

Business Portal Help: How to upload Hazardous Materials Inventory or Owner/Operator data to multiple facilities (under one business/organization)

To access the California Environmental Reporting System (CERS):

Select the “**Business Portal Sign In**” button from the **CERS Central** Home page:
<https://cers.calepa.ca.gov/>

*By accessing the **CERS Business Portal sign in** page from **CERS Central**, the distribution domain will assign you to the currently active domain for a faster session. **CERS Central** also contains the **latest updates and information for current alerts, outages, operating schedule changes, and announcements.***

1. **Sign in to the CERS Business portal.** (Open your web browser and navigate to the **CERS Central** Home page: <https://cers.calepa.ca.gov/> then select the “**Business Portal Sign In**” button.)
 - ❖ *After signing in:* **Select your business.** (If you are associated with more than one business/organization in CERS.)
2. Select the **Tools** link. (Located in the upper-right corner of each page in CERS.)
3. Select: **a. Upload Multi-Facility (or Very Large) Inventory Sumittal Elements** or **b. Upload Owner/Operator Data for Multiple Facilities in My Business** link from the **Tools** page.

CERS Business Home Submittals Facilities Compliance My Business

Tools Home » CERS Tools

CUPA Contact Information/Listing
A listing of contact information for all Unified Program Certified Unified Program Agencies (CUPAs) and Participating Agencies (PAs).

Business/Organization Listing
Search a listing of all businesses in CERS, and request access to your business/organization.

Search/Restore Draft Submittals Replaced by Regulator Seeding
Search a listing of draft submittals that have been replaced by the regulator seeding process.

CERS Chemical Library
View, search, and download the chemical/material information available in the CERS Chemical Library.

CERS Violation Library
View, search, and download the violation information available in the CERS Violation Library.

Your Browser Software
CERS not quite looking right, or having other problems? Use this to page to identify your browser software before communicating with CERS Technical Support.

Upload Multi-Facility (or Very Large) Inventory Submittal Elements
Upload draft *Hazardous Material Inventory* submittal elements for one or more of your business' facilities. You will receive an email when processing of your uploaded file is completed (normally less than 24 hours). Any existing draft inventories for the facilities in your download will be replaced by what is in your multi-facility upload. The Site Plan from the last submittal for a facility in this file will be copied to the new draft submittals created by this tool. This tool can also be used to upload a very large inventory (500+ materials) for one (or more) facility(s).

Upload Owner/Operator Data for Multiple Facilities in My Business
Upload draft *Owner/Operator* form data (part of the *Facility Information* Submittal Element) for multiple facilities. The data in your upload will replace *Owner/Operator* data for any existing draft *Facility Information* submittal elements for the facilities in your download.

Statewide Default ZIP Code--Submittal Element--Regulator Mappings
View, search, and download the default mappings used to associate a new facility to its regulators via the facility's ZIP Code. Authorized regulators can change a facility's default regulator assignments by searching for a facility and selecting the "Change CUPA" left menu link.

a. Upload Multi-Facility (or Very Large) Inventory Submittal Elements

- Using the [CERS Hazardous Material Inventory Upload Template](#) link provided, download the template file (Excel spreadsheet) to enter your facility's inventory data.
- Select **Choose File** button (as shown below) to select your file to upload.

Note: *Your upload will temporarily lock ALL of your facilities until the processing of your file is completed.*

Upload will permanently overwrite/replace data in any existing draft inventories.

CERS Business

Home Submittals Facilities Compliance My Business

Upload Multi-Facility/Large Inventory: Test Business

Home > My Business > Upload Multi-Facility Inventory

Use this page to upload draft Hazardous Material Inventory Data for multiple facilities in your business using a Microsoft Excel template. Your uploaded inventory must exactly match the columns and format of the [CERS Hazardous Material Inventory Upload Template](#). CERS only supports Excel 2007 and above format (xlsx extension).

When you upload your file, CERS will prevent creation/editing of ANY submittal elements for ALL of your business' facilities, and then immediately run an initial check on your file to ensure it is in the proper format and only references CERS IDs assigned to your business. If your file passes this initial validation, then it will be queued for processing later in the day (typically overnight), and you will receive an email when the processing is completed (or further information if it failed for some reason). Once processing is completed, all submittal elements for your facilities will be unlocked and users can continue editing/submitting these elements.

