

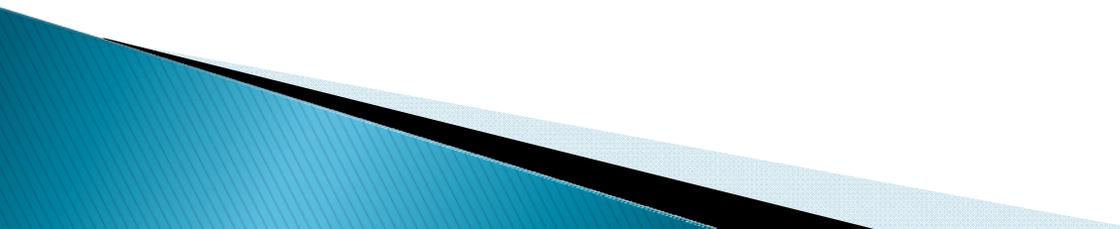
# What's New in CERS Version 1.3.0 (Oct. 2010)

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# New Versions of CERS

- ▶ New versions (“builds”) generally occur at the end of each month.
- ▶ Version history summarizing key features posted on the CERS Help site:  
<https://cers.calepa.ca.gov/Help/VersionHistory.ashx>
- ▶ Brief listserv messages announcing new versions will be sent to CERS regulator and business user group members.

# Version 1.3.0: Key Areas

- ▶ Providing more explanation and direction in the user interface to business users.
  - ▶ Implementing a new “training” system
    - Allow easier/more access to system features.
    - Discourage creating “test” sites on production system.
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# New "Getting Started" Page

California Environmental Reporting System Home Help Sign Out (CERS Business Demo User)

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**Development (LocalHost)** **Development (LocalHost)**

[Home](#) > [Getting Started](#)  
**Getting Started**

Many California businesses fall under the [Unified Program's](#) regulatory requirements to assemble and submit data regarding hazardous material regulatory activities, chemical inventories, underground and aboveground storage tanks, and hazardous waste generation. In most cases businesses must report this data for each physical site/facility owned or operated by the business. Businesses can use CERS to submit much of this information electronically to their local regulators.

Not all local agencies are currently accepting electronic submissions. Please go to the "Local" tab for your facility to determine your regulator (s) is accepting electronic submissions.

**To get started using CERS, please follow these steps.**

1. Acquire a CERS-Key sign in.	Completed ( <a href="mailto:cersbusinessdemo@gmail.com">cersbusinessdemo@gmail.com</a> ) Be sure to protect your CERS-Key password, not share it with others, and contact the CERS Help Center if it is compromised.
2. Read and accept the User Agreement	Completed. Review the <a href="#">User Agreement</a>
3. Add one or more facilities for your business.	Facilities added so far: 1 <a href="#">Add Facility</a>
<b>4. For each of your business facilities, complete the applicable forms:</b>	
Complete these forms to describe your facility and it's operations.	<ul style="list-style-type: none"> <li><a href="#">Business Activities</a></li> <li><a href="#">Owner/Operator Identification</a></li> <li><a href="#">Hazardous Materials Business Plan Certification</a></li> <li><a href="#">Confirm/adjust facility's location map</a></li> </ul>
Complete a chemical inventory if your facility meets certain criteria.*	<ul style="list-style-type: none"> <li><a href="#">Chemical Inventory</a></li> </ul>
If your facility has one or more underground storage tanks (UST), review and complete the appropriate forms.	<ul style="list-style-type: none"> <li><a href="#">UST Facility Details (Operating Permit Application)</a></li> <li><a href="#">UST Monitoring Plan</a></li> <li><a href="#">Add/Modify Tank(s) Information</a></li> <li><a href="#">UST Response Plan</a></li> <li><a href="#">UST Installation Certificates</a></li> <li><a href="#">UST Owner Statement of Designated Operator</a></li> <li><a href="#">UST Certification of Financial Responsibility</a></li> </ul>
Check for any special local requirements that might apply to your facility.	<ul style="list-style-type: none"> <li><a href="#">Local regulator information</a></li> </ul>
Upload any additional documents for your facility as required by your local regulator(s).	<ul style="list-style-type: none"> <li><a href="#">Facility document uploads</a></li> </ul>
<b>5. When you have completed all applicable forms for your facility:</b>	
Submit facility information to your local regulator(s).	<ul style="list-style-type: none"> <li><a href="#">Facility Submittal</a></li> </ul>
<b>6. Complete Steps 4 and 5 for any additional facilities you business owns/operates.</b>	

**Questions?**

- Contact the local regulator(s) for your facility(s) if you have questions about how or which forms to complete for this facility. Go to the "Local" tab for each facility to view your regulator contact(s).
- You may also want to consult the [CERS Business Help](#) site.
- Technical problems involving accessing or using CERS should be referred to [CERS Help Center](#).

