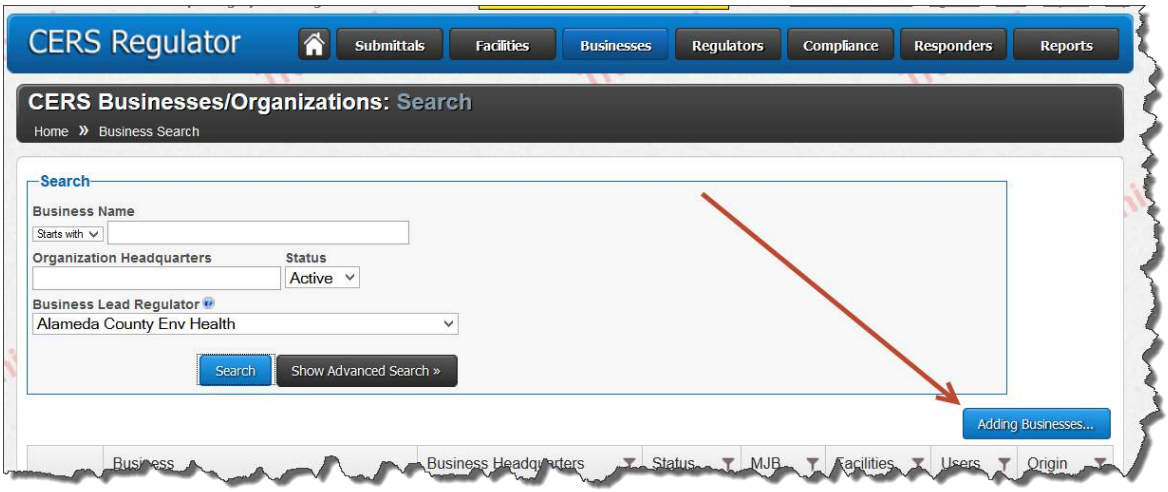
Creating a Facility to Report CME Data

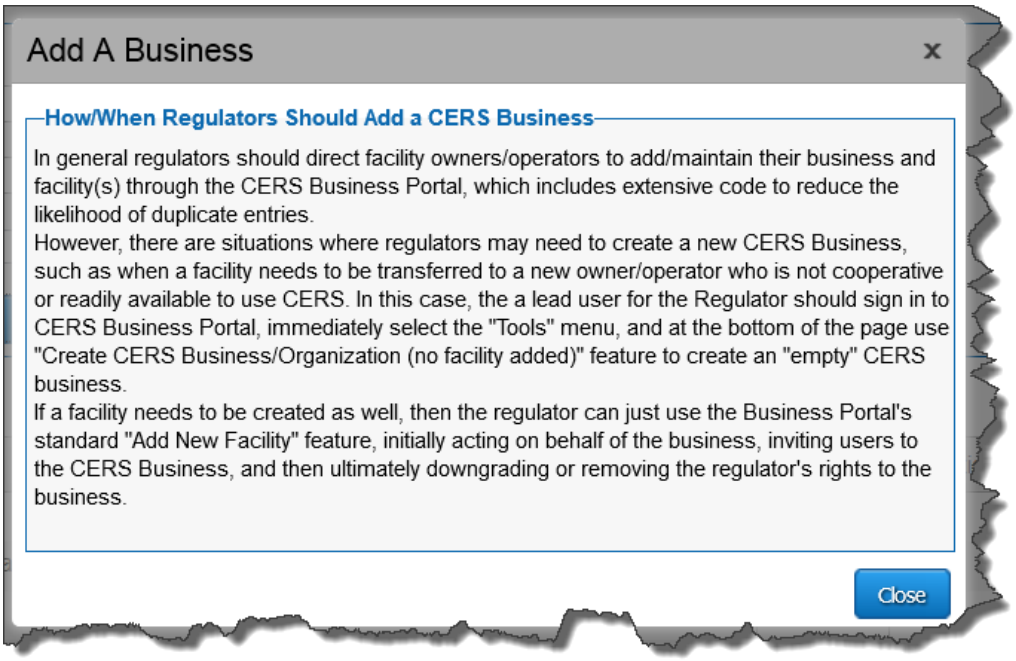
How do I report CME data for a facility that is not in CERS?

Answer: This FAQ presumes that you have CME data to report but the facility has not yet been created in CERS. It further presumes that the facility is not part of an existing business organization in CERS.

