## **CERS Regulator Portal Help**

## **Creating a Facility to Report CME Data**

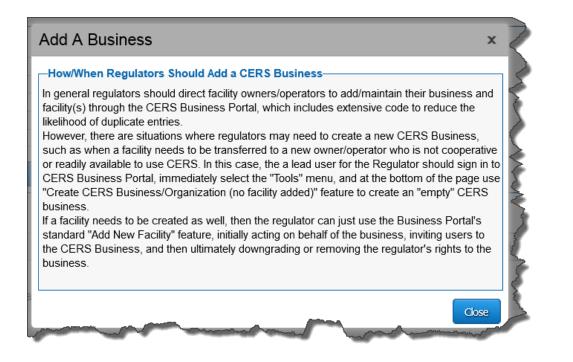
## How do I report CME data for a facility that is not in CERS?

**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 (<u>CERS@calepa.ca.gov</u>) 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.

CERS Regulator	Submitt	als Facilities	Businesses	Regulators	Compliance	Responders	Reports
CERS Businesses/Org	anizations: S	earch					
Home » Business Search							
Search							
Business Name							
Starts with 🗸		]					
Organization Headquarters	Status						
	Active Y						
Business Lead Regulator 🤨							
Alameda County Env Health		~					
Search	Show Advanced Sea	arch »					
						<u> </u>	
						Addin	g Businesses
Busiless		Business Headqu	actersS	tatusMJE		Users T	Origin



 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.

CERS B	Business H	lome	Submittals	Facility	Con	npliance		My Business	
Select	Your Business								
	ist of the CERS Businesses (not facilities) associated with of the businesses below to view its facility(s).	your CERS A	Account.			Add	a new	facility/business	
	Business Name	Headquart	ers (City, State)	T	Facilities	T Users	T	Created On	
Select	Dans Test Site Business Organization	Soquel, CA	Ą			<u>10</u>	<u>3</u>	12/29/2011	
Select	Lampsons auto body	Kirkwood,	CA			2	<u>2</u>	5/16/2012	
Constant of the second	statistic and a second second second	Contraction of the second	man and a			A	1	5/2012	y

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

CERS Business	Home	Submittals	Facility	Complia
Add New Facility: Provide Address				F
Provide Address Please enter your facility's physical address below. Address @ City @ City @ CA	Ne	xt Cancel		
Version 2 22 0182   Enhancements   CERS Central	n		Diagnostics   C	onditions of Us

Creating a Facility to Report CME Data

Last Updated: 10/31/2014

Regulator Portal users should visit CERS Central or contact CERS Technical Support (cers@calepa.ca.gov) for assistance

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

Eile Edit View History Bookmarks Tools Help Address No Match: CERS Busin * +			_ 🖥 🗙
A https://cersapps.calepa.ca.gov/Training/Business/Facility/AddFacilitySear	rchResult?street=1111 Main St&city=Soque *	🔻 🤁 👻 Google	2 ☆ 自 ↓ 余 三
Mint () Hotwire P Pandora Personal Work () craigslist CERS			
California Environmental Reporting System: Business	Training Build: 2.22.0182	Dan Firth's Account	Sign Out Tools Help
CERS Business	Home Submittals	Facility Compliance	My Business
Add New Facility: Provide Facility Name			
Provide Facility Name Facility Address 1111 Main St, Soquel CA 95073 Your Facility's Name			ning
Select/Add Business that Owns/Operates your Facility Add New Business to CERS Add New Business to CERS Dans Test Stile Business Organization (Soquel, CA) Lampsons auto body (Kirkwood, CA) test business2 (soquel, CA) ACEH (alameda, CA) Dans Test Site #101 (Soquel, CA) Dans Test Bise #101 (Soquel, CA) Dan's March 2014 new business (Soquel, CA) 99 Main St New (Soquel, CA) Another new test business (Soquel, CA) Dans Palo Alto Test Site (Palo Alto, CA)	Continue ng System: Business   © 2014 California Enviro fechnical Support: <u>Request Technical Assistan</u> am/General Assistance: Contact your <u>local req</u>	ce	y Policy ( Contact   Hep Training
Training Training	Training	traini	rg lect Business 💘
	» 😤 🔇 💌 🔇	Desi	ktop <sup>≫</sup> ▲ †ÎII 🕼 12:08 PM 10/30/2014

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.

