



CERS Training for Inspectors

May 1, 2012

County of Santa Clara – Environmental Health
Hazardous Materials Program

408-918-3400

hmcd.cers@deh.sccgov.org



What is CERS?

CERS = California Environmental Reporting System

- A statewide, web-based system (<http://cers.calepa.ca.gov/>)
- Supports businesses and Unified Program Agencies with electronically reporting, collecting, and managing hazardous materials-related data
- Mandated by the California Health and Safety Code and [AB 2286](http://www.calepa.ca.gov/cupa/ereporting/) (<http://www.calepa.ca.gov/cupa/ereporting/>)

CERS Reporting Requirements

2013						
						1
2	All California businesses that are required to report Unified Program data must do so electronically by 2013.					
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

HMBPs

By State law, required to be resubmitted every three years.

2014						
						1
2	3	4	5	6	7	8
9	Existing UST data needs to be reported by January 2014.					
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

HMIS

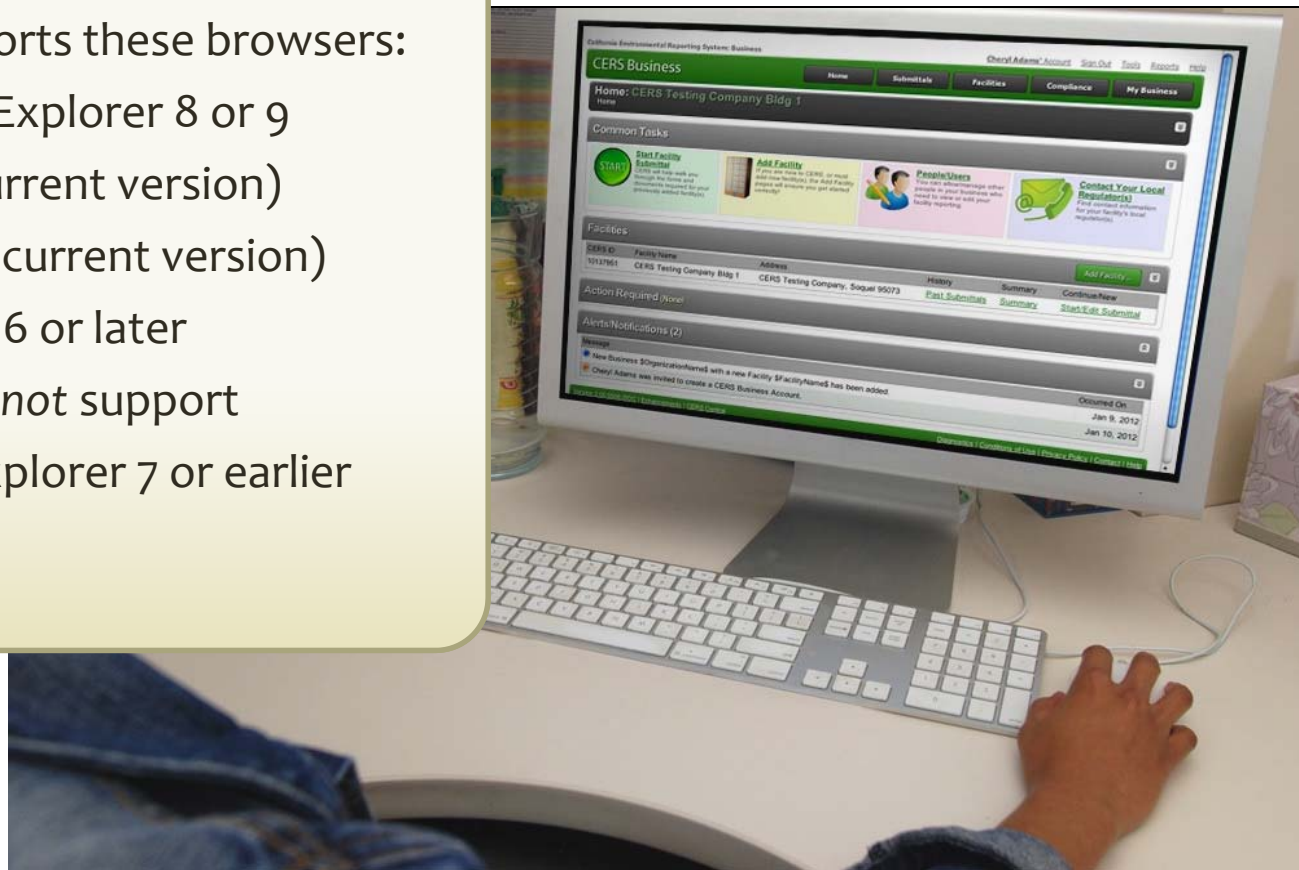
Must be verified annually, but on the third year would be resubmitted as part of the HMBP.

