardous Material Inventory » Add Material

You must complete a separate inventory page 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 your local agency, if required). 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.

View & Add Action History
Save
Cancel

**Chemical Identification and Physical Properties**

Chemical Name Acetone	CAS Number 67-54-1	CERS Chemical Library ID CGL-107107
Common Name Acetone		US EPA SRS Number

Physical State:  Solid  Liquid  Gas      Hazardous Material Type:  Pure  Mixture  Waste

Trade Secret:  Yes  No

**Chemical Hazard Classification**

EHS: <input type="radio"/> Yes <input checked="" type="radio"/> No	Fire Code Hazard Classes (by priority) Flammable Liquid, Class 1-B Irritant	Federal Hazard Categories <input checked="" type="checkbox"/> Fire <input type="checkbox"/> Reactive <input type="checkbox"/> Pressure Release <input checked="" type="checkbox"/> Acute Health <input type="checkbox"/> Chronic Health	DOT Hazard Class # 3 - Flammable and Combustible Liquids
Radioactive <input type="radio"/> Yes <input checked="" type="radio"/> No	<a href="#">View/Edit Additional Firecodes</a>		State Waste Code # <a href="#">Lookup Code</a>
Curies			

**Inventory Location and Quantity**

Chemical Location	Average Daily Amount	Maximum Daily Amount	Units <input type="radio"/> gallons <input type="radio"/> cubic feet <input type="radio"/> pounds <input type="radio"/> tons
Chemical Location Confidential EPCRA <input type="radio"/> Yes <input checked="" type="radio"/> No	Largest Container	Annual Waste Amount	

CERS Help
Settings
My Business: CERS Testing Company Bldg 1
Get Started

### Point out

CERS creates a new chemical/material record, including any hazard properties or other data available from the CERS Chemical Library.

Some sections are automatically filled in— Chemical Identification and Physical Properties, and Chemical Hazard Classification.

You need to complete the remaining sections—Inventory Location and Quantity, Inventory Storage Information, days onsite, temperature and pressure values, etc., and mixture components for materials that are mixtures.

## CERS Chemical Library—How To

The screenshot shows a web-based form for entering chemical inventory data. It is divided into several sections, with orange arrows pointing to the 'Inventory Location and Quantity', 'Inventory Storage Information', and 'Mixture Components' sections. The 'Inventory Location and Quantity' section includes fields for 'Chemical Location', 'Average Daily Amount', 'Maximum Daily Amount', 'Units', 'Chemical Location Confidential EPCRA', 'Largest Container', 'Annual Waste Amount', 'Days on Site', and 'Map (Optional)'. The 'Inventory Storage Information' section includes checkboxes for 'Aboveground Tank', 'Underground Tank', 'Tank Inside Building', 'Steel Drum', 'Plastic/Non-Metallic Drum', 'Can', 'Storage Container - parking', 'Bottle', 'Filter Drum', 'Bag', 'Box', 'Cylinder', 'Glass Bottle', 'Plastic Bottle', 'Tote Bin', 'Tank Truck, Tank Wagon', 'Tank Car, Rail Car', and 'Other'. The 'Mixture Components' section includes a table with columns for 'Hazardous Component Name', 'CAS Number', '% by Weight', and 'DIS', and a text area for 'Additional Mixture Comments'. The 'Additional Chemical/Material Description' section includes a text area for 'Additional Chemical Description Information'. At the bottom right, there are 'Save' and 'Cancel' buttons. The browser address bar shows 'My Business: CERS Training Company Bldg 1'.

**Inventory Location and Quantity**

Chemical Location:  Average Daily Amount: 110 Maximum Daily Amount #: 110  
Chemical Location Confidential EPCRA:  Yes  No Largest Container: 55 Annual Waste Amount #: 100  
Map (Optional):  Days on Site:  Units:  gallons  cubic feet  pounds  tons

**Inventory Storage Information**

Aboveground Tank  Can  Box  Tank Truck, Tank Wagon  
 Underground Tank  Storage Container - parking  Cylinder  Tank Car, Rail Car  
 Tank Inside Building  Bottle  Glass Bottle  Other  
 Steel Drum  Filter Drum  Plastic Bottle  Tote Bin  
 Plastic/Non-Metallic Drum  Bag  Tote Bin

Storage Pressure:  Ambient  Above Ambient  Below Ambient  
Storage Temperature:  Ambient  Above Ambient  Below Ambient  Cryogenic

**Mixture Components**

Hazardous Component Name	CAS Number	% by Weight	DIS
		10	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Mixture Comments #

**Additional Chemical/Material Description**

Additional Chemical Description Information #

Save Cancel

### Point out

You need to complete the remaining sections—Inventory Location and Quantity, Inventory Storage Information, and Mixture Components.

Consult your MSDS for the required information

Once you complete that information, click Save.

# Manual Inventory Input

CERS Business

Home Submittals Facilities Compliance My Business

**PetalumaFD Test: Hazardous Material Inventory**

Home » Prepare Submittal (10158213) » Materials Inventory: Hazardous Material Inventory (Draft) » Add Material

Instructions/Help

To add a hazardous material, enter your chemical/material name or CAS number, select **Search**, review the search results, and select **Add** for your chemical/material. CERS will create a new chemical/material record for you, including any hazard properties or other data available from the CERS Chemical Library. If you don't find a good match, select **Unable to Find Material** to manually enter all the data about your chemical/material. *Hazardous Materials information contained in the CERS Chemical Library is presumed to be accurate. However, user assumes all risks and liabilities associated with the storage, use and handling of hazardous materials and is responsible for verifying reported information.*

**Search for your Chemical/Material in the CERS Chemical Library**

Chemical Name:  Chemical Library ID:  CAS Number:

Source:  
 CERS Chemical Library  Materials for this Facility  Any Materials for any Facility

Search

**Select Chemical for Inventory Entry** [Unable to Find Material/Add New Chemical](#)

CCL ID	Chemical Name	Common Name / Synonym Name	Synonym?	CAS
No records to display.				

