

Submittal Elements in CERS and the Resources

CERS Central to begin your session in CERS. Open your web browser and enter the following URL: <https://cers.calepa.ca.gov/>

Then, select the “Business Portal Sign In” button from the CERS Central Home page.

(By accessing the 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.

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The table below shows the *Submittal Elements* used in CERS. Each *Submittal Element* consists of one or more *Resources* – a *Resource* consists of a form or a specific type of supplemental documentation (typically fulfilled via a document upload). Each *Submittal Element* can be submitted by organizations and reviewed by regulators independently of each other, except for the *Facility Information Submittal Element*, which must accompany all other submittal elements.

To ensure emergency responders have current information and ensure the overall smooth operation of statewide electronic reporting, regulators will need to review Facility information Submittal Element within 15 days of being submitted and set their status to ‘Accepted’ or ‘Not Accepted’ (or ‘Not Applicable’ in rare circumstances).

Submittal Element	UP Program Element
Facility Information [always managed by the CUPA] <ul style="list-style-type: none"> • Business Activities (submittal elements) • Owner/Operator Identification (submittal elements) • Locally-Required Document(s) • Miscellaneous State-Required Document(s) 	Business Plan
Hazardous Materials Inventory <ul style="list-style-type: none"> • Inventory: Consists of 1+ Chemical Description (submittal elements) • Site Map (Official Use Only) • Locally-Required Document(s) • Miscellaneous State-Required Document(s) 	Business Plan
Emergency Response & Training Plans <ul style="list-style-type: none"> • Emergency Response/Contingency Plan • Employee Training Plan ☐ Locally-Required Document(s) • Miscellaneous State-Required Document(s) 	Business Plan
Underground Storage Tanks	Business Plan

<ul style="list-style-type: none"> • UST Operating Permit Application: Facility Information (submittal elements) • UST Operating Permit Application: Tank Information (submittal elements) • UST Monitoring Plan (submittal elements) • UST Certification of Installation/Modification (submittal elements) • UST Monitoring Site Plan • UST Certification of Financial Responsibility • UST Response Plan • UST Owner and UST Operator: Written Agreement • UST Letter from the Chief Financial Officer • Owner Statement of Designated UST Operator Compliance • Locally-Required Document(s) • Miscellaneous State-Required Document(s) 	
<p>Onsite Hazardous Waste Treatment Notification</p> <ul style="list-style-type: none"> • Onsite Hazardous Waste Treatment Notification: Facility (submittal elements) • Onsite Hazardous Waste Treatment Notification: Unit (submittal elements) • Tiered Permitting Unit: Permit By Rule (PBR) (submittal elements) • Tiered Permitting Unit: Conditionally Authorized (CA) (submittal elements) • Tiered Permitting Unit: Conditionally Exempt-Specified Waste Streams (CESW) (form) ☐ Tiered Permitting Unit: Conditionally Exempt-Small Quantity Treatment (CESQT) (submittal elements) • Tiered Permitting Unit: Conditionally Exempt - Limited (CEL) (submittal elements) • Tiered Permitting Unit: Prior Enforcement History • Tiered Permitting Unit: Tank and Container Certification • Tiered Permitting Unit: Notification of Local Agency or Agencies • Tiered Permitting Unit: Notification of Property Owner • Certification of Financial Assurance (submittal elements) • Onsite Hazardous Waste Treatment: Written Estimate of Closure Costs • Financial Assurance Closure Mechanism • Onsite Hazardous Waste Treatment Plot Plan/Map • Locally-Required Document(s) • Miscellaneous State-Required Document(s) 	Hazardous Waste
Recyclable Materials Report	Hazardous Waste

<ul style="list-style-type: none"> • Recyclable Materials Report Documentation • Locally-Required Document(s) • Miscellaneous State-Required Document(s) 	
Remote Waste Consolidation Annual Notification <ul style="list-style-type: none"> • Remote Waste Consolidation Site Annual Notification (form) • Locally-Required Document(s) • Miscellaneous State-Required Document(s) 	Hazardous Waste
Hazardous Waste Tank Closure Certification <ul style="list-style-type: none"> • Hazardous Waste Tank Closure Certification • Locally-Required Document(s) • Miscellaneous State-Required Document(s) 	Hazardous Waste
Aboveground Petroleum Storage Tanks <ul style="list-style-type: none"> • Aboveground Petroleum Storage Tank Documentation • Locally-Required Document(s) • Miscellaneous State-Required Document(s) 	APSA