Compatible Browsers

CERS supports these browsers:

- Internet Explorer 8 or 9
- Safari (current version)
- Chrome (current version)
- Firefox 3.6 or later

CERS does not support Internet Explorer 7 or earlier versions.





Other Conditions of Use

- Account holders must protect their CERS Account password and not share it with others. (Account should be traceable back to an individual, not just a company.)
- Uploaded documents must be:
 - Required by CERS or the local regulator
 - As compact as possible, not to exceed 25MB in size
 - Free from viruses
- Viewing and printing some CERS reports requires Adobe Reader 8+.

Business and Regulator Portals

The screenshot displays the CERS Central website. At the top, a green header bar contains the text "California Environmental Reporting System" and "CERS Central". Below this, a navigation bar includes links for "Home", "Business Portal", "Regulator Portal", "General Public", and "Contacts". Two orange arrows point from the "Business Portal" and "Regulator Portal" links to their respective sections on the page.

On the left side, a vertical menu lists: "Home", "Businesses", "Regulators", "Announcements", "EDT", "Data Seeding", and "Training".

The main content area is divided into two columns:

- Businesses Business Portal Sign In** (highlighted in green):
 - [CERS General Announcements/Blog](#)
 - [CERS Chemical Library](#)
 - [Unified Program Internet Site](#)
 - [Training Portal Sign-In](#)
 - CERS Business User Group Contact: [Tod Ferguson](#)
- Regulators Regulator Portal Sign In** (highlighted in blue):
 - [CERS Regulator Users Group \(CRUG\)](#)
 - [Unified Program Violation Library](#) ([Factsheet](#))
 - [Training Portal Sign In](#)
 - [CERS Data Registry](#)
 - [Unified Program Internet Site](#)

CERS Training Portals
If you would like to gain familiarity with using CERS, you can begin using the [Business Training Portal](#) and/or the [Regulator Training Portal](#). These training portals are fully functional copies of CERS. Existing CERS users can sign in to the training portals with their CERS1 sign in, and other users can create new accounts. Neither training portal contains any business or facility data, but users can create new businesses and facilities in the Business training portal, and regulator users (once approved by CERS Technical Support staff) can view and act upon these facilities and their submittals.

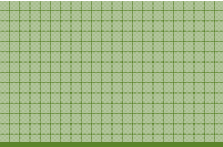
Recent Announcements/Blog Postings ([All Announcement Lists/Blogs...](#))

- [CERS2 Updates: Faster / Fewer Submittals / Violation Library / Bugs & Enhancements / Official URL](#) (Jan 11, 2012)
- [CERS2 Regulator and Business Portals Now Available at <http://cers.calepa.ca.gov>](#) (Jan 06, 2012)
- [Upcoming CERS Regulator User Group Meeting on Tues., Jan. 10 from 8:30-10:00](#) (Jan 03, 2012)
- [CERS2 Training Release Version 2.00 \(Build 0001\)](#) (Dec 20, 2011)
- [CERS2 Launch Rescheduled to January 8: CERS2 Training Portal Available Today \(Dec.20\)](#) (Dec 20, 2011)
- [CERS2 Launch Rescheduled to January 8: CERS2 Training Portal Available Today \(Dec.20\)](#) (Dec 20, 2011)
- [CERS \(and UPDS\) Unavailable until December 20 / Draft Data Seeding Queue Now Available](#) (Dec 10, 2011)
- [CERS EDT Schemas Release Candidate 4 \(RC4\) Now Available](#) (Dec 02, 2011)
- [Less Minimally Required Fields For CERS Data Seeding /](#)

Other CERS Links

- [CERS Enhancements Listing](#) (Scheduled and Proposed)
- [CERS Change Management Committee](#)
- [CERS2 EDT Home Page](#)
- [CERS2 EDT Implementation Listserv](#)

For additional assistance, please contact the CERS Help Center at cers@calepa.ca.gov.