Page 1 of 1

Displaying items 0 - 0 of 0

Version 2-10-0092 | Enhancements | CERS Control [Diagnostica](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Contact](#) | [Help](#)

## Manual Input - How To

Save & Add Another Material
Save
Cancel

### Chemical Identification and Physical Properties

Solid  Liquid  Gas

Pure  Mixture  Waste

Trade Secret  Yes  No

### Chemical Hazard Classification

Yes  No  
 Yes  No

Flammable  
 Corrosive  
 Acute Health  
 Chronic Health

[Lookup Code](#)

### Inventory Location and Quantity

Yes  No

gallons  
 cubic feet  
 pounds  
 tons

### Inventory Storage Information

Aboveground Tank  Can  Box  Tank Truck, Tank Wagon  
 Underground Tank  Carboy  Cylinder  Tank Car, Rail Car  
 Tank Inside Building  Silo  Glass Bottle  Other

Steel Drum  Fiber Drum  Plastic Bottle

Plastic/Non-Metallic Drum  Bag  Tube Bin

Storage Pressure: Ambient  Above Ambient  Below Ambient

Storage Temperature: Ambient  Above Ambient  Below Ambient  Cryogenic

### Mixture Components

CERS Help Settings My Business: PetalumaFO Test Select Business

### Explain

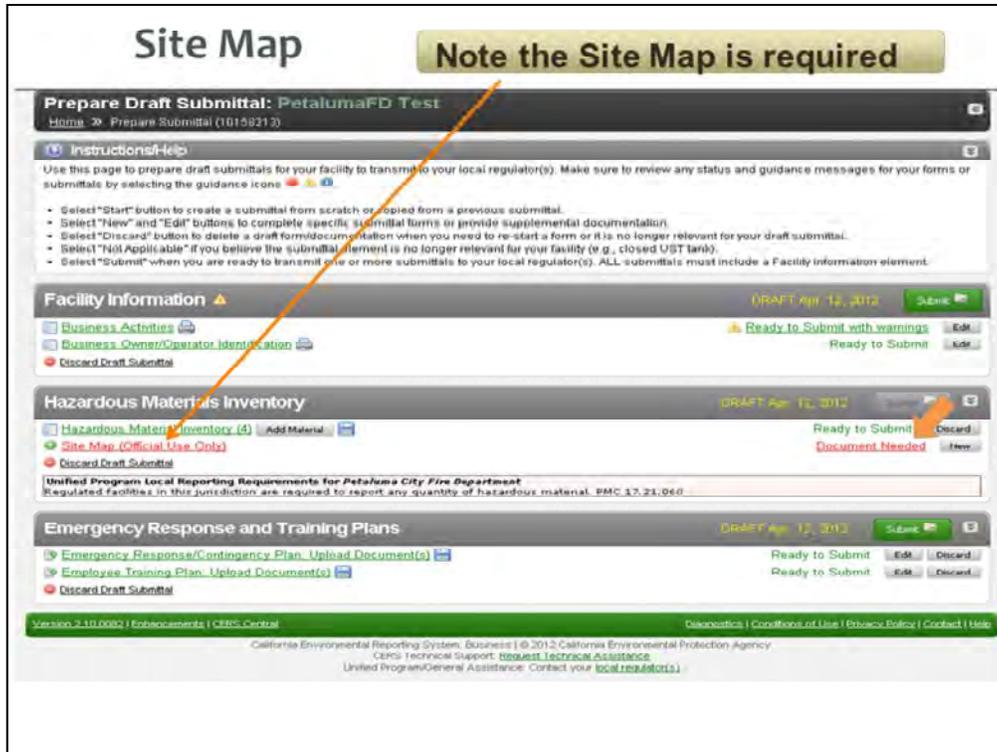
Review the results, find the correct chemical/material and click Add.

### Point Out

If you don't find a good match, select Unable to Find Material in order to manually enter the data about the chemical/material.

Note: on this screen, all records but one are synonyms of the chemical. Since the CCL ID number is the same for all, all synonyms are pointing to the Acetone record in the first line.





## Explain

One other submittal element is needed—a Site Map because it assists in emergency response, needs to be clear, noting container size and contents, any emergency shut off valves or control features.

Click New to begin.

- A general site plan that can include, but not be limited to, the location of buildings, exterior storage facilities, permanent access ways, evacuation routes, parking lots, internal roads, chemical loading areas, equipment cleaning areas, storm and sanitary sewer accesses, emergency equipment and adjacent property uses.

- A building floor plan that includes hazardous materials storage areas within the building, rooms, doorways, corridors, means of egress and evacuation routes.

## Questions?

This is the end of this module. Are there any questions pertaining to this module? Please save your other questions to the end of the presentation.

