Regulator Seeding of Facility Data in CERS2

Prepared by Cal/EPA Technology Services Staff Final, April 2012

This paper discusses the process Cal/EPA has established for CUPAs to "seed" facility data into CERS2 using specifically defined Microsoft Excel spreadsheets. Cal/EPA defines "data seeding" as an optional process **CUPAs** can use to perform a **one-time**, initial load of a limited subset of facility data. Once loaded, this data becomes one or more "draft" submittal elements for existing or new facilities in CERS2 which would be confirmed (and potentially modified) by a reporting entity prior to submitting the data to the regulator.

This paper is primarily targeted toward project managers and technical staff responsible for their regulator's CERS efforts. However, the bulk of the paper's content is generally of a process/procedural nature. The appendices discuss the Microsoft Excel seeding templates and field references, which provide the technical specifications the regulator's technology staff, contractor(s), or vendor(s) will use for preparing seeding data.

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Background

When CERS2 was deployed in January 2012, it contained approximately 45,000 facilities migrated from CERS1/UNIDOCS. The remainder of the approximately 140,000 total Unified Program-regulated facilities will be added to CERS over time using one of the following mechanisms:

- Manual entry of facilities directly into CERS by facility owner/operators.
- One-time, batch addition of facilities by Regulators using "data seeding."
- Electronic addition of new facilities using CERS EDT.

This paper provides the process and templates regulators will use for "data seeding" addition of facility data.

As regulators perform data seeding over the course of 2012 (and possibly into 2013), facility owner/operators might be adding or modifying their facility data in CERS at the same time. CERS **never** precludes any regulated facility from manually entering and/or updating their facility information into CERS. Some multi-facility businesses covering multiple jurisdictions are and will be entering/updating their facility data in CERS throughout 2012 independent of any actions performed by regulators. However, the owner/operators of the majority of CERS facilities will typically be following the guidance of their local regulators about when they should start using CERS (or a local portal). Some regulators may advise their regulated facilities to defer using CERS until after they have completed their data seeding (or to use their local web portal if one is being developed).

Once a CUPA completes seeding their facility data into CERS, they need to ensure any future data reported to CERS is either updated into their local data system(s) via EDT or manually updated. Failure to do so will cause inconsistencies between the regulator's local data system and CERS. For regulators planning on implementing EDT data flows, it may make sense to defer data seeding until immediately before their first production EDT exchanges.

Overview of the Seeding Process

Below is a summary of key points about CERS Data Seeding.

- Seeding is a means for regulators to move their facility data into CERS. Reasons a regulator might choose to seed facility data could include: 1) pre-populating data in CERS to reduce data entry efforts by their facility owner/operators, 2) ensuring the accuracy of data in their local data systems, and/or 3) to prepare their local data for CERS EDT efforts.
- CUPAs are NOT required to seed data in CERS. CUPAs with minimal or no **electronic** records of their facilities may wish to skip this process entirely, and instead instruct their facility owner/operators to directly enter their information in CERS. The regulator could then later download their facility information from CERS as necessary.
- Only a subset of the entire CERS data fields can be seeded. All regulators participating in data seeding must provide CERS Facility Information Submittal Element data (Owner/Operator and Business Activities forms). Regulators can also opt to seed chemical inventories and/or UST Form A/B data. Uploading supplemental documentation like site maps is not supported.

- Data seeding can only occur once per CUPA and submittal element. If there is a problem with a submission record, the record will be rejected and returned to the regulator with some basic error/diagnostic data to help resolve problems (and possibly resubmit the record if appropriate).
- CUPAs with PAs must coordinate efforts with their PAs and compile all data CUPA-wide into a single set of data for submittal to Cal/EPA.
- All facility data seeded into CERS becomes "draft" submittal elements which would be confirmed (and potentially modified) in CERS by a facility owner/operator to submitting the data to the regulator.
- If the owner/operator-modified seeded data is unacceptable to the regulator, the regulator would review the submittal element and set its status to "Not Accepted" along with comments about how it should be corrected.
- CUPAs using local web portals are performing data seeding primarily to ensure any existing CERS facilities are added to the regulator's local data systems and to acquire a CERS ID for all of the regulator's facilities. Facilities in the regulator's local data systems but not in CERS can be added either as part of data seeding or as part of the regulator's initial EDT submittals.
- The data quality/completeness requirements for data seeding are less stringent than for EDT or manual data entry. However, CUPAs must supply seeding data in Microsoft Excel format using Cal/EPA-supplied templates and include all minimally-required fields and the correct code values as described in this document, the three templates, and the CERS Data Registry.
- CUPAs are responsible for ensuring their have technical staff, contractors, or vendors have sufficient skills and time to prepare their data for seeding in the Cal/EPA specified formats. Cal/EPA cannot act as primary technical support for a CUPA's data seeding efforts.
- An important step in data seeding includes regulators downloading current CERS facility data and integrating this data into their local data system(s). This integration effort includes identifying duplicate facilities, identifying current data by comparing the CERS "last updated" field to an equivalent field in the regulator's data system, ensuring the most current data is moved into the regulator's data system in advance of the included seeding effort, and adding an appropriate CERS Organization Code for seeded facilities when possible.
- It is solely the CUPA's responsibility to ensure their data seeding efforts do not delete/overwrite more current and/or accurate data entered into CERS by the facility's owner/operator. Any issues or complaints resulting from the CUPA's data seeding will be referred to the regulator for resolution.

