



County of San Diego

DEPARTMENT OF ENVIRONMENTAL HEALTH HAZARDOUS MATERIALS DIVISION

P.O. BOX 129261, SAN DIEGO, CA 92112-9261

(858) 505-6880 fax (858) 505-6848

1-800-253-9933

<http://www.sdcdeh.org>



CERS Guide for an Existing Business Generating Medical Waste

Businesses in San Diego County generating medical waste must apply and maintain a Unified Program Facility Permit (UPFP) which is now required to be updated on-line through the California Environmental Reporting System (CERS). In order to help medical offices be in compliance with the electronic reporting mandate and to ease their burden of re-entering information already captured in the County database, in December 2012, the County of San Diego, Department of Environmental Health (DEH), Hazardous Materials Division (HMD) pre-populated CERS with your business information from what we had in our internal database. The procedure below outlines how to request access to your Unified Program Facility in CERS and how to enter or verify your medical waste into the inventory element of CERS. Your business may also be subject to various hazardous materials requirements; in such case additional steps not outlined in this guide will be necessary and your area inspector can provide further guidance. Please be advised that permitting fees and invoices will continue to be generated from our newly acquired Accela Business Case Management System and it is business as usual. Once an invoice is mailed out to your facility, you are required to pay the annual fees and maintain a valid UPFP at all times.

Overview: Applying for a permit and entering/editing your medical waste information into CERS.

- Step I:** Create a CERS account
- Step II:** Request access to your "Seeded" Facility
- Step III:** Answer "Yes" in the Hazardous Materials box of the Business Activities form.
- Step IV:** Fill out the Business Owner/Operator Identification form
- Step V:** Enter or verify medical waste information in the Hazardous Materials Inventory submittal element.
- Step VI:** Select "Exempt" for the Site Map requirement
- Step VII:** Submit

Step I: Create a CERS account- if you already have a username and password, skip to [Step II](#)

First time users, please visit CERS home page @ <http://cers.calepa.ca.gov/>

1. Select "Business Portal Sign In"

California Environmental Reporting System

CERS Central

Home Business Portal Regulator Portal General Public Contacts

Home

Businesses

Regulators

Announcements

EDT

Data Sources

Businesses

Business Portal Sign In

- [Training Portal Sign In](#)
- [CERS General Announcements/Blog](#)
- [CERS Chemical Library](#)
- [Unified Program Internet Site](#)
- [CERS Business User Group Contact: Tod Ferguson](#)

Regulators

Regulator Portal Sign In

- [Training Portal Sign In](#)
- [CERS Regulator Users Group \(cicug\)](#)
- [Unified Program Violation Library \(FactSheet\)](#)
- [CERS Data Registry](#)
- [Unified Program Internet Site](#)

2. Now select **“Create New Account”**

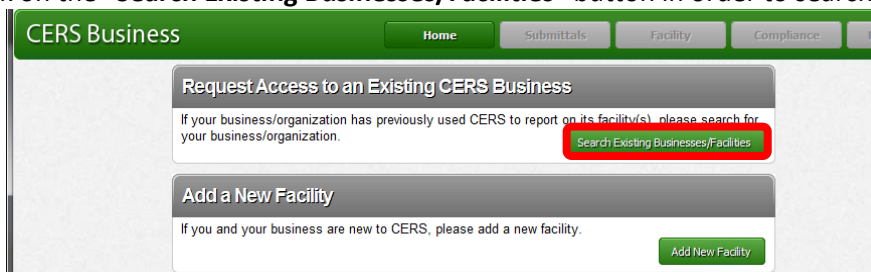


3. Fill out the CERS Registration page. Make sure the username and password meet the requirements in the red box.
4. Select **“Create My Account”**
5. You will receive an automated email message to activate your account, please follow these instructions. You have 30 days to activate your account. If you do not receive this email, check your spam or junk folder.

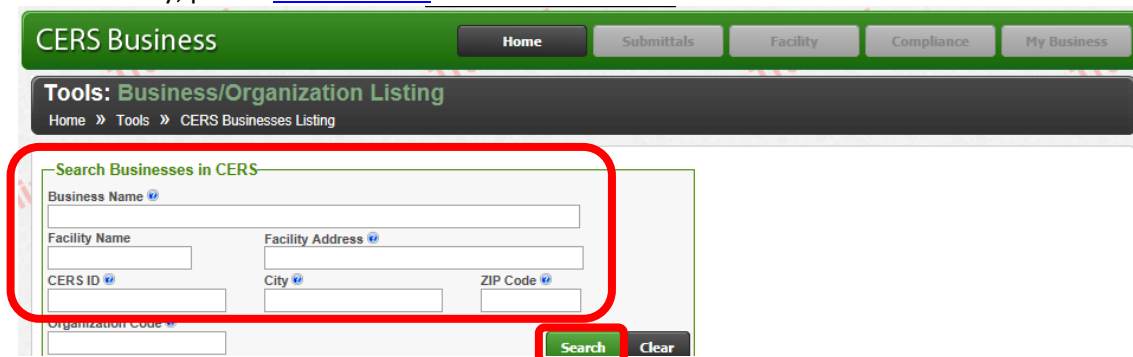
Step II: Request access to your **“Seeded”** facility- if you already have access, skip to [Step III](#).

1. CERS has been pre-populated with some of your facility information by a process called “seeding”. You will need to request access to your facility. San Diego County DEH will grant access to those that are existing contacts to the business; contact information will be verified from our database. Consultants and contractors will need to provide a letter on the business letterhead, signed by the business owner and/or operator giving permission for lead user access. Please go to http://www.sandiegocounty.gov/deh/hazmat/hmd_cers.html for a template letter.