Please note that if you upload an inventory for a facility that has an existing draft Inventory element (perhaps entered via the CERS web pages), this draft Inventory will be replaced by the data from this upload. Because this feature can overwrite data entered by your colleagues and locks all submittal elements while your upload file is waiting to be processed, be sure to coordinate with your colleagues as necessary before you upload a multi-facility inventory file.

Upload Multi-Facility Inventory

Inventory Excel Spreadsheet

Choose File No file chosen

Upload Inventory Cancel

Your upload will temporarily lock ALL of your facilities until the processing of your file is completed (typically overnight).

Your upload will permanently overwrite/replace data in any existing draft inventories.

b. Upload Owner/Operator Data for Multiple Facilities in My Business

- Using the document [CERS Multi-Facility Owner/Operator Identification Upload template](#) link provided, download the template file (Excel spreadsheet) to enter your facility's Owner/Operator data.
- Or use the **Download Last Submitted Owner/Operator Data** button (as shown below) to use previous submittal data in the template format.

CERS Business

Home Submittals Facilities Compliance My Business

Upload Owner/Operator Data: Test Business

Home » My Business » Upload Owner/Operator Data

Upload draft Facility Information Owner/Operator Identification Data for multiple facilities in your business by choosing your Owner/Operator Identification spreadsheet using the form to the right. Uploaded Owner/Operator Identification spreadsheets must match the columns and format as shown in the [CERS Multi-Facility Owner/Operator Identification Upload Template](#). CERS only supports Excel version 2007 and above format (xlsx extensions).

When you upload your file, CERS will immediately run an initial check on your file to ensure it is in the proper format and only references CERS IDs assigned to your business. If your file passes this initial validation, it will be queued for processing later in the day (typically overnight), and CERS will then **prevent creation/editing/submission of ANY submittal elements for ALL of your business' facilities until processing is complete**. When completed, you will receive an email indicating if the processing was successful, and then CERS will restore the ability to create/edit/submit submittals for all of your facilities.

Please note that if you have an existing draft Owner/Operator Identification (perhaps entered via the CERS web pages), this draft Owner/Operator Identification will be replaced by the data from this upload. Because this feature can overwrite data entered by your colleagues and locks all submittal elements while your upload file is waiting to be processed, be sure to coordinate with your colleagues before using this page.

Download Last Submitted Owner/Operator Data

Upload Owner/Operator Data

Owner/Operator Identification Excel Spreadsheet

Choose File No file chosen

Upload Excel File Cancel

Your upload will temporarily lock submittal functionality for ALL of your facilities until the file has been processed (typically overnight).

Any draft Owner/Operator data previously entered for the facilities in your upload will be permanently replaced by the file's data. The past data will be unrecoverable.

- Select **Choose File** button (as shown below) to select your file to upload.

Note: *Your upload will temporarily lock submittal functionality for ALL of your facilities until the file has been processed. (Typically overnight.)*

Any draft Owner/Operator data previously entered for the facilities in your upload will be permanently replaced by the file's data. The past data will be unrecoverable. Upload will permanently overwrite/replace data in any existing draft inventories.

CERS Business

Home Submittals Facilities Compliance My Business

Upload Owner/Operator Data: Test Business

Home » My Business » Upload Owner/Operator Data

Upload draft Facility Information Owner/Operator Identification Data for multiple facilities in your business by choosing your Owner/Operator Identification spreadsheet using the form to the right. Uploaded Owner/Operator Identification spreadsheets must match the columns and format as shown in the [CERS Multi-Facility Owner/Operator Identification Upload Template](#). CERS only supports Excel version 2007 and above format (xlsx extensions).

When you upload your file, CERS will immediately run an initial check on your file to ensure it is in the proper format and only references CERS IDs assigned to your business. If your file passes this initial validation, it will be queued for processing later in the day (typically overnight), and CERS will then **prevent creation/editing/submission of ANY submittal elements for ALL of your business' facilities until processing is complete**. When completed, you will receive an email indicating if the processing was successful, and then CERS will restore the ability to create/edit/submit submittals for all of your facilities.

Please note that if you have an existing draft Owner/Operator Identification (perhaps entered via the CERS web pages), this draft Owner/Operator Identification will be replaced by the data from this upload. Because this feature can overwrite data entered by your colleagues and locks all submittal elements while your upload file is waiting to be processed, be sure to coordinate with your colleagues before using this page.

Download Last Submitted Owner/Operator Data

Upload Owner/Operator Data

Owner/Operator Identification Excel Spreadsheet

Choose File No file chosen

Upload Excel File Cancel

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