The basic steps for seeding are summarized below. The remainder of this document expands upon this process.

1. Download existing CERS facilities data
2. Reconcile data between CERS & CUPA facility records
3. Ensure CUPA data system can export CERS-compliant data
4. Load CUPA facility data into seeding template spreadsheet(s)
5. Send facility data spreadsheet(s) to Cal/EPA
6. Seeding data processed by Cal/EPA with CUPA follow-up

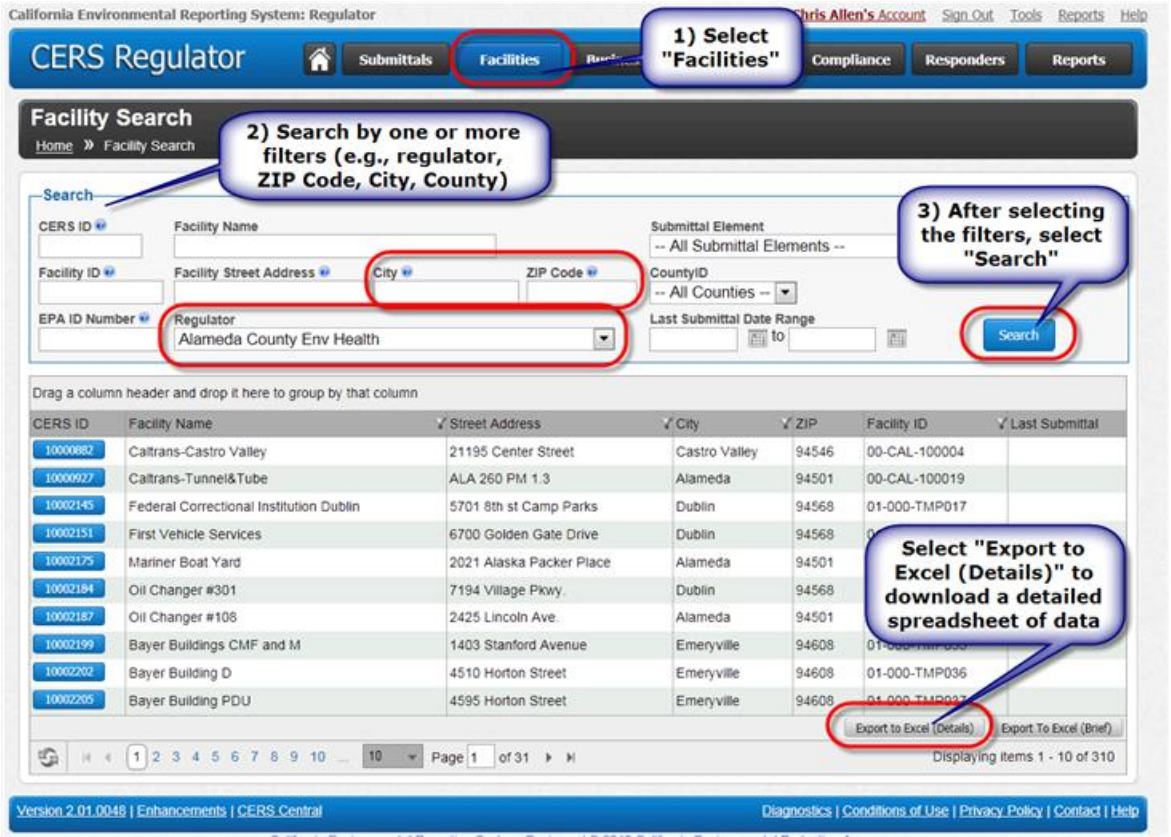
CERS Data Seeding Process

Preliminary Tasks:

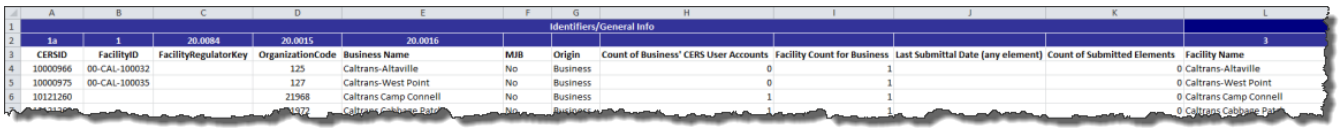
- CUPA's program and IT staff review this document ("Regulator Seeding of Facility Data in CERS2") and the accompanying MS Excel seeding templates.
- The CUPA's CERS Manager or designee identifies the technical contacts that will take the lead on data seeding efforts (i.e., information technology staff/contractors). While regulator can delegate responsibilities to their contractors/vendors, Cal/EPA may contact the CUPA CERS Manager as necessary.
- Review the CUPA's location in the CERS Data Seeding Queue (see http://cers.calepa.ca.gov/dataseeding/). This queue will guide Cal/EPA acceptance of production data seeding submittals starting May 15 and through the rest of 2012 (and early 2013 as necessary). Contact Dan Firth at dfirth@calepa.ca.gov if your CUPA's order in the queue needs to be adjusted.