## **Site Map**

- **Indicate North**
- **All Haz Mat/Waste storage/use locations**
- **All buildings/structures**
- **Adjacent roadways, parking areas**
- **Storm drains and sanitary sewer inlets**
- **Note emergency shut-off valves/controls**

Submit in B&W, not color

**CERS Business Training**

**Other Submittal Elements**

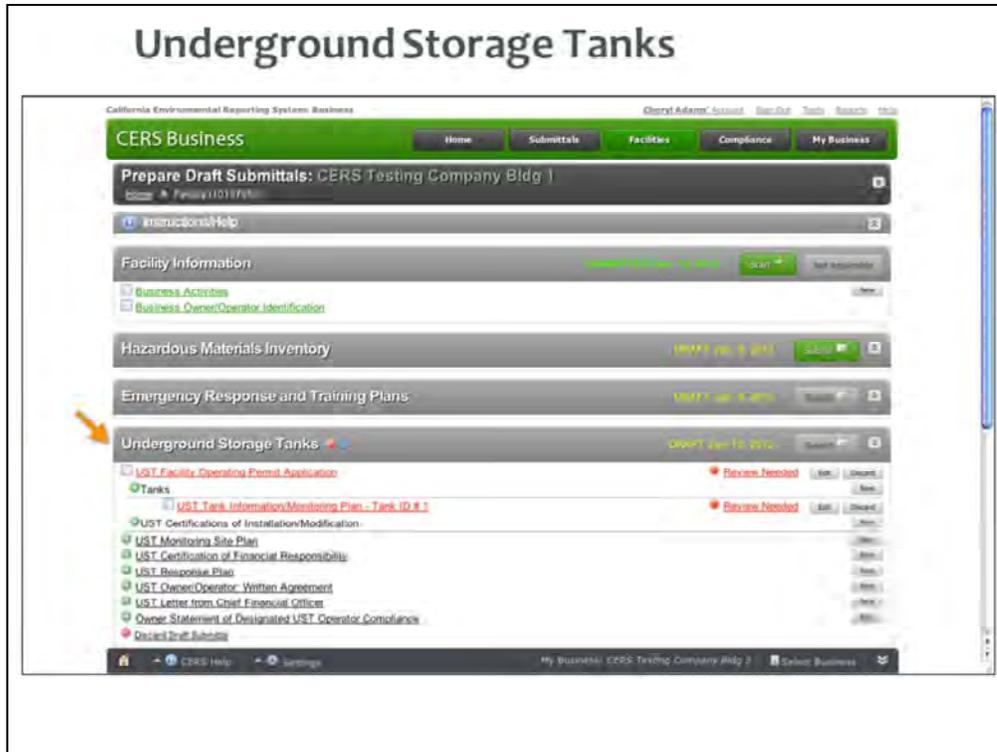
## Other Submittal Elements

- Facility Information (Business Activities and Owner/Operator Information)
- Hazardous Materials Inventory
- Emergency Response and Training Plans
- Underground Storage Tanks
- Onsite Hazardous Waste Treatment Notification
- Recyclable Materials Report
- Remote Waste Consolidation Annual Notification
- Hazardous Waste Tank Closure Certification
- Aboveground Petroleum Storage Tanks
- California Accidental Release Program



### Explain

Each of the other submittal element work in much the same way as the ones we have reviewed so far. You can look over these others at a later time. Most are upload documents rather than data entry screens.



## Ask

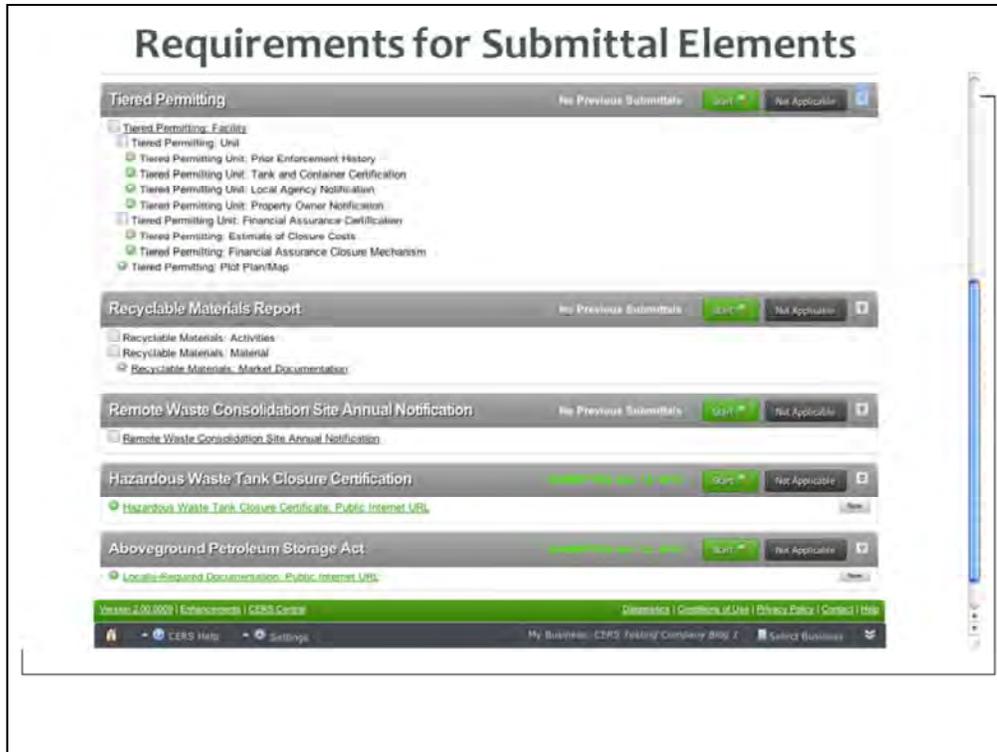
What do the messages and icons tell you about these submittal element?

