

## Reporting Closed Tanks When No Business Lead User is Available

**Question:** Can an UPA report a previously closed tank if there is no business representative available to make a UST closure submittal?

**Answer:** Yes. Use the following process.

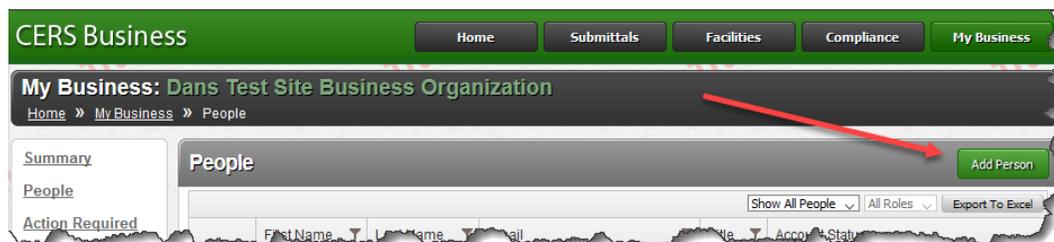
If an active business organization is no longer associated with a facility where the tank(s) was closed/removed and not correctly reported in CERS the UPA (CUPA or PA) can make a submittal on behalf of the business organization to report the tank(s) closed. If the business organization is still active but for some reason can't or won't make the closure submittal prior authorization from the business organization is required.

### Process:

- Log into the Business portal of CERS and find the facility. Access the business organization related to the closed tank facility by using the 'People/Users' feature or using the 'My Business' tab.



- Add yourself **as a lead user** to the business organization (It's quick and easy!).
  - Select the 'Add Person' button
  - Enter your email address. Note: **Always** use your UPA email account
  - Select lead user and then the 'Save' button



CERS Business

Home Submittals Facilities Compliance My Business

**Business: Dans Test Site Business Organization**

Home » My Business » People » Add Person: Enter Email

**Add Person**

Provide the email address of the person you want to add/invite to access your CERS Business *Dans Test Site Business Organization (Soquel, CA)*.

Email

Confirm Email

Continue Cancel

Summary  
People  
Action Required  
Notifications  
Email History  
Regulators  
Manage Facilities

CERS Business

Home Submittals Facilities Compliance My Business

**My Business: Dans Test Site Business Organization**

Home » My Business » People » Edit Person

**Summary**

**Identification Information**

The information below is shared by other Organizations and/or Regulators linked to an Account.

Full Name Email  
Dan Firth [Edit](#) daniel.firth@waterboards.ca.gov [Edit](#)

**Additional Information for Dans Test Site Business Organization**

**i** This information for **Dan Firth** is specific to **Dans Test Site Business Organization**

Phone Title

(e.g., (999) 999-9999 x123)

**Account Information**

Status Username Last Sign-In Activity  
Active danfirth 3/5/2019 at 10:52 AM to the CERS Business portal [View more...](#)

Assigned Permissions

Permission Group	Description
<input type="checkbox"/> Approvers	Can add, view, edit, and submit facility reports to their facility's regulator(s).
<input type="checkbox"/> Editors	Can add/edit facility submittals/reports, but cannot submit reports to their facility's regulator(s).
<input checked="" type="checkbox"/> Lead Users	Can view/add/edit/submit facility reports to regulators, as well as add, remove, and otherwise manage their business' user accounts, facilities, and other data about their CERS business/organization.
<input type="checkbox"/> Viewers	Can view facility submittals/reports (read-only).

Save Delete Cancel

Summary  
People  
Action Required  
Notifications  
Email History  
Regulators  
Manage Facilities  
Archive

Now that you are associated with the business organization you can prepare a UST closure submittal on behalf of the business organization. Follow these steps:

- Start a UST submittal. Use a previous submittal, if available, as the starting point. If a previous submittal is not available, you would need to enter the minimally required facility and UST information to make the submittal.
- On the Facility Operating Permit Application select the 'Permanent Facility Closure' type of action when all USTs are being closed. If there will be remaining active USTs at this site, select the 'Confirmed/Updated Information' type of action

CERS Business

Home Submittals Facilities Compliance My Business

UST Facility Operating Permit Application: Dans Test Site 1

Home » Prepare Submittal (10138123) » UST: UST Facility Operating Permit Application (Draft)