Step 1: Download Existing CERS Facilities Data

One of the CUPA's authorized CERS users will need to download pertinent listings of facilities already in CERS. This data is available in the Regulator Portal by selecting "Facilities" at the top of the screen, selecting the desired filters (e.g., Regulator), selecting "Search", and then exporting a complete set of facility information and other data by selecting "Export to Excel (Detail)."



The CUPA should probably consider running this report multiple times with different filters such as county, city, ZIP Code, etc. as CERS may not have accurately mapped a facility to the correct CUPA.



	A	B	C	D	E	F	G	H	I	J	K	L
1	Identifiers/General Info											
2	1a	1	20.0084	20.0015	20.0016							3
3	CERSID	FacilityID	FacilityRegulatorKey	OrganizationCode	Business Name	MJB	Origin	Count of Business' CERS User Accounts	Facility Count for Business	Last Submittal Date (any element)	Count of Submitted Elements	Facility Name
4	10000966	00-CAL-100032		125	Caltrans-Altaville	No	Business	0	1		0	Caltrans-Altaville
5	10000975	00-CAL-100035		127	Caltrans-West Point	No	Business	0	1		0	Caltrans-West Point
6	10121260			21968	Caltrans Camp Connell	No	Business	1	1		0	Caltrans Camp Connell
7	10121280			1972	Caltrans Cabbage Patch	No	Business	1	1		0	Caltrans Cabbage Patch

The "Export to Excel (Detail)" worksheet includes a complete copy of the last submitted facility information data for that facility (or the current draft data if no facility information submittal has ever occurred for that facility). There are several fields included in this spreadsheet regulators can use to better understand the nature of the CERS facility record, including:

> ***Last Submittal Date (any element)*** and ***SubmittedDateTime*** (column CO) and ***Submittal Action*** (column CP) indicates the last time this record was actively managed by the facility owner/operator in CERS.
>
> ***Count of Businesses' CERS User Accounts*** can indicate if the facility belongs to a business that appears to have multiple/active CERS users.
>
> ***MJB***: Indicates if the facility belong to a multi-jurisdictional business (business has facilities in multiple CUPAs). If the MJB has an ***Origin*** of "Letter" or "Cal/EPA," the facility was created or confirmed as existing by the business and should probably not be deleted without consulting the business. ***Facility Count for Business*** combined with user accounts counts, can be a good indicator of whether the facility record is being actively managed by the business in CERS.
>
> ***Count of Submitted Elements***: Larger numbers in this field indicate an increasingly large submittal history for the facility, and should raise questions about whether the facility's data should be seeded.
>
> Columns DB-DK (e.g., starting with ***CUPACode***, etc.) indicate which CUPAs/PAs are currently assigned in CERS to each submittal element. See Appendix C for regulator codes.

The CUPA is encouraged to download this data and perform initial evaluation of the existing CERS facilities **well in advance** of the CUPA's seeding timeframe to better understand the scope of their efforts (i.e., how many of the CUPA's facilities already exist in CERS, when were these records last updated, etc.). CUPAs needing an extensive amount of time to prepare/reconcile their seeding data may need to download this file multiple times to maintain current data (especially during the primary reporting season of December-February).

Step 2: Reconcile Data Inconsistencies for CERS & CUPA Facility Records

For the facilities identified in Step 2, review the ***SubmittedDateTime*** field and an equivalent field/indicator in the regulator's data system to determine which system has the most current data. If the CERS record is more current, the CUPA should ensure all of the more current CERS data (especially the CERS ID and Organization Code) are imported into the regulator's data system **prior** to seeding. Failure to do this will result in duplicate files and/or conflicting data which will require future and more difficult reconciliation processes. Cal/EPA may also reject a CUPA's seeding files if they contain/cause excessive duplicate records.

For CUPAs who have not been actively encouraging use of CERS1, there typically should be few existing CERS facilities to review/integrate. For CUPAs who have more actively promoted use of CERS1, there will be more records to review/integrate, but the majority of these records will already be associated with the regulator's previously assigned Facility ID. It is solely the CUPA's responsibility to ensure their data seeding efforts do not delete/overwrite more current and/or accurate data entered into CERS by the facility's owner/operator. While

the CERS business portal will provide some capability for businesses to restore draft data eliminated by data seeding, if there are doubts about a facility, contact the facility owner/operator or do not seed the facility's data.