## Point Out

- There are a number of sections to the Underground Storage Tank (UST) submittal element.
- The red message alerts you that you must complete a screen for the UST Facility Operating Permit Application.
- The other elements are documents that need to be uploaded.

## Explain

You must complete the UST submittal element within 30 days of all new permits, permit changes, or facility information changes. You will also need to update/confirm data relating to your tank, monitoring plan, and upload other pertinent UST-related screens.



## End of Module 6: Making a Submittal

### Explain

This screen shows the requirements for the other submittal elements.

### Questions?

This is the end of this module. Are there any questions pertaining to this module? Please save your other questions to the end of the presentation.

# Complete Your Submittal

**Prepare Draft Submittal: PetalumaFD Test**

[Home](#) > [Prepare Submittal \(10158213\)](#)

**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 Apr 13, 2012 [Submit](#)

[Business Activities](#) Ready to Submit with warnings [Edit](#)

[Business Owner/Operator Identification](#) Ready to Submit [Edit](#)

[Discard Draft Submittal](#)

**Hazardous Materials Inventory** DRAFT Apr 12, 2012 [Submit](#)

[Hazardous Material Inventory \(0\)](#) [Add Material](#) Ready to Submit [Discard](#)

[Site Map \(Official Use Only\)](#) [Upload Document\(s\)](#) Ready to Submit [Edit](#) [Discard](#)

[Discard Draft Submittal](#)

**Unified Program Local Reporting Requirements for Petaluma City Fire Department**  
Regulated facilities in this jurisdiction are required to report any quantity of hazardous material. BMC 17.21.060

**Emergency Response and Training Plans** DRAFT Apr 12, 2012 [Submit](#)

[Emergency Response/Contingency Plan](#) [Upload Document\(s\)](#) Ready to Submit [Edit](#) [Discard](#)

[Employee Training Plan](#) [Upload Document\(s\)](#) Ready to Submit [Edit](#) [Discard](#)

[Discard Draft Submittal](#)

Version 2.10.0002 | Enhancements | CERPS Central [Diagnosics](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Contact](#) | [Help](#)

California Environmental Reporting System: Business | © 2012 California Environmental Protection Agency  
CERPS Technical Support: [Request Technical Assistance](#)  
Unified Program/General Assistance: Contact your [local regulator\(s\)](#)

Explain submitting info

They MUST submit or regulators can not review

Make complete submittal – **DO NOT** send partial submittals.

# Complete Your Submittal

Submittal Summary: Dans Farm

Home > Draft Submittal > Submittal Summary (10160774)

Instructions/Help

## Final Submittal Checklist

### • Does your Submittal include a Facility Information submittal element?

Your submittals must always include a Facility Information element with current business activities and superoperator forms. The "Submit Selected Elements" button below will be disabled if you have not met this requirement. You will need to return to the [Create Draft Submittal](#) page and "Start" one.

### • Are you submitting all of the elements needed by your facility's regulator?

If you must submit multiple elements for your facility (e.g., Inventory, LUST), return to [Create Draft Submittal](#) to "Start" other elements, and then "Submit" all the elements at the same time.

### • Is your CERS Account authorized to submit data to the Regulator?

The "Submit Selected Elements" button will be disabled if you CERS Account does not have "Lead Business User" or "Approver" permissions.

### • Have you reviewed the Certification Statement shown below?

• Select "Submit Selected Elements" below to submit information to your regulator.

## Confirm, Certify, and Submit Your Facility Submittal

Submit Selected Elements

**Certification Statement:** Based on my own knowledge and/or on my inquiry of those individuals responsible for obtaining the information, I, Dan Firth (CERS Account username *dfirth*), certify on 10/2/2015 under penalty of law that I have personally examined and am familiar with the information submitted and believe the information is true, accurate, and complete.

## Facility Information

Ready (1) Submit

Information will be reported to Santa Clara County Environmental Health.

[Add Comment To Regulator](#)

## Hazardous Materials Inventory

Ready (1) Submit

Information will be reported to Palo Alto City Fire Department.

[Add Comment To Regulator](#)

## Emergency Response and Training Plans

Ready (1) Submit

# Proof you are done...

CERS Business

Home Submittals Facilities Compliance

## Submittal Finished: Dans Farm

Home » Draft Submittal » Submittal Finished (10160774)

 You have submitted the following elements on 1/25/2016 to **Santa Clara County Environmental Health**

- Facility Information

You have submitted the following elements on 1/25/2016 to **Palo Alto City Fire Department**

- Hazardous Materials Inventory
- Emergency Response and Training Plans

[Print Submittal](#)

### What's Next?

- Return to the [Draft Submittal](#)
- Return to [Facility Home](#)

Training

# Annual Certification

## No Change to CERS.....

### CERS Business Sign-In

Your Username

Next

[Forgot your Username or Password?](#)

### CERS Business Sign-In

#### Your Password Protection Phrase

Enter password only if the phrase below matches what you provided in account registration.