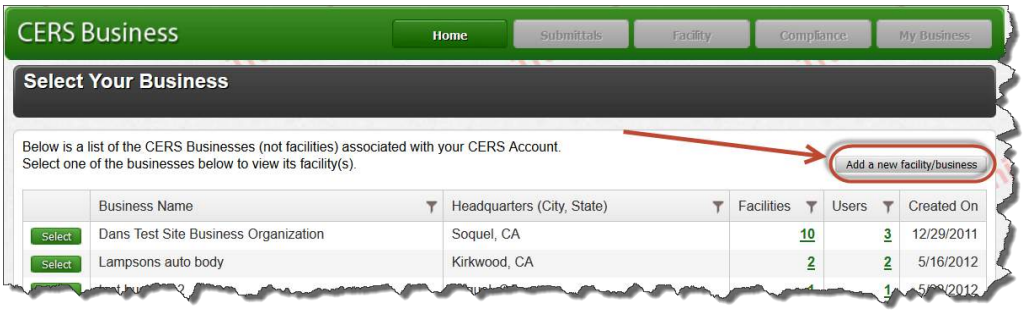
If the facility is part of an existing business organization you should contact the business to create the facility or request that the business add you as a lead business user to their business organization. If neither is possible, you will need to contact CalEPA Help (CERS@calepa.ca.gov) to add you to the existing business organization as a lead user in order to create the new facility. You will need to delete yourself as a lead user for that business organization once the facility has been created.

1. You cannot create a facility or a business in the Regulator Portal. If you select the 'adding business' tab in the Regulator portal Business tab you will see the following text box referring you to the Business portal to add a business/facility.

