



SANTA ROSA FIRE DEPARTMENT
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CERS GUIDANCE DOCUMENT **FOR THOSE WHO HAVE AN EXISTING CERS ACCOUNT**

LOG INTO CERS: CERS BUSINESS SIGN IN

1. Go to <http://cers.calepa.ca.gov/>;
2. Under CERS Business Sign-In enter your CERS Username and password. This is NOT your CERS ID number.
3. If you have forgotten either of these, you can request your account or password be emailed to you. Select the Forgot Your Username or Password prompt.
4. You will be brought to the CERS Business Portal User Agreement. Select the *I agree to these conditions* button to continue.
5. You will be brought to the Home Page and select "Start/Edit Submittal".

A. FACILITY INFORMATION

BUSINESS ACTIVITIES:

1. Select Start New Submittal.
2. Check the "Based upon my submittal of" option if you have entered information before.
3. Answer the yes or no questions and when complete select "Save".
4. You must check the Hazardous Materials Box if you want to add any amount of hazardous materials or hazardous waste into CERS.
5. If you generate any amount of hazardous waste you need to select the Yes button to the Hazardous Waste box and also provide your EPA ID #.
6. Select "Save and Finish".

BUSINESS OWNER/ OPERATOR IDENTIFICATION:

1. Fill out all fields and select "Save" when complete.

B. HAZARDOUS MATERIALS INVENTORY and SITE MAP:

HAZARDOUS MATERIALS INVENTORY

1. You will be brought to the *Prepare Submittal Page*. Select "start" next to *Hazardous Materials Inventory*
2. In the middle of the page Select "Add Material" ;
3. Search by chemical name or CAS# which can be found in the Safety Data Sheet or select the Unable to Find Material/Add New Material. Use the Safety Data Sheet to complete information for mixtures. Complete all fields.
4. If the material is a waste, you should leave the Chemical Name field blank but complete the common name field. The *Annual Waste Amount field* **MUST** be provided or the submittal will be rejected. This is the total amount of waste generated in one (1) year.
5. When complete Select "save and add another material" until inventory is complete, then choose "Save".

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6. Check the validity of your inventory data. Select “Validate my Inventory at the bottom (left) of the Hazardous Materials Inventory window. Always check this to see if you missed selecting appropriate fields.
7. You can add a Site Map from the Hazardous Materials Inventory Section if you would like or go to the Site Map section just below the Inventory section.
8. Select “Save & Finish”.

SITE MAP:

1. Complete a detailed site map according to the instructions and template provided here - http://www.unidocs.org/hazmat/electronic_reporting/un-020cersmap.pdf. It is also available as a Word document in www.unidocs.org.
2. Scan your map to a PDF document and save it to your computer or take a photo of it with your phone and send it to your computer but save it as a .PDF.
3. Go to Document Upload. Choose the file where the site map is stored on your computer. Upload the document.
4. Select “Save & Finish”.

3. EMERGENCY RESPONSE and TRAINING PLANS:

EMERGENCY RESPONSE

1. Select Start New Submittal.
2. Check the “Based upon my submittal of” option if you have entered information before.
3. Select the Emergency Response Contingency Plan/Training Plan.
4. At the top of the screen, in the “Instructions/Help” section there is a Consolidated Emergency Response/Contingency Plan Template which can be downloaded, completed and uploaded. The template also includes the Training Plan.
5. Complete the document and save it on your computer.
6. Go to Document Upload. Choose the file where the site map is stored on your computer. Upload the document.
7. Select “Save & Finish”.

TRAINING PLAN

1. Select Employee Training Plan
2. Upload your own document or upload the Consolidated Emergency Response/Contingency Plan document as prepared above which includes the Training Plan.
3. Select “Save & Finish”.

SUBMIT:

1. When all three sections have been completed and the “Submit” buttons have turned green, Select “Submit” and choose the elements to be submitted. You must submit the Owner/Operator section each time you submit anything.
2. Once your submittal has been reviewed by the Santa Rosa Fire Prevention Bureau, you will receive an email verifying that it has been either accepted or rejected. *If your submittal has been rejected, it means that required information was not provided.* Log back into your CERS account and on the Business Summary page there will be comments as to what additional information is required. Make the changes or provide the additional information and re-submit using the same process noted-above;
3. When changes are made that require revisions to the existing Business Plan, the business is required to revise the Hazardous Materials Business Plan through CERS within 30 days of the change.