



# CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY



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**To: Businesses/Organizations with Multiple California Facilities Regulated by more than one Unified Program Regulator (CUPA)**  
**Subject: Provide List of Users and Facilities to Establish Unified Program Electronic Reporting**

**Who does this memo apply to?** If your business/organization operates **multiple** CUPA-regulated facilities **AND** these facilities are located in **multiple** CUPAs (typically different counties), this letter applies to you.

**What is the Unified Program?** The California Unified Program (CUPA) provides a consistent statewide hazardous waste and hazardous materials management regulatory program in California. Cal/EPA and several other state agencies establish program standards which designated local governments agencies (CUPAs and PAs) implement by collecting data about regulated facilities and performing inspection/enforcement activities. More information at <http://www.calepa.ca.gov/CUPA/>.

**What is Unified Program Electronic Reporting and CERS?** In 2008 a new state law required all Unified Program-regulated businesses and organizations to electronically submit their regulatory reports starting in 2013. In December 2011 Cal/EPA will establish a secure web site: *California Environmental Reporting System*, or CERS. Beginning with 2012, businesses and organizations will be able to securely sign-in and use CERS to meet their ongoing Unified Program electronic reporting requirements.

Some CUPAs will encourage their local businesses/organizations to use their own local web portals which will support both Unified Program reporting and other services (e.g., billing, permitting). However, businesses and organizations with facilities spanning multiple jurisdictions (CUPAs) may decide to use CERS as their “one-stop” reporting tool.

**What do I need to do?** To better support businesses/organizations with multiple California facilities, CERS supports each business/organization creating a single corporate identity linked to all of a business/organization’s facilities. This corporate identity (called a “CERS Organization”) can be managed by one or more users identified and managed by the business/organization. These users will be able to sign-in to CERS and manage/submit reports for all of their facilities to their respective local regulators.

Cal/EPA is asking multi-facility businesses/organizations to send documentation to Cal/EPA to establish the users, user rights, and facilities associated with their CERS Organization(s). *The second page of this memo describes how to provide this information to Cal/EPA.*

**What happens if I don’t provide this information?** Nothing immediately. However, if your business/organization needs to use CERS for electronic reporting in 2013, your facilities may have been automatically established under separate CERS Organizations, and you won’t be able to report on these facilities until you send similar documentation to request merging your requesting facility(s) under a single CERS Organization. Regulators will need to review/process these requests, resulting in a delay of your facility reporting. Cal/EPA hopes to avoid a surge of such requests in 2013 by requesting documentation now from the largest multi-facility businesses and organizations.

**When is this due?** Cal/EPA would prefer to receive documentation from multi-facility businesses/organizations by the end of 2011.

**Questions?** Please contact the CERS Help Center via email at [cers@calepa.ca.gov](mailto:cers@calepa.ca.gov)

## What Information Do I Need to Provide to Cal/EPA?

Provide the information shown below in an email, followed by a signed copy sent via U.S. Mail. The email will allow Cal/EPA to rapidly use your information, while the paper copy will ensure the validity of your CERS Organization if any questions arise later.

<b>Organization Name</b>	The name of your CERS Organization. This can be the corporate or legal name of the business or organization, but any reasonable name will be accepted.
<b>Headquarters Location</b>	The City and State of your business/organization's headquarters location. This will be used by regulators to help differentiate CERS Organizations with similar names.
<b>List of Authorized CERS Users</b>	<p>Each CERS Organization can assign one or more of their employees, contractors, or other representatives to view, edit, and or submit reports to local regulators using CERS. Provide a list of the name, email, and security role for each authorized user. Include at least one (and preferably two or more) users for the "Lead User" security role. Lead Users can add other users at any time once their CERS Organization is established.</p> <ul style="list-style-type: none"> <li>• <b>Viewer:</b> User may only view facility reports (read only).</li> <li>• <b>Editor:</b> User may add/edit facility reports, but cannot submit reports to regulators.</li> <li>• <b>Approver:</b> User may view, edit, and submit facility reports to regulators</li> <li>• <b>Lead User:</b> User can perform all of the above and add, remove, and otherwise manage the CERS Organization's users and facilities.</li> </ul> <p><b>Important Note:</b> A user's security role extends to <b>ALL</b> facilities associated with the CERS Organization. CERS does not support allow users to have different rights per facility.</p>
<b>Listing of Regulator Facilities</b>	<p>Provide the following fields for each facility associated with the CERS Organization.</p> <ul style="list-style-type: none"> <li>• Facility Name</li> <li>• Facility Street Address</li> <li>• Facility City, State, ZIP Code</li> <li>• Local Regulator Facility ID or CERS ID (if known/applicable)</li> </ul> <p>Businesses/organizations with more than 5 facilities should provide their facility list as a spreadsheet or CSV file attachment in their email as shown in the sample below. The mailed version should include the facility list in the body of the text or as an attached printed list.</p>

## How Do I Provide the Information to Cal/EPA?

Email the information using (see suggested template below) to **cers@calepa.ca.gov** with the subject line "*CERS Organization Request.*" Then please send via postal mail a **signed** paper copy **on your company letterhead** to: Cal/EPA Unified Program: Organization Request, P.O. Box 2815, Sacramento, CA 95812

### Suggested CERS Organization Request Template

[Company letterhead for postal mail copy]	
To: Cal/EPA Unified Program	Date: [date sent/signed]
Re: Request for CERS Organization	
<p>My business/organization wishes to establish an identity in CERS to support our electronic reporting of facility data to Unified Program regulators. I certify that I am an authorized representative of this business/organization and have the authority to authorize others to have access and conduct Unified Program reporting for my business/organization. I have provided a complete list of only those facilities for which my business/organization is responsible for reporting.</p>	
[Signature block including title, email, and phone number]	
<b>CERS Organization Name:</b>	Universal Enterprises, Inc.
<b>Organization Headquarters:</b>	Anytown, CA
<b>Organization Users:</b>	
	Susan Smith <a href="mailto:susan.smith@ueinc.com">susan.smith@ueinc.com</a> Lead User
	John Chu <a href="mailto:john.chu@ueinc.com">john.chu@ueinc.com</a> Lead User
	Debra Pepper <a href="mailto:debra.pepper@ueinc.com">debra.pepper@ueinc.com</a> Editor
Universal Facility #101	1234 Main Street, Anaheim CA 92805
Universal Facility #102	999 East 2 <sup>nd</sup> Street, Sacramento CA 95815
Universal Facility #103	82 Broadway, Oakland, CA 99999
Universal Facility #104	124 Martin Street, Anytown CA 99999

	A	B	C	D	E	F
1	<b>Name</b>	<b>Street Address</b>	<b>City</b>	<b>ZIP</b>	<b>Facility ID</b>	<b>CERS ID</b>
2	Universal Facility #101	1234 Main Street	Anaheim	92805		10018954
3	Universal Facility #103	999 East 2 <sup>nd</sup> Street	Sacramento	95815		
4	Universal Facility #103	82 Broadway	Oakland	99999		
5	Universal Facility #104	124 Martin Street	Anytown	99999	01-011-123456	10010931
6						