

CERS Business Portal Knowledge Base Help

<https://cers.calepa.ca.gov/>

HOW TO CHANGE A FACILITY ADDRESS IN CERS

This article includes helpful explanations and resolutions regarding issues received by the CERS Technical Support Team. If you have questions or concerns, email CERS Technical Support at: cers@calepa.ca.gov

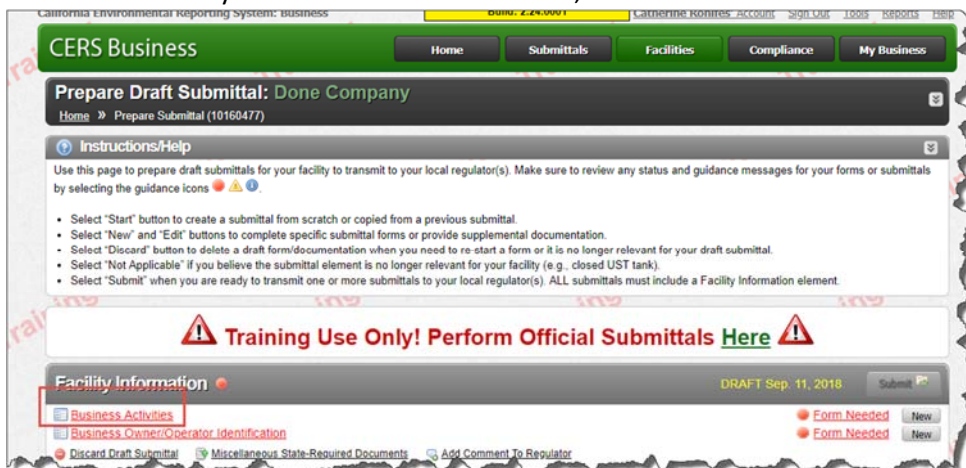
The facility address **should not** be changed unless the postal address has changed (e.g., the street has been renamed) or you need to correct a previous data entry error. Only change the facility address if it needs a minor correction or as directed by the local regulator. If you have moved your facility/business to a new location with a different address, select “Add New Facility” from the Home page.

Warning: Do not 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 the CUPA/regulator accepts your Facility Information submittal.

- 1) Sign-in to the CERS Business Portal and select the “Start/Edit Submittal” button for your facility.



- 2) Start a new Facility Information submittal. Then, select the ‘Business Activities’ form link.



- 3) Select the 'Edit' button, next to 'Business Site Address'.

CERS Business

Home Submittals Facilities Compliance My Business

Business Activities: Done Company

Home » Prepare Submittal (10160477) » Facility Information: Business Activities (Draft)

Instructions/Help

Use this form to identify the activities occurring at your facility that are regulated under California's Unified Hazardous Waste and Hazardous Materials Management Regulatory Program. CERS will provide guidance on completing the reporting requirements for these business activities.

Save Cancel

Site Identification

Facility Name Done Company Edit CERSID 10160477

Business Site Address 896523 Space St Edit Newcastle, CA 95658 County: Placer

View/Edit Location Map

- 4) Update 'Facility Address', 'Supplemental Location Information' (optional), 'City (Business)', 'Zip/Postal Code (Business)', 'County ID'. Then, select 'Next'.

CERS Business

Home Submittals Facilities

Business Activities: Done Company

Prepare Submittal (10160477)

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.

Facility Address 896523 Space St

Supplemental Location Information

City (Business) Newcastle

ZIP/Postal Code (Business) 95658

County ID Placer

Add New Facility

Next Cancel

- 5) Select 'Save' button – from top or bottom of Business Activities form.

CERS Business

Home Submittals Facilities Compliance My Business

Business Activities: Done Company

Home » Prepare Submittal (10160477) » Facility Information: Business Activities (Draft)

Instructions/Help

Use this form to identify the activities occurring at your facility that are regulated under California's Unified Hazardous Waste and Hazardous Materials Management Regulatory Program. CERS will provide guidance on completing the reporting requirements for these business activities.

Save Cancel

Site Identification

Facility Name Done Company Edit CERSID 10160477

Business Site Address 896523 Space St Edit Newcastle, CA 95658 County: Placer

View/Edit Location Map

- 6) Select 'Save' on 'Business Owner/Operator Identification' form.
(Review and update all data fields, as necessary.)

CERS Business

Home Submittals Facilities Compliance My Business

Business Owner/Operator Identification: Done Company

Home » Prepare Submittal (10160477) » Facility Information: Business Owner/Operator Identification (Draft)

Instructions/Help

Use this form to provide contact information about your facility. Your local regulator may require you to complete the property owner information, Assessor Parcel Number, Number of Employees, or Facility ID fields in the 'Locally-Collected Fields' section at the bottom of the page.

Save Cancel

Site Address
Done Company
896523 Space St
Newcastle, CA 95658

Identification

Operator Name test	Beginning Date 9/13/2018	Ending Date 9/12/2019
Operator Phone test	Business Phone test	Business Fax test
Dun & Bradstreet		SIC Code
Primary NAICS		

Facility/Site Mailing Address
Mailing Address
test

Primary Emergency Contact
First & Last Name
test

- 7) Select 'Submit'.

CERS Business

Home Submittals Facilities Compliance My Business

Prepare Draft Submittal: Done Company

Home » Prepare Submittal (10160477)

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.

Training Use Only! Perform Official Submittals Here

Facility Information DRAFT Sep 11, 2018 Submit

Business Activities Ready to Submit Edit

Business Owner/Operator Identification Ready to Submit Edit

Discard Draft Submittal Miscellaneous State-Required Documents Add Comment To Facility

Process completed - **Any changes made to the Facility Address will not be adopted throughout CERS until after the CUPA accepts your Facility information submittal.**