Deleting Duplicate CERS Facility Records: If two facility records appear to be duplicates, the CUPA will need to determine which record/CERS ID should be retained. The following ranked criteria should normally be used in determining which facility record to retain:

1. Facility records with inspection/enforcement data (the CERS Facility Merge does not currently handle CME data)
2. Facility records with a local Facility ID (if applicable/important to the CUPA)
3. Facility records with the most recent submissions, the most submissions, or at least one submission.
4. The facility record with the most information.

If the facility record determined to be a duplicate **does** include past submittals, the CUPA will need to use the CERS Regulator Portal to "Merge[1]" these submittals into the target facility.

If the facility record **does not** include past submittals, the CUPA can:

- Use the CERS Regulator Portal to delete the facility[2].
- If the CUPA has more than ~100 non-submittal duplicate facility records to delete, they can send to Chris Allen a copy of the "Export to Excel (Detail)" spreadsheet with an additional initial column with a value of "1" for each facility to be deleted.

Associating Facilities with Organizations: Another aspect of data reconciliation involves associating facilities to CERS Organizations[3] when possible. This is relevant to all CUPAs whose businesses are using CERS as their reporting portal. To assist organizations/businesses with multiple facilities in accessing all of their CERS facility records with a single sign-in, the CUPA should review the facilities in CERS and their own system and identify any facilities which belong to multi-facility organizations. Determining which facilities belong to which organizations can be difficult, and during the seeding process Cal/EPA and CUPAs will be making an initial but not comprehensive pass at making these associations. Businesses, regulators, and Cal/EPA will all benefit if as much of this work is done in advance as possible. Regulators can get a complete list of CERS Organizations by selecting "Export to Excel" on the CERS Regulator Portal "Businesses" search page.

Listed below is the suggested approach to this task:

1. Look for any CERS facilities in the "CERS Facility Export to Excel (Detail)" that can be associated under a single CERS Organization.

[1] In the Regulator Portal, select the "Facility" search, search for and select the desired facility, and from the Facility's Summary page select the left menu item called "Manage Facility."
[2] This function is in the same location as described in the footnote above.
[3] CERS Organization and Business are synonymous. "Business" is typically used in documentation related to the business/reporting community, and "Organization" or "CERS Organization" is often used with regulators to help differentiate between the vague/conflicting legal definitions of the word "business." A CERS Organization is a collection of one or more users with rights to manage/report on one or more facilities. See this presentation for more information.

2. Using the "CERS Facility Export to Excel (Detail)" and/or the statewide listing of CERS Organizations (selecting "Export to Excel" on the CERS Regulator Portal "Businesses" search page) look for any possible Organization matches among the facility records in the regulator's local data system.
3. For any obvious matches, add the Organization Code to the facility in the regulator's data system and/or add it in the CERS Facility Information data seeding spreadsheet. In some cases, while a facility name may be very similar to a CERS Organization name (e.g., Chevron, Les Schwab Tires), a specific facility may be a franchise and its reporting handled by a local owner/operator (rather than the parent organization). Comparisons may also arise where local facility names are ambiguous compared to CERS Organization names. When in doubt, **do not** associate a facility with an Organization. However, regulators should note that facilities not mapped to their multi-facility organizations during the seeding process are likely to just defer the problem to later, resulting in facility transfer requests or organization access requests the regulator and or Cal/EPA will need to process in the future.
4. The CUPA should consider any multi-facility businesses/organizations located entirely within their jurisdiction (e.g., a university, government entity, or regional business with multiple facilities) which do not appear in the downloaded list of CERS Organization Codes. **Well in advance of the regulator's seeding efforts**, the CUPA or PA should encourage these businesses/organizations to request a CERS Organization Code from Cal/EPA by submitting documentation as described in Cal/EPA's October 2011 letter to multi-facility businesses (https://cers.calepa.ca.gov/tempdocs/CERSOrgInfoRequest.pdf).

Step 3: Ensure CUPA Data System Can Export CERS-Compliant Data

Regulators should review the CERS Data Seeding Spreadsheet Templates to ensure their local data systems (or IT staff/consultants) can export and/or transform data into CERS-compliant data. Issues to review include:

- Providing the minimally-required fields for each submittal element as indicated in the CERS Data Seeding Spreadsheet Templates.
- Returning appropriate codes values for various fields as described in the CERS Data Registry.

These two checks are especially critical. If the seeding data sent to Cal/EPA has missing minimally-required **data seeding** fields (which are less restrictive than "CERS Minimally-Required Fields") or invalid field types/codes, the spreadsheet will be rejected and returned to be corrected. Repeated seeding problems could result in the CUPA being significantly delayed as Cal/EPA moves on to process other CUPAs on the seeding schedule.

