

**SHASTA COUNTY DEPARTMENT OF RESOURCE MANAGEMENT
ENVIRONMENTAL HEALTH DIVISION
CERTIFIED UNIFIED PROGRAM AGENCY (CUPA)
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**CALIFORNIA ENVIRONMENTAL REPORTING SYSTEM (CERS)
GUIDANCE DOCUMENT**

Use this document as a checklist to ensure all required information is provided. Failure to provide all the required information will result in your CERS submittal being rejected and a re-submittal will be required.

ESTABLISH A CERS ACCOUNT:

1. Go to <http://cers.calepa.ca.gov/>.
2. Select "Business Portal Sign In" under the Business heading.
3. Under the New to CERS? heading select "Create New Account".
4. Complete the CERS Registration form to create your account and select the "Create My Account" icon in the lower right corner of the form.
5. You will be brought to the Account Status page with notification that your account activation is pending.
6. Within a few minutes you will receive an email to the email address you provided from the CERS Administrator containing instructions to follow in order to complete the activation of your CERS account.
7. Follow the instructions in the email to activate your account. Check you spam or junk mail folder if you do not see the email.
8. You are now authorized to use CERS and create an account for your business.

HOW TO LOG-IN TO CERS:

1. Go to <http://cers.calepa.ca.gov/>.
2. Select "Business Portal Sign In" under the Business heading.
3. Enter your CERS account username and password.
4. You will be brought to the CERS Business home page.

SEARCH FOR YOUR FACILITY FIRST:

1. Under the "Request Access to an Existing CERS Business" heading select "Search Existing Businesses/Facilities"
2. Enter your business name and address and select "Search"
3. If you see your business listed under the "Business Name" heading, select "Request access"
4. Provide your phone number and title and select "Submit".
5. An email will be sent to Shasta County Environmental Health to request access to the facility.
6. Once the request is approved, log-in to CERS and complete your submittal.

TO CREATE A NEW FACILITY:

1. From the CERS Business home page Select "Add Facility".
2. Enter the facility address and select "Next".
3. Enter Facility/Business Name and select "Next".
4. Review your address and note your CERS ID number and select "Continue".

BUSINESS ACTIVITIES & OWNER/OPERATOR ID: (FACILITY INFORMATION)

1. Answer the yes or no questions on Business Activities page and when complete select "Save".

NOTE: If your facility generates hazardous waste, you will be asked to provide your EPA ID #.

2. Fill out the Business Owner/Operator ID page and select "Save". Do not submit the Facility Information element until the other submittal elements are ready to submit.

HAZARDOUS MATERIALS INVENTORY:

1. You will be brought to the Prepare Draft Submittal Page. Select “start” next to Hazardous Materials Inventory
2. Select “Add Material”.
3. Search by chemical name or CAS number, which can be found in the Material Safety Data Sheet (MSDS).
4. Choose from the most accurate option given in the search results.
5. Complete all necessary fields for each chemical.

NOTE: If the chemical being added to the inventory is a waste, you must provide the Annual Waste Amount.

6. When complete, select “Save and Add Another Material” until all reportable inventory items have been entered. Once inventory is complete, select “Save”.
7. Review your inventory list and select “Done” when complete.

NOTE: If you are unable to find a chemical in the CERS database, you may add it manually by following the directions below.

1. Select “Unable to Find Material/Add New Chemical”.
2. Complete all necessary fields for chemical.

NOTE: Have current chemical SDSs available as they contain some of the information necessary to complete the fields.

SITE MAP:

1. Scan your site map to a PDF document and save it to your computer. Contact our office if help is needed.
2. From the Prepare Draft Submittal page, select “Site Map”.
3. Upload PDF by selecting “Browse...” under Document Upload(s).
4. Select “Save & Finish” when complete or select “Save & Upload Again” to add multiple maps.

A map template and sample can be found at the EHD website. Click [EHD Programs & Forms](#), then [Hazardous Materials Program](#), then [Hazardous Materials Business Plans](#)

EMERGENCY RESPONSE/CONTINGENCY PLAN (ER plan):

1. Save a copy of the ER plan template first, and then open and complete the saved plan. The template is provided here <http://calepa.ca.gov/wp-content/uploads/sites/62/2017/05/CUPA-Documents-eTemplates-Contingency.pdf> It is available at the EHD website as well.
2. Save the completed ER plan to your computer. You may submit the electronic copy.
3. From the Prepare Draft Submittal page, select “Emergency Response/Contingency Plan”.
4. Upload the document by selecting “Browse...” under Document Upload(s).
5. Select “Save & Finish” when complete or select “Save & Upload Again” to add multiple documents

EMPLOYEE TRAINING PLAN:

1. The CERS ER Plan also has the employee training plan included so from the Prepare Draft Submittal page select Employee Training Plan then select Provided Elsewhere in CERS* under Document Options.
2. Now select Emergency Response and Training Plans. *Note that you do have the option of uploading a document if you choose to, in which case you would follow the same procedures listed in #4 & #5 in the section above, after choosing Upload Document(s)

SUBMIT:

When all required program elements have been completed and the Submit buttons have turned green, click one of the green “Submit” buttons. On the next screen click the button that says Submit Selected Elements. The submitted Hazardous Materials Business Plan (HMBP) is then electronically sent to Shasta County Environmental Health for review. Once reviewed, you will receive an email indicating the status of your submittal. If your submittal has been rejected, it means that required information was not provided. Make the corrective changes or provide additional information as noted in reviewer’s comments, and re-submit using the same process noted-above. When changes occur at the facility that require revisions to the existing HMBP, the business is required to revise the HMBP through CERS within 30 days of the change.