Facility and Business

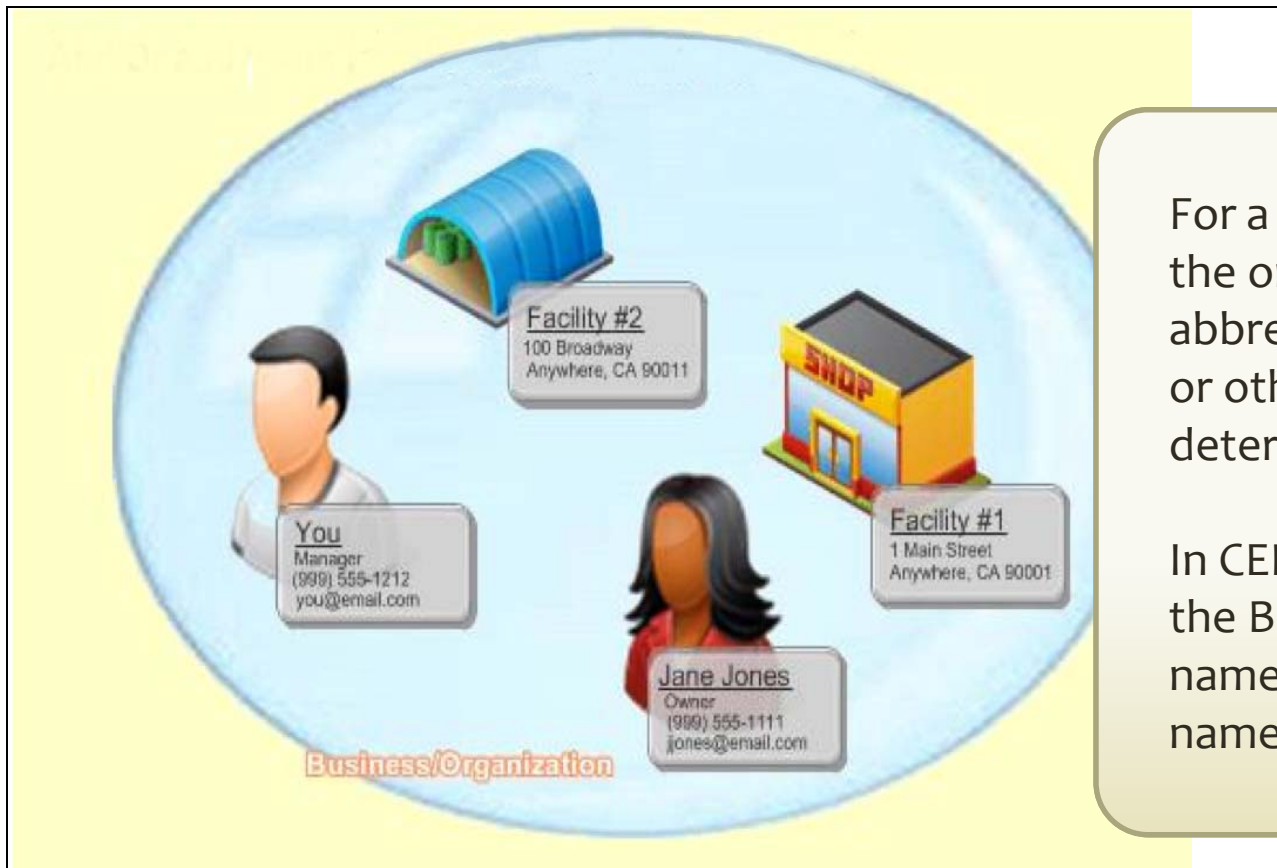
Facility

- A building or buildings, structure or structures at a fixed location.
- Could be a single underground storage tank (UST), a single building or a campus depending on the local agency definition.

Business

- An employer, self-employed individual, trust, firm, joint stock company, corporation, partnership, or association.
- Includes for profit and nonprofit businesses. A city or a county would also be a business.