Instructions/Help

You must complete this form within 30 days of all new permits, permit changes, or facility information changes. You will also need to update/confirm your tank, monitoring plan, and other pertinent UST-related forms. All facilities must provide a BOE Number--valid numbers are 8 digits long starting with the numbers 44... State and federal facilities should use 44032062. If ALL underground tanks at your facility ONLY contain NON-petroleum productions, you can provide this generic BOE Number: 44000000. Contact your local regulator if you are unsure what number to provide. The former paper version of this form was called "UST Operating Permit Application-Facility Information" (Form A). More information about UST Financial Responsibility Mechanisms is available at the Water Board's Underground Storage Tank Cleanup Fund [Financial Responsibility web page](#).

Discard Save Cancel

Type of Action

Confirmed/Updated Information  New Permit  Renewal Permit  Temporary Facility Closure  Permanent Facility Closure  Transfer Permit

Facility Information Tank Operator

Dans Test Site 1 Tank Operator Name

- UST Facility Operating Permit Application
  - Enter the correct type of action. If the tank(s) closure will close or remove all tanks at the facility the facility type of action must be set =Permanent Facility Closure

CERS Business

Home Submittals Facilities Compliance My Business

UST Facility Operating Permit Application: Dans Test Site 1

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Instructions/Help

You must complete this form within 30 days of all new permits, permit changes, or facility information changes. You will also need to update/confirm your tank, monitoring plan, and other pertinent UST-related forms. All facilities must provide a BOE Number--valid numbers are 8 digits long starting with the numbers 44... State and federal facilities should use 44032062. If ALL underground tanks at your facility ONLY contain NON-petroleum productions, you can provide this generic BOE Number: 44000000. Contact your local regulator if you are unsure what number to provide. The former paper version of this form was called "UST Operating Permit Application-Facility Information" (Form A). More information about UST Financial Responsibility Mechanisms is available at the Water Board's Underground Storage Tank Cleanup Fund [Financial Responsibility web page](#).

Discard Save Cancel

Type of Action

Confirmed/Updated Information  New Permit  Renewal Permit  Temporary Facility Closure  Permanent Facility Closure  Transfer Permit

Facility Information Tank Operator

Dans Test Site 1 Tank Operator Name

Phone 408-123-4567

- On the UST Tank Information/Monitoring Plan
  - Select the applicable 'Permanent Closure' or 'Removal' type of action
  - Enter the correct tank closure date
  - Add a comment to the 'additional information' field documenting that you are making this closure submittal on behalf of the business organization. Always include your name and your UPA agency name
  - Do these steps for each tank that has been closed and not reported

**CERS Business** Home Submittals Facilities Compliance My Business

**UST Tank Information/Monitoring Plan: Dans Test Site 1**  
Home » Prepare Submittal (10138123) » UST: UST Tank Information/Monitoring Plan (Draft)

**Instructions/Help**  
Use this form to enter data for new UST systems or revise data for an existing UST system. You must complete a separate form for each affected tank. For tanks that are part of a compartmentalized unit, each compartment is considered a separate tank. This information is required within 30 days of permit or facility information changes, unless your local agency requires approval prior to making the changes. The former paper version of this form was called "UST Operating Permit Application-Tank Information" (Form B).

Discard Copy from Other UST Tank Save Cancel

**Type of Action**  
Type of Action (UST Tank) ▼  
 Confirmed/Updated Information  New Permit  Renewal Permit  Temporary UST Closure  UST Permanent Closure on Site  UST Removal  
 Split Facility  AAST Change to UST  OUST Change to AST

**Facility Information**  
Dans Test Site 1  
123 Main St  
Soquel, CA 95073

**Tank Description**  
 Tank ID # 2 Edit  
 CERS Tank ID # 10138123-002  
 Tank Manufacturer  
 Tank Capacity In Gallons 5000  
 Date UST System Installed 11/20/2000  
 Date Existing UST Discovered 11/20/2010  
 Date UST Permanently Closed 3/5/2019  
 Tank Configuration  A Stand-alone Tank  One in a Compartmented Unit  
 Number of Compartments in the Unit 1  
 Additional Description  
 Insert comment that closure submittal is made by (xxx name and UPA) on behalf of the business organization.

