



**COMMUNITY AND ECONOMIC
DEVELOPMENT DEPARTMENT**
Division of Environmental Health

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Equal Opportunity Employer

CERS Step-by-Step Guide

Create an Account

1. Go to <https://cers.calepa.ca.gov/>
2. Select Business Portal Sign-in
3. Select "Create New Account"
4. Fill out form and select "Create Account"
5. You will then receive an automated email message from CalEPA/CERS to activate your account. If you do not receive one, check your spam or junk folder. Click on the link in the email to activate your account. If you don't receive the email, please contact CERS Technical Support at cers@calepa.ca.gov

Accessing an Existing Facility

Once your account is created in CERS, do not add a new facility. First, check to see if your business/facility is already in CERS. If you cannot find your CERS ID, please contact us before adding a new facility.

If the facility already has a CERS ID number, select "Search Existing Business/Facility"

1. Add as much specific information as possible (i.e. just CERS ID number or just number part of facility address, and select "Search"
2. Once the facility has been found, select the green link on the right hand side of the screen that says "Request Access"
3. Complete the questionnaire regarding phone number and title, select "Request Access"
4. The Lead User of the business/facility must grant access to the user. Contact the CUPA staff if the lead user has left the business or is unsure of how to grant access.

Adding a New Facility

If your business/facility is not in CERS, you can proceed with adding a new facility by selecting "Add New Facility/Business"

1. Provide Address and Facility Name
2. Select "Continue" after facility has been saved to CERS

AB-1429 – Annual vs. Triennial Business Plan Submittals

For more information on if your business is required to annually or triennially submit the business plan on CERS, please view the guidance document here: [AB-1429 Guidance Document 073120.pdf](#)

Facility Information Section

1. Complete questions for Business Activities and select “Save”
2. Fill out Business Owner/Operator Identification and select “Save”

Hazardous Materials Inventory Section

You may complete your Hazardous Materials Inventory by manually inputting the material(s) or uploading an Excel file. You will also be required to upload a detailed site map.

Adding Chemical Inventory Manually:

1. Click on “Add Material”. Locate material and click on the most appropriate item in the results table, 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” to add your material to your inventory using Safety Data Sheets (SDS).

Uploading Inventory from Excel:

1. Select “Upload Inventory”
2. Download the [CERS Hazardous Materials Upload Template](#)
 1. The file size is limited to 500 inventory items
 2. If your file exceeds this limit, separate into groups of 200 chemicals, and then use the “Replace/Append to Existing Inventory” function of the upload page to run the various functions.
3. Copy and paste your data into the template

Adding a Site Map:

1. To upload a copy of the Site Map, locate and click the Site Map section under the Hazardous Materials Inventory Section. Click “Browse”, locate the PDF copy of your site map saved to your computer
2. Select “Upload”
3. Select “Save and Finish”

*The site map must contain all of the applicable elements: north direction arrow, adjacent street names labeled, locations of hazardous materials/waste, locations of emergency response equipment (i.e. fire extinguishers, spill kits, eye wash stations), emergency evacuation meeting area(s), entry/exit points, emergency shut offs (i.e. natural gas, fuel, electrical, water), storm drains and/or sewer inlets.

Emergency Response and Employee Training Plans Section

You may use an existing Emergency Response Plan if all the corresponding information is current and complete.

Uploading an 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”

You may use this [Contingency Plan](#) for your submittal, as it covers all required topics in addition to some for best management practices.

Uploading a Copy of Employee Training Plan:

1. Locate your PDF copy by utilizing the “Browse” button in the Employee Training Plan section
2. Select “Save and Upload”
3. Select “Save and Finish”

You may use this [Employee Training Record](#) for your submittal.

*If you utilized the Emergency Response Contingency Plan provided above, you may select “Provided Elsewhere in CERS” on the left-hand side of the screen and then select “Emergency Response Training Plan” for the Employee Training Plan submittal element.

Underground Storage Tanks Section

If you own/operate an underground storage tank, you will need to complete the UST Facility Operating Permit Application and UST Tank Information/Monitoring Plans for each tank on site. Additionally, you will be required to upload a UST Monitoring Site Plan, Certification of Financial Responsibility, UST Response Plan, current written UST Owner/Operator Agreement, Chief Financial Officer Letter (if applicable), a Designated UST Operator Identification Form, and potentially a UST Statement of Understanding and Compliance Form.

For more information and templates of the documents mentioned above, please see below:

1. [UST Monitoring Site Plan](#)
2. [Certification of Financial Responsibility](#)
3. [UST Response Plan](#)
4. [UST Owner/Operator Agreement](#)
5. [Chief Financial Officer Letter](#)
6. [Designated UST Operator Identification Form](#)
7. [UST Statement of Understanding and Compliance Form](#)

Aboveground Petroleum Storage Act Section

If you own/operate an aboveground petroleum storage tank and/or have a total shell capacity for petroleum products/waste equal to or greater than 1,320 gallons, you will need to complete this section.

APSA Facility Information:

This information is a snapshot of your aboveground facility storage capacity and documentation. Farm-exempt facilities are conditionally exempt, while other businesses are not exempt. The total aboveground storage capacity refers to the total shell capacity of all petroleum storage containers and tanks, at or over 55-gallons in size. The number of tanks in an underground area refers to tanks in an underground area (i.e. basement). You may put "0" if this does not apply to your facility. You will need to include the date the business' SPCC Plan was last certified or the date of the last 5-year review (whichever is the most recent at the time of completing this section).

Aboveground Petroleum Storage Act Documentation:

You should not upload your Spill Prevention, Control, and Countermeasure (SPCC) Plan. Instead, you may select "Provided Elsewhere in CERS" on the left-hand side of the screen and then select "Hazardous Materials Inventory."

Acceptance Process

Once your facility's information has been submitted, it will be placed in our queue for review to be "Accepted" or "Not Accepted."

If incorrect or incomplete data is submitted and is deemed "Not Accepted" by your the CUPA staff, an automated email will be sent to the Lead Users for that business/facility.