Organization

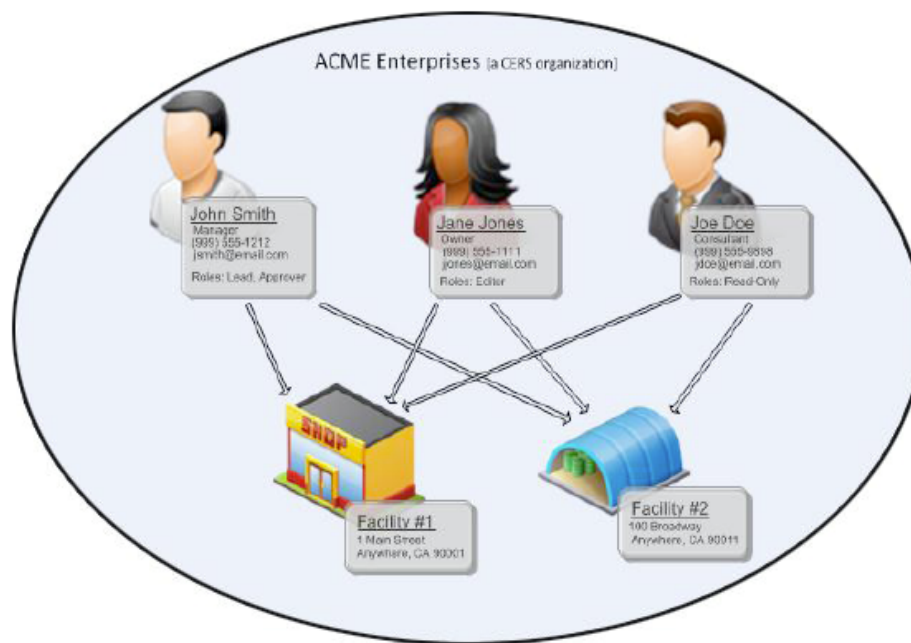


For a multi-facility business, the organization may be an abbreviated business name or other name as determined by the business.

In CERS, Business refers to the Business/Organization name and not the facility name.

Summary—Assigning Permissions

Benefits of a Business/Organization



Assign user access permission to users for all facilities at one time

Assign, change or remove access permission for one person for all facilities in the organization