Appendix A provides details for technical implementers about using the Microsoft Excel data seeding templates.

Step 4: Load CUPA Facility Data into Seeding Template Spreadsheets

Once all existing data in CERS has been reconciled in the regulator's local data system(s) and Organization Codes have been assigned where possible/appropriate, the CUPA's technical staff or contractor should use their professional expertise and familiarity with the regulator local data system(s) to export all of the regulator's reconciled data into the appropriate data seeding template(s). These are:

- Facility Information (equivalent Owner/Operator and Business Activities UPCF)
- Chemical Inventory (equivalent to Chemical Description UPCF).
- Underground Storage Facility/Tank(s) (equivalent to Facility Information and Tank Information forms)

Only the fields listed in these three data seeding templates can be added into CERS via data seeding. Data seeding will not support uploading of any supplemental documentation (e.g., site maps). All CUPA's **must** provide the Facility Information spreadsheet. The Chemical Inventory and UST data seeding templates are **strictly optional** for those CUPAs with sufficiently complete Inventory/UST data.

The CUPA can provide each spreadsheet **only once** for **all** the facilities they wish to seed. Ideally those CUPAs seeding Inventory and UST data would supply their spreadsheets at the same time as their Facility Information spreadsheet. If they don't, as time goes by, the risk increases of new or changed facility information causing data synchronization problems that will be difficult to identify and potentially time-consuming to fix.

CUPAs should review the checklist at the end of this paper for each seeding spreadsheet they are submitting to Cal/EPA.

Step 5: Send Facility Data Spreadsheet(s) to Cal/EPA

When the regulator is within a few weeks of wanting to submit their seeding data, they should contact Chris Allen or Dan Firth to confirm Cal/EPA is ready to receive their data into its data seeding workflow.

Send the spreadsheet(s) to Chris Allen at callen@calepa.ca.gov along with the name, phone number, and email of who specifically should be contacted when the data is loaded or if there are problems. If the spreadsheets are too large to send as email attachments, send information on how to access them on an FTP server reachable by Cal/EPA staff, or contact Chris for further instructions.

Step 6: Seeding Data Processed by Cal/EPA with CUPA Follow-up

Cal/EPA's will review the spreadsheet(s) and ensure proper formatting and then load the Facility Information spreadsheet. Cal/EPA will perform a "preliminary load" of the data against a copy of the previous night's CERS database to look for potential problems and ensure the regulator has performed sufficient data reconciliation—if too many issues arise, the seeding data will NOT be committed to production and Cal/EPA will need to discuss next steps with the regulator's technical contact.

If the "preliminary load" is good, Cal/EPA will load the data into production. The regulator's technical contact will receive an Excel spreadsheet providing the CERS IDs for any new facilities, as well as flag indicating any records that were not loaded and their related warning/diagnostic information (e.g., the facility's address already exists for a facility in CERS). In the cases where these errors can be corrected by the regulator, they can then resubmit only the failed records to Cal/EPA.

Timely follow-up by the CUPA will be important after Cal/EPA returns any data issues. During this period there is likely to be a certain amount of back-and-forth communication between Cal/EPA and the CUPA's technical contact to resolve problems and negotiate when corrections will be sent and processed. However, Cal/EPA will have limited staff resources available to perform data seeding, so regulators will be expected to respond and resolve problems in a timely manner or their seeding may be deferred as Cal/EPA continues on with the seeding queue/schedule.

Cal/EPA will not proceed with a CUPA's Inventory and/or UST data loading until **all** facilities/problems are loaded/resolved with the CUPA's Facility Information data seeding.

Questions about Data Seeding

Implementers with questions about data seeding **after** reading this paper can contact Dan Firth (dfirth@calepa.ca.gov) or Chris Allen (callen@calepa.ca.gov).

Appendix A: Technical Notes for Using the Data Seeding Templates

General Notes for all Seeding Templates

Please ensure the CUPA's data seeding submittal addresses all of the issues discussed below before submitting it to Cal/EPA.

