



# County of Sonoma FIRE & EMERGENCY SERVICES DEPARTMENT

FIRE SERVICES \* EMERGENCY MANAGEMENT \* HAZARDOUS MATERIALS



## California Environmental Reporting System (CERS) Guidance Document

### Establish CERS Account

1. Go to <https://cers.calepa.ca.gov/CERS/SignIn.aspx>.
2. Select **"New Business User"** under the New Users heading on the right side of the page.
3. Complete the **"CERS-Key: Create Account"** form and select **"Create My Account"** in the lower left corner of the form.
4. You will be brought to the **"Account Status"** page, with notification that your account activation is pending.
5. You will receive an email from the CERS Administrator to the email address you provided, containing instructions to follow in order to complete the activation of your account.
6. To complete the account activation process, follow all the instructions in the follow-up email. Select the first link contained in the CERS Administrator email for authorization and completion of the activation process.
7. You will be brought to the **"Account Status"** page, with notification that your account activation is completed.
8. In the future, updates and changes to your user information (ie. contact information, email address, password, password protection phrase, security question etc.) will be made at: <https://cers.calepa.ca.gov/CERSKey/>.

### Log-in to CERS

1. Go to <https://cers.calepa.ca.gov/CERS/>.
2. You will be brought to the **"California Environmental Reporting System"** (CERS) home page. Enter your email address in the field below the **"Existing Users Sign-In"** heading, and select **"Next"**.
3. Enter your password and select **"Sign In"**.
4. You will be brought to the CERS **"Business Home"** page. This page will list any facilities you currently have access to, and will be the page from which you begin your search for facilities, currently in the database, that you would like to access.

### Add Facility

#### **Existing Facility**

The Sonoma County Fire and Emergency Services Department has uploaded all of its currently regulated facilities into the CERS database. It is important to search for your facility prior to entering your business as a "New Facility". The simplest way to search for your business is by using your **"Facility ID"** number, also referred to as your Permit Number: \_\_\_\_\_.

1. Begin at your **"Business Home Page"**.
2. Select **"Add Facility"**, located on the far left side of the **"Business Home Page"**.
3. This will take you to **"Add Facility: Provide Address (Step 1)"**. Select **"Advanced Search"**, located in the lower left corner of the Address search field.
4. Enter your Permit Number in the **"Facility ID"** field and select **"Submit"**. Do not fill in ANY of the additional search fields.
5. You will then be taken to **"Add Facility: Select Existing Facility (Step 2)"**. Your facility should be listed, if so select **"Yes"**, in response to the question **"Is your facility listed below?"**.
6. You will then be brought to **"Add Facility: Select Existing Facility (Step 2)"**. Select **"Select"** next to your facility to add your business.
7. You will then be directed to **"Add Facility: Confirmation (Step 3)"** where you will be able to select **"Request Access"**.
8. Your request for access will be forwarded to our department for approval. Upon approval, you will receive email notification that you have been granted access to the facility.



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## Add Facility, cont'

### **New Facility**

If your facility has never been inspected by Sonoma County Fire and Emergency Services Department, or has recently had its first inspection, you are a "New Facility".

1. Select "**Add Facility**", located on the far left side of the "**Business Home Page**".
2. You will be directed to the "**Add Facility: Provide Address (Step 1)**". Enter your Address, City, and Zip Code, and select "**Submit**".
3. You will be directed to the "**Add Facility: Confirmation (Step 3)**". Enter your Facility/Business Name, and select "**Add New Facility**".
4. Your facility has now been added to the database. Select "**Start Submittal**", to begin entering your facility information.
5. In the future, your facility will be listed on the "**Business Home Page**" when you sign in to CERS.

## Completing the Business Plan

The following information must be completed for all business plans:

1. "**Business**" page:
  - Facility Details
  - Business Activities
  - Annual HMBP Certification
2. "**Chemicals**" page – All new and waste chemicals should be included in the chemical inventory.
3. "**Documents**" page – Templates for these documents can be found at [http://www.sonoma-county.org/des/hm\\_cers.htm](http://www.sonoma-county.org/des/hm_cers.htm).
  - Emergency Response/Contingency Plan
  - Employee Training Plan Record Keeping
  - Facility Site Plan
  - Facility Storage Plan

The following information must be completed for businesses with Underground Storage Tanks.

1. "**UST**" page:
  - Tank(s)
  - Monitoring Plan(s)
  - Response Plan
  - Installation(s)
  - Designated Operator
  - Financial Assurance
  - Unauthorized Release(s)

## Business Plan Submittal

This is the final step in the process. Until this step is completed, your information will not be submitted to our agency.

1. Open the "**Submittals**" page and select "**Submit Information**".
2. Review the "Submittal Completeness Verification" page and ensure that all items have been completed. Upon confirmation that all items have been completed in the database, select "**Submit**".
3. A summary of the facility information for your facility will be displayed. Confirm that the information is correct, and select "**Submit Facility Information**".
4. If your submittal included information for an Underground Storage Tank facility regarding new installations, modified installations, or removals, you must print, sign, and mail or fax the final page with the "New Submittal ID Number" to your regulatory agency, in order to meet the requirements of the Federal CROMERR regulations.