This page accessible from new "Getting Started" link

# Revised “Add Facility” Process

Multi-step wizard guides users through adding a facility while reducing creation of duplicate facility records.

The screenshot shows the California Environmental Reporting System (CERS) interface. At the top, there is a green navigation bar with the text "California Environmental Reporting System" and links for "Home", "Help", and "Sign Out (CERS Business Demo User)". Below this is a yellow banner with "Development (LocalHost)" on both sides. A left-hand sidebar contains menu items: "Business Home", "Add Facility", "Getting Started", and "Chemical Library". The main content area displays the breadcrumb "Home > Add Facility" and the title "Add Facility: Provide Address (Step 1)". Below the title is the instruction "Please enter your Facility's physical address below." and a form with three input fields: "Address: 1001 I Street", "City: Sacramento", and "Zip Code: 95814". There is a blue link for "Advanced Search" and "Submit" and "Cancel" buttons. At the bottom of the page, there is a footer with the text "California Environmental Reporting System v1.3.0" and a link to "https://cers.ca.epa.ca.gov/CERS/", along with a "Contact: CERS Help Center" link.

California Environmental Reporting System Home Help Sign Out (CERS Business Demo User)

Development (LocalHost) Development (LocalHost)

Home > Add Facility

## Add Facility: Provide Address (Step 1)

Please enter your Facility's physical address below.

**Address:** 1001 I Street

**City:** Sacramento

**Zip Code:** 95814

[Advanced Search](#)

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California Environmental Reporting System v1.3.0 <https://cers.ca.epa.ca.gov/CERS/>  
Contact: [CERS Help Center](#)

# Revised “Add Facility” Process

Identifying possible existing/duplicate facility records...

California Environmental Reporting System Home Help Sign Out (CERS Business Demo User)

Development (LocalHost) Development (LocalHost)

Home > Add Facility

## Add Facility: Select Existing Facility (Step 2)

Your Facility may already exist in CERS.

Is your facility shown below?

Status	CERS ID	Address	City	Facility Name
No Access	10120837	1001 I Street	Sacramento	Test Business Facility
No Access	10121542	1001 I Street	Sacramento	Test Facility
No Access	10121887	1001 I Street	Sacramento	Lion-o Chemicals

California Environmental Reporting System v1.3.0 <https://cers.calepa.ca.gov/CERS/>  
Contact: [CERS Help Center](#)

# Revised “Add Facility” Process

Confirming an access request to an existing facility...

California Environmental Reporting System Home Help Sign Out (CERS Business Demo User)

Development (LocalHost) Development (LocalHost)

[Home](#) > Add Facility

## Add Facility: Confirmation (Step 3)

Please confirm this is the Facility you wish to request access to.

**CERS ID:** 10120837

**Facility/Business Name:** Test Business Facility

**Address:** 1001 I Street

**City:** Sacramento

**State:** CA

**Zip Code:** 95814

California Environmental Reporting System v1.3.0 <https://cers.calepa.ca.gov/CERS/>  
Contact: [CERS Help Center](#)

# Revised “Add Facility” Process

Confirming a new facility by providing the name...

California Environmental Reporting System Home Help Sign Out (CERS Business Demo User)

Development (LocalHost) Development (LocalHost)

[Home](#) > [Add Facility](#)

## Add Facility: Confirmation (Step 3)

Please supply a Business Name and verify the information below for your facility.

**Facility/Business Name:**

**Address:**

**City:**

**State:**

**Zip Code:**

California Environmental Reporting System v1.3.0 <https://cers.calepa.ca.gov/CERS/>  
Contact: [CERS Help Center](#)

# Revised “Add Facility” Process

Success adding a new facility...

California Environmental Reporting System Home Help Sign Out (CERS Business Demo User)

Development (LocalHost) Development (LocalHost)

[Home](#) > Add Facility

## Add Facility: Confirmation (Step 3)

Your new facility has been added to CERS.