- The CUPA's submitted data seeding spreadsheet(s) includes **every** column shown in Row 3 of the template, and the columns **exactly** match the template's column ordering and spelling, even if the CUPA does not provide any data in a field.
- Data types must exactly match those specified in the template/CERS Data Registry.
- All data seeding minimally-required fields are completed for every record (highlighted in green and orange in the templates).
- Ensure any codes match the values defined in the CERS Data Registry at https://cersapps.calepa.ca.gov/DataRegistry/ . Do not use UPCFs or other past materials to look up code values, as code changes/corrections have been made for some fields.
- Any leading and trailing spaces are trimmed from the provided data.
- Do not include any non-standard characters such as tabs, carriage returns, line feeds, etc.
- When possible, provide data in **T**itle **C**ase (avoid all UPPERCASE).
- Ensure all dates are properly formatted per the CERS Data Registry (YYYY-MM-DD).
- Ensure *FacilityRegulatorKey* values are unique and will continue to be unique into the future.
  Note: The *FacilityID* field (#1) as defined in the Unified Program Data Dictionary (2 AN County, 3 AN jurisdiction, 6 AN Facility Number) is NOT a good unique identifier as a facility's jurisdiction can change over time due to jurisdictional boundary changes (e.g., unincorporated to incorporated) or changes in CUPA/PA partnerships.
- If data in one column repeats from another (e.g., emergency contact is the same as the environmental contact), copy the actual values for each column—**do not** leave blank or show something like "same as environmental contact", even if this conflicts with past instructions on UPCFs.
- All data rows must have a "Submittal Action" value of "Draft". If any non-header type rows are present that contain a value other than "Draft" for "Submittal Action" then the entire spreadsheet will be rejected.
- The first two columns in orange indicate that a value for one or the other of these columns must be provided. If no value is provided for either column the data will not be imported into CERS.

Facility Information Template

http://cers.calepa.ca.gov/Tempdocs/Seeding/FacInfoSeedTemplateFinal.xls

Use this template to seed data into draft CERS Facility Information Submittal Elements, which consists of the "Business Activities" and "Business Owner/Operator Identification" UPCFs.

- If you don't use the Cal/EPA template, the file should include at least one worksheet named "FacInfo" and the column headings should exactly match Row 3 of this template.
- Each record MUST contain a FacilityRegulatorKey that uniquely identifies the facility record in the local regulator's data system. Although any unique alphanumeric string is allowable, a Universally Unique Identifier (UUID) is encouraged. Facility IDs can potentially be used, although they can potentially change over time due to CUPA and/or PA governance and jurisdictional/boundary changes. The FacilityRegulatorKey

must also be supplied on the Inventory and UST seeding templates to link these records to the correct facility.

- If you wish to create a new facility/CERS ID in CERS, you must provide a NewJustificationID value (1 is typical) and NOT provide a value in the CERSID column.
- CountyID (#105) is not required, but if not supplied for new facilities, will be autocalculated based on the address and may or may not be correct. Provide this code for new facilities to ensure accuracy.
- Columns CR-CZ (starting with ***InventoryRegulatorCode***) are **optional** columns only relevant to CUPAs with PAs. CUPAs with PAs can use these fields to change regulator→submittal element mappings for existing facilities, or override the default mappings for new facilities (which is based on the facility's ZIP code). CUPAs cannot use these fields to assign a facility to a different CUPA—this must be done in the CERS Regulator Portal. See Appendix C for regulator codes.
- Columns CK-CQ (starting with ***LatitudeMeasure***) are **optional** fields regulators can use to provide more accurate geographic coordinate data. CERS currently geo-locates all facilities based upon their facility address, which is generally accurate in more urban locations and decreasingly so in more rural areas. If the regulator has geographic data more accurate than address-based geolocation, they can provide the data here. However, all geographic metadata as defined in the CERS Data Registry must be supplied or the geographic data will not be accepted into CERS.

HMIS/Inventory Template

http://cers.calepa.ca.gov/Tempdocs/Seeding/InventorySeedTemplateFinal.xls

Use this template to seed data into draft CERS Hazardous Materials Inventory Submittal Elements, which consists of one or more "Hazardous Materials Inventory--Chemical Description" UPCFs. Facility owner/operators would still need to upload a site map into CERS before seeded Inventory submittal elements could be submitted to the regulator.

- If the regulator does not use the Cal/EPA Inventory data seeding template, the inventory seeding data should be in a Excel file with at least one worksheet named "Inventory" and the column headings should exactly match Row 3 of this template.
- Each chemical description record MUST contain a FacilityRegulatorKey to link the record to the regulator's appropriate facility seeding record. This key represents a locally-generated unique identifier used to identify a facility by a CUPA/PA. Although any unique alphanumeric string is allowable, a Universally Unique Identifier (UUID) is encouraged.
- CUPAs with large Inventory submissions which might not be reasonably submitted as a single spreadsheet can send multiple Inventory spreadsheets as long as all of a single facility's inventory records are in the same spreadsheet.

UST Facility/Tank(s) Template

http://cers.calepa.ca.gov/Tempdocs/Seeding/USTSeedTemplateFinal.xls

Use this template to seed data into draft CERS Underground Storage Tank Submittal Elements. The seeding template only captures data from two of the UST UPCF forms: "Operating Permit Application – Facility Information" and "Operating Permit Application – Tank Information." Facility owner/operators would still need

to complete several other forms and document uploads in CERS before the seeded UST submittal element could be submitted to the regulator.