CERS Business	Home	Submittals	Facilities	Compliance	My Business
Add New Facility: Add Your Business	Organization to C	ERS			(
Vour Facility Information Dans CME Test Site 1132 Harbor Pkwy Alameda , CA 94502	Your CERS Business Provide/Update Your Ci Dans CME Test Site e.g., the legal/corporate name Provide/Update Your Bi Alameda, CA	ERS Business Name*			5
	e.g., Los Angeles, CA * Single-facility Businesses: * Multi-facility Businesses:	facility name. Please modify your CERS I	Business/Organization Na al name. Once your have e		to all of your facilities,
Add Yous Contact Information Your Phone Number (Required) Your	Title (for this CERS Busine	ss)			
Submit Cancel Version 2.22.0182   Enhancements   CERS Central			<u>Diagnostics   C</u>	onditions of Use   Privac	y Policy   Contact +

Creating a Facility to Report CME Data

Regulator Portal users should visit CERS Central or contact CERS Technical Support (cers@calepa.ca.gov) for assistance

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

CERS Business	Home	Submittals	Facilities	Complia
Facility Added: Dans CME Test Site				
Add New Facility: Facility Added				5
Facility Added to CERS Your facility has been added to CERS. Please select the "Continue" button below to begin preparing Dans CME Test Site 1120 Harbor Pkwy Alameda, CA 94502 CERS Business/Organization Name: ACEH CERS ID 10157960	) your reports.		Continue	
6 mine 1 02 018 mpt - 0 PERS	my poment	Jum Jum J		condit ~~ o

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

CERS Business	Home	Submittals	Facilities	Compliance	My Business
Business Activities: Dan's	CME Test Site				
Home » Prepare Submittal (10157957) » F	acility Information: Business Activities (D	raft)			,
Instructions/Help					8
Use this form to identify the activities occuring at Program. CERS will provide guidance on complet			us Waste and Hazardou	is Materials Manageme	nt Regulatory
				(	Save Cancel
-Site Identification					
Facility Name Edit	CERSID				
Dan's CME Test Site Business Site Address Fdit	10157957				
1130 Harbor Pkwy				1	20代出达9
Alameda , CA 94502					COTTON 1
County: Alameda				Vi	ew/Edit Location Map
Hazardous Materials					
	N - 4	tarakan 65 asili - C	linuida 500 norma 1.5		
Does your facility have on site (for any purpose feet for commessed gases (including uids in A		•			maria.
			Current V C		No.

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

CERS Business	Home	Submittals	Facilities	Compliance	My Business
Prepare Draft Submittal: Dan's CME T	est Site				B
Home » Prepare Submittal (10157957)					
Instructions/Help					
Use this page to prepare draft submittals for your facility to transmit t selecting the guidance icons <a>(1)</a>	o your local regulator(	s). Make sure to review	any status and guidant	ce messages for your form	ns or submittais by
<ul> <li>Select "Start" button to create a submittai from scratch or copied</li> <li>Select "New" and "Edit" buttons to complete specific submittai form</li> <li>Select "Discard" button to delete a draft form/documentation when</li> <li>Select "Not Applicable" if you believe the submittai element is no 1</li> <li>Select "Submit" when you are ready to transmit one or more submit</li> </ul>	ns or provide supplem n you need to re-start onger relevant for you	ental documentation. a form or it is no longer r facility (e.g., closed US	ST tank).		5
iua iua					
A Training Use Or	nly! Perfor	m Official S	Submittals	Here 🗥	}
Facility Information				DRAFT Oct. 30, 2014	Submit R
Business Activities					Needed New
Business Owner/Operator Identification           Discard Draft Submittal         Miscellaneous State-Required Doct	iments 🧠 🖓 Add Com	ment To Regulator		Form	Needed New
		AN			
Version 2.22,0182   Enhancements   CERS Central	man A	mar Para 5		agnostics   Conditions of Use   Pri	Vacy Policy   Contact

- 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:

CERS Regul	ator 🛛 🕋 🗖	ubmittals Facilities	Bu	sinesses	Regu	lators	Compliance	Responders	Reports
Facility Search									
Search									
CERS ID 10157957	Facility Name					mittal Elem Any Submit	tal Element ∨		ng Requirement atuses
Facility ID/Key 🕡	Facility Street Address 🕡				City	100		ZIP Code	e 🕡
EPA ID Number 🕑	Last Submittal Date Range	e			_		note Facilites 🥺 all Quantity Gene	rators 👳	
County All Counties V	Regulator Alameda County Env H	lealth		~	Loc	al Facility G	Grouping 🤨		Search
Drag a column header	and drop it here to group b	v that column							
CERS ID Facility		-	Ŧ	City	Ŧ	ZIP	Facility ID	Ŧ	Last Submitta
10157957 Dan's C	ME Test Site	1130 Harbor Pkwy		Alameda		94502			
* Non-Regulated							Export to Excel (	Details) Exp	ort To Excel (Brief)