**New Facility Added**

My New Business Facility  
1001 I Street  
Sacramento, CA 95814

**Other Actions**

- [Getting Started with CERS](#)
- [Add Another Facility](#)
- [Return](#)

California Environmental Reporting System v1.3.0 <https://cers.ca.epa.ca.gov/CERS/>  
Contact: [CERS Help Center](#)

# New Tab Landing Pages

Explanations of feature/forms added to “Business,” “USTs,” and “Chemicals” tabs

The screenshot displays the California Environmental Reporting System (CERS) interface. At the top, a green header contains the text "California Environmental Reporting System" and navigation links for "Home", "Help", and "Sign Out (CERS Business Demo User)". Below this is a yellow banner with "Development (LocalHost)" on both sides. The main content area is titled "General Business/Facility Forms: My New Business Facility (CERS ID:10121980)". A horizontal menu includes tabs for "Summary", "Business", "USTs", "Chemicals", "Local", "Documents", "Submittals", and "Reports". Below the menu, a secondary navigation bar lists "Facility Details", "Location Map", "Business Activities", "Annual HMBP Certification", and "Users". The left sidebar contains links for "Business Home", "Add Facility", "Getting Started", and "Chemical Library". The main text area provides instructions and links for various forms: "Business/Facility Activities", "Facility Details (Owner/Operator Identification)", "Annual HMBP Certification", and "Facility Location Map". A "Questions?" section offers contact information for local regulators and the CERS Business Help site. The footer of the page includes the version "v1.3.0" and the URL "https://cers.calepa.ca.gov/CERS/".

California Environmental Reporting System Home Help Sign Out (CERS Business Demo User)

Development (LocalHost) Development (LocalHost)

**Business Home**  
**Add Facility**  
**Getting Started**

**Chemical Library**

**General Business/Facility Forms: My New Business Facility (CERS ID:10121980)**

**Summary Business USTs Chemicals Local Documents Submittals Reports**

Facility Details | Location Map | Business Activities | Annual HMBP Certification | Users

Links to the forms below are always accessible by hovering over or selecting the "Business" tab.

**[Business/Facility Activities](#)**  
Use this form to help you determine and indicate to regulators which types of regulated activities occur at your facility.

**[Facility Details \(Owner/Operator Identification\)](#)**  
Provide location and contact information for your facility using this form.

**[Annual HMBP Certification](#)**  
When changes occur in your facility's storage or handling of hazardous materials, update any of the relevant forms in CERS and complete this Hazardous Materials Business Plan (HMBP) form.