- Prepare a Business Information submittal and include a similar comment in the Business Activities' Additional Information section that you are making this closure submittal on behalf of the business organization. Always include your name and your UPA agency name

**CERS Business** Home Submittals Facilities Compliance My Business

**Business Activities: Dans Test Site 1**  
Home » Prepare Submittal (10138123) » 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.

**Additional Information**  
Provide any additional information as necessary and/or required by your local regulator(s).  
 Insert a comment here that this submittal is made by (xxx name and UPA) on behalf of the business organization to correctly report previously closed/removed tanks.

Save Cancel

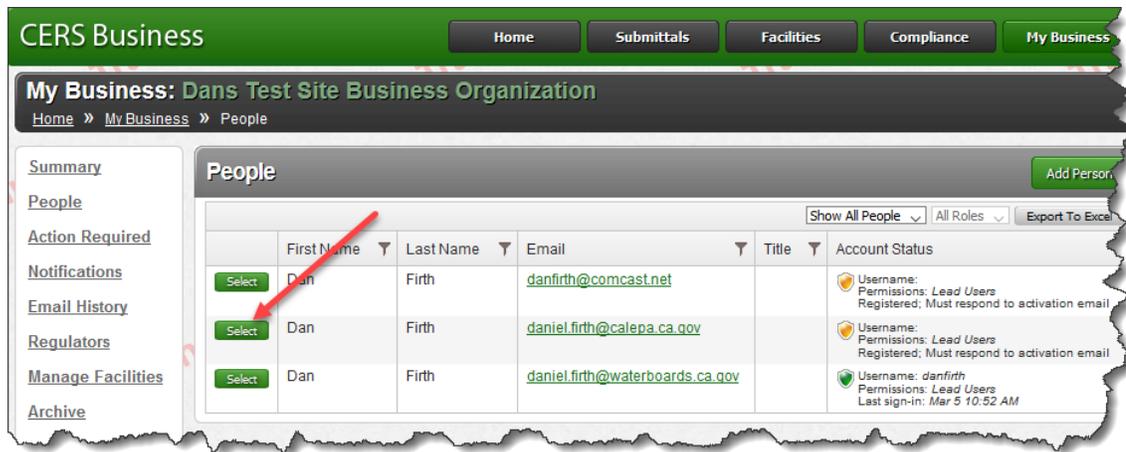
- Make the submittal. This is to include both the Business Information and UST submittal elements. Log into the Regulator portal and confirm that the submittal is viewable in the Regulator portal
- As a regulator, accept the submittal

Once you have accepted the closure submittal you need to remove yourself as a lead user from the business organization. Follow these steps:

- As you did initially, access the business organization related to the closed tank facility by using the 'People/Users' feature or using the 'My Business' tab



- Select your name from the list of business users



- Select the 'Delete' button and confirm you want to delete you as a business user.

CERS Business

Home Submittals Facilities Compliance My Business

**Business: Dans Test Site Business Organization**

Home » My Business » People » Person Details

**Summary**

People

Action Required

Notifications

Email History

Regulators

Manage Facilities

Archive

**Person Details**

**Identification Information**

The information below is shared by other Organizations and/or Regulators.

Full Name Email  
Dan Firth daniel.firth@calepa.ca.gov

**This person is also affiliated with other Businesses and/or Regulators**

Modoc County Environmental Health (Regulator)  
Santa Cruz County Environmental Health (Regulator)  
Palo Alto City Fire Department (Regulator)  
2 other Business(s)

**Additional Information for Dans Test Site Business Organization**

This information for Dan Firth is specific to Dans Test Site Business Organization

Phone Title  
(408) 857-5766 -

**Account Information**

Status Username Last Sign-In Activity  
Activation Pending dfirth 2/20/2018 at 10:49 AM to the CERS Business portal [View more...](#)

Current Permissions

Permission Group	Description
Lead Users	Can view/add/edit/submit facility reports to regulators, as well as add, remove, and otherwise manage their business' user accounts, facilities, and other data about their CERS business/organization.

Edit Delete Cancel

You have completed the tank closure submittal process and are no longer associated with the business organization. If you have questions or need further information regarding this process contact [daniel.firth@waterboards.ca.gov](mailto:daniel.firth@waterboards.ca.gov) or [lisa.jensen@waterboards.ca.gov](mailto:lisa.jensen@waterboards.ca.gov)