

## How do I find submittal information for past submittal elements in the CERS Business Portal?

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.)

- 1) Select the Business Name

California Environmental Reporting System: Business Sign Out Tools

**CERS Business** Home Submittals Facility Compliance My Business

**Select Your Business**

Below is a list of the CERS Businesses (not facilities) associated with your CERS Account. Select one of the businesses below to view its facility(s). Add a new facility/business

| Business Name   | Headquarters (City, State) | Facilities | Users | Created On |
|---|----------------------------|------------|-------|------------|
| <span style="border: 1px solid red; padding: 2px;">Select</span> Done Company | Newcastle, CA              | 6          | 2     | 5/8/2015   |

- 2) Select Submittals tab, History

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

**Home: Done Company**  
Home

- Start/Edit
- History
- Archive

**Common Tasks**

**START** **Start Facility Submittal**  
CERS will help walk you through the forms and documents required for your facility(s).

**Add Facility**  
If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!

**People/Users**  
You can allow/manage other people in your business who need to view or edit your facility reporting.

**Contact Your Local Regulator(s)**  
Find contact information for your facility's local regulator(s).

**Facilities** Add Facility... Search...

| Facility Name   | Address                          | Last Submittal | CERS ID  |
|---|----------------------------------|----------------|----------|
| <span style="border: 1px solid red; padding: 2px;">Start / Edit Submittal</span> Done Company | 896523 Space St, Newcastle 95658 | 10/9/2018      | 10160477 |

3) History will provide detailed information about the submittal elements

| CERSID   | Submitted           | Facility     | Inventory    | Plans     | UST                 | TP | Recycling | Remote Waste | Tank Closure | APSA |
|----------|---------------------|--------------|--------------|-----------|---------------------|----|-----------|--------------|--------------|------|
| 10171844 | 12/18/18<br>10:35AM | Submitted    |              | Submitted |                     |    |           |              |              |      |
| 10172132 | 12/18/18<br>10:28AM | Submitted    |              |           | Submitted<br>⚠️🔍    |    |           |              |              |      |
| 10170863 | 12/3/18             | Submitted    |              |           | Submitted<br>⚠️🔍    |    |           |              |              |      |
| 10172132 | 11/30/18            | Submitted    |              |           | Submitted<br>⚠️🔍    |    |           |              |              |      |
| 10160477 | 10/9/18             | Not Accepted |              |           | Not Accepted<br>⚠️🔍 |    |           |              |              |      |
| 10160477 | 9/6/18              | Not Accepted | Not Accepted |           | Not Accepted<br>⚠️🔍 |    |           |              |              |      |
| 10160477 | 8/30/18<br>12:36PM  | Accepted     | Accepted     | Accepted  | Accepted<br>⚠️🔍     |    |           |              |              |      |
| 10160477 | 9/7/2018            | Accepted     | Accepted     | Accepted  | Accepted<br>⚠️🔍     |    |           |              |              |      |

- Submitted – indicates the submittal is waiting for the local regulator to review, Accept, or Not Accepted the submittal element.
- Accepted – indicates the submittal has been ‘Accepted’ and reporting for this submittal element is complete.
- Not Accept – indicates there is an issue with element and detailed notes are included.

Example:

**Hazardous Materials Inventory** Not Accepted Feb. 21, 2018

Submitted for CERS ID [redacted] on 2/19/2018 1:55PM by [redacted]  
 Submittal was **Not Accepted** on 2/21/2018 by [redacted] for Long Beach Environmental Health  
 Comments by regulator: Your most recent submittal has already been accepted so this submittal is no longer needed. Although we will always review your most recent submittal, we cannot leave un-reviewed submittal in CERS so I just need to clear this one out by "not accepting" it. No further action required for this particular submittal.

[Hazardous Material Inventory \(5\)](#)  
[Site Map \(Official Use Only\): Upload Document\(s\)](#)

\*If submittal elements status are not update and you would like to get feedback please contact the local regulator for detailed information Unified Program Regulator Directory: <http://cersapps.calepa.ca.gov/Public/Directory/>