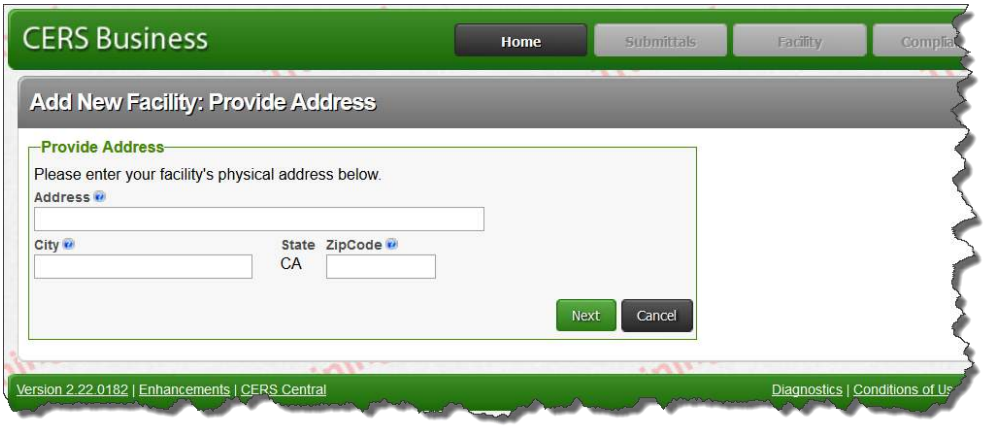




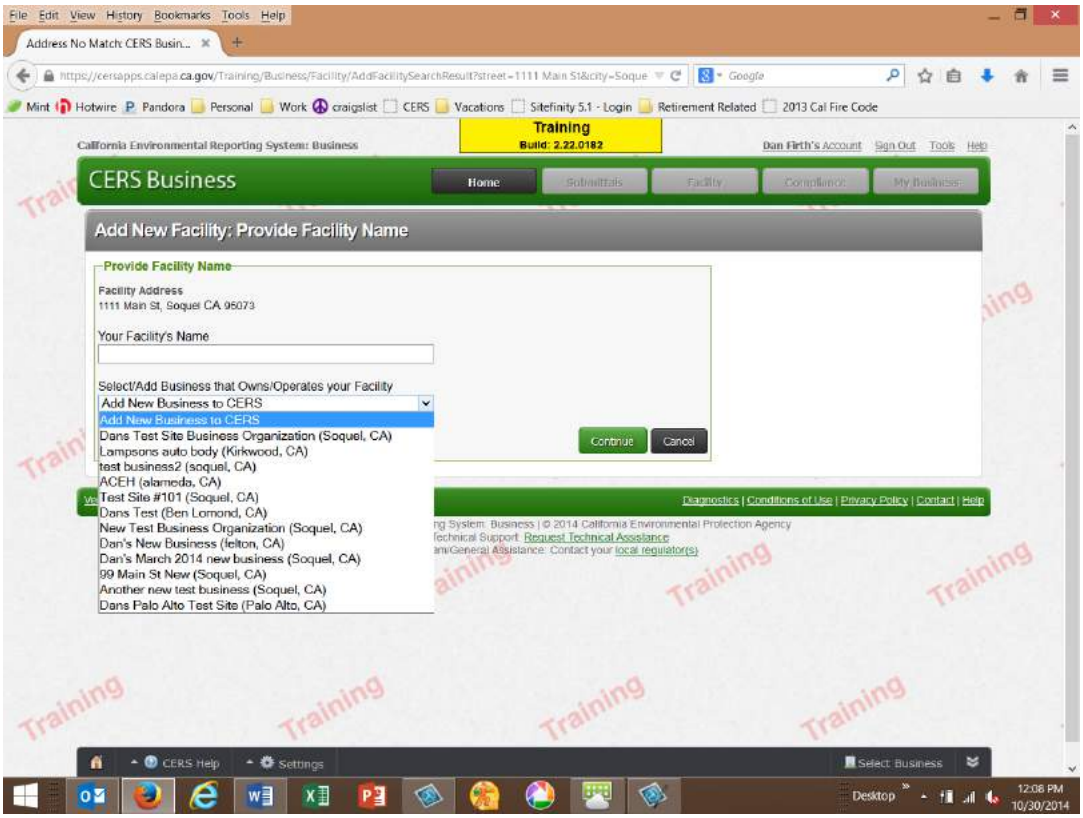
2. Log into the Business portal. If you are already associated with a business/facility this screen will be displayed. Select the 'Add a new facility/business' tab. If you are not associated with a facility as a business user you will be prompted to search for an existing facility/business or create a new one. Select create new facility/business option.



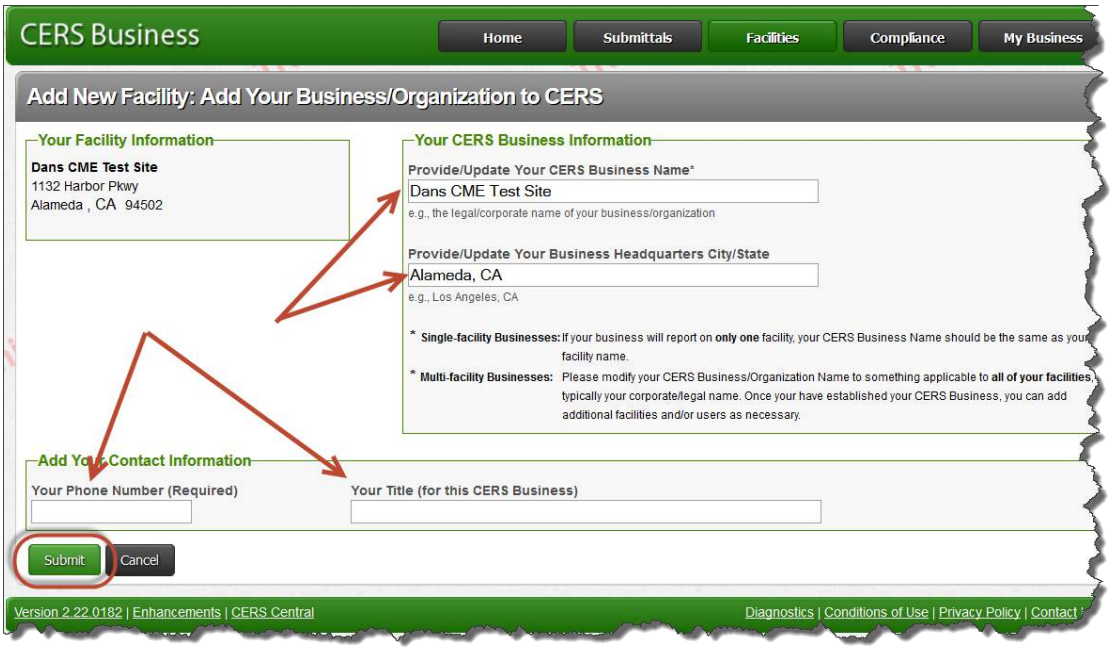
3. Enter the facility address and select 'next' button



