

Recent Additions/Changes to CERS

August 2013 Update

This document summarizes additions and changes to CERS (California Environmental Reporting System) since July 2013. Cal/EPA intends this document for any business or regulator user of CERS, and anticipates releasing similar summaries every 1-2 months. A previous summary of CERS additions/changes during the first half of 2013 is available [here](#).

Questions about this document, as well as any general technical support questions related to CERS can be directed to CERS Technical Support at cers@calepa.ca.gov. General information about CERS is available at the CERS Central web site (<http://cers.calepa.ca.gov/>).

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Business Portal Additions/Changes

Multi-Facility Owner/Operator Information Uploads

A new feature was added to the “Tools” menu allowing multi-facility businesses to upload draft Owner/Operator form information for multiple facilities at once using a specified Microsoft Excel template¹. A typical use for this might be a multi-facility business where many/all of its facilities have the same billing contact information that needs to be updated. The user can download the Last Submitted Owner/Operator information for all of the facilities in their business, delete rows/facilities that don’t need to be updated, edit the cells needing updating, and then upload the file using this page.

There are a number of caveats when using this feature as explained on the text of the page. Most importantly, the upload will temporarily lock submittal functionality for ALL of your facilities (and all of your business’ users) until the file has been processed (typically overnight).

Because of the complexities and interdependencies of the fields on the Business Activities form, Cal/EPA does not currently anticipate implementing bulk upload of Business Activities data.

¹ A revised version of the Microsoft Excel Owner/Operator Upload template was released in late August—please make sure to use the [latest version](#).

Submittal Summary Page / Submittal Certification Statement

A certification statement was added to the Submittal Summary page that a business user attests to as part of the submittal process. The language for this statement came from the past Owner/Operator UPCF form. Additionally, the instructions on the Submittal Summary page were reformatted into a more reader-friendly checklist format.

The screenshot displays the CERS Business Submittal Summary page. At the top, there is a navigation bar with buttons for Home, Submittals, Facilities, Compliance, and My Business. Below this, the page title is "Submittal Summary:" followed by a breadcrumb trail: Home » Draft Submittal » Submittal Summary. A red callout box points to the "Instructions/Help" section, stating: "Instructions on this page reformatted into a checklist format." The "Instructions/Help" section contains a "Final Submittal Checklist" with the following items:

- Does your Submittal include a *Facility Information* submittal element?
Your submittals must always include a *Facility Information* element with current business activities and owner/operator forms. The "Submit Selected Elements" button below will be disabled if you have not met this requirement. You will need to return to the [Prepare Draft Submittal](#) page and "Start" one.
- Are you submitting all of the elements needed by your facility's regulator?
If you must submit multiple elements for your facility (e.g., Inventory, UST), return to [Prepare Draft Submittal](#) to "Start" other elements, and then "Submit Selected Elements".
- Is your CERS Account authorized to submit data to the Regulator?
The "Submit Selected Elements" button will be disabled if you CERS Account does not have "Lead Business User" or "Approver" permissions.
- Have you reviewed the Certification Statement shown below?
- Select "Submit Selected Elements" below to submit information to your regulator.

A second red callout box points to the "Certification Statement" section, stating: "Certification language added to the submittal page as was found on the past Owner/Operator UPCF form." The "Certification Statement" section is highlighted in yellow and contains the following text: "Based on my own knowledge and/or on my inquiry of those individuals responsible for obtaining the information, I, **Chris Adam** (CERS Account username **adamc**), certify on 8/26/2013 under penalty of law that I have personally examined and am familiar with the information submitted and believe the information is true, accurate, and complete." Below the certification statement is a "Facility Information" section with a "Ready To Submit" status and a "Submit Selected Elements" button. The footer of the page includes "Version 2.22.0135 | Enhancements | CERS Central" and "Diagnostics | Conditions of Use | Privacy Policy | Contact | Help".

Miscellaneous Minor Changes/Enhancements to Business Portal

- The Facilities listing on the Business Portal Home was modified to more rapidly display long lists of facilities, which will be especially beneficial to businesses/organization with many facilities.
- When tabbing through a web form, tab stops no longer occur on Field Help icons (🔗).
- Address fields on the UST Facility and Tiered Permitting Financial Assurance forms now support the interactive USA/International address formatting as found on the Owner/Operator form.
- When viewing a **historical** submittal form (i.e., has been "Submitted" to the regulator), by default the "Instructions/Help" block is minimized to focus the user on the actual submitted data. Selecting the  icon will expand the "Instructions/Help" block. This block is always shown/expanded when a form has not yet been submitted.

Regulator Portal Additions/Changes

CUPA Electronic Reporting Status Report

This new Regulator Portal report can be used by UPAs (and will be used by Cal/EPA) to evaluate their progress toward meeting the 2013 electronic reporting mandates. It shows the facility counts reported by the CUPA in their 2011/2012 Status Reports to Cal/EPA, and compares that number with the actual number of facilities presently in CERS and how many of those facilities have reported at least once during 2013.