- UST data seeding only includes some of the data facility owner/operator will need to provide to make a UST submittal element submission. If a regulator has very incomplete/spotty UST data to seed and it appears to be a lot of effort to generate the minimally required fields and/or convert UST code values (of which there are many), the regulator may want to reassess the cost/benefits of their UST data seeding.
- If a regulator does not use the Cal/EPA UST data seeding template, the UST seeding data should be in a file with two separate worksheets named “USTFacility” and “USTTank” and the column headings should exactly match Row 3 of each worksheet in the UST template.
- Each "UST Facility" and "UST Tank" record MUST contain a FacilityRegulatorKey to link the record to the regulator's appropriate facility seeding record. This key represents a locally-generated unique identifier used to identify a facility by a CUPA/PA. Although any unique alphanumeric string is allowable, a Universally Unique Identifier (UUID) is encouraged.

Appendix B: Miscellaneous Links to CERS Resources

Regulator Seeding of Facility Data in CERS2 [this document]
http://cers.calepa.ca.gov/Tempdocs/Seeding/CERS2SeedingFinal.pdf

Data Seeding Templates
http://cers.calepa.ca.gov/Tempdocs/Seeding/FacInfoSeedTemplateFinal.xls
http://cers.calepa.ca.gov/Tempdocs/Seeding/InventorySeedTemplateFinal.xls
http://cers.calepa.ca.gov/Tempdocs/Seeding/USTSeedTemplateFinal.xls

CERS Data Seeding web site
https://cers.calepa.ca.gov/DataSeeding/

CERS Data Seeding Queue
See: https://cers.calepa.ca.gov/DataSeeding/

CERS Home Page
http://cers.calepa.ca.gov/

CERS Data Registry (CDR)
https://cersapps.calepa.ca.gov/DataRegistry/

CERS Electronic Data Transfer (EDT) Information
https://cers.calepa.ca.gov/EDT/

Cal/EPA Letter to Multi-Facility Organizations concerning establishing their CERS Organization
https://cers.calepa.ca.gov/tempdocs/CERSOrgInfoRequest.pdf

Appendix C: Regulator Codes

6100	Alameda County Environmental Health
1901	Alhambra Fire Department
6200	Alpine County Health Department
6300	Amador County Environmental Health
3011	Anaheim City Fire Department
1521	Bakersfield City Fire Department
6120	Berkeley City Toxics Management Division
1907	Burbank Fire Department
6400	Butte County Environmental Health
6500	Calaveras County Environmental Health
9900	California Environmental Protection Unified Program
6600	Colusa County Department of Health and Human Services
1909	Compton Fire Department
6700	Contra Costa County Health Services Department
3344	Corona Fire Department
3024	Costa Mesa Fire Department
1911	Culver City Fire Department
6800	Del Norte Environmental Health Division
1946	Downey Fire Department
6900	El Dorado County Environmental Management
1903	El Segundo City Fire Department
3031	Fountain Valley Fire
6109	Fremont City Fire Department
1000	Fresno County Community Health Department
3013	Fullerton City Fire Department
3027	Garden Grove City Fire
4302	Gilroy City Fire Department
1970	Glendale City Fire Department
1100	Glenn County Air Pollution Control District
6103	Hayward City Fire Department
4902	Healdsburg/Sebastopol JPA
1200	Humboldt County Division of Environmental Health
3014	Huntington Beach Fire Department
1300	Imperial CUPA - DTSC
1400	Inyo County Department of Environmental Health Services
1500	Kern County Environmental Health Services Department
1600	Kings County Environmental Health
1700	Lake County Environmental Health
1800	Lassen County Environmental Health
6106	Livermore-Pleasanton FD

1960	Long Beach Environmental Heath
1950	Los Angeles City Fire Department
1900	Los Angeles County Fire Department
1910	Los Angeles County Dept. of Public Works
2000	Madera County Environmental Health
2100	Marin County Dept of Public Works, Waste Management Division
2200	Mariposa County Public Health Department
2300	Mendocino County Environmental Health
2400	Merced County Environmental Health
4311	Milpitas City Fire Department
2500	Modoc County Environmental Health
2600	Mono County Health Department
1924	Monrovia Fire Department
2700	Monterey County Health Department
4305	Mountain View Fire Department
2800	Napa County Department of Environmental Management
2900	Nevada County Environmental Health
3017	Newport Beach City Fire Department
6160	Oakland City Fire Department
3030	Orange City Fire Department
3000	Orange County Environmental Health
5613	Oxnard City CUPA
4306	Palo Alto City Fire Department
1980	Pasadena Fire Department
4903	Petaluma City Fire Department
3100	Placer County Environmental Health
3200	Plumas County Environmental Health
1929	Redondo Beach Fire Department
3350	Riverside City Fire Department
3300	Riverside County Department of Environmental Health
3115	Roseville City Fire Department
3400	Sacramento County Environmental Management Department
3500	San Benito County Health Department
3600	San Bernardino County Fire Department
3700	San Diego County Department of Environmental Health
3800	San Francisco City & County Public Health Department
3900	San Joaquin County Environmental Health
6107	San Leandro City
4023	San Luis Obispo City Fire Department
4000	San Luis Obispo County Environmental Health
4100	San Mateo County Environmental Health