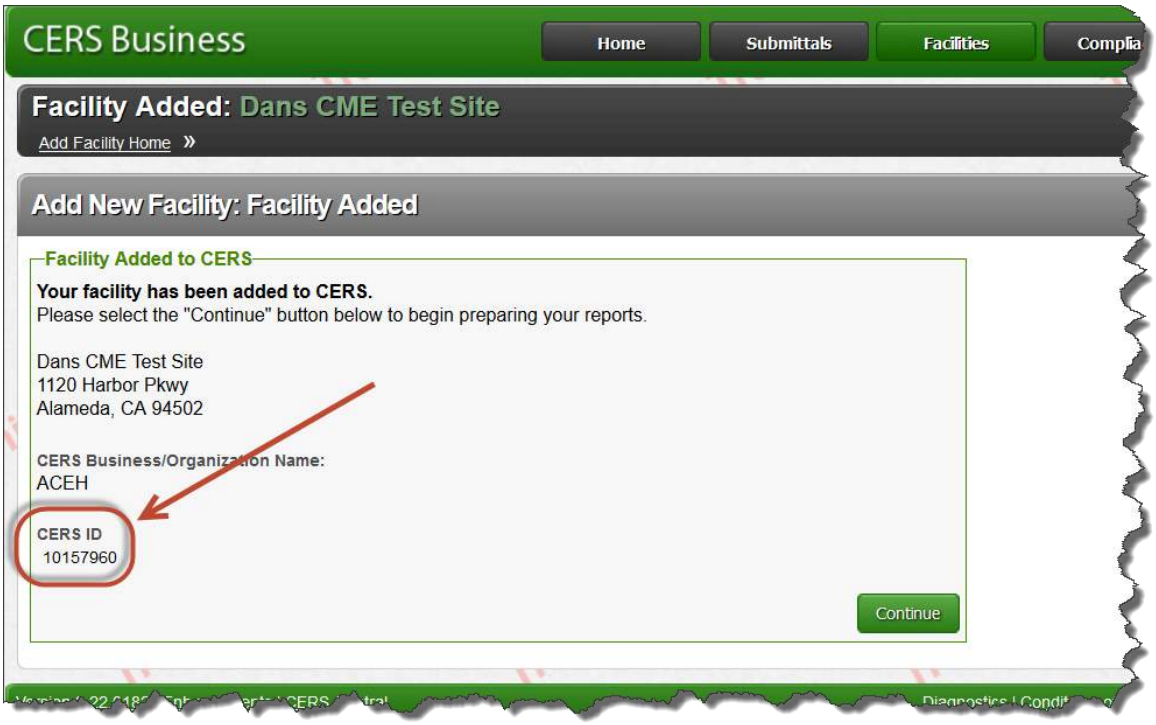
4. Enter the facility name. Select 'Add New Business to CERS' from the drop down menu and select 'continue'.



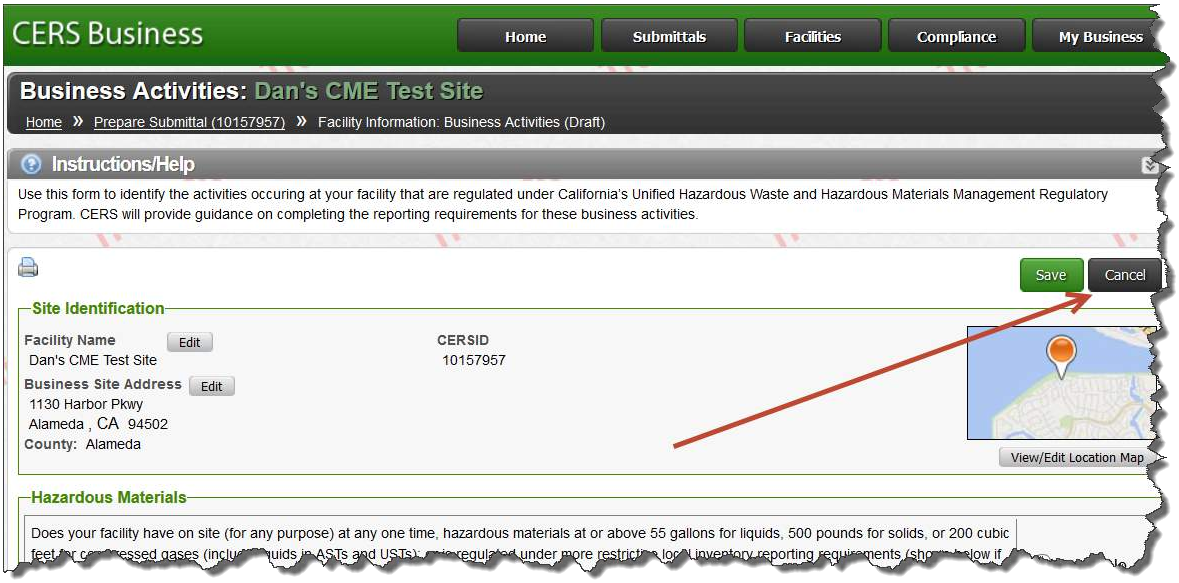
5. Enter your phone number and title. Verify that the business name and city are correct. Then select 'submit'. This creates the facility (and the business organization) and a CERS number for the facility.