11. Select the Reporting Requirements tab.

CERS Regu	lator 🕋 submittak	
	CME Test Site (CERSI	D: 10157957)
Summary	Facility Summary for (	ERS ID: 10157957
Submittals Reporting Requirements	Facility Name: Business Name: CUPA:	Dan's CME Test Site ACEH (alameda, CA) Alameda County Environmental Health
Compliance	-Facility Information-	Owner Information
Notifications	Dan's CME Test Site 1130 Harbor Pkwy	Remote Facility No Edit Secondary Emergency Contact
Manage Facility Change UPA	Alameda, CA 94502	Small Quantity Facility No Edit Other Identifiers

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

			Change
Submittal Element	Regulator	Reporting Requirement	Next Due Date
Facility Information	Alameda County Environmental Health	Applicable	1
Hazardous Materials Inventory	Alameda County Environmental Health	Not Applicable	
Emergency Response and Training Plans	Alameda County Environmental Health	Not Applicable	
Underground Storage Tanks	Alameda County Environmental Health	Not Applicable	
Tiered Permitting	Alameda County Environmental Health	Not Applicable	
Recyclable Materials Report	Alameda County Environmental Health	Not Applicable	
Remote Waste Consolidation Site Annual Notification	Alameda County Environmental Health	Not Applicable	
Hazardous Waste Tank Closure Certification	Alameda County Environmental Health	Not Applicable	
Aboveground Petroleum Storage Act	Alameda County Environmental Health	Not Applicable	
California Accidental Release Program	Alameda County Environmental Health	Not Applicable	

Creating a Facility to Report CME Data

Last Updated: 10/31/2014

Regulator Portal users should visit <u>CERS Central</u> or contact CERS Technical Support (<u>cers@calepa.ca.gov</u>) for assistance

Reporting Requirement Due Date		Save C	hanges Cancel
Submittal Element	Regulator	Reporting Requirement	Next Due Date
Facility Information	Alameda County Environmental Health	Applicable v	0/7/2014
Hazardous Materials Inventory	Alameda County Environmental Health	Applicable V	7/31/2012
Emergency Response and Training Plans	Alameda County Environmental Health	Applicable ~	7/31/2012
Underground Storage Tanks	Alameda County Environmental Health	Applicable V	
Tiered Permitting	Alameda County Environmental Health	Not Applicable V	
Recyclable Materials Report	Alameda County Environmental Health	Not Applicable V	
Remote Waste Consolidation Site Annual Notification	Alameda County Environmental Health	Not Applicable V	
Hazardous Waste Tank Closure Certification	Alameda County Environmental Health	Not Applicable V	
Aboveground Petroleum Storage Act	Alameda County Environmental Health	Not Applicable V	
California Accidental Release Program	Alameda County Environmental Health	Always Applicable Y	

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

airornia Environmentai keporting System: kegulator	Build: 2.22.01	182	Dan Firth's Acco	unt sign Out 1008	<u>s keports heip</u>	
CERS Regulator 🛛 🚮 Submittals	Facilities Business	es Regulators	Compliance	Responders	Reports	
Inspection Search Home » Inspection Search			Inspections     Violations     Enforcement			
·····			<ul> <li>Upload CME</li> </ul>	Data		
elect 'Create Inspection'.						
CERS Regulator	ittals Facilities	Businesses	Regulators	Compliance	Responders	Repo
Inspection Search						_
Home » Inspection Search						
Regulator Alameda County Environmental H	lealth	¥ 4		Data Status	×	
Program Element		~		Tuno	outine ther	
CERS ID 😢 EPA ID 😢	Facility ID 👳					
			to to			
Facility Name 🖻	Date Range					
RTC Date Status All					Search	
						ate Inspec
					Circ	ate inspec
	rch criteria abo			a sea la la sutta		

Creating a Facility to Report CME Data

Last Updated: 10/31/2014

Regulator Portal users should visit <u>CERS Central</u> or contact CERS Technical Support (<u>cers@calepa.ca.gov</u>) for assistance

15. Find the facility and proceed from there....

CERS Re	egulator 🛛 🚮	Submittals	Facilities Businesses	Regulato	rs Compliance	Responders	Reports				
Facility Se											
Create Inspection: Search for Inspected Facility											
Regulator Facility Name @ CERS ID @ Address @		EPA ID City City	Facility ID 🗑	n fe	ind the facility for the n orm to the left. Click on rspection record for the	the CERS ID	to create an  🔍				
Drag a column header and drop it here to group by that column											
CERS ID •	Facility Name	T	Street Address	T	City	T ZIP Cod	e 🍾				
10157957	Dan's CME Test Site		1130 Harbor Pkwy		Alameda	94502					
10157795	AAmirr Inc.		7249 Village Pkwy		Dublin	94568					
10157561	AMERICAN CHEMICALS		5901 Christie Ave Ste 502		Emeryville	94608	mant				

Creating a Facility to Report CME Data

Last Updated: 10/31/2014

Regulator Portal users should visit <u>CERS Central</u> or contact CERS Technical Support (<u>cers@calepa.ca.gov</u>) for assistance