

How to Change or Update a Facility's EPA ID Number in CERS

1. Sign in to the CERS Business portal. (Open your web browser and navigate to: <https://cers.calepa.ca.gov> then select the "Business Portal Sign In" button.)
 - ❖ Select your business. (If you are associated with more than one business/organization in CERS.)
2. From the Home page, select the "Start/Edit Submittal" button next to your facility.
3. Select the "Start" button from the Facility Information submittal element section.
4. Select the "Business Activities" form link.
5. Select the "Edit" button next to the EPA ID Number field (as shown below).

The screenshot shows the CERS Business portal interface. At the top, there are navigation tabs: Home, Submittals, Facilities, Compliance, and My Business. Below this is a breadcrumb trail: Home » Prepare Submittal (10161416) » Facility Information: Business Activities (Draft). The main heading is "Business Activities: Facility 1". Below the heading is a section for "Instructions/Help" with a brief description of the form's purpose. The main form area is divided into several sections:

- Site Identification:** Contains fields for Facility Name (Facility 1), Business Site Address (9999 I St, Sacramento, CA 95814, County: Sacramento), CERSID (10161416), and EPA ID Number (CAL000123456). The EPA ID Number field is highlighted with a red box, and a red arrow points to the "Edit" button next to it. There is also a "View/Edit Location Map" button.
- Hazardous Materials:** A question: "Does your facility have on site (for any purpose) at any one time, hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs); or is regulated under more restrictive local inventory reporting requirements (shown below if present); or the applicable Federal threshold quantity for an extremely hazardous substance specified in 40 CFR Part 355, Appendix A or B; or handle radiological materials in quantities for which an emergency plan is required pursuant to 10 CFR Parts 30, 40 or 70?" with radio buttons for Yes and No.
- Underground Storage Tank(s) (UST):** A question: "Does your facility own or operate underground storage tanks?" with radio buttons for Yes and No.
- Hazardous Waste:** A question: "Does your facility generate Hazardous Waste?" with radio buttons for Yes and No. Below this question is a note: "If yes, provide an EPA Identification Number (EPA ID)."

At the top right of the form area, there are "Save" and "Cancel" buttons.

6. Enter the new EPA ID Number then select "Done".
7. Select the "Save" button from the top or bottom of the Business Activities form.
8. After completing the Business Activities and Business Owner/Operator Identification forms, submit the Facility Information section to the CUPA/local regulator for review.

Then new EPA ID Number will be reflected in CERS once the Facility Information submittal has been Accepted by the CUPA/local regulator.

For more information about facility EPA ID Numbers:

A hazardous waste EPA ID number is issued by either the U.S. Environmental Protection Agency (*federal EPA ID numbers*) or by Department of Toxic Substances Control (DTSC) (*California State EPA ID numbers*). The EPA ID number identifies each handler of hazardous waste on hazardous waste manifests and other paperwork.

For more information please see: <https://dtsc.ca.gov/hazardous-waste-id-numbers/>