

Facility Transfers in CERS

Businesses can request, and regulators can approve (or perform) transferring a facility from one business/Organization to another in CERS. Facility Transfer requests from businesses typically occur when a new owner/operator of a facility claims an existing CERS ID (physical address) reported upon by a previous facility owner/operator.

Facility transfers are also commonly used to consolidate a multi-facility business' facilities that were established in separate single-facility businesses. In certain cases, CalEPA's CERS Technical Support Team may approve facility transfers involving many facilities for a multi-jurisdictional business.

1. Open your web browser and navigate to the **CERS Central** Home page:
<https://cers.calepa.ca.gov>
2. Select the (blue) "**Regulator Portal Sign In**" button.
3. Sign in to the **CERS Regulator portal** by entering your CERS account **username** and **password**.
4. **Search** for the facility that you would like to transfer.
 - Select the **Facilities** button from the menu bar to open the **Facility Search** page.
 - Enter the **CERS ID** or **physical address** of the facility then select **Search**.

- Select the (blue) **CERS ID** button to view the facility.

5. Review the facility's **Submittal History**.

- In the example below, the **Submittal History** shows this facility has made 3 submittals (1 Accepted, 2 "Submitted" status) and nothing is listed under **Archived Submittal History**.

**Any pending "Draft" submittals will not be reflected here, only in the Business portal.*

Facility: Joe Test 002 (CERSID: 10139475)
 Home » Facility Search » Facility Summary: 10139475 » Submittal History

Submittal History for Joe Test 002

*Note: Submittal data is current as of 7/21/2020 at 9:05 AM.

CERSID	Address	Submitted	Facility	Inventory	Plans	UST	TP	RMR	Remote
10139475	Joe Test 002 999 Western Ave Commerce, 90040	4/15/2014 3:08PM	Submitted 4/15/2014	Submitted 4/15/2014					
10139475	Joe Test 002 999 Western Ave Commerce, 90040	10/8/2013 10:11AM	Submitted 10/8/2013	Submitted 10/8/2013					
10139475	Joe Test 002 999 Western Ave Commerce, 90040	5/20/2012 3:32PM	Accepted 5/20/2012	Accepted 5/20/2012					

Archived Submittal History for CERSID: 10139475

Submittals shown below were submitted by previous owner/operators of this facility.

CERSID	Address	Submitted	Facility	Inventory	Plans	UST	TP	RMR	Remote

6. Continue with facility transfer.

- At the left menu bar, select **Manage Facility** link. Then select the **Transfer Facility to Another Business** link.

Manage Facility: Joe Test 002 (CERSID: 10139475)
 Home » Facility Search » Facility Summary: 10139475 » Manage Facility

Manage Facility

Transfer Facility to Another Business
 Businesses can request, and regulators can approve (or perform) transferring a facility from one business to another. Facility Transfer requests from businesses typically occur when a new owner/operator of a facility claims an existing CERS ID (physical address) reported upon by a previous facility owner/operator. Facility transfers are also commonly used to consolidate a multi-facility business' facilities that were established in separate single-facility businesses (due to the CERS1 migration or other issues). Unless the regulator chooses otherwise, any submittals submitted by the previous facility owner/operator (CERS Organization) will be archived. In certain cases Cal/EPA may approve facility transfers involving many facilities for a multi-jurisdictional business.

Merge Facility into Another Facility of this Business
 This can be used to eliminate duplicate facility records for the same business and address. Facilities can only be merged into another facility for the same business/organization. Use the Facility Transfer function to move and then merge facilities between businesses. Note: The facility being merged into another will be deleted in CERS and all of its submittals transferred to the destination facility--this action is irreversible. Any draft submittal data for the merging facility will be deleted.

Non-Regulated Facilities (Not Applicable Reporting Requirements)
 If a facility/CERS ID is no longer regulated under some or all CERS submittal elements, the regulator should change the facility's appropriate Reporting Requirements to "Not Applicable" using the facility's Reporting Requirements page. If the Facility Information submittal element is selected as "Not Applicable", then all other elements will also be "Not Applicable".
 If the facility is not regulated at all under the Unified Program and is no longer owned/operated by the last CERS Organization that reported on it, the regulator can choose to transfer the facility to the regulator's special Non-Regulated/Not Applicable Facilities CERS Organization.

- At the **Facility Transfer** page, input **Organization Name & Headquarters** then select the (blue) **Search CERS Organizations** button to search for the target Business/Organization.

Facility Transfer: Joe Test 002 (CERSID: 10139475)
 Home » Facility Search » Facility Summary: 10139475 » Facility Transfer

Step 1: Select New CERS Organization for this Facility

Facility to Transfer:
 Facility Name: Joe Test 002
 Facility Address: 999 Western Ave, Commerce CA 90040
 Current Business Name: Test LA Site 01 (Los Angeles, CA)

Transfer to the Following Business/Organization
 Please enter the name of the business (NOT facility) you wish to transfer this facility into.

Organization Name: OR Headquarters:

Transfer to my CUPA's Non-Regulated/Not Applicable Facilities Organization
 Use when 1) facility is no longer owned/operated by facility's current CERS Organization and new owner/operator's activities at the facility are non-regulated, or 2) new owner/operator is unknown.

Business/Organization Name	Headquarters	Facilities

- Once the target **Business/Organization** has been found, select the (blue) **Select** button next to the **Business/Organization Name**.

