

California Environmental Reporting System (CERS) Annual Update User Guide

Making Changes to your HMBP Data

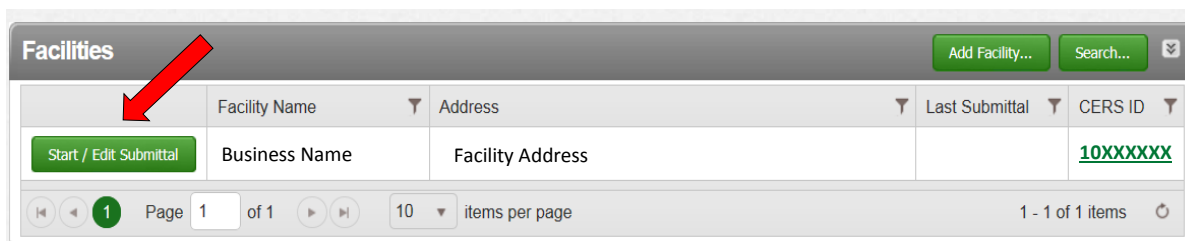
This instruction guide will help you navigate through the California Environmental Reporting System, also known as CERS, in order to create a new submittal and make any necessary changes to your data. Please follow the steps listed below and if you have any questions please feel free to contact the City of Mountain View Fire and Environmental Protection Division (FEPD).

Step 1: Login to your account

Open your web browser and enter the following URL:
<https://cersbusiness3.calepa.ca.gov> . This will take you to the CERS Business Portal Sign-In Page. Enter in your user name and password and sign in.

Step 2: Create a New Submittal

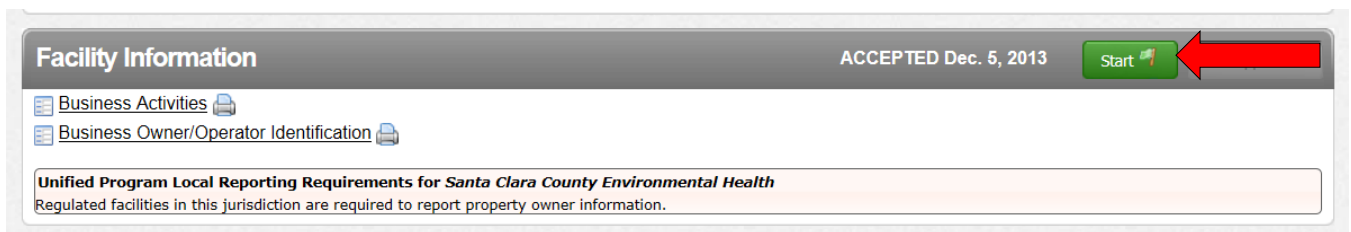
Once you have logged in to CERS you will see your home screen with the name and address of your facility. You will now need to start a new submittal by selecting the green “Start / Edit Submittal” button.



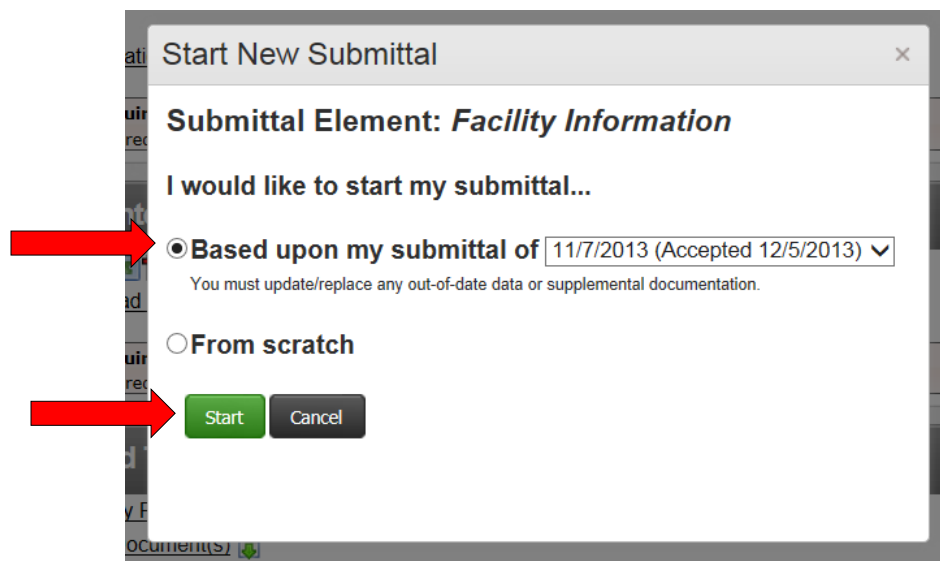
This will take you to the “Prepare Draft Submittal Page.” If you have previously submitted information into CERS you will see that information displayed on this page. If this is your first time using CERS then please contact us for information on how we can help enter in the required data on your behalf.