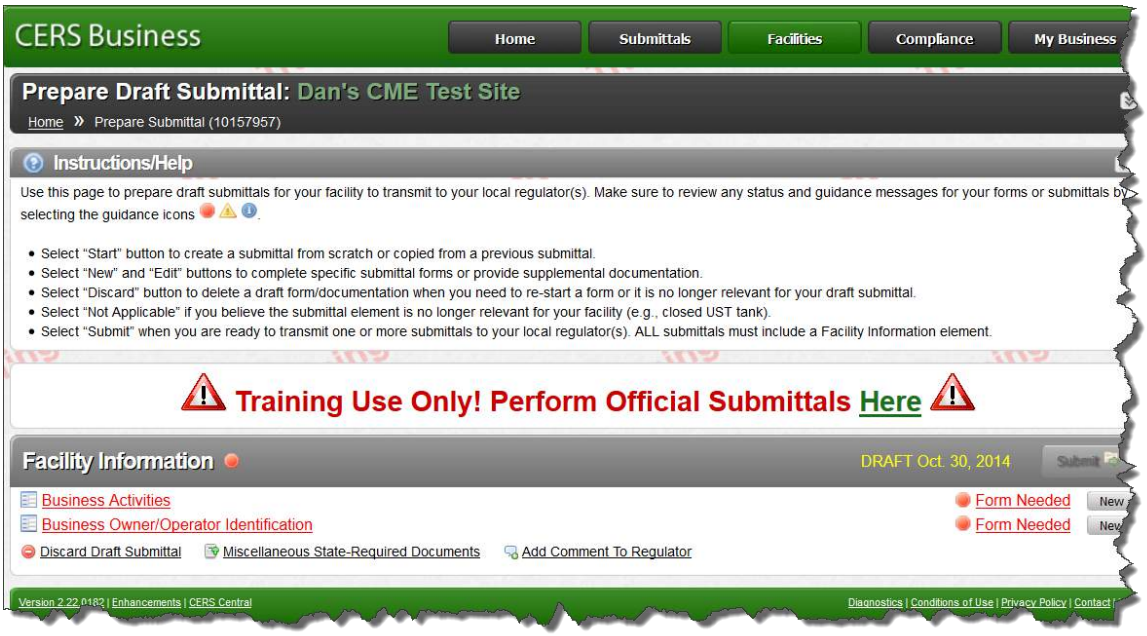
6. Note the CERS ID number. Select the 'Continue' button' to open the Business Activities data entry screen.



7. Select 'Cancel' to stop the data entry process for this new facility. You do not need to enter anymore facility information.