(The example target Business/Organization below has 5 facilities.)

Facility Transfer: Joe Test 002 (CERSID: 10139475)
 Home » Facility Search » Facility Summary: 10139475 » Facility Transfer

Step 1: Select New CERS Organization for this Facility

Facility to Transfer:
 Facility Name: Joe Test 002
 Facility Address: 999 Western Ave, Commerce CA 90040
 Current Business Name: Test LA Site 01 (Los Angeles, CA)

Transfer to the Following Business/Organization
 Please enter the name of the business (NOT facility) you wish to transfer this facility into.

Organization Name: OR Headquarters:

Transfer to my CUPA's Non-Regulated/Not Applicable Facilities Organization
 Use when 1) facility is no longer owned/operated by facility's current CERS Organization and new owner/operator's activities at the facility are non-regulated, or 2) new owner/operator is unknown.

Business/Organization Name	Headquarters	Facilities
<input type="button" value="Select"/> Test CalEPA	Sacramento, CA	5

1 - 1 of 1 items

9. At the **Confirm Facility Transfer** page:

- Use the drop-down arrow to select **Regulator Approving Facility Transfer**. Select your agency.
- Provide a reason why the facility is being transferred into the provided **Comments** box.
- **IF** there are past submittals or any current submittal Drafts, a **checkbox** will appear for selection to “**Transfer Past Submittals (and any current drafts) to New Business/Organization**”. (System will indicate the number of past submittals next to this checkbox.)
 - **IF determined that Submittal History does not need to be transferred to the new Business/Organization, leave this box unchecked.**
- In the example below, we have checked the checkbox to **Transfer Past Submittals (and any current drafts) to New Business/Organization**. **By checking this checkbox, all current submittals in the Submittal History and any submittal Drafts will be transferred to the new Business/Organization.**

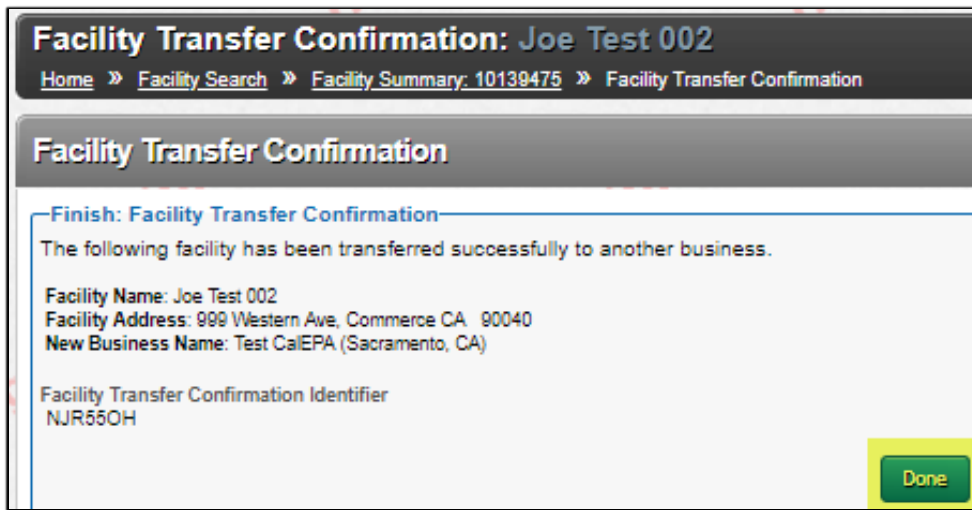
***If left un-checked, the submittals would be transferred to the Archived Submittal History.**

The screenshot shows the 'Confirm Facility Transfer' page for 'Joe Test 002'. The page is divided into a left sidebar with navigation links (Summary, Submittals, Reporting Requirements, Compliance, Notifications, Manage Facility, Change UPA, Location Map) and a main content area. The main content area has a header 'Confirm Transfer: Joe Test 002' and a sub-header 'Confirm Facility Transfer details'. It displays source and target business/organization information, facility details, and a dropdown menu for 'Regulator Approving Facility Transfer' set to 'California Environmental Protection Unified Program'. A 'Comments' box contains the text 'Testing - Regulated Facility, Transfer Past Submittals checkbox CHECKED'. Below this, a checkbox is checked for 'Transfer Past Submittals (and any current drafts) to New Business/Organization: 6'. A red arrow points from the 'Confirm' button to the checkbox. A 'Training' watermark is visible in the bottom left corner of the screenshot.

10. At the bottom of the **Confirm Facility Transfer** page, select the (blue) **Confirm** button.

11. A **confirmation** will appear onscreen to confirm the facility has been transferred successfully.

(Select **Done** to return to the **Facility Search** page.)



The screenshot shows a web interface for a facility transfer confirmation. At the top, there is a dark header with the title "Facility Transfer Confirmation: Joe Test 002" and a breadcrumb trail: "Home » Facility Search » Facility Summary: 10139475 » Facility Transfer Confirmation". Below the header is a grey bar with the title "Facility Transfer Confirmation". The main content area is white and contains the following text: "Finish: Facility Transfer Confirmation", "The following facility has been transferred successfully to another business.", "Facility Name: Joe Test 002", "Facility Address: 999 Western Ave, Commerce CA 90040", "New Business Name: Test CalEPA (Sacramento, CA)", "Facility Transfer Confirmation Identifier", "NJR55OH". A green "Done" button is located in the bottom right corner of the main content area.