[Wish I were flyfishing](#)

Your Password

Next

Cancel

[Forgot your password?](#)

# Start a new submittal

**CERS Business**    Home    Submittals    Facilities    Compliance    My Business

**Home: Dans Farm**  
Home

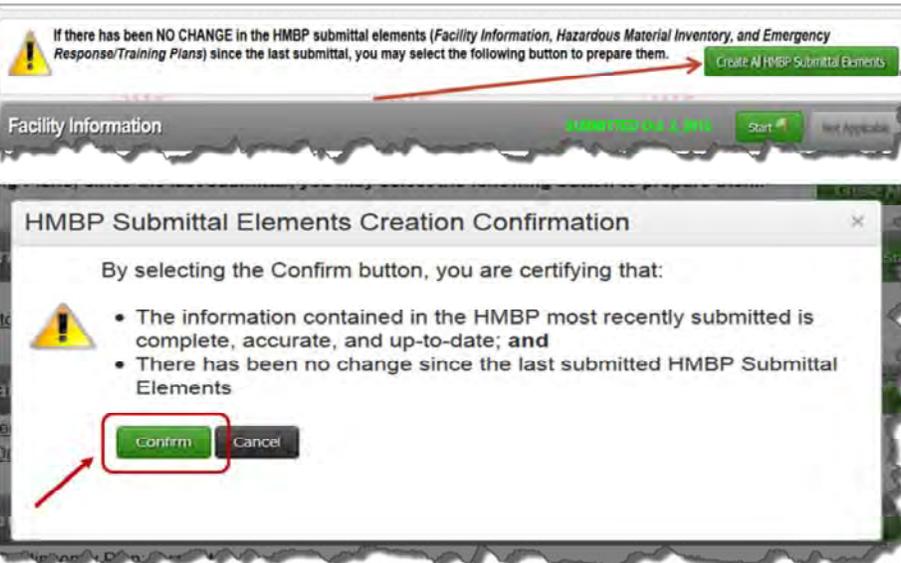
**Common Tasks**

- START Start Facility Submittal**  
CERS will help walk you through the forms and documents required for your facility(s).
- Add Facility**  
If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!
- People/Users**  
You can allow/manage other people in your business who need to view or edit your facility reporting.
- Contact Your Local Regulator(s)**  
Find contact information for your facility's local regulator(s).

**Facilities**    Add Facility...    Search...

	Facility Name	Address	Last Submittal	CERS ID
<a href="#">Start / Edit Submittal</a>	Dans Farm	260 Hamilton Ave, Palo Alto 94301	10/2/2015	10160774

## Making the Submittal: ...Create...



47

For HMBP 'no change' submittals, click on the 'Create all HMBP Submittal Elements' button.

# “Annual Certification. No Changes”

## Final Submittal Checklist

- **Does your Submittal include a Facility Information submittal element?**  
Your submittals must always include a Facility Information element with current business activities and owner/operator forms. The “Submit Selected Elements” button below will be disabled if you have not met this requirement. You will need to return to the [Prepare Craft Submittal](#) page and “Start” one.
- **Are you submitting all of the elements needed by your facility’s regulator?**  
If you must submit multiple elements for your facility (e.g., Inventory, UST), return to [Prepare Craft Submittal](#) to “Start” other elements, and then “Submit” all the elements at the same time.
- **Is your CERS Account authorized to submit data to the Regulator?**  
The “Submit Selected Elements” button will be disabled if your CERS Account does not have “Lead Business User” or “Approver” permissions.
- **Have you reviewed the Certification Statement shown below?**
- **Select “Submit Selected Elements” below to submit information to your regulator.**

## Confirm, Certify, and Submit Your Facility Submittal

Submit Selected Elements

**Certification Statement** Based on my own knowledge and/or on my inquiry of those individuals responsible for obtaining the information, I, Paula Dueweke (CERS Account username *pkdueweke*), certify on 2/14/2016 under penalty of law that I have personally examined and am familiar with the information submitted and believe the information is true, accurate, and complete.

### Facility Information

Information will be reported to Petaluma City Fire Department.

[Add Comment To Regulator](#)

### Hazardous Materials Inventory

Information will be reported to Petaluma City Fire Department.

[Add Comment To Regulator](#)

### Emergency Response and Training Plans

Information will be reported to Petaluma City Fire Department.

[Add Comment To Regulator](#)

Version 2.23.0011 | Enhancements | CERS Central

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

# Confirm Submittal

**Submittal Summary: Dans Farm**  
Home » Draft Submittal » Submittal Summary (10160774)

[Instructions/Help](#)

**Final Submittal Checklist**

- **Does your Submittal include a Facility information submittal element?**  
Your submittals must always include a Facility information element with current business activities and a permit operator form. The "Submit Selected Elements" button below will be disabled if you have not met this requirement. You will need to return to the [Prepare Draft Submittal](#) page and "Start" one.
- **Are you submitting all of the elements needed by your facility's regulator?**  
If you must submit multiple elements for your facility (a.g., Inventory, UST), return to [Prepare Draft Submittal](#) to "Start" other elements, and then "Submit" all the elements at the same time.
- **Is your CERS Account authorized to submit data to the Regulator?**  
The "Submit Selected Elements" button will be disabled if your CERS Account does not have "Lead Business User" or "Approver" permissions.
- **Have you reviewed the Certification Statement shown below?**  
Select "Submit Selected Elements" below to submit information to your regulator.

