

County of Santa Clara
Department of Environmental Health
Hazardous Materials Compliance Division (HMCD)
Hazardous Materials Program
 1555 Berger Drive, Suite 300
 San Jose, CA 95112-2716
 (408) 918-3400; Fax (408) 280-6479
www.EHinfo.org/hazmat



Agency Use Only			
Forwarded to:	<input type="checkbox"/> MFD	<input type="checkbox"/> MVFD	<input type="checkbox"/> PAFD <input type="checkbox"/> SCCFD
Review by:	_____		
Request:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date: _____
Comments:	_____		

CERS LEAD USER AUTHORIZATION FORM
 cers.calepa.ca.gov

For use in all areas of Santa Clara County other than in the cities of Gilroy, Santa Clara, and Sunnyvale

BUSINESS OWNER NAME [Legal name of individual(s), partnership, corporation, LLC, or LLP]			OWNER PHONE
OWNER MAILING ADDRESS	CITY	STATE	ZIP CODE

The California Environmental Reporting System (CERS) allows for business owners to control the level of authority for each user who has access to the business' electronic data. Each higher level includes the authority of all lower levels. Authority levels are (from lowest to highest): Viewer (can only view data); Editor (can change data); Approver (can officially submit data to regulator); Lead User (can add and delete users and change user authority levels).

Read the following and initial each of the boxes:

- Initial** I am either the owner of the business that operates the facilities listed on this form, or an in-house employee authorized by the owner or senior corporate/agency management to certify electronic data submittals via the California Environmental Reporting System (CERS).
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- I am aware that Lead Users have the ability to add or remove access rights of other users in my organization, including me, and I understand that Santa Clara County recommends that contractors and consultants be given Editor rights and not Approver or Lead User rights.
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SIGNATURE	NAME OF SIGNER (print)	DATE SIGNED
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TITLE OF SIGNER	PHONE NUMBER OF SIGNER	E-MAIL ADDRESS OF SIGNER
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For signer: I want (*select one*) Lead User access; Approver access; None

The following persons are hereby authorized, with the permission levels indicated, to access records for the facilities identified on the following page. Lead Users will be responsible for approving any other authorized users on my behalf. *It is strongly recommended that businesses have at least two Lead Users.*

NAME OF AUTHORIZED USER	TITLE
EMAIL ADDRESS	PHONE NUMBER
USER ACCESS LEVEL <input type="checkbox"/> Viewer <input type="checkbox"/> Editor <input type="checkbox"/> Approver <input type="checkbox"/> Lead User	

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If you operate more than one facility within Santa Clara County CUPA jurisdiction that is required to electronically report, select one option and list the facilities below.

- We would like the ability to manage users and user privileges for each facility separately. Please do not transfer any facility records to a common CERS Business.
- We would like the ability to manage a single common list of users and user privilege for all facilities. If separate, please transfer all of the following facilities to the following CERS Business:

BUSINESS NAME (as shown in CERS): _____

HEADQUARTERS (City, State): _____

Provide the information below or check the following box and attach a list of sites included in this authorization. <input type="checkbox"/> List of sites attached			
CERS ID or FA #	FACILITY NAME	SITE ADDRESS	CITY