

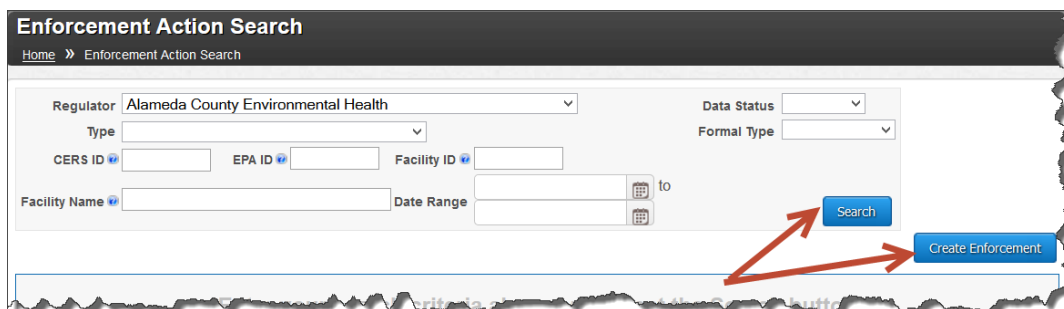
## UST FAQ: Updated: How to enter Red Tag Information

### How do I enter Red Tag information?

**Answer:** Enter Red Tag information in the Compliance section; Enforcement Subsection. This FAQ presumes you have already created the inspection record and added the appropriate UST related violations.

Step 1: Go to 'Enforcement' under the Compliance Section of CERS and select either 'Create Enforcement' for a new Red Tag entry, or 'Search' to find a previous enforcement action to which you want to add a Red Tag entry.

- Important: Create a separate Enforcement Action for each Red tag issued. For example, if three tanks are tagged at one gas station, create three separate Enforcement Actions. Do not create one enforcement action and put more than one red tag number in the comments box.



Step 2: When you create an enforcement action, CERS 2 requires that you select the 'Type' from the drop down menu choices shown below. For Red Tags, use 'Referral to Other' as the default type unless one of the other drop-down menu choices more accurately describes your enforcement action.

**Enforcement Action Details**

Date: 10/23/2014

Regulator ID: Palo Alto City Fire Department

Type:  **The Type of Enforcement**  
*Action field is required.*

Formal Type:  Administrative  Civil  Criminal  Civil/Criminal

Docket Number:

**Enforcement Action Details**

Date: 10/23/2014

Regulator ID: Palo Alto City Fire Department

Type:  **The Type of Enforcement**

Formal Type:  Administrative  Civil  Criminal

Docket Number:

Comments:

- Notice of Violation (NOV) Only
- AEO - Local Ordinance
- AEO - UP
- Referral to State Attorney General
- Referral to District Attorney
- Referral to County Council or City Attorney
- Referral to US Attorney
- Referral to State Agency
- Referral to Federal Agency
- Referral to Other**

Step 3: Select 'Administrative' as the 'Formal Type' unless one of the other choices is more appropriate for your enforcement action.

**Create Enforcement Action: Palo Alto City Hall (CERS ID: 101433)**

**Enforcement Action Details**

Date: 10/23/2014

Regulator ID: Palo Alto City Fire Department

Type:  **The Type of Enforcement**  
*Action field is required.*

Formal Type:  Administrative  Civil  Criminal  Civil/Criminal

Docket Number:

Comments:

Step 4: Check the Red Tag Issued box. Entering relevant comments and the specific tank ID number in the Comments field is recommended.

Create Enforcement Action: Palo Alto City Hall (CERS ID: 10143311)

Save Cancel

**Enforcement Action Details**

Date: 10/23/2014

Regulator ID: Palo Alto City Fire Department

Type: Referral to Other

Formal Type:  Administrative  Civil  Criminal  Civil/Criminal

Docket Number: [ ]

Comments: Optional comments and red tag number (note that the number is entered in the field below)

Data Entry Status: Approved

Date Referred Case Settled/Dropped: [ ]

Final Fine/Penalty Assessed \$: [ ]

Supplemental Environmental Projects Value \$: [ ]

Red Tag Issued

**Red Tag Information (UST Enforcements Only)**

Red Tag Number: [ ]

Violations Causing Red Tag: [ ]

Date Red Tag Affixed: [ ]

Date Red Tag Removed: [ ]

Step 5: Complete the Red Tag Information Section.

- Note that in the 'Violations Causing Red Tag' field you can only select one violation. If more than one violation led to the red tag issuance, enter the most significant violation. You can reference the other violations in the comments field.

**Red Tag Information (UST Enforcements Only)**

Red Tag Number: [ ]

Violations Causing Red Tag: [ ]

Violation threatening/causing liquid release

Violation impairing ability of UST system to detect a leak

Chronic violation or committed by recalcitrant violator

Date Red Tag Affixed: [ ]

Date Red Tag Removed: [ ]

Save Cancel

Step 6: Verify the Enforcement Summary screen shows the desired information. You can edit or add additional violations with the click of a button.