On “Prepare Draft Submittal” page you will see all of the program elements that you are responsible for submitting at least annually. You will now need to create a new submittal for each of these elements. In order to do this you must press the green

“Start” button next to each of the element titles (Facility Information, Hazardous Materials Inventory, etc.)



For each new submittal you create you will be asked if you want to use the existing information already entered or start from scratch. We recommend that you select the “Based upon my Submittal of *most recent date*” option.



Continue this step for each of the program elements listed on the “Prepare Draft Submittal” page.

Step 3: Review and make changes to your information

After you have created new submittals for each of the program elements, it is now time to verify that the information is correct and to make any changes to the information if

necessary. To review the information entered in a specific program element, simply click the green link and that form will open.

The screenshot shows two main sections: 'Facility Information' and 'Hazardous Materials Inventory'. Both sections are in a 'DRAFT Feb. 26, 2014' state and have a 'Submit' button. In the 'Facility Information' section, there are two links: 'Business Activities' and 'Business Owner/Operator Identification'. A red arrow points to the 'Business Owner/Operator Identification' link. Below these links are buttons for 'Discard Draft Submittal', 'Miscellaneous State-Required Documents', and 'Add Comment To Regulator'. A summary box states: 'Unified Program Local Reporting Requirements for Santa Clara County Environmental Health. Regulated facilities in this jurisdiction are required to report property owner information.' The 'Hazardous Materials Inventory' section has a link for 'Hazardous Material Inventory (3)' with a red arrow pointing to it, and another link for 'Site Map (Official Use Only): Upload Document(s)'. It also has buttons for 'Discard Draft Submittal', 'Miscellaneous State-Required Documents', and 'Add Comment To Regulator'. A summary box states: 'Unified Program Local Reporting Requirements for Santa Clara County Environmental Health. Regulated facilities in this jurisdiction are required to report any quantity of hazardous material or hazardous waste.'

If after a review you determine you need to make changes to the information you must determine what type of form you are making changes to. In CERS there are two types of forms, CERS Data Fields and CERS Attachments. Please review how to make changes to each type of form below.

CERS Data Fields

These are forms that were created in CERS where you have to enter information into a specific field with its own set of criteria. Examples of these are the Business Owner/Operator Identification form and the Hazardous Materials Inventory Form. To make a change to these types of forms, you must first select the form and then press the green "Edit" button located on the upper right hand sign of the form.

The screenshot shows a form titled 'Chemical Identification and Physical Properties'. At the top, there is a paragraph of instructions: 'You must complete a separate inventory form 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. 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. Where the aggregate quantities of some hazardous materials are below the HMBP threshold reporting quantity, report the general hazard class of the materials (e.g., "Misc. Flammable Liquids"), rather than the Common Name, and the aggregate quantity of all hazardous materials having this hazard class which individually are below the threshold reporting quantity.' Below the instructions is a table with the following data:

Chemical Name	Sodium Fluoride	CERS Chemical Library ID	-
Common Name	Sodium Fluoride	CAS Number	
Physical State	Solid	Hazardous Material Type	Pure
		Trade Secret	No

At the top right of the form, there are 'Edit' and 'Cancel' buttons. A red arrow points to the 'Edit' button.

You can now make edits to the information in that form. Once you are done making you edits to this form you must press the green “Save” button which is located where the “Edit” button used to be.

CERS Attachments

CERS Attachments are documents that have been created using another program and then uploaded into CERS. To make edits to these you must use third party software that can make these edits or submit a brand new attachment. To delete an attachment in CERS you must click on the green link for the form. You can then select the white discard button.



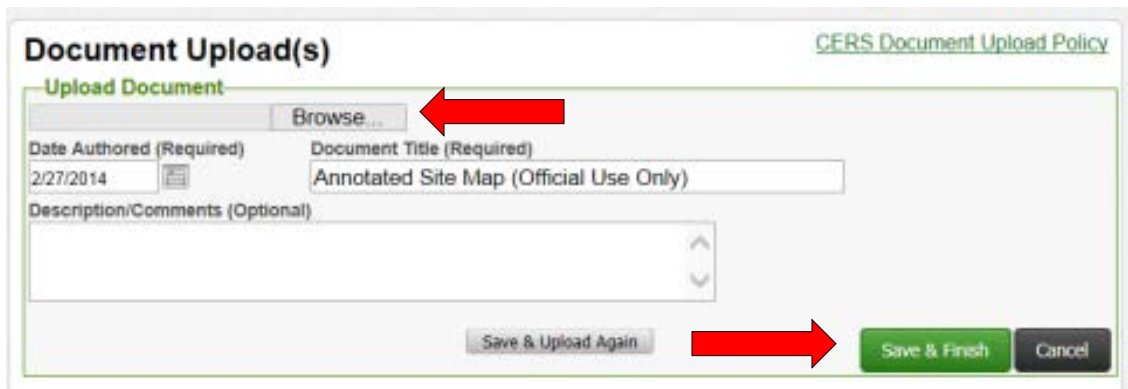
Document Upload(s) [CERS Document Upload Policy](#)

Document Title	Date Authored
Annotated Site Map (Official Use Only) (Adobe PDF, 150 KB)	11/7/2013

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Created By: Patrick Mauri on 2/26/2014 5:48 PM
Last Updated By: Patrick Mauri on 2/26/2014 5:48 PM

After you discard a document you must replace it with a new document. To do this you must select the form you would like to upload and click the green link. You will now see the “Document Upload(s)” box. Simply select the “Browse” button to locate your file on your computer and then select the green “Save & Finish” button.