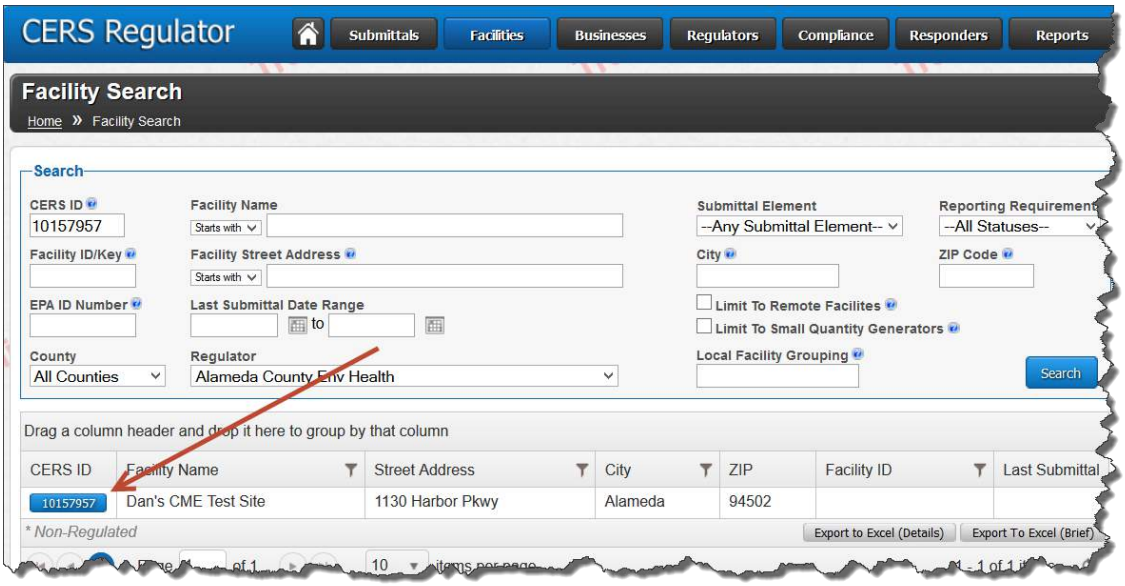


8. The facility home page opens. This completes your process for creating the facility.

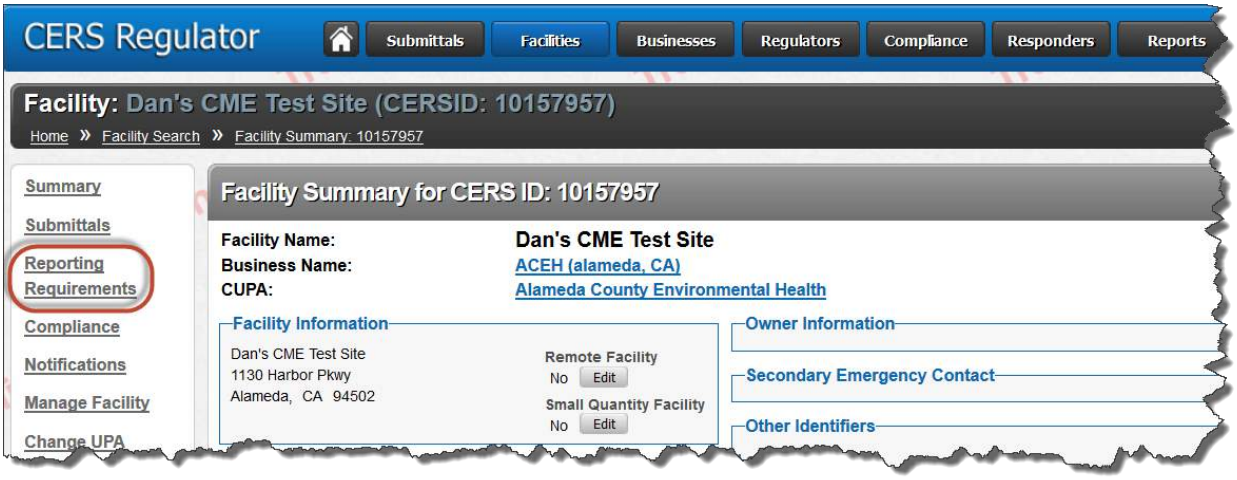


9. Sign-out of the Business Portal and login to the Regulator Portal.

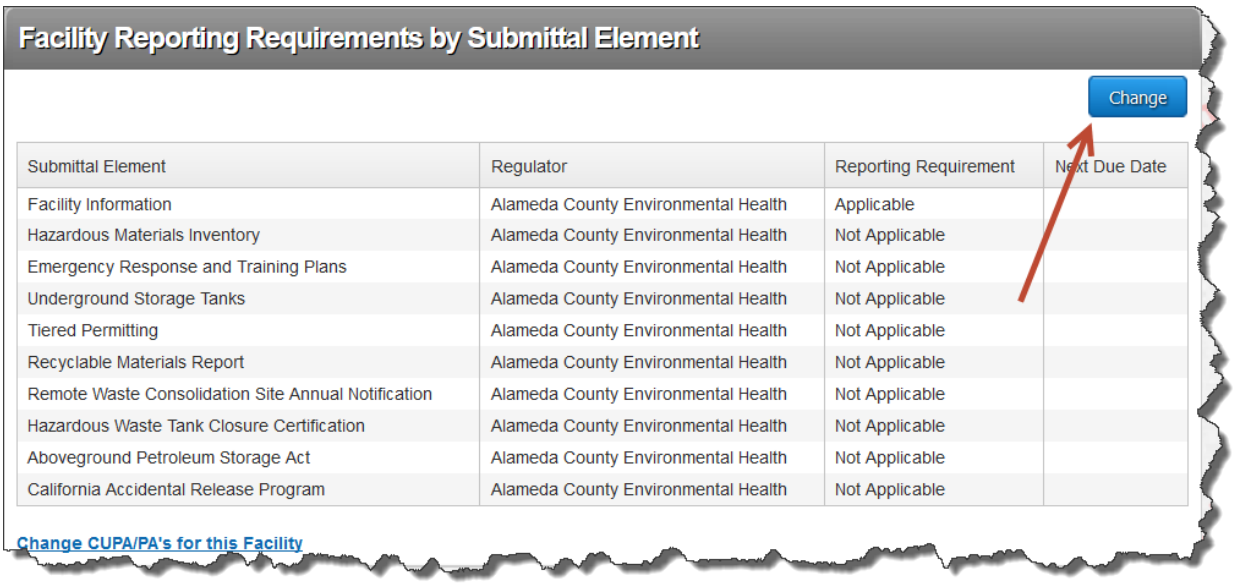
10. In the Facilities tab, search for the new facility and select the site using the CERS ID number button:

