

How to Update Regulator Directory Information in CERS

The following process outlines how to update Regulator Directory Information in the CERS Regulator portal.

Please Note: Lead User permissions to the regulator/agency are required, in order to edit the Directory Information section, in CERS.

1. After signing in to the CERS Regulator portal, select the **Regulators** button from the menu bar.
2. **Select your regulator/agency** from the **My Regulator(s)** section. Or use the **Search**, below, to locate your regulator/agency.

The screenshot displays the CERS Regulator portal interface. At the top, there is a navigation bar with buttons for Submittals, Facilities, Businesses, Regulators, Compliance, Responders, and Reports. Below this is the 'CERS Regulator Listing' section, which includes a breadcrumb trail 'Home » Regulator Search' and a 'My Regulator(s)' section. The 'My Regulator(s)' section states 'The Regulator(s) associated with your account are listed below.' and features an 'Export To Excel' button. A table lists the associated regulators, with the first entry 'California Environmental Protection Unified Program' having a 'Select' button circled in red. Below this is a 'Search' section with 'Search Criteria' including a text input for 'Regulator Name' and a dropdown for 'Type' set to '--All--'. A 'Search' button and another 'Export To Excel' button are present. The search results table lists various regulators such as 'Alameda County Environmental Health', 'Alhambra Fire Department', and 'Alpine County Health Department', each with a 'Select' button. The bottom of the page shows a pagination control for 10 items per page, displaying '1 - 10 of 124 items'.

Name	Type	EDT Enabled
California Environmental Protection Unified Program	UPOA	No
Alameda County Environmental Health	CUPA	No
Alhambra Fire Department	PA	No
Alpine County Health Department	CUPA	No
Amador County Environmental Health	CUPA	No
Anaheim City Fire Department	CUPA	No
Bakersfield City Fire Department	CUPA	No
Berkeley City Toxics Management Division	CUPA	No
Burbank Fire Department	PA	No
Butte County Environmental Health	CUPA	No
Calaveras County Environmental Health	CUPA	No

3. After selecting a regulator/agency, you will be taken to a **Summary** page. Select the **Directory Info** link from the menu, on the left.

The screenshot shows the CERS Regulator interface. At the top, there is a navigation bar with buttons for Submittals, Facilities, Businesses, Regulators, Compliance, Responders, and Reports. Below this is a breadcrumb trail: Home » Regulator Search » California Environmental Protection Unified Program » Regulator Summary. The main content area is titled 'Summary' and is divided into three sections: General, Address / Contact, and Related Regulators. The General section contains fields for Name, UPA Type, Short Name, Abbreviated Name, and County. The Address / Contact section contains fields for Address, Phone, Fax, Public Contact Email, Web Site, and Public Reporting Portal Url. The Related Regulators section contains a message: 'There are no other Regulators associated with California Environmental Protection Unified Program.' On the left side, there is a vertical menu with links for Summary, People, Action Required, Compliance, Notifications, Documents, Directory Info (circled in red), Local, Requirements, Non-Regulated, Facilities, Geographic Data, Email History, and EDI.

General			
Name	California Environmental Protection Unified Program		
UPA Type	UPOA		
Short Name	Cal/EPA UP	Abbreviated Name	County
		CalEPAUP	Sacramento

Address / Contact			
1001 I St Sacramento CA, 95814			
Phone	Fax	Public Contact Email	
(916) 327-9559	(916) 322-5615	-	
Web Site	PublicContactUrl		
http://www.calepa.ca.gov/CUPA/Contacts/	-		
Public Reporting Portal Url			
-			

Related Regulators

There are no other Regulators associated with California Environmental Protection Unified Program.

4. Select the **Edit** button* below the **UPA Directory Information** section.

* **Please Note:** The **Edit** button will only be displayed if you have **Lead User** permissions to the regulator/agency, in CERS. (To view your permissions, select the **People** link, from the menu on the left. Then select your name to view account permissions.)

The screenshot shows the CERS Regulator interface. The top navigation bar includes links for Submittals, Facilities, Businesses, Regulators, Compliance, Responders, and Reports. The main header identifies the regulator as the California Environmental Protection Unified Program. The left sidebar contains a menu with links for Summary, People, Action Required, Compliance, Notifications, Documents, Directory Info, Local Requirements, Non-Regulated Facilities, Geographic Data, Email History, and EDT. The main content area is titled 'UPA Directory Information' and contains several sections: 'General' with fields for Name, UPA Type, Short Name, Abbreviated Name, and County; 'Address / Contact' with fields for address, phone, fax, public contact email, web site, and public reporting portal uri; 'Miscellaneous Notes Text About Regulator To Public' with a text area; and 'Regulator Contacts Shown to Public' with a text area. An 'Edit' button is located in the bottom right corner of the main content area.

5. **Edit/update** Directory Information, as needed. Then select the **Save** button to update.

This will update the **Regulator Directory Information** in **CERS**, as well as the **Unified Program Regulator Directory** page – provided on both the **CalEPA Unified Program** (<https://calepa.ca.gov/CUPA>) and **CERS Central** (<https://cers.calepa.ca.gov>) public websites.