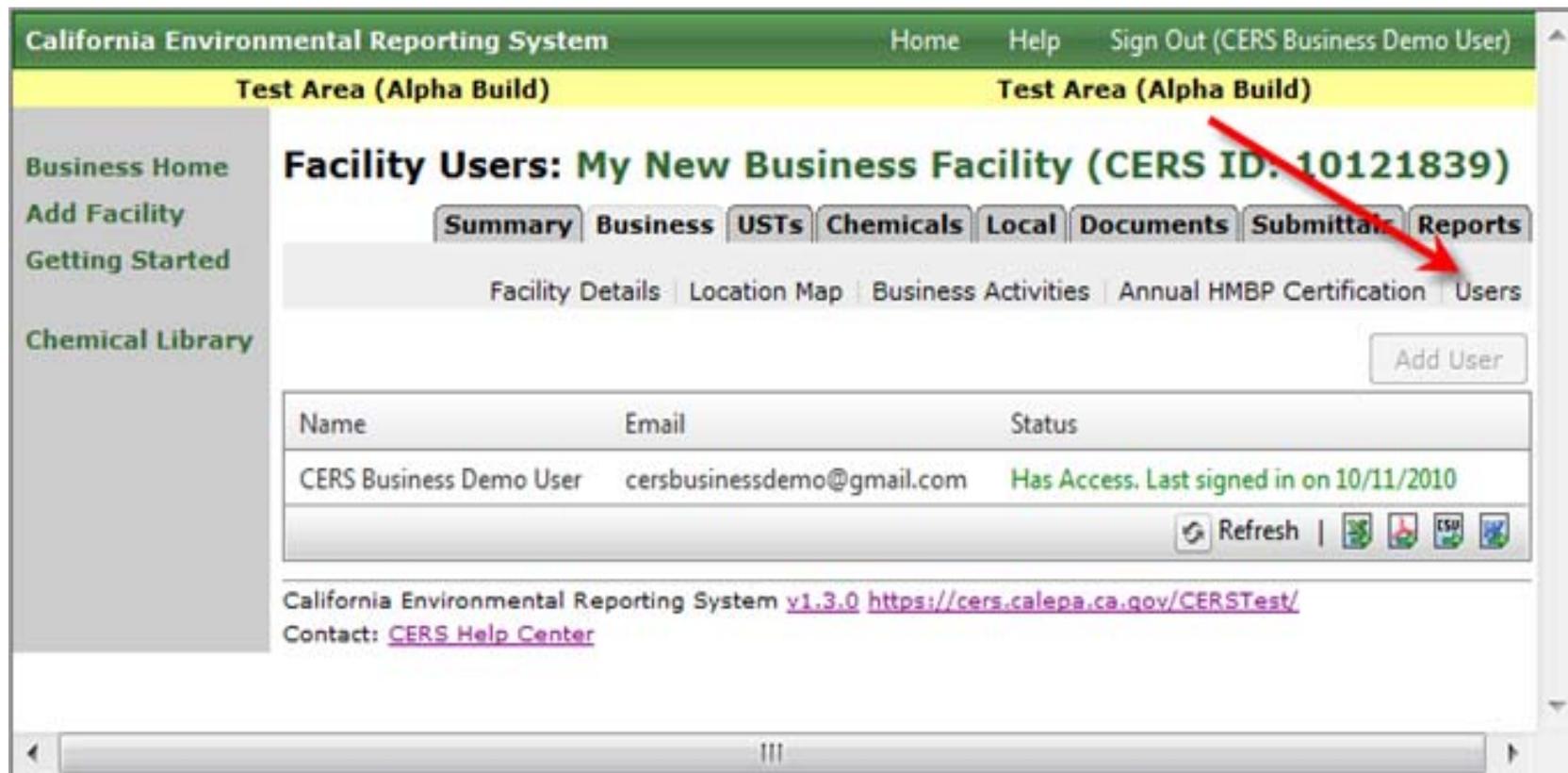
**[Facility Location Map](#)**  
When you add a facility, CERS estimates the geographic location (latitude and longitude) of your facility based upon the facility's physical address. Use this page to review and improve the accuracy of your facility's location.

**Questions?**  
Please contact the [local regulator\(s\)](#) for this facility if you have questions about how or which forms to complete for this facility.  
You may also want to consult the [CERS Business Help](#) site.  
Technical problems involving accessing or using CERS should be referred to [CERS Help Center](#).

California Environmental Reporting System v1.3.0 <https://cers.calepa.ca.gov/CERS/>

# New Business “Users” Subtab

Authorized Business and Regulator users can add/delete users for a specific facility.



The screenshot displays the California Environmental Reporting System (CERS) interface. At the top, a green header bar contains the text "California Environmental Reporting System" and navigation links for "Home", "Help", and "Sign Out (CERS Business Demo User)". Below this is a yellow banner with "Test Area (Alpha Build)" on both sides. A left-hand navigation menu includes links for "Business Home", "Add Facility", "Getting Started", and "Chemical Library". The main content area is titled "Facility Users: My New Business Facility (CERS ID: 10121839)". It features a series of tabs: "Summary", "Business", "USTs", "Chemicals", "Local", "Documents", "Submittals", and "Reports". A red arrow points to the "Reports" tab. Below the tabs are links for "Facility Details", "Location Map", "Business Activities", "Annual HMBP Certification", and "Users". An "Add User" button is located to the right of the "Users" link. A table below shows a single user entry:

Name	Email	Status
CERS Business Demo User	cersbusinessdemo@gmail.com	Has Access. Last signed in on 10/11/2010

At the bottom of the table, there is a "Refresh" button and several small icons. The footer of the page includes the text "California Environmental Reporting System v1.3.0" and a link to "https://cers.calepa.ca.gov/CERSTest/", along with contact information for the "CERS Help Center".

# New Regulator Home Page

California Environmental Reporting System Home Help Sign Out (Chris Allen)

Development (LocalHost) Development (LocalHost)

[Home](#) > Regulator Home

## Regulator Home (Admin View)

Welcome [Chris Allen](#)  
You last signed in on Monday, October 11, 2010 at 3:26 PM PST.

For more information on using the CERS Regulator Portal, please see the [CERS Help Wiki](#).