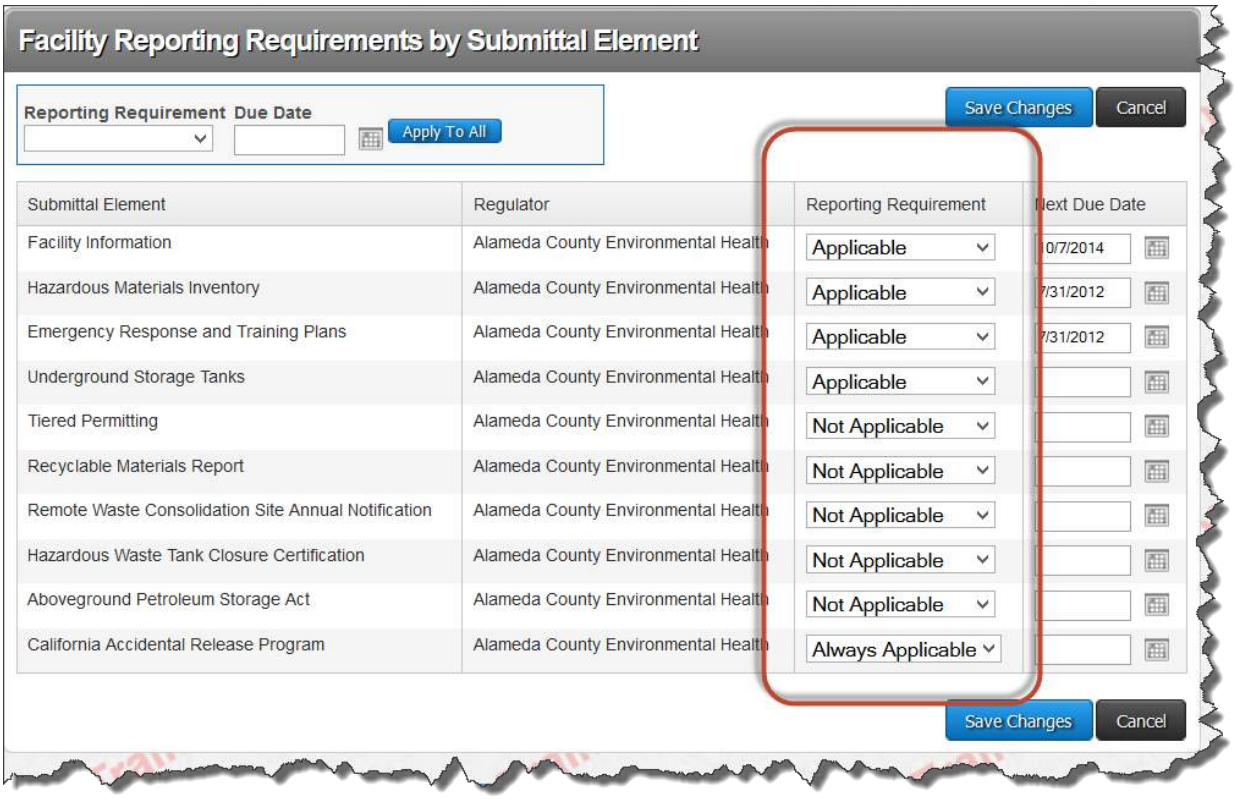


11. Select the Reporting Requirements tab.



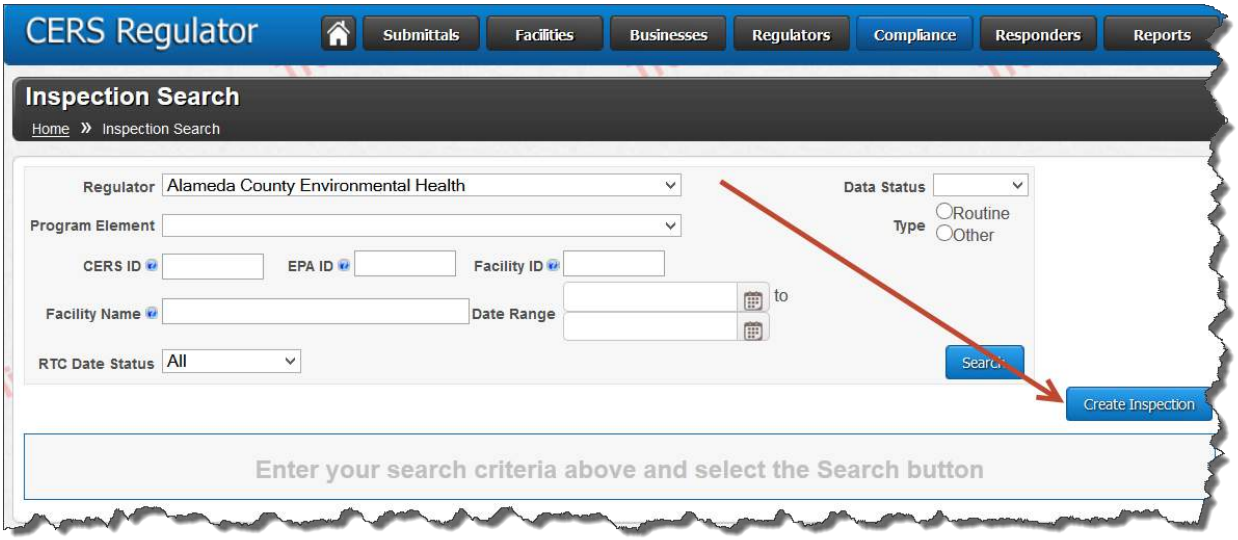
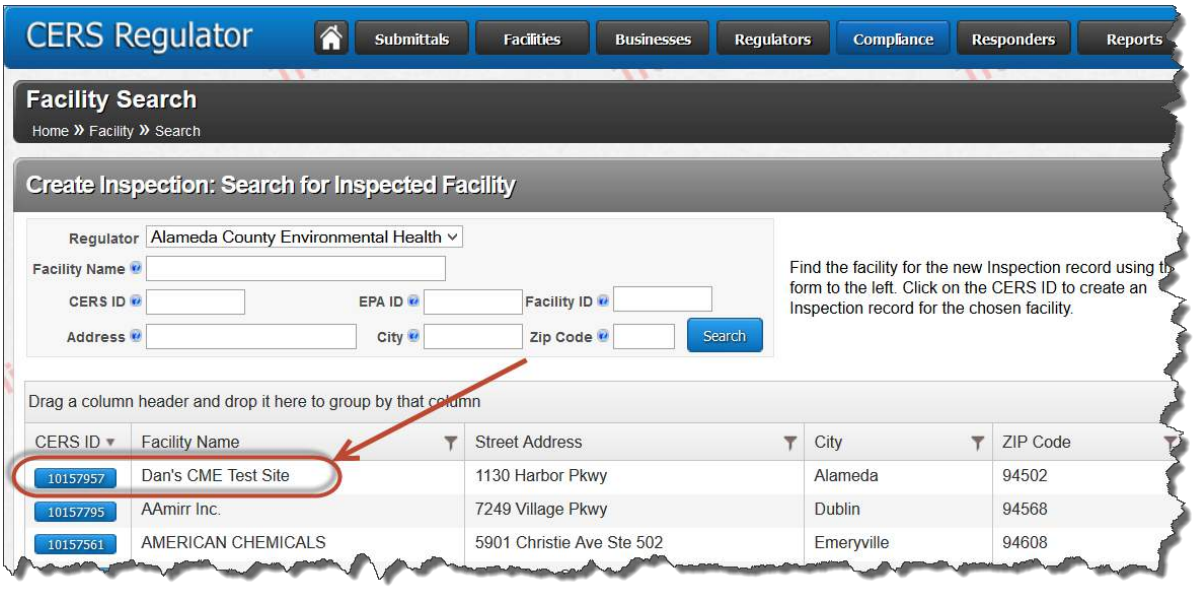
12. Select the 'change' button, set the appropriate submittal elements to 'applicable' and select the 'save changes' button.





13. Select the Compliance button and use the Inspections link to open the Inspection Search feature.

14. Select 'Create Inspection'.



15. Find the facility and proceed from there….