

Business Portal

CERS 3: Underground Storage Tanks (UST) - CERS Unique Tank ID Number

1. Sign in to CERS.
 - Open your web browser and navigate to the **CERS Central** Home page:
<https://cers.calepa.ca.gov>
 - Select the **Business Portal Sign In** button.
 - Enter your username and password, and sign in to CERS.
2. Select the **Start/Edit Submittal** button from the **Facilities** section of the Home page.
3. Start a new draft **Facility Information** submittal.
 - Select the **Start** button from the **Facility Information** section.
 - Complete the **Business Activities** form.
 - Select **Yes** to the question: “**Does your facility own or operate underground storage tanks?**” to generate the **Underground Storage Tanks (UST)** submittal element section.
 - Select the **Save** button, from the top or bottom of the Business Activities form.
 - Select the **Business Owner/Operator Identification** form link.
 - Complete the form and select the **Save** button.
4. Start a new draft **Underground Storage Tanks (UST)** submittal.
 - Select the **Start** button from the **Underground Storage Tanks (UST)** section.
 - Complete the **UST Facility Operating Permit Application** form.
 - Select **Type of Action: “New Permit”**.
 - Complete the **UST Tank Information/Monitoring Plan** form*.
 - *Upon saving the **UST Tank Information/Monitoring Plan** form, CERS generates the unique*
 - **UST Tank ID Number**.
 - Complete the **UST Monitoring Plan** form and select the **Save** button.
5. The **UST CERS Tank ID Number*** (*see page 3*) will be **displayed on the submittal overview page** and below the **Tank ID #** (entered by the business) on the **UST Tank Information/Monitoring Plan form** – as highlighted in the two (2) screenshots below:

Submittal Overview page: CERS Tank ID number

CERS Business Home Submittals Facilities Compliance My Business

Prepare Draft Submittal: John's Gas Station
[Home](#) » [Prepare Submittal \(10765840\)](#)

[Instructions/Help](#)

⚠ Testing Use Only! Perform Official Submittals [Here](#) ⚠

Facility Information ACCEPTED Sep. 4, 2018 Start Not Applicable

[Business Activities](#)
[Business Owner/Operator Identification](#)

Underground Storage Tanks DRAFT Sep. 4, 2018 Submit

[UST Facility Operating Permit Application](#) Ready to Submit Edit Discard

Tanks Add Tank

[UST Tank Information/Monitoring Plan - Tank ID # LQT001](#) Ready to Submit Edit Discard

[UST Certifications of Installation/Modification](#) Add Certification

[UST Monitoring Site Plan: Stored at Facility](#) Ready to Submit Edit Discard

[UST Certification of Financial Responsibility: Stored at Facility](#) Ready to Submit Edit Discard

[UST Response Plan: Stored at Facility](#) Ready to Submit Edit Discard

[UST Owner/Operator Written Agreement: Stored at Facility](#) Ready to Submit Edit Discard

[UST Letter from Chief Financial Officer: Stored at Facility](#) Ready to Submit Edit Discard

[Owner Statement of Designated UST Operator Compliance: Stored at Facility](#) Ready to Submit Edit Discard

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#) [Add Comment To Regulator](#)

Tank ID Number Entered by Business

CERS Tank ID # 10765840-001

CERS Tank ID Number (Generated by CERS)

UST Tank Information/Monitoring Plan form: CERS Tank ID number

CERS Business Home Submittals Facilities Compliance My Business

UST Tank Information/Monitoring Plan: John's Gas Station
[Home](#) » [Submittal History](#) » [Submittal: 9/4/2018 \(10765840\)](#) » [UST: UST Tank Information/Monitoring Plan \(Accepted\)](#)

[Instructions/Help](#)

Submittal Element History

Submitted for CERS ID [10765840](#) on 9/4/2018 10:47AM by [John's Gas Station \(Sacramento, CA\)](#)
 Submittal was **Accepted** on 9/4/2018 by [Sacramento County Environmental Management Department](#)

[View Entire Submittal](#) [Prepare Submittal](#)

[View Monitoring Plan](#)

Type of Action
 Type of Action (UST Tank) 430
 New Permit

Facility Information
 John's Gas Station
 1537 Main Ave
 Sacramento, CA 95838

Tank Description

Tank ID # 432
 LQT001

CERS Tank ID # 432-a
 10765840-001

Tank Manufacturer 433
 US Tank Guyz

Tank Capacity In Gallons 436
 80

Date UST System Installed 435
 1/1/2018

Date Existing UST Discovered 430-b
 11/20/2017

Date UST Permanently Closed 430-a
 -

Tank Configuration 434
 A Stand-alone Tank

Number of Compartments in the Unit 437
 1

Additional Description 438
 -

The unique (CERS generated) UST CERS Tank Identification Number is independent of the UST identification number established by the owner/operator - as reported in CERS Data Field ID 432 "Tank ID #". The CERS Tank ID # (Data Field 432-a) cannot be edited or altered, and is displayed as a read-only field on the UST Tank Information/Monitoring Plan form.

Tank ID Number Entered by Business

CERS Tank ID Number (Generated by CERS)

***UST CERS Tank ID Number:** To reduce the occurrence of duplicate tanks in CERS, and to ensure accurate information specific to a UST is captured and reported correctly in CERS (such as compliance, monitoring and enforcement data), a unique UST identification number will be automatically generated by CERS for each UST.

- Similar to the relationship between a CERS ID and a facility, the unique, CERS generated, UST identification number will always remain unique to the UST, regardless of changes in location or ownership.
- The unique, CERS generated, UST tank identification number will be used by Unified Program Agencies for tracking purposes.
- The unique, CERS generated, UST identification number cannot be modified.

Each unique, CERS generated, UST identification number will have the following format: the CERS ID of the facility where the UST currently resides, followed by a three (3) digit sequential number (Examples: 10110111-001 and 10110111-002).

The unique, CERS generated, **CERS Tank Identification Number** is independent of the **UST Tank Identification Number** established by the owner/operator as reported in CERS Data Field ID 432. The existing Tank ID Number (Data Field ID 432) will remain available for use by the business owner/operator to identify the tank at the business owner/operator's discretion. **Changes to the Tank ID Number in Data Field ID 432 by the business owner/operator will have no effect on the unique, CERS generated, UST identification number in Data Field ID 432-a.**

6. **Submit the Underground Storage Tanks (UST) and Facility Information** submittal elements to the CUPA/local regulator, when ready.