**Confirm, Certify, and Submit Your Facility Submittal**

**Certification Statement** Based on my own knowledge and/or on my inquiry of those individuals responsible for obtaining the information, I, Dan Fath (CERS Account username *dffath*), certify on 10/2/2015 under penalty of law that I have personally examined and am familiar with the information, and that the information is true, accurate, and complete.

**Submit Selected Elements**

**Facility Information** Ready to Submit

Information will be reported to Santa Clara County Environmental Health.  
[Add Comment To Regulator](#)

**Hazardous Materials Inventory** Ready to Submit

Information will be reported to Palo Alto City Fire Department  
[Add Comment To Regulator](#)

**Emergency Response and Training Plans** Ready to Submit

49

Confirm. Notice that only the HMBP related submittal elements are checked using this feature. If you need to also submit UST or other submittal elements use the regular submittal process.

# Proof you are done...

The screenshot displays the CERS Business website interface. At the top, a green navigation bar contains the text 'CERS Business' and several menu items: 'Home', 'Submittals', 'Facilities', 'Compliance', and a user profile icon. Below this, a dark grey header bar reads 'Submittal Finished: Dans Farm'. A breadcrumb trail below the header shows 'Home » Draft Submittal » Submittal Finished (10160774)'. The main content area is divided into two columns. The left column features a green checkmark icon and two sections of text. The first section states: 'You have submitted the following elements on 1/25/2016 to Santa Clara County Environmental Health' followed by a bulleted list containing 'Facility Information'. The second section states: 'You have submitted the following elements on 1/25/2016 to Palo Alto City Fire Department' followed by a bulleted list containing 'Hazardous Materials Inventory' and 'Emergency Response and Training Plans'. Below this list is a green button labeled 'Print Submittal' with a printer icon. The right column is titled 'What's Next?' and contains two blue links: 'Return to the Draft Submittal' and 'Return to Facility Home'. A red 'Training' watermark is visible in the bottom right corner of the page.

CERS Business

Home Submittals Facilities Compliance

**Submittal Finished: Dans Farm**

Home » Draft Submittal » Submittal Finished (10160774)

 You have submitted the following elements on 1/25/2016 to **Santa Clara County Environmental Health**

- Facility Information

You have submitted the following elements on 1/25/2016 to **Palo Alto City Fire Department**

- Hazardous Materials Inventory
- Emergency Response and Training Plans

[Print Submittal](#)

**What's Next?**

- Return to the [Draft Submittal](#)
- Return to [Facility Home](#)

Training

**CERS Business Training**

**Managing Multiple Facilities**

## **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

Submitals

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 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 upload 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 2.22.0180 | [Enhancements](#) | [CERS Central](#)

[OpenOffice](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Contact Us](#)

# Managing Multiple Facilities

ERS Business

Home

Submittals

Facilities

Compliance

My Business

## Upload Owner/Operator Data: Petaluma Fire Dept.

Home » My Business » Upload Owner/Operator Data

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 a 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 **temporarily lock creation/editing/submitting of ANY submittal elements for ALL of your business' facilities until processing is complete**. When completed, you will receive an email notification 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 upload. 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.

[Download Last Submitted Owner/Operator Data](#)

### Upload Owner/Operator Data

Owner/Operator Identification Excel Spreadsheet

No file chosen

**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.**

09/2/2014 | Enhancements | CERS Central

Diagnostica | Conditions of Use | Privacy Policy | Contact |

## Upload/Download an Existing Inventory

California Environmental Reporting System: Business Cheryl Adams' Account Sign Out Tools Reports Help

**CERS Business** Home Submittals Facilities Compliance My Business

**CERS Testing Company Bldg 1: Hazardous Material Inventory**  
[Home](#) [Previous Submittal \(101372951\)](#) [HAZARDOUS MATERIALS 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** 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](#)
- [Small Business Sample Inventories](#)

**Hazardous Materials Inventory (5)** Print Jan. 12, 2012 [Add Material](#) [Done](#)

Only show materials with errors/warnings

Chemical Material Name	CAS	Location	Max Daily Amount
<a href="#">Toluene</a>	65-53-3	shed	55 gallons
<a href="#">Acetone</a>	67-64-1	Bldg 1 garage	110 gallons

[CERS Help](#) [Settings](#) My Business: CERS Testing Company Bldg 1 [Select Business](#)