CERS2: Business Records, Facility Records & Users





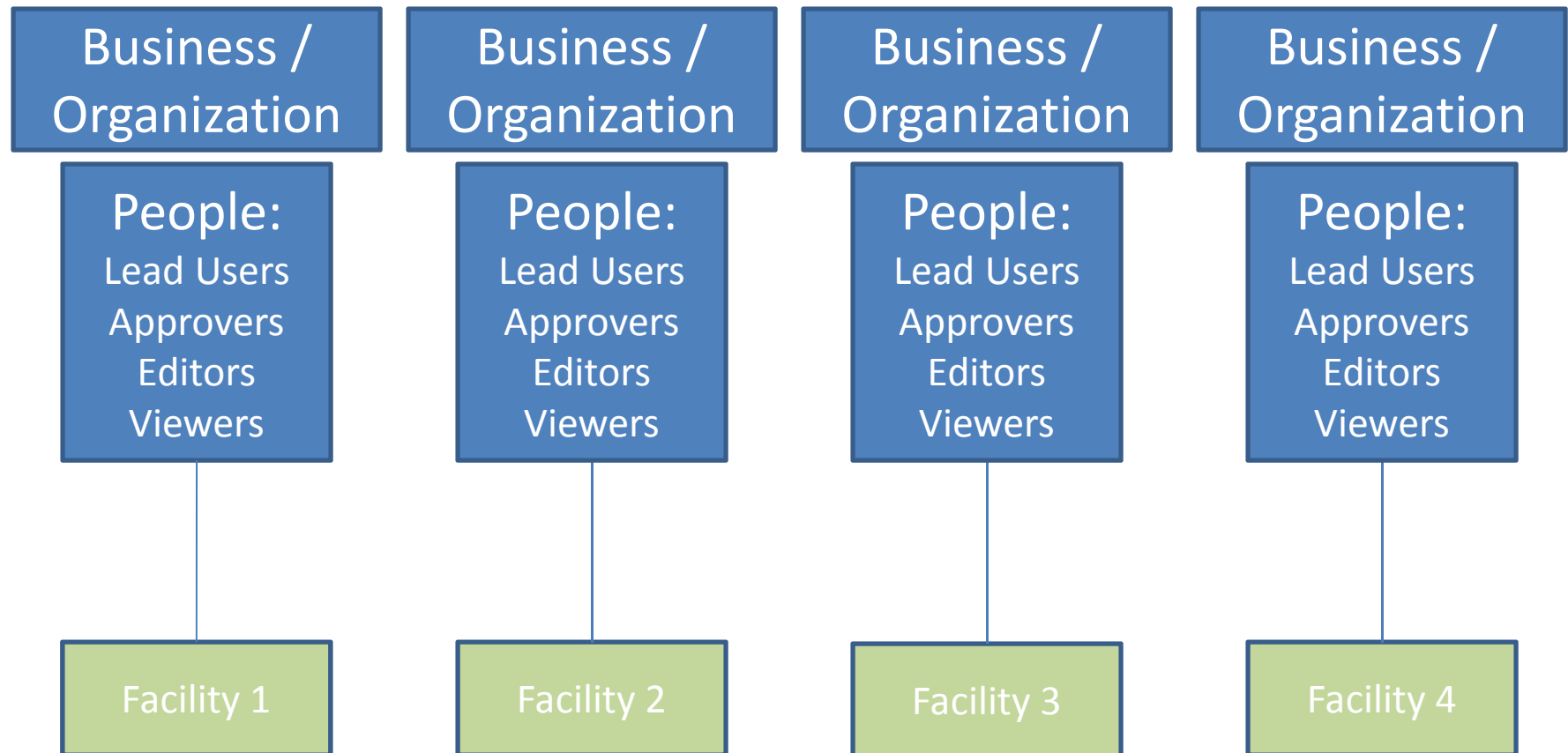
Business User Permission Levels

- Lead Users- Can add, remove, and otherwise manage the CERS Business' users and facilities.
- Approvers - May view, edit, and submit facility reports to regulators.
- Editors - May add/edit facility reports, but cannot submit reports to regulators.
- Viewers- May only view facility reports (read only).

