

Getting Started On the California Environmental Reporting System (CERS)

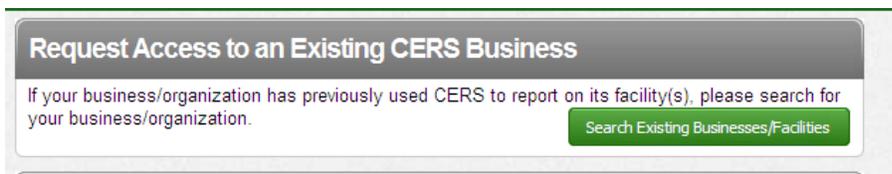
<http://cers.calepa.ca.gov>

Create your CERS user account

1. On the internet, visit the CERS Business Portal at <https://cersbusiness.calepa.ca.gov/>.
2. In the “New to CERS?” section, click the “Create New Account” button.
3. Fill out the page, then click the “Create My Account” button. CERS will immediately send an e-mail to the address you provided, asking you to activate your account.¹
4. Click the link in the activation e-mail. Your account is now active.

Request access to your business and facility records

1. Return to the CERS Business Portal and sign in with the username and password you created above.^{2,3}
2. Click the “Search Existing Businesses/Facilities” button.



The screenshot shows a web form titled "Request Access to an Existing CERS Business". Below the title, there is a text instruction: "If your business/organization has previously used CERS to report on its facility(s), please search for your business/organization." To the right of this text is a green button labeled "Search Existing Businesses/Facilities".

3. Search for your facility by address or using CERS ID _____.⁴



The screenshot shows a search form titled "Search Businesses in CERS". It contains several input fields: "Business Name", "Facility Name", "Facility Address", "CERS ID" (circled in red), "City", "ZIP Code", and "Organization Code". There are "Search" and "Clear" buttons at the bottom right.

4. Click the “Request access” link.



The screenshot shows a table with columns: "Business Name", "Headquarters", "Facilities", "Users", "Created On", and "Command". The "Business Name" column contains a redacted entry. The "Command" column contains a link labeled "Request access...". Below the table is a pagination bar showing "Page 1 of 1" and "Displaying Items 1 - 1 of 1".

Within 1-2 days, you will receive an email from CERS saying your request has been approved.⁵

Update and submit your facility information

1. Sign in to the CERS Business Portal (described above) and click the “Start Facility Submittal” link.
2. Using the most recent copy of your Hazardous Materials Business Plan, complete the “Facility Information” section. If you have been directed to submit your Hazardous Materials Business Plan, also complete the “Hazardous Materials Inventory” and “Emergency Response and Training Plans” sections.
3. When all required sections (also called submittal elements) are complete, click the “Submit” button.
4. Verify that each required section appears in the “Ready to Submit” list. Click the “Submit Selected Elements” button to complete your submission. CERS will immediately send an e-mail to you and your regulator(s) saying that a submission has been made.⁶

Additional resources

- CERS training materials developed by Cal/EPA: <http://cers.calepa.ca.gov/business/training>
- Electronic reporting information and FAQs: www.EHinfo.org
- County of Santa Clara, Department of Environmental Health (DEH), Hazardous Materials Program
 - Send CERS questions via e-mail to hmcd.cers@deh.sccgov.org
 - Call (408) 918-3400 and ask to speak with a Hazardous Materials Specialist

Footnotes (Basic Trouble Shooting Guide)

1. If you do not immediately see an activation e-mail, check your junk mail or spam filter. If you have checked your filter and the e-mail is still missing after 24 hours, contact DEH for assistance.
2. If you have forgotten your username, click the “Forgot your username?” link and provide the e-mail address associated with your account. CERS will send you an e-mail with your username.
3. If you have forgotten your password, click the “Forgot your password?” link. CERS will send you an e-mail with instructions on how to reset your password.
4. If you are unable to find your facility, try searching using less information, such as just the street number and city. If there are no pre-existing records for your address, you will need to create a facility record by clicking the “Home” button, then the “Add New Facility” button.
5. If you are not listed in our records as an owner, officer, or environmental contact for the facility, we may ask for a [CERS Business Lead User Authorization Form](#) (HMCD-098) before acting upon your request.
6. You may also verify, or review prior submittals by looking at the submittal history. On the “Home” page, place your cursor over the “Submittals” button, then select “History” from the drop-down menu.