CITY OF MOUNTAIN VIEW

California Environmental Reporting System (CERS)
Annual Update User Guide

No Changes Made to 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 annual submittal and submit the data. **PLEASE NOTE: This guide is only for businesses that have not made any changes to their HMBP data.** If you have made changes to contact information, added new chemicals, removed chemicals that you used to have, moved chemicals or made changes to your map, you must update these in CERS**.** For help making these changes please refer to the following resources:

http://www.mountainview.gov/depts/fire/environment/default.asp
https://cersbusiness.calepa.ca.gov/Help

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.
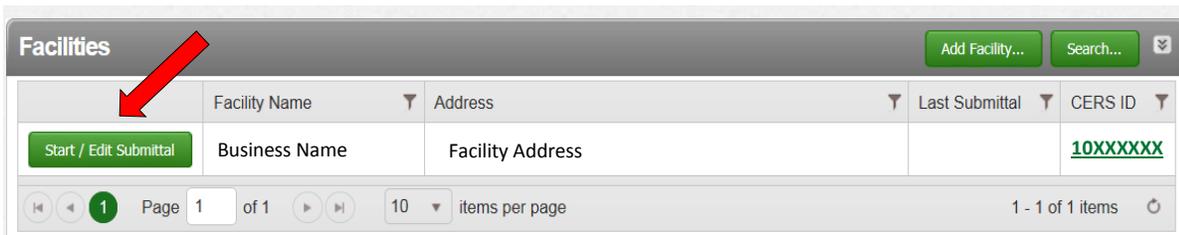
This will take you to the "Prepare Draft Submittal" page.

Step 3: Continue Without Making Changes

Near the top of the "Prepare Draft Submittal" page you will see a warning sign and a green button. Click the "Create All HMBP Submittal Element" button.
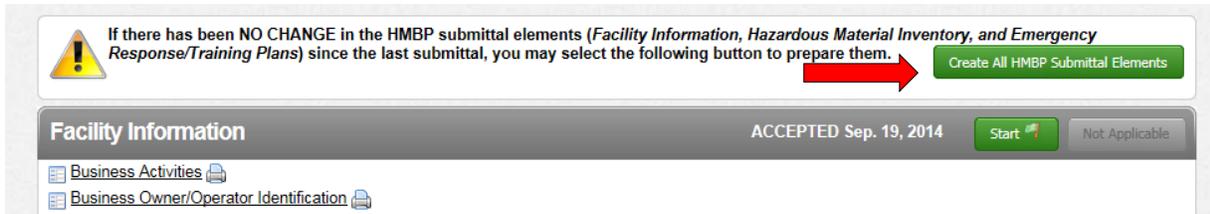
Step 4: Submitting the Draft Data

By default, all of the submittal elements that have been completed in the past will be checked (smaller red arrows). You will also see a green link (orange arrow) where you can leave a note regarding your submittal. Click on this link and type in "No Changes." The final step is to select the green "Submit Selected Elements" button.
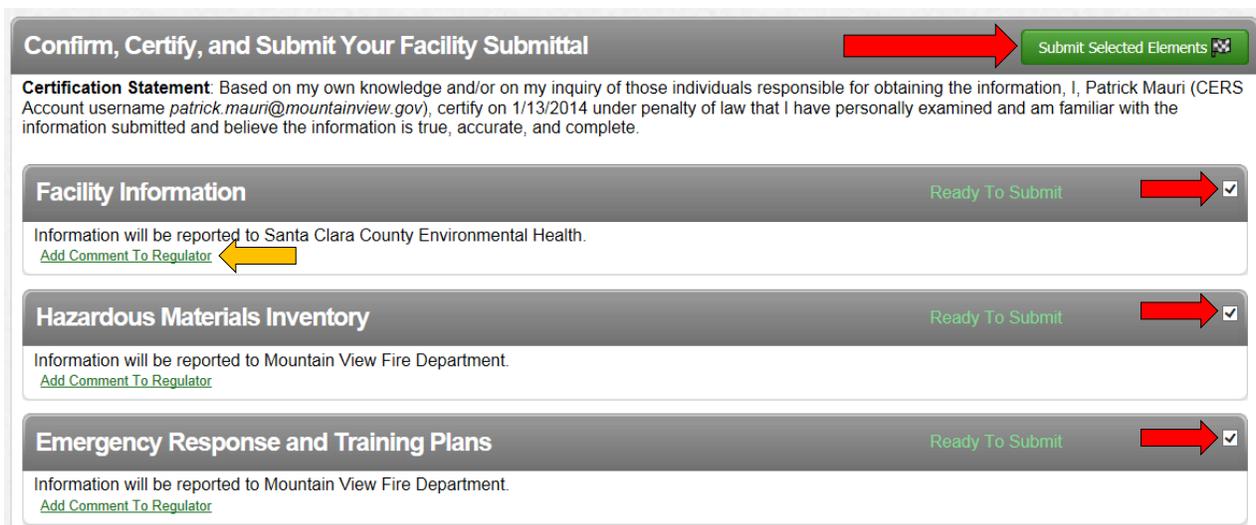
Step 5: Confirmation

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 contact Patrick Mauri at (650) 903-6143 or Chris Steck (650) 903-6816.