3020	Santa Ana Fire Department
4200	Santa Barbara County Fire Department
4310	Santa Clara City Fire Department
4300	Santa Clara County Environmental Health
4400	Santa Cruz County Environmental Health
1949	Santa Fe Springs Fire-Rescue
1933	Santa Monica Fire Department
5615	Santa Paula Fire Department
4960	Santa Rosa City Fire Department
4500	Shasta County Environmental Health
4600	Sierra County Human Services Department
4700	Siskiyou County Environmental Health
4800	Solano County Environmental Health
4900	Sonoma County Fire & Emergency Services Department
5000	Stanislaus County Environmental Resources
4307	Sunnyvale Department of Public Safety
5100	Sutter County Environmental Health
5200	Tehama County Environmental Health
1938	Torrance Fire Department
5300	Trinity County - DTSC
5400	Tulare County Environmental Health
5500	Tuolumne County Environmental Health
6111	Union City Enviromental Programs
5620	Ventura City Fire Department
5600	Ventura County Environmental Health
1939	Vernon Health & Environmental Control Department
3672	Victorville City Fire Department
5729	West Sacramento Fire Department
5700	Yolo County Environmental Health
5800	Yuba County Environmental Health Department

Appendix D: CERS Submittal Elements for Facility Submittals

The table below shows the *Submittal Elements* used in CERS. Each *Submittal Element* can be submitted (by a business/organization) and reviewed (by the regulator) independently of each other, except for the *Facility Information Submittal Element*, which must accompany all other submittal elements. To ensure emergency responders have current information and ensure the overall smooth operation of statewide electronic reporting, regulators will need to review all *Facility Information Submittal Elements* within 15 days of being submitted and set their status to "Accepted" or "Not Accepted" (or "Not Applicable" in rare circumstances).

The data that can be supplied by regulators in the CERS Data Seeding Process is highlighted in ***italics and yellow***.

CERS2 Submittal Element	UP Program Element
Facility Information [always managed by the CUPA] • ***Business Activities (UPCF)*** • ***Owner/Operator Identification (UPCF)*** • Locally-Required Document(s)	Business Plan
Hazardous Materials Inventory • ***Inventory: 1+ Chemical Description (UPCF)*** • Site Map (Official Use Only) • Locally-Required Document(s)	Business Plan
Emergency Response & Training Plans • Emergency Response/Contingency Plan • Employee Training Plan • Locally-Required Document(s)	Business Plan
Underground Storage Tanks • ***UST Operating Permit Application: Facility Information (UPCF)*** • ***UST Operating Permit Application: Tank Information (UPCF)*** • **UST Monitoring Plan (UPCF)** • **UST Certification of Installation/Modification (UPCF)** • UST Monitoring Site Plan • UST Certification of Financial Responsibility • UST Response Plan • UST Owner and UST Operator: Written Agreement • UST Letter from the Chief Financial Officer • Owner Statement of Designated UST Operator Compliance • Locally-Required Document(s)	UST

Onsite Hazardous Waste Treatment Notification • **Onsite Hazardous Waste Treatment Notification: Facility (UPCF)** • **Onsite Hazardous Waste Treatment Notification: Unit (UPCF)** • **Tiered Permitting Unit: Permit By Rule (PBR) (UPCF)** • **Tiered Permitting Unit: Conditionally Authorized (CA) (UPCF)** • **Tiered Permitting Unit: Conditionally Exempt-Specified Waste Streams (CESW) (UPCF)** • **Tiered Permitting Unit: Conditionally Exempt-Small Quantity Treatment (CESQT) (UPCF)** • **Tiered Permitting Unit: Conditionally Exempt - Limited (CEL) (UPCF)** • Tiered Permitting Unit: Prior Enforcement History • Tiered Permitting Unit: Tank and Container Certification • Tiered Permitting Unit: Notification of Local Agency or Agencies • Tiered Permitting Unit: Notification of Property Owner • **Certification of Financial Assurance (UPCF)** • Onsite Hazardous Waste Treatment: Written Estimate of Closure Costs • Financial Assurance Closure Mechanism • Onsite Hazardous Waste Treatment Plot Plan/Map • Locally-Required Document(s)	Hazardous Waste
Recyclable Materials Report • **Recyclable Materials Report Documentation** • Locally-Required Document(s)	Hazardous Waste
Remote Waste Consolidation Annual Notification • **Remote Waste Consolidation Site Annual Notification (UPCF)** • Locally-Required Document(s)	Hazardous Waste
Hazardous Waste Tank Closure Certification • Hazardous Waste Tank Closure Certification [implemented as document, not a UPCF] • Locally-Required Document(s)	Hazardous Waste
Aboveground Petroleum Storage Tanks • Aboveground Petroleum Storage Tank Docuemntation • Locally-Required Document(s)	APSA