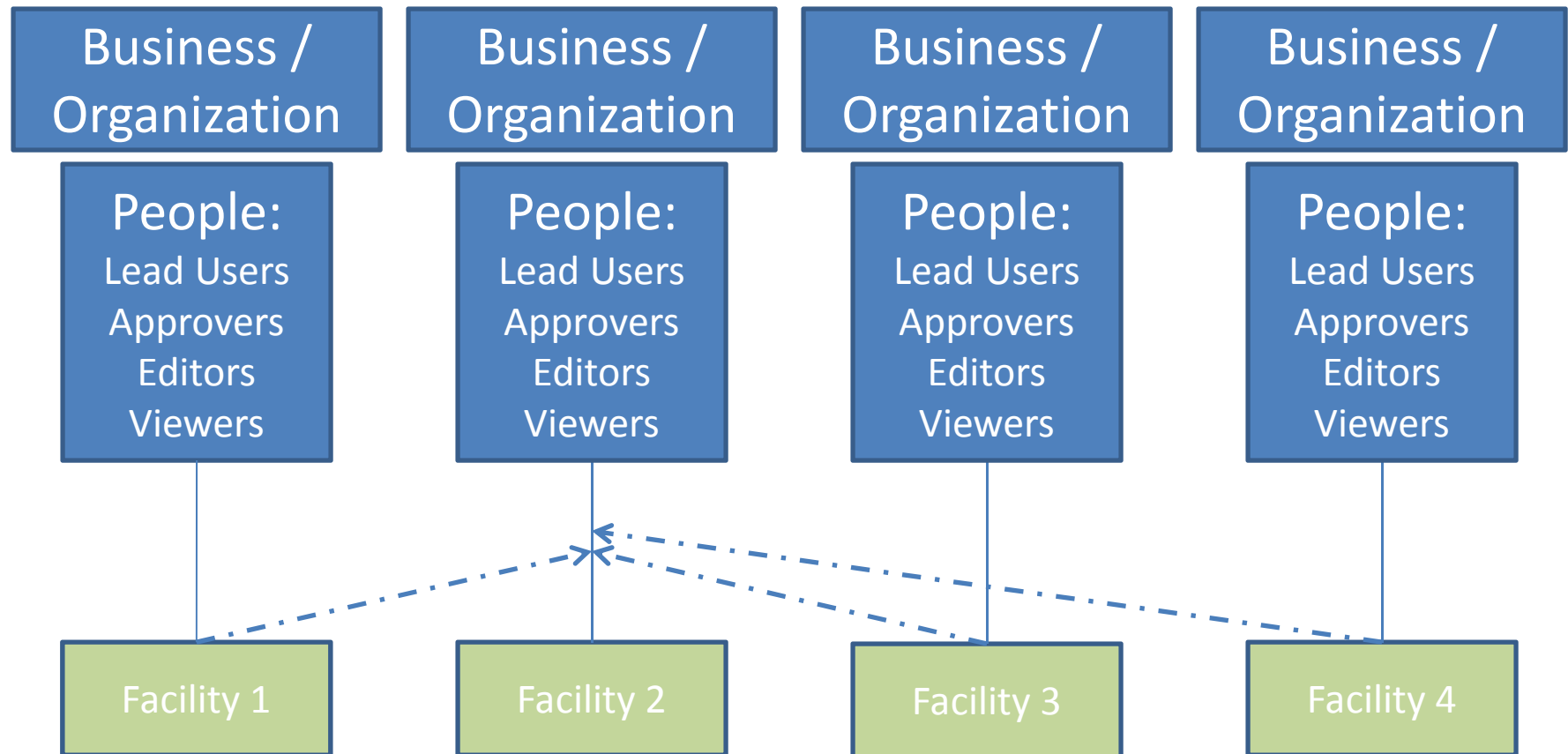
Regulator User Permission Levels

- **Lead Users** Can manage users for any regulator they are associated with. Can approve regulator user access requests. Can edit selected metadata about the regulator (primarily contacts and general public information).
- **Approvers** May view, accept or reject facility submittals; approve or reject facility transfer requests; approve organization access requests for organizations determined to be managed by their CUPA (filtered to the CUPA or PA with which the Approver is associated).
- **Inspectors** Can add, edit, and delete CME entries for any CUPA or PA with which they are associated.
- **Viewers** May only view any CUPA or PA portal screens (filtered to the CUPA or PA with which they are associated). Local Emergency Responders will generally fall into this level of permission.

Business Records, Facility Records & Users Migrated from CERS1 (and Unidocs)



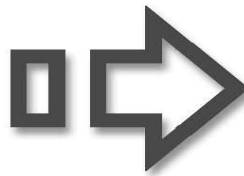
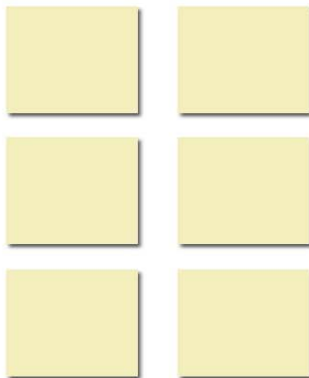
Facility Consolidation in CERS2 via Facility Transfers



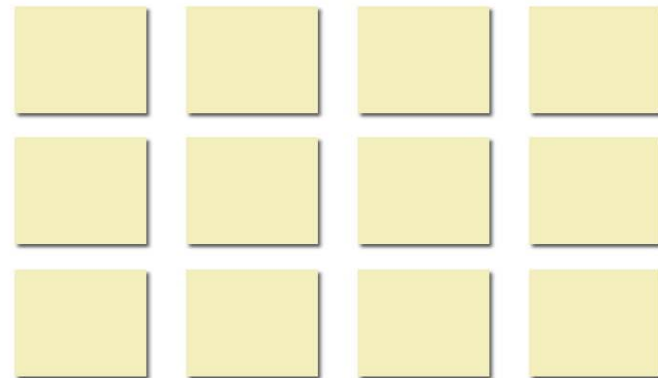
Program Elements

In CERS, the process of reporting information related to the six existing Unified Program elements is broken down into smaller components called submittal elements.