**Enforcement Summary**

[Edit](#) [Cancel](#)

**Enforcement Information**

Date 10/23/2014  
 Regulator ID Palo Alto City Fire Department  
 Type Referral to Other  
 Formal Type Administrative  
 Docket Number -  
 Comments Optional comments and red tag number (note that the number is entered in the field below)

Data Entry Status Approved  
 Date Referred Case Settled/Dropped -  
 Final Fine/Penalty Assessed \$ -  
 Supplemental Environmental Projects Value \$ -  
 Red Tag Issued Yes

**Red Tag Information (UST Enforcements Only)**

Red Tag Number -  
 Violations Causing Red Tag Violation threatening/causing liquid release  
 Date Red Tag Affixed 10/23/2014  
 Date Red Tag Removed -

**Linked Violations**

[Add Violation](#)

Occurred On	Type	Program	Class	Actual RTC	Violation Comment	Unlink
No Violations have been linked to this Enforcement						

Created By: Dan Firth on 10/23/2014 8:36 AM  
 Last Updated By: Dan Firth on 10/23/2014 8:42 AM

[Edit](#) [Cancel](#)

Step 7: Run Reports for verification

- Red Tag Facility Details Report: The report shows the facility name, date the Red Tag was affixed, date removed, the Red Tag Number and the violation(s) that caused it to be issued. It does not list the CERS field ID numbers.

**UST Program Reports**

*These reports compile submitted UST data from ~7% of California's regulated UST facilities (14,535 as reported by SWRCB, October 2011).*

**Compliance, Monitoring, and Enforcement Reports**

[Inspection Summary Report by Regulator \(Report 6\)](#)  
 Counts of regulated UST facilities, active and closed UST systems, inspections, and SOC statistics.

[Inspection Summary Report by Regulator \(Annual\)](#)  
 Counts of regulated UST facilities inspected over a specified date range. Routine

[Red Tag Facility Details Report](#)  
 List Red Tags affixed during a specified date range.

[Semi-Annual Report](#)  
 Counts of regulated UST facilities, active and closed UST systems, inspections, and the Signifi

Facility Address	Owner Name	Operator Name	Date Red Tag Affixed	Date Red Tag Removed	Red Tag Number	Violations Causing Red Tag
250 Hamilton Ave, Palo Alto, CA 94301			06/06/2014		11111.00	1 Palo Alto C

- UST CME Data Download: Select the 'UST Enforcments' link. The resulting table shows similar information to the Red Tag report and includes the CERS field ID numbers.

**Facility / Tank / Monitoring Summary Reports**

**Facility Summary by Owner Type**  
Provides counts of actively regulated UST facilities by Owner Type, grouped by Regulator.

**Facility Summary by Financial Responsibility Mechanism**  
Provides counts of actively regulated UST facilities by Financial Responsibility Mechanism, grouped by Regulator.

**Facility/Tank Summary by Construction/Monitoring Type**  
Provides counts of active UST systems falling within a user-defined set of criteria for tank construction and monitoring, grouped by Regulator.

**BOE Facility/Owner Search Tool**  
Provides a tool to search for UST facilities by BOE Number, facility site address, and UST Proprietor and UST Tank Owner information.

**UST Data Download**

**UST Facility/Tank Data Download**  
Generates an Excel file containing UST Facility / Tank data that has been "Accepted" by Regulators.

**UST CME Data Download**  
Generates an Excel file containing UST Inspection, Violation, and Enforcement data.

## CERS UST CME Data Download

This spreadsheet contains UST Inspection, Violation, and Enforcement data exported from the California Environmental Reporting System (CERS). Use Excel's worksheet tabs or the hyperlinks below to access the exported data.

**Data Export Date/Time:** 6/6/2014 11:57:59 AM  
**Record Filter Criteria (if any):** Facility regulated by "Palo Alto City Fire Department".

Generated Worksheets	Count of Exported Records
<a href="#">UST Inspections</a>	3
<a href="#">UST Violations Details</a>	3
<a href="#">UST Enforcements</a>	1

For more information about the meaning of the Unified Program Data Dictionary (UPDD) codes, visit the CUPA Data Registry at the following URL:  
<https://cersapps.calepa.ca.gov/DataRegistry>

Count of Linked Class I Violations	Count of Linked Class II Violations	Count of Linked Minor Violations	925 Enforcement Comments	913b Red Tag Issued	913c Red Tag Number	913d Violations Causing Red Tag	913e Date Red Tag Affixed	913f Date Tag
1	0	0	UST #2 Red Tag Test	Yes	1112	Violation threatening/causing liquid release	06/09/2014	

- These two reports should be consistent with your records for Red Tagged USTs. If not, investigate to determine what information is missing or incorrect.