Document Upload(s) [CERS Document Upload Policy](#)

Upload Document

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Date Authored (Required)

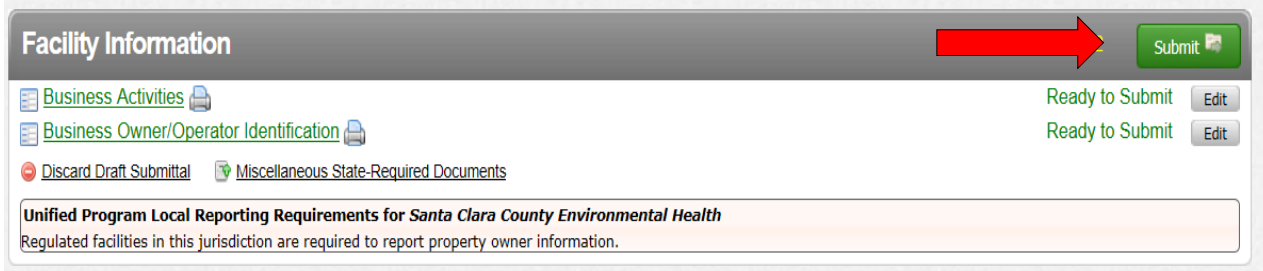
Document Title (Required)

Description/Comments (Optional)

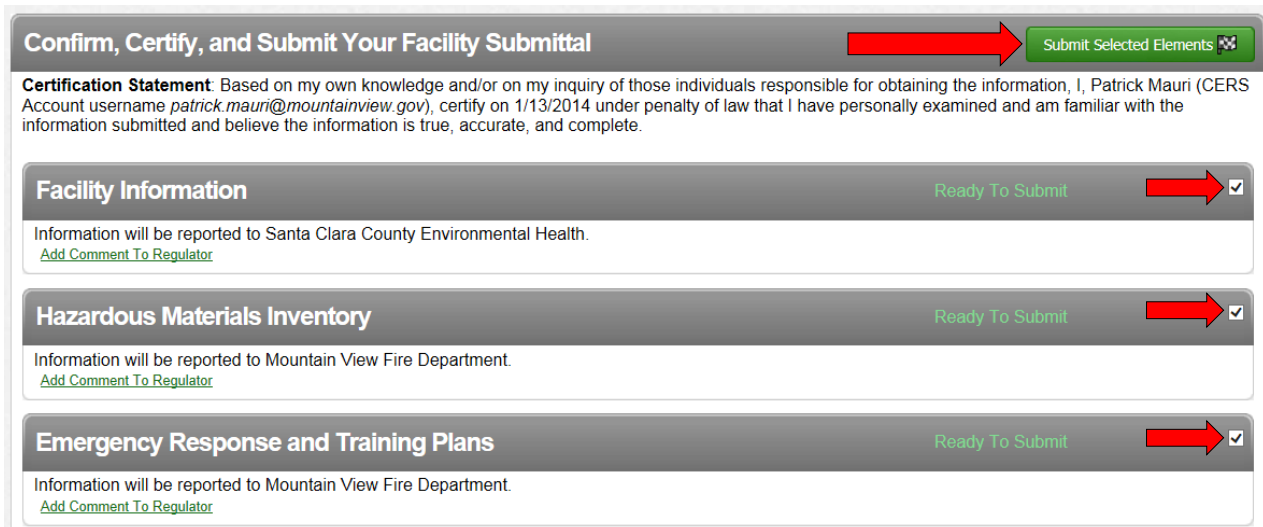
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Step 4: Submitting the Draft Data

After you have completed your review and made any edits, you must now submit the information in CERS. To do this you must select the green “Submit” button in the “Facility Information Section”.



By default, all of the submittal elements that have been completed will be checked (smaller red arrows). Please ensure that they were checked appropriately and then select the green “Submit Selected Elements” button.



You will now be taken to a confirmation screen which lists each of the submittal elements and which agency is responsible for reviewing the information. You should receive an email for each submittal element within 15 business days stating that your submittal was approved by Mountain View Fire Department or Santa Clara County Department of Environmental Health staff. Once you receive these emails you can now make changes to the information in CERS and resubmit.

If you have any problems or questions along the way please feel free to give the Fire and Environmental Protection Division a call or email. Our contact information is listed below.

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