

## How to Change a Facility Address

Your facility address should not be changed unless the postal address has changed (e.g., the street has been renamed) or you need to correct a previous data entry error. When you do need to make such a change, you need to submit a new *Facility Information* submittal element with the corrected address as explained below.

1. **Sign-in to the [CERS Business Portal](http://cers.calepa.ca.gov/)** and select the “Start/Edit Submittal” button for your facility.

The screenshot shows the CERS Business Portal interface. At the top, there are navigation buttons for Home, Submittals, Facilities, Compliance, and My Business. Below this, the user is logged in as 'Home: Cal EPA Test Facility'. A 'Common Tasks' section contains four cards: 'Start Facility Submittal', 'Add Facility', 'People/Users', and 'Contact Your Local Regulator(s)'. The 'Facilities' section features a table with the following data:

	Facility Name	Address	Last Submittal	CERS ID
<a href="#">Start / Edit Submittal</a>	Cal EPA Facility 2	1001 I Street, Sacramento 95814	6/17/2013	10150301
<a href="#">Start / Edit Submittal</a>	CERS Remote Site (Test Facility)	1108 I St, Sacramento 95814		10142180
<a href="#">Start / Edit Submittal</a>	Main Street Facility	1234 Main Street, Sacramento 95814		10138211

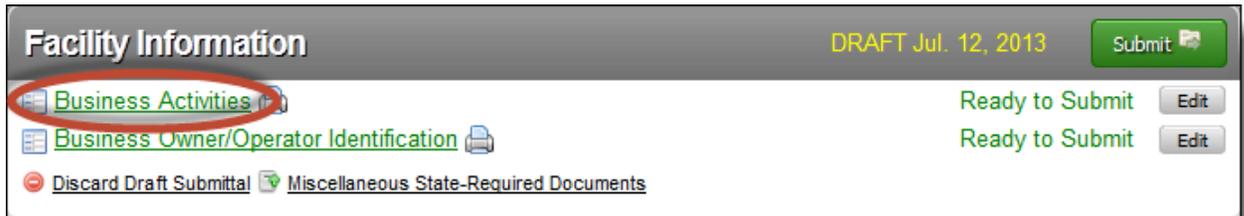
2. **On the *Prepare Draft Submittal* screen**, you will need to either “Start” a new *Facility Information* submittal element, or edit the “Draft” element previously started for your facility.

The screenshot shows the 'Prepare Draft Submittal' screen for 'Cal EPA Facility 2'. The breadcrumb trail is 'Home >> Prepare Submittal (10150301)'. Below the breadcrumb is an 'Instructions/Help' section with the following text: 'Use this page to prepare draft submittals for your facility to transmit to your local regulator(s). Make sure to review any status and guidance messages for your forms or submittals by selecting the guidance icons.' Below this are five bullet points:

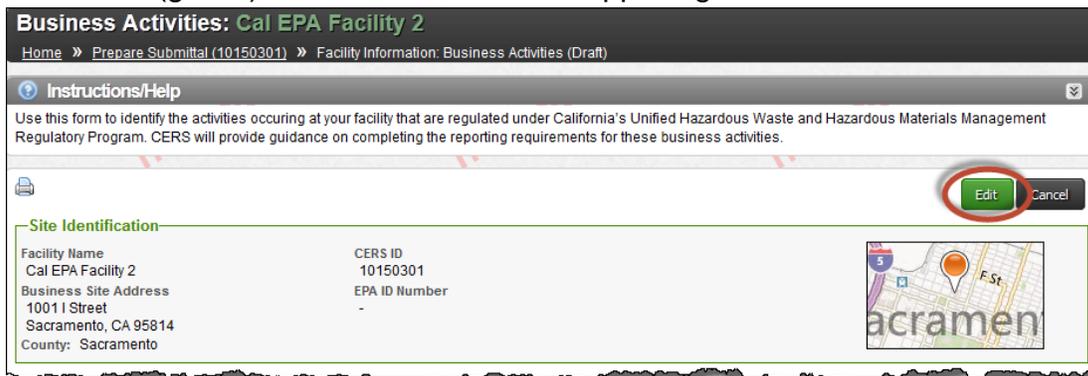
- Select “Start” button to create a submittal from scratch or copied from a previous submittal.
- Select “New” and “Edit” buttons to complete specific submittal forms or provide supplemental documentation.
- Select “Discard” button to delete a draft form/documentation when you need to re-start a form or it is no longer relevant for your draft submittal.
- Select “Not Applicable” if you believe the submittal element is no longer relevant for your facility (e.g., closed UST tank).
- Select “Submit” when you are ready to transmit one or more submittals to your local regulator(s). ALL submittals must include a Facility Information element.