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### CERS News and System Messages Hide ⤴

- **CERS Version 1.3.0 Deployed:** This new version includes many new user interface enhancements focused on business users. [More...](#) (Added 10/01/10)
- **CERS Regulator User Group:** The next meeting is Tuesday, October 12, 2010. [More...](#) (Added 10/01/10)

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### Pending Activities for your Jurisdiction(s)

Activity	Total	New in the past 10 days	Older than 30 days
<a href="#">Unreviewed Submittals Awaiting Review</a>	<a href="#">427</a>	0	427
<a href="#">Pending Facility Access Requests</a>	<a href="#">1</a>	1	0
<a href="#">Pending User Regulator Access Requests</a>	<a href="#">3</a>	1	2

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California Environmental Reporting System [v1.3.0 https://cers.calepa.ca.gov/CERS/](https://cers.calepa.ca.gov/CERS/)  
Contact: [CERS Help Center](#)

# New “Training” Version of CERS

- ▶ Any interested party can create an account in the training version of CERS.
- ▶ Users can create facilities and generally test out all system functionality.
- ▶ Pages include various alerts reminding users they are in the training system.
- ▶ Caveats:
  - CERS Training does NOT include production data.
  - CERS Training data is not permanently retained.
  - CERS Training data CANNOT be moved into production.
  - Don't enter sensitive data into CERS Training.

# New “Training” Version of CERS

California Environmental Reporting System: Training System Home Help Sign Out (CERS Business Demo User)

Training Area Training Area

## Accept CERS User Agreement

**Alert: Training Version of CERS (Training)**

- CERS Training does NOT include production data, and training data is not permanently retained.
- Training data CANNOT be moved into production CERS.
- Do not enter sensitive facility data into Training CERS. To facilitate learning opportunities, training users have much more latitude to view/modify data than in the production CERS.

### CERS User Agreement

Please review the following conditions of use for the California Environmental Reporting System (CERS) and indicate your agreement using the checkbox below:

- You agree to protect your CERS-Key password and not share it with others. If your CERS-Key account is compromised, you will contact the CERS Help Center ([cers@calepa.ca.gov](mailto:cers@calepa.ca.gov)) immediately.
- You understand that CERS is designed for standard-sized screens using relatively current web browsing software (e.g., Internet Explorer 7+, FireFox 3+, Safari 3+, Google Chrome 4+). Some CERS features may not work on older browsers or smaller display devices (e.g., mobile phones, etc.).
- You understand that viewing and printing some CERS reports requires relatively current PDF viewing software (Adobe Reader 8+). The current Adobe Reader download is available via the link below.
- CERS is generally available 24 hours a day except for: 1) the last Thursday of the month from 2pm to approximately 3pm for system upgrades, 2) occasional Saturday mornings between 8-11am, 3) occasional other planned times noticed on the CERS Sign In page at least 5 work days in advance.

I agree to these conditions

[Cancel](#)

# New “Training” Version of CERS

California Environmental Reporting System: Training System Home Help Sign Out (CERS Business Demo User)

**Training Area** **Training Area**

[Home](#) > Add Facility

## Add Facility: Confirmation (Step 3)

Please supply a Business Name and verify the information below for your facility.

<b>Facility/Business Name:</b>	<input type="text" value="My New Training Facility"/>
<b>Address:</b>	<input type="text" value="1235 Main Street"/>
<b>City:</b>	<input type="text" value="Sacramento"/>
<b>State:</b>	<input type="text" value="CA"/>
<b>Zip Code:</b>	<input type="text" value="95812"/>

**Alert: Training Version of CERS (Training)**

- CERS Training does NOT include production data, and training data is not permanently retained.
- Training data CANNOT be moved into production CERS.
- Do not enter sensitive facility data into Training CERS. To facilitate learning opportunities, training users have much more latitude to view/modify data than in the production CERS.

California Environmental Reporting System v1.3.0 <https://cers.calepa.ca.gov/CERS/>  
Contact: [CERS Help Center](#)

# Questions

- ▶ Visit the CERS Help Site
  - <https://cers.calepa.ca.gov/Help/>
- ▶ Contacts
  - Chris Allen ([callen@calepa.ca.gov](mailto:callen@calepa.ca.gov))
  - Dan Firth ([dfirth@calepa.ca.gov](mailto:dfirth@calepa.ca.gov))