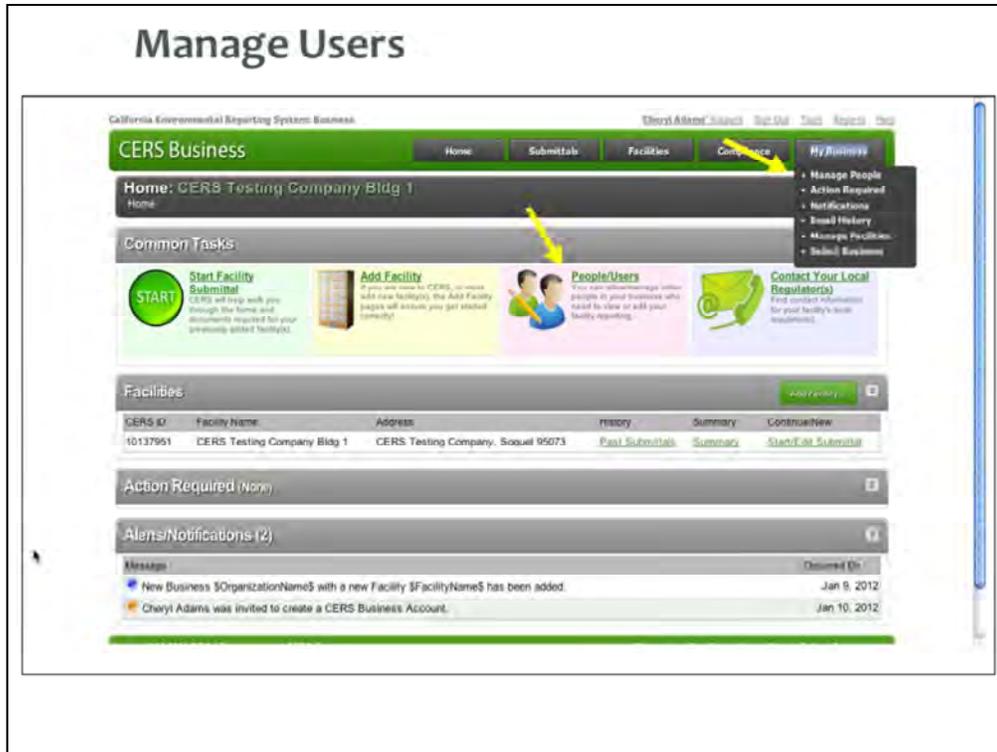
### Explain

Review steps for uploading or downloading an existing inventory.

- If you upload a facility's inventory, the process is similar to uploading any other document to CERS.
- Keep in mind that the inventory spreadsheets you upload must match the columns and format as shown in the CERS Hazardous Material Inventory Upload Template.
- You can download your inventory in an Excel format for printing, uploading to another facility (if you have more than one), or for other needs you may have.

CERS Business Training

Managing Users



## Beginning of Module 4: Managing Users

### Explain

One important task you should complete quickly is to manage your businesses' users. These are the other people in your business who need to view or manage data in CERS.

### Point out

There are two methods for accessing this task from the Home page. Whichever route you take, you'll access the page that allows you to assign permissions.

## Permission Levels

- Lead Users- Can add, remove, and otherwise manage the CERS Business' users and facilities.
- Approvers - May view, edit, and submit facility reports to regulators.
- Editors - May add/edit facility reports, but cannot submit reports to regulators.
- Viewers- May only view facility reports (read only).

### Explain

Review the permission levels and recommendations for assigning them:

•Lead Users- Can add, remove, and otherwise manage the CERS Business' users and facilities.

Best Practice—assign at least two Leader Users; the business owner and someone else

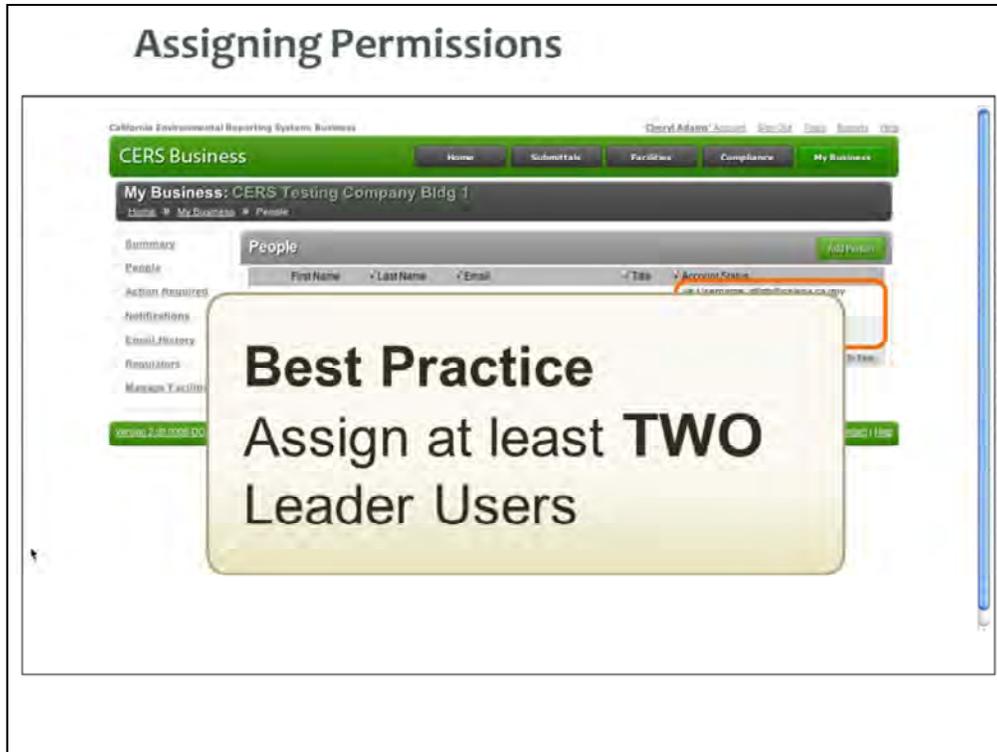
•Viewers- May only view facility reports (read only).

•Editors - May add/edit facility reports, but cannot submit reports to regulators.

This permission might be given to a consultant.

•Approvers - May view, edit, and submit facility reports to regulators.

Since this permission level carries legal ramifications, a business owner may want to maintain this permission level.



### Point Out

Notice that this business has two Lead User permissions assigned. A suggested Best Practice is to assign at least two Lead Users.