The 'Facility Information' section shows the status 'ACCEPTED Jun. 17, 2013' and a red circle around the 'Start' button. Below this are links for 'Business Activities' and 'Business Owner/Operator Identification'. The 'Hazardous Materials Inventory' section shows the status 'DRAFT Jul. 5, 2013' and a 'Submit' button.

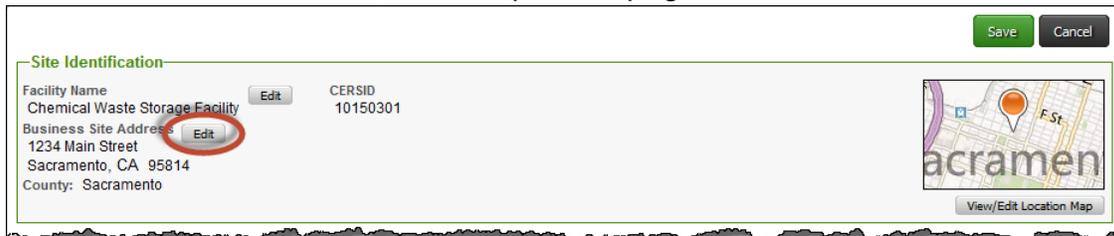
3. If you “Start” a new *Facility Information* submittal element you will immediately be shown the “Business Activities” screen. If you are editing a “Draft” submittal element, select the “Business Activities” form as shown below.



4. Select the (green) “Edit” button, near the upper-right the “Business Activities” screen.



5. Select the small (grey) “Edit” button, next to “Business Site Address” – under the “Site Identification” section, at the top of the page.



6. Make the necessary corrections to your facility's listed physical address and select the "Next" button to continue.

Use this form to identify the activities occurring at your facility that are regulated under California's Unified Hazardous Waste and Hazardous Regulatory Program. CERS will provide you with information on how to report these activities.

### Edit Facility Address

**Warning: Don't change your Facility Address if you have moved your facility/business. Any changes made to the Facility Address will not be adopted throughout CERS until after your CUPA accepts your Facility Information submittal.**

Only change your facility address if it needs a minor correction or as directed by your local regulator. If you have moved your facility/business to a new location with a different address, select the "Add New Facility" link below.

**Site Identification**

Facility Name: Cal EPA Facility 2

Business Site Address: 1001 I Street

Sacramento, CA 95814

County: Sacramento

**Hazardous Materials**

Does your facility have on site (for or 200 cubic feet for compressed requirements (shown below if pre Part 355, Appendix A or B; or hand 40 or 70?

**Underground Petroleum Storage**

Does your facility own or operate u

Facility Address

Supplemental Location Information

City (Business)

ZIP/Postal Code (Business)

County ID

[Add New Facility](#)

After selecting the "Next" button, you may be asked to confirm the new facility address as shown below. You are encouraged to select the "Standardized Address" option if it looks reasonable, otherwise, select the "User-Entered Address" option to have the address submitted exacted as you have entered it. Then, select the "Done" button.

### Edit Facility Address

**Standardized Address**

CERS has attempted to standardize your address to postal code standards. The address you entered and the standardized address are below, please select which is correct.

Standardized Address  
1234 Main Ave  
Sacramento, CA 95838  
Sacramento County

User Entered Address  
1234 Main Street  
Sacramento, CA 95814  
Sacramento County

[Back to Edit Facility](#)

7. Complete or update other portions of the “Business Activities” screen as appropriate, and then select the (green) “Save” button.

**Site Identification**

Facility Name: Chemical Waste Storage Facility  CERSID: 10150301

Business Site Address: 1234 Main Street   
Sacramento, CA 95814  
County: Sacramento

View/Edit Location Map

8. Once you have completed or updated all the *Facility Information* submittal element's forms, you may select the “Submit” button to send the *Facility Information* submittal element to your local regulator.

**Prepare Draft Submittal: Cal EPA Facility 2**

Home » Prepare Submittal (10150301)

**Instructions/Help**

Use this page to prepare draft submittals for your facility to transmit to your local regulator(s). Make sure to review any status and guidance messages for your forms or submittals by selecting the guidance icons.

