



# County of Sonoma FIRE & EMERGENCY SERVICES DEPARTMENT

FIRE SERVICES \* EMERGENCY MANAGEMENT \* HAZARDOUS MATERIALS



MARK ASTON, DIRECTOR/FIRE CHIEF

## CERS Guidance Document

### Establish CERS Account

1. Go to <https://cers.calepa.ca.gov>.
2. Select "Business Portal Sign In".
3. Then select "Create New Account".
4. Complete the required information to create your account and select the "Create My Account" icon in the lower right corner of the form.
5. Follow remaining prompts.
6. You will receive an email from the CERS Administrator to the email address you provided containing instructions to complete the activation of your CERS account.
7. In the future, all updates and changes to your CERS log-in account will be made at: <https://cers.calepa.ca.gov/CERSKey/>.

### Log-in to CERS

1. Go to <https://cers.calepa.ca.gov>.
2. Select "Business Portal Sign In".
3. Enter your CERS account e-mail address and password.
4. You will be brought to the CERS "Business Home" page.

### Add Facility

1. Select "Add a New Facility/Business".
2. You will be brought to the "Provide Address" page and will be required to provide the street address, city, and zip code.

#### Existing Facility

Sonoma County Fire and Emergency Services Department has uploaded all of the currently regulated facilities on file into the CERS database. CERS will automatically search for existing information in its system.

- When your facility is displayed in the search results table, select the "Select" button next to your facility.
- If multiple businesses exist at the address you provided, you will be taken to another page where you must "Select" your business again according to Business Name.
- "Select" the most appropriate option from:
  - "This is my facility and business organization"
  - "This is my facility; I am a **new** or **different** owner/operator of the facility"
  - OR "I want to add an **additional/new** facility at this address"

In most instances, you will select "This is my facility and business organization".

- Review the Business Access Request and select "Submit" if information is correct.

3. You will receive an email when you have been authorized by Sonoma County Fire and Emergency Services Department to access the facility. Once authorization has been received, you will be able to access the facility information.

#### 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.



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- When the search results table is displayed, and your facility is not displayed, select “My Facility Not Shown” at the upper left hand corner of the table.
- Complete remaining prompted information.

## Add Chemical Inventory

1. Select “Hazardous Material Inventory”.
2. Then select “Add Material” button on right-hand side of screen.
3. Enter chemical name or CAS#. You should see a list of chemicals below your search area. When chemical is found, click “Add” begin adding to inventory. (Only click on “Unable to Find Material” after multiple inconclusive searches for your chemical).
4. Complete information for chemical and select “Save” at top or bottom of page. Any incomplete required information will result in a CERS message and will display in a red box.

## Completing the Business Plan

The following information must be completed for all business plans:

1. Facility Information Section
  - Business Activities
  - Business Owner/Operator Identification
2. Hazardous Materials Inventory Section
  - Hazardous Materials Inventory
  - Site Map (form at [http://www.sonoma-county.org/des/hm\\_cers.htm](http://www.sonoma-county.org/des/hm_cers.htm))
3. Emergency Response and Training Plans Section
  - Emergency Response/Contingency Plan
  - Employee Training Plan

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

1. Underground Storage Tanks Section
  - UST Facility Operating Permit Application
  - UST Monitoring Site Plan (form at [http://www.sonoma-county.org/des/hm\\_form.htm](http://www.sonoma-county.org/des/hm_form.htm))
  - UST Certification of Financial Responsibility
  - Response Plan
  - UST Owner/Operator: Written Agreement (if applicable)
  - UST Letter from Chief Financial Officer (if applicable)
  - Owner Statement of Designated UST Operator Compliance

## Business Plan Submittal

1. From the “Submittals” tab select the “Submit” tab of the program element to be submitted.
2. If other program elements are ready to submit, the option may appear to submit multiple program elements at once.
3. Once the program elements to be submitted have been selected, select the “Submit Selected Elements” button.
4. CERS will then verify submission has been completed.