Why? If you limit to one and that person becomes unavailable for any reason the business would need to contact the local CUPA for access permission—if their facility(ies) are within that CUPA's jurisdiction or the business would need to submit a written access request to Cal/EPA if they have facilities in more than one CUPA jurisdiction.

A Lead User can add, remove, and otherwise manage the CERS Organization's users and facilities.

### Explain

Let's take a look at how to add another Lead User.

Set up an account for the person by clicking the Add User button.

## Assigning Permissions

The screenshot shows the 'Add Person' form in the CERS Business system. The form includes a 'Provide the email address of the person' label, an 'Email' input field with 'james@tesco.com', and a 'Confirm Email' input field with 'james@tesco.com'. A yellow callout box on the right contains the following instructions:

1. Input the person's email address, click Continue.
2. Input the person's identification information.
3. Provide any additional information, click Continue.

### **Explain**

Input the person's email address and click Continue. You'll be prompted to input the person's identification information. Input the information and click Continue.

# Assigning Permissions

The screenshot shows the 'CERS Business' portal interface. At the top, there is a navigation bar with 'Home', 'Submittals', 'Facilities', 'Compliance', and 'My Business' buttons. Below this, the page title is 'My Business: CERS Testing Company Bldg 1'. A left sidebar contains a menu with 'Summary', 'People', 'Action Required', 'Notifications', 'Email History', 'Regulators', and 'Manage Facilities'. The main content area is titled 'Summary' and contains three sections: 'Identification Information' with fields for 'First Name' (Jake) and 'Last Name' (Smith), and 'Email' (j.smith@westco.com); 'Additional Information for CERS Testing Company Bldg 1' with a note that the information is specific to that facility and fields for 'Phone' (408-513-1212) and 'Title' (Administrative); and 'Account Information' which shows 'No Account' and a green button with an orange arrow pointing to it. At the bottom right of the form are 'Save', 'Delete', and 'Cancel' buttons. The footer contains version information and copyright details for the California Environmental Reporting System.

## Explain

This person does not have an account, so you must initiate an invitation.

# Assigning Permissions

The screenshot shows the 'CERS Business' web application interface. At the top, there is a navigation bar with 'Home', 'Submittals', 'Facilities', 'Compliance', and 'My Business' buttons. Below this is a breadcrumb trail: 'Home > My Business > People > Edit Person'. The main content area is titled 'My Business: CERS Testing Company Bldg 1' and 'Summary'. It contains three sections: 'Identification Information' with fields for First Name (Jake), Last Name (Smith), and Email (j.smith@sestra.com); 'Additional Information for CERS Testing Company Bldg 1' with fields for Phone (858-918-1212) and Title (Administrator); and 'Account Information' with a message: 'An invitation was sent on January 11, 2012.' Below this is a table of permissions:

Permission Group	Description
<input type="checkbox"/> Lead Users	User can perform all of the above and add, remove, and otherwise manage the CERS Organization's users and facilities.
<input type="checkbox"/> Viewers	User may only view facility reports (read only).
<input checked="" type="checkbox"/> Editors	User may add/edit facility reports, but cannot submit reports to regulators.
<input type="checkbox"/> Approvers	User may view, edit, and submit facility reports to regulators.

## Explain

Check the permission(s) you want to assign to this person and click Save & Send Invitation. The person receives an email invitation.

# Assigning Permissions

California Environmental Reporting System Business

Cheryl Adams' Account | Home | Tools | Search | Help

**CERS Business** | Home | Submitals | Facilities | Compliance | My Business

**My Business: CERS Testing Company Bldg 1**  
Home | My Business | People

Summary | People | Add Person

	First Name	Last Name	Email	Title	Account Status
Action Required	✓ Dan	Firth	dfirth@cepqa.ca.gov	Owner	✓ Username: dfirth@cepqa.ca.gov Permissions: Lead Users Last sign-in: Jan 10 7:44 AM
Notifications	✓ Cheryl	Adams	businessca17A@gmail.com	Trainer	✓ Username: cheryl94110 Permissions: Lead Users Last sign-in: Jan 11 8:32 AM
Email History	✓ Jake	Smith	jsmith@bestcor.com	Administrator	✗ No Account/ Permissions: Editors Invitation sent JAN 11 10:33 AM

Show All People | Add | Edit | Export to Excel

Version 2.00.0006.000 | Enhancements | CERS Camp | Disposables | Conditions of Use | Privacy Policy | Contact | Help

California Environmental Reporting System Business | © 2012 California Environmental Protection Agency  
CERS Technical Assistance: cers@cepqa.ca.gov  
United Program Center @ Assistance: Contact Us | 562.926.0833

## Point Out

The Account Status shows that the invitation was sent to Jake Smith to have the permission level of Editor.

## Explain

The person must respond to the invitation within 30 days. If they don't respond, you can resend the invitation.

This business now has the recommended two Lead Users. Let's review the other permission levels.

## CERS Business Training

# Questions?

Solano County Department of Resource Management, Environmental Health Services Division

[https://www.solanocounty.com/depts/rm/environmental\\_health/hazmat/default.asp](https://www.solanocounty.com/depts/rm/environmental_health/hazmat/default.asp)

or

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

### **Questions**

Are there any further questions on the modules we presented today?

Are there any other CERS related questions?

Provide contact info for local regulators.

## CERS Business Training

**Thank you for your time.**

**It has been a pleasure meeting you and working with you.**

### **Questions**

Are there any further questions on the modules we presented today?

Are there any other CERS related questions?

Provide contact info for local regulators.