- Select “Start” button to create a submittal from scratch or copied from a previous submittal.
- Select “New” and “Edit” buttons to complete specific submittal forms or provide supplemental documentation.
- Select “Discard” button to delete a draft form/documentation when you need to re-start a form or it is no longer relevant for your draft submittal.
- Select “Not Applicable” if you believe the submittal element is no longer relevant for your facility (e.g., closed UST tank).
- Select “Submit” when you are ready to transmit one or more submittals to your local regulator(s). ALL submittals must include a Facility Information element.

**Facility Information** DRAFT Jul. 12, 2013

[Business Activities](#)

[Business Owner/Operator Identification](#)

**Hazardous Materials Inventory** DRAFT Jul. 5, 2013

[Hazardous Material Inventory \(32\)](#)

[Site Map \(Official Use Only\): Upload Document\(s\)](#)

9. If you have additional submittal elements potentially ready for submittal, they will be shown on the “Ready to Submit” page, with check marks applied.

**Submittal Summary: Cal EPA Facility 2**  
Home » Draft Submittal » Submittal Summary (10150301)

**Instructions/Help**

If you must submit multiple submittal elements for your facility (e.g., Inventory, UST), first complete ALL of them using the **Prepare Draft Submittal** page, and then return to this page to submit all of them at the same time.

- Select the **Submit Selected Elements** button to submit “Ready to Submit” submittal elements to your local regulator(s).
- The **Submit Selected Elements** button will be disabled if 1) you don’t have permission to submit reports for your business, or 2) your Facility Information submittal element needs to be updated.
- All submittals must include a current Facility Information submittal element.

**Ready to Submit** Submit Selected Elements

**Facility Information** Ready To Submit

Information will be reported to Sacramento County Environmental Management Department.  
[Add Comment To Regulator](#)

**Hazardous Materials Inventory** Ready To Submit

Information will be reported to Sacramento County Environmental Management Department.  
[Add Comment To Regulator](#)

Submit Selected Elements

10. If you wish only to submit the “Facility Information” submittal element, simply un-check the other submittal element(s).

**Submittal Summary: Cal EPA Facility 2**  
Home » Draft Submittal » Submittal Summary (10150301)

**Instructions/Help**

If you must submit multiple submittal elements for your facility (e.g., Inventory, UST), first complete ALL of them using the **Prepare Draft Submittal** page, and then return to this page to submit all of them at the same time.

- Select the **Submit Selected Elements** button to submit “Ready to Submit” submittal elements to your local regulator(s).
- The **Submit Selected Elements** button will be disabled if 1) you don’t have permission to submit reports for your business, or 2) your Facility Information submittal element needs to be updated.
- All submittals must include a current Facility Information submittal element.

**Ready to Submit** Submit Selected Elements

**Facility Information** Ready To Submit

Information will be reported to Sacramento County Environmental Management Department.  
[Add Comment To Regulator](#)

**Hazardous Materials Inventory** Ready To Submit

Information will be reported to Sacramento County Environmental Management Department.  
[Add Comment To Regulator](#)

Submit Selected Elements

11. Then, select the “Submit Selected Elements” button (from either the top or bottom of the “Ready to Submit” page) to submit the selected submittal element(s) to the regulatory agency for review.

The screenshot shows a web interface titled "Ready to Submit". At the top right, there is a green button labeled "Submit Selected Elements" with a small icon, which is circled in red. Below this, there are two submittal elements. The first is "Facility Information" with a green triangle icon, a "Ready To Submit" status, and a checked checkbox. Below it, a text box contains the message "Information will be reported to Sacramento County Environmental Management Department." with a link "Add Comment To Regulator". The second element is "Hazardous Materials Inventory" with a green triangle icon, a "Ready To Submit" status, and an unchecked checkbox. It also has a text box with the same message and link. At the bottom right of the interface, there is another green "Submit Selected Elements" button, also circled in red.

**Please Note:** *Your facility’s address will not be changed until the regulatory agency has approved your “Facility Information” submittal element.*

Once your Facility Information submittal is accepted by your regulator, you will receive an e-mail notification and the updated facility address will appear in all parts of your CERS Business Portal. If your submittal is **not** accepted by your regulator, review the comments provided in the email and “Start” a new *Facility Information* submittal element with the corrections (or contact your regulator for further instructions).