As of late August approximately 35% of the regulated facilities in the state had reported at least some Business Plan information into CERS at least once during 2013. Statutory mandates require ALL regulated facilities statewide to perform electronic reporting during 2013, either using CERS, or if the business prefers, a local reporting portal that is capable of receiving all submittal elements required to be submitted by a facility. Only 4 months remain in 2013 and nearly two thirds of the state's facilities have not yet reported. UPAs are going to need to step up their efforts to ensure their businesses perform their electronic reporting in a timely manner.

Cal/EPA will be reminding everyone in the CERS community to **avoid postponing submittals until the last 30 days of 2013** because Cal/EPA does not have the technical support or server resources to handle receiving most submittals in the last few weeks of December.

CERS Regulator

Submittals
Facilities
Businesses
Regulators
Compliance
Responders
Reports

Reports: CUPA Electronic Reporting Status
Reports

The report below show a summary of facilities that have at least one submittal for the indicated submittal element during the selected date range of submittal dates. All facilities should have electronically reported a "business plan" by the end of 2013 (at least Facility Information, plus an Inventory for the vast majority of facilities). The report also shows a comparison of the number of regulated facilities reported by the CUPA in their written 2011/12 Status Reports to Cal/EPA versus the current count of facilities in CERS. If the difference between the 2012 and current CERS facility counts is considerably less than 100%, the CUPA needs to more proactively engage with their businesses to use CERS by the end of 2013 (or their local reporting portals). If the number is considerably more than 100%, then the CUPA has many duplicate facilities that they will need to delete out of CERS. Such deletions should be done in consultation with the affected business users if applicable.

Search Criteria

Begin Date: End Date:

CUPA	# Facilities in 2012	# Facilities in CERS Now	% Facilities in CERS	Fac Info	Inventory	ERTP	UST	TP	APSA	% CERS Facilities with Biz Plan
Alameda County Env Health	1084	1086	100	612	511	491	72	3	55	47
Alpine County Health Department	35	9	26	9	9	9	1		2	100
Amador County Env Health	227	294	130	123	114	109	19		24	39
Anaheim City Fire Department	1433	1441	101	350	321	312	53	3	26	22
Bakersfield City Fire Department	1239	1270	103	584	436	414	91	1	44	34

Submittal Review Pop-up

The Submittal Review Pop-Up screen was modified to provide more space to enter comments to business. This field cannot exceed 1,500 characters, so an indicator was also added to the field to display the number of remaining characters available in the field.

Facility Search Page

The “Submittal Element” and “Reporting Requirement” filters on this page were not working correctly with each other leading to confusing/inaccurate search results. The fields were modified to accurately interact with each other to return more understandable results.

The results grid was modified to shown Non-Regulated facilities (i.e., where the Reporting Requirement for the *Facility Information* submittal is “Not Applicable”) in grey, italicized text.

Drag a column header and drop it here to group by that column

CERS ID	Facility Name	City	ZIP Code	Facility ID	Last Submittal
10125115	CA-1890_Time Warner Cable	5720 EL CAMINO REAL	CARLSBAD	92008 37-000-208073	4/12/2013
10125409	CA-1891_TIME WARNER CABLE_CARLSBAD WAREHOUSE	5621 PALMER WY #D & E	CARLSBAD	92008 37-000-216429	4/12/2013
10125415	CA-1892_HUBSITE_TIME WARNER CABLE, INC. *	3300 SUNNY CREEK ROAD	CARLSBAD	92008 37-000-208072	4/4/2013
10125424	CA-1893_HUBSITE_TIME WARNER CABLE, INC. *	2215 CHESTNUT DRIVE	CARLSBAD	92008 37-000-208077	4/4/2013
10125526	CA-1894_HUBSITE_TIME WARNER CABLE, INC. *	6438 MELROSE DRIVE	CARLSBAD	92008 37-000-208077	4/4/2013

* Non-Regulated

Export to Excel (Details) Export To Excel (Brief)

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Displaying items 1 - 5 of 23

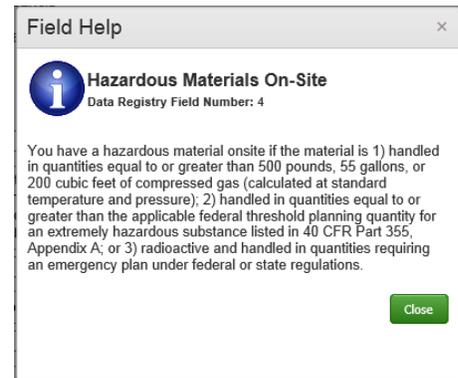
Miscellaneous Minor Changes/Enhancements to Regulator Portal

- Regulators can no longer delete a facility if it has any inspection or enforcement action records associated with it (as well as the previous restriction on deleting facilities with for past submittals). Business will no longer be able to request deletion of such facilities either.
- The **default** sort on the Submittal Search and Submittal Processing pages was changed from CERS ID to showing the oldest submittals first.
- The default Violation data entry mode was changed to Detailed instead of Summary information.