Unified Program Elements



CERS Submittal Elements

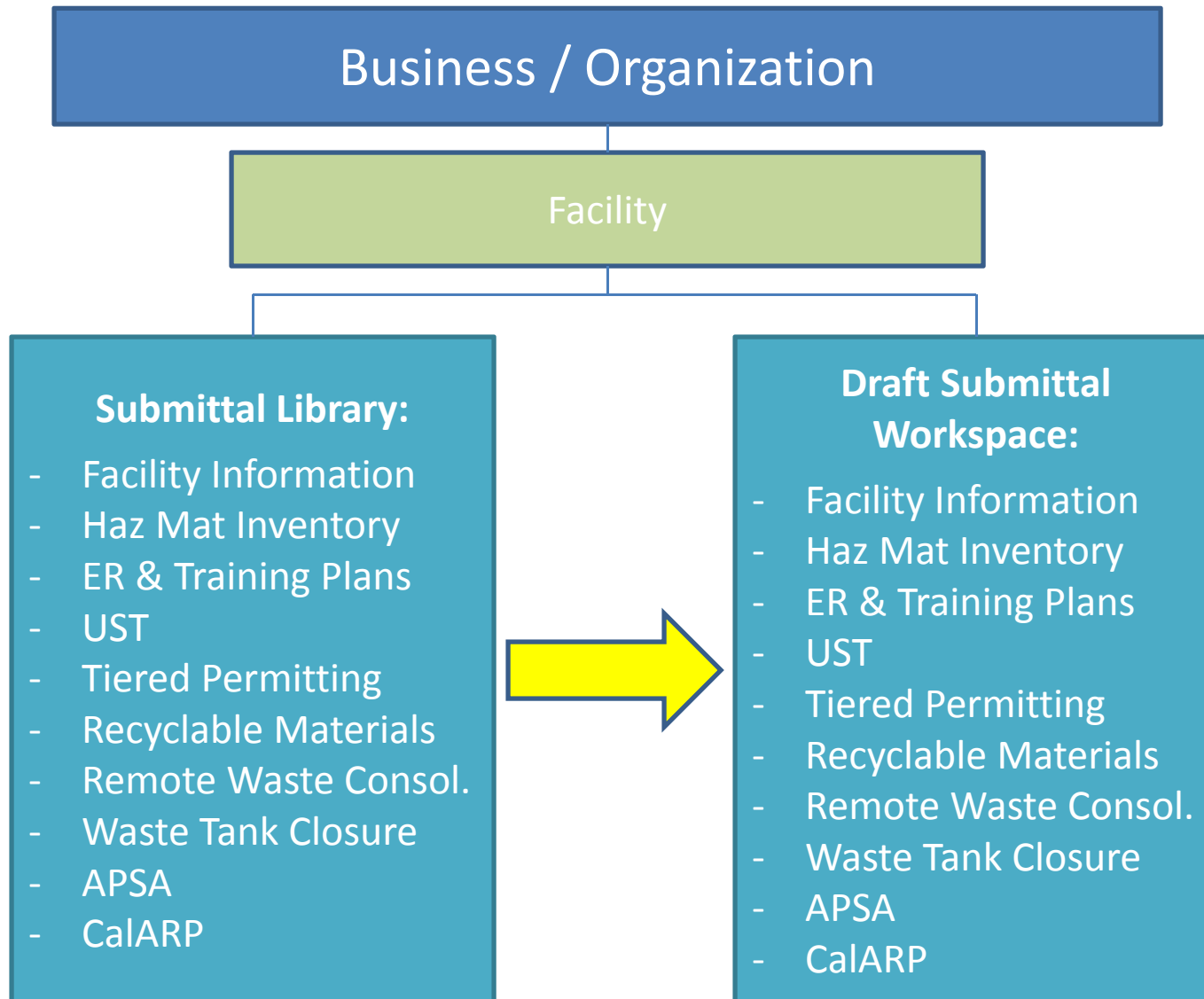


Submittal Elements

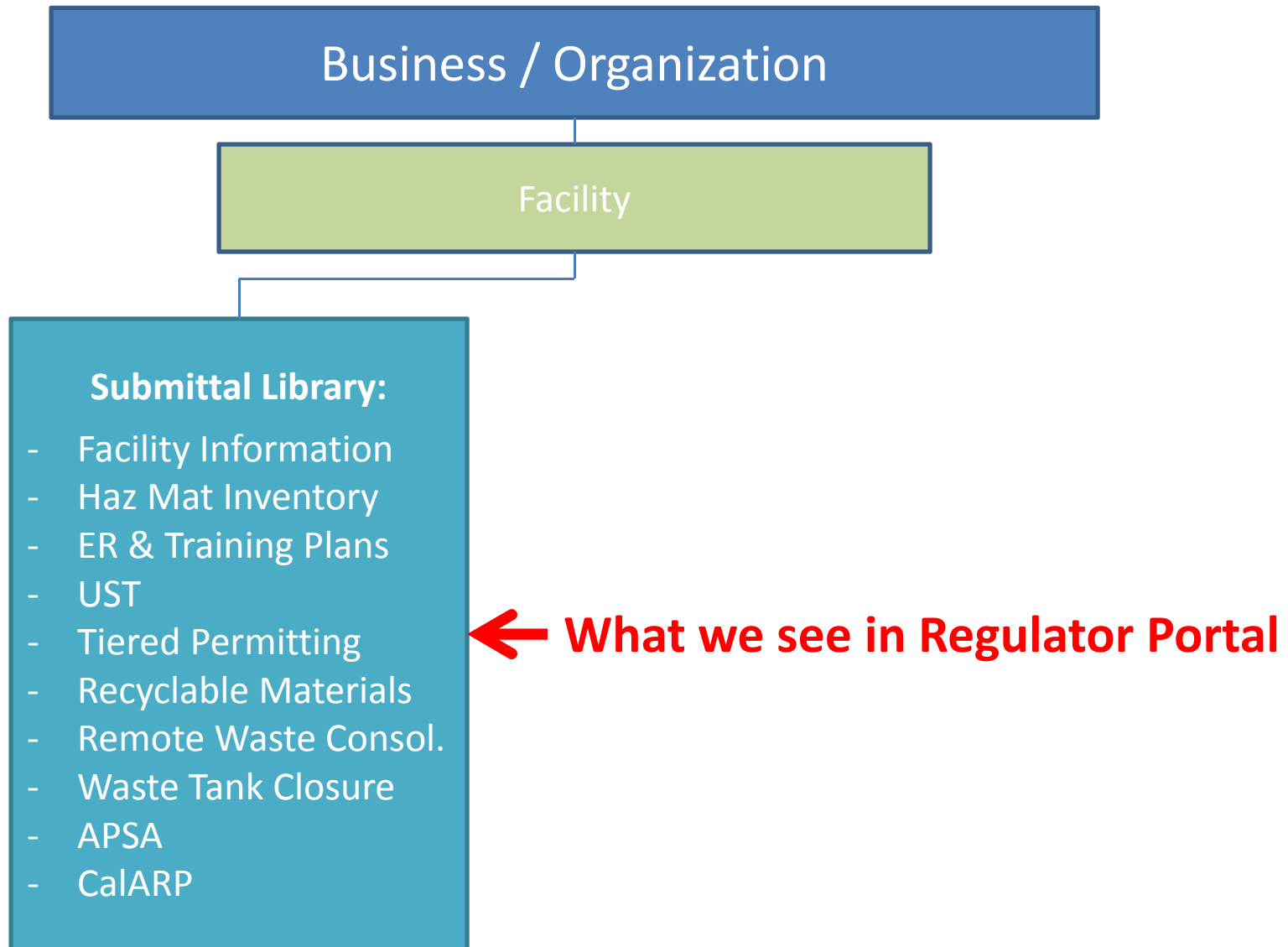
- Facility Information (Business Activities and Owner/Operator Information)
- Hazardous Materials Inventory & Map
- Emergency Response and Training Plans
- Underground Storage Tanks
- Onsite Hazardous Waste Treatment Notification
- Recyclable Materials Report
- Remote Waste Consolidation Annual Notification
- Hazardous Waste Tank Closure Certification
- Aboveground Petroleum Storage Tanks
- California Accidental Release Program

The screenshot shows the CERS Business web application. The header includes the title 'CERS Business' and navigation links: Home, SubmitData, Facilities, Compliance, and My Business. Below the header, the page title is 'CERS Testing Company Bldg 1: Business Activities'. The main content area is titled 'Instructions/Help' and contains a form for facility information. The form includes sections for 'Site Identification' (Facility Name, Business Site Address, City, State, Country, CERS ID) and 'Hazardous Materials' (Does your facility have on site... hazardous materials...). The 'Hazardous Materials' section has a 'Yes' button and a 'No' button. The 'Underground Petroleum Storage' section has a 'Yes' button and a 'No' button. A map is visible on the right side of the form.

Facility Submittals vs. Draft Submittals



Submittals Available in Regulator Portal



The Future of DEH Electronic Data Transfers (EDT)