Additions/Changes Related to both Business and Regulator Portals

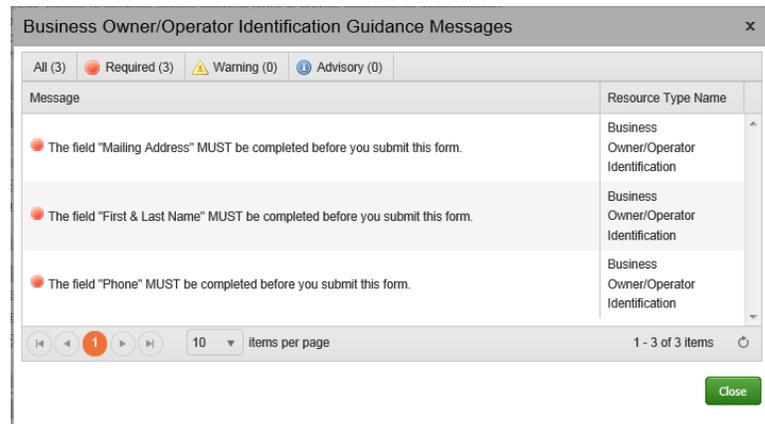
Field Help Improvements

Based upon user feedback, users must now click/select a Field Help icon (i) to view its contents, rather than just hovering over its icon. An improved Field Help pop-up box now displays more text and can display links and other formatted text. Users with suggested language to improve the Field Help for a specific field are encouraged to send their suggestions to CERS Technical Support (cers@calepa.ca.gov).



Guidance Message Summary

The Guidance Messages pop-up screen that becomes visible when a user clicks/selects a Guidance Message icon (i) has been redesigned to run much faster.



HMIS Matrix Report Modifications

The HMIS Matrix Report, which is available in a number of Inventory-related pages in both the Business and Regulator Portals, was significantly revised to address several issues. Of most urgency to Cal/EPA was the need to move the report's generation to a new technology that would reduce the burden on Cal/EPA's web servers. The "look and feel" of the report was also modified to increase the speed of report generation and increase the readability of the report. Changes included:

- A reduction in grid lines and the ability to show more than 6 materials per page greatly increased the speed of generating the report. These changes necessitated a number of layout changes.

Infrastructure Upgrades

During August Cal/EPA upgraded several technologies used in CERS to display web content in the various CERS portals². For users with fairly current web browsing software these upgrades support more up-to-date web standards that will introduce modest performance improvements on some pages. Additionally, the modifications will result in modest reductions in server load and increase the ability of CERS web pages to be displayed in a more usable on devices with smaller screen such as tablets. Some of these upgrades introduced some problems for some users during the middle of August, typically involving buttons that would not work for users of Internet Explorer 8. Cal/EPA believes it has resolved all of these issues as of late August—please contact CERS Technical Support if you are still experiencing problems.

Post-Submittal Customer Survey in Business Portal

Beginning in mid-August, Business Portal users who completed a submittal were prompted to complete an optional brief survey (and receive a less intrusive prompt with future submittals). Cal/EPA received over 500 survey responses during August, many of which included useful comments that will be considered in future CERS development. Cal/EPA will be continuing this and other short surveys in both portals in the coming year to collect user feedback.



² For those who are interested in such things, the upgrades were to ASP.NET 4.5, MVC4, Entity Framework 5, Telerik MVC ASP.NET 2013.1, and Kendo UI for ASP.NET MVC.

Electronic Data Transfer (EDT)

Cal/EPA has released two additional query services requested by EDT implementers earlier this year. EDT implementers are NOT required to use these endpoints, and they are not necessary for typical EDT transactions from a regulator's local data system. The Regulator Facility Transfer Query service returns information about CERS Facility Transfers, which typically represent a change of ownership for a facility. The Regulator Action Item Query could be used to integrate a listing of a regulator's CERS Action Required items into their local data system.

As of August 23 there were 34 CUPAs authorized for production access to at least Tier 1 and 2 services, and 9 CUPAs who have performed successful production transactions. One EDT Implementer (Decade) was recently authorized for production access to Tier 3 CME Upload services.

CERS Development Priorities for the Remainder of 2013

Cal/EPA's software development team will focus on the following activities through the remainder of 2013 and possibly into early 2014. Future priorities after that will come from Cal/EPA management and input via the CERS Enhancements listing from the CERS Regulator and Business User Groups.

- Assisting EDT implementers and CUPAs with their EDT implementations.
- Implement enhancement for Submittal Review as discussed in CERS Enhancements [#14](#), [#13](#), [#25](#), and [#62](#).
- Provide support for printing most/all form (and document uploads?) of a submittal element as requested by many business users.
- Implementing code optimizations and other architecture changes to better handle an anticipated spike in Business Portal usage in late 2013.
- Rewriting and streamlining code in the Business Portal's New Facility Wizard and the various pages in the Business and Regulator Portals for initiating and processing Action Items.
- CERS3 Revisions Web Site
- Miscellaneous minor enhancement requests