Click on the **“Search Existing Businesses/Facilities”** button in order to search for your seeded facility.



2. Use the search box provided to find the facility that was created for you (your seeded facility). You do not need to fill out every field in this search box. If you received a letter from HMD with your CERS’ ID listed, enter that number to find your facility. If you are having trouble finding your facility, look at your permit (on site) and type the **facility name** exactly as it is listed on your permit.. If you still cannot find your seeded facility, **do not** create a new facility, please [contact HMD](#) at 858-505-6661 for assistance.



Now that you have found your facility, select “Request access...”

Business Name	Headquarters	Facilities	Users	Created On	Command
Dr. Who's Office	San Diego, CA	1	1	11/28/2012	Request access...

Enter your phone number and title, and then click “Submit” to send your request for processing.

CERS Business

Home Submittals Facility Compliance My Business

Organization Access Request

Request Access to Existing Business/Organization
You need to be approved for access to the business/organization shown below before you can add/report on the facility below.

CERS Business/Organization Name
Dr. Who's Office

Access Request will be sent to
Grissel Garcia (grissel.garcia@sdcounty.ca.gov)

Phone Number and Title
You **must** provide a phone number, and you can optionally provide your Title.

Phone Number (Required)
555-555-5555
(e.g., (999) 999-9999 x123)

Title (Optional)
Owner/DDS

Submit Cancel

You will receive confirmation that your request has been sent. **San Diego County DEH will only approve access requests to existing contacts listed in our database for your facility**, if your request is rejected due to an unfamiliar name not previously listed in our database, you will be provided with further guidance on how to rectify this. Due to a high volume of requests, we ask for your patience in this step. You will receive an automated CERS email when your request has been processed.

Step III: Answer “Yes” in the Hazardous Materials box of the Business Activities Form

1. Once you’ve been granted access to your seeded facility, it will show up on your home page. Select the green “Start/Edit Submittal” button to view the forms you need to review. Some fields may be pre-populated but you should verify all the information in this guidance document before submitting.

CERS Business

Home Submittals Facilities Compliance My Business

Home: **Dr. Who's Office**
Home

Common Tasks

START
Start Facility Submittal
CERS will help walk you through the forms and documents required for your previously added 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...

Facility Name	Address	Last Submittal	CERS ID
Start / Edit Submittal John Locke, DDS	1234 Overland Ave, San Diego 92120	1/31/2013	10142111

2. Click “Edit” at the end of the “Business Activities” form listed on the right side in the Facility Information box. In CERS, anything that is green and marked “Ready to Submit” means it has been populated with the required fields, but it is good practice to check them before submitting to ensure the information is correct. You must make sure every form within each box is green and ready to submit before you can submit the forms in that section.

CERS Business Home Submittals Facilities Compliance My Business

Prepare Draft Submittal: John Locke, DDS

Home » Prepare Submittal (10142111)

Instructions/Help

Use this page to prepare draft submittals for your facility to transmit to your local regulator(s). Make sure to review any status and guidance messages for your forms or submittals by selecting the guidance icons.

- Select "Start" button to create a submittal from scratch or copied from a previous submittal.
- Select "New" and "Edit" buttons to complete specific submittal forms or provide supplemental documentation.
- Select "Discard" button to delete a draft form/documentation when you need to re-start a form or it is no longer relevant for your draft submittal.
- Select "Not Applicable" if you believe the submittal element is no longer relevant for your facility (e.g., closed UST tank).
- Select "Submit" when you are ready to transmit one or more submittals to your local regulator(s). ALL submittals must include a Facility Information element.

Facility Information DRAFT Jan. 31, 2013 Submit

Business Activities Ready to Submit Edit

Business Owner/Operator Identification Review Needed Edit

Discard Draft Submittal

Hazardous Materials Inventory DRAFT Jan. 31, 2013 Submit

Hazardous Material Inventory (3) Add Material Ready to Submit Discard

Site Map (Official Use Only) Document Needed New

Discard Draft Submittal

Emergency Response and Training Plans UNDER REVIEW Nov. 28, 2012 Start Not Applicable

Emergency Response/Contingency Plan: Upload Document(s)

Employee Training Plan: Upload Document(s)

- Make sure the first question in the Hazardous Materials box is marked "Yes" as shown below. Please be advised that even if your facility does not have hazardous materials on site above the stated thresholds, San Diego County asks that you answer "Yes" to this question in order to enter your medical waste items into CERS. At this time, it is the way the process works.

Save Cancel

Site Identification

Facility Name: Dr. Who's Office CERSID: 10144127

Business Site Address: 1234 Main St, San Diego, CA 92123, County: San Diego EPA ID Number: CA1234567890

Hazardous Materials

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? Yes No

Underground Petroleum Storage (UST)

Does your facility own or operate underground storage tanks? Yes No

Hazardous Waste

Does your facility generate Hazardous Waste? Yes No

If yes, provide an EPA Identification Number (EPA ID).

Does your facility treat hazardous waste on-site? Yes No

- (optional) You can also edit the Facility Name and Address in this form by using the "Edit" buttons within the Site Identification box at the top. For example, if the address doesn't contain the suite number, you can add it in that box.

Step IV: Review the Business Owner/Operator Identification form

1. Select **"Edit"** on your Business Owner/Operator Identification form to review your facility's contact information.

CERS Business

Home Submittals Facilities Compliance My Business

Prepare Draft Submittal: John Locke, DDS

Home » Prepare Submittal (10142111)

Instructions/Help

Use this page to prepare draft submittals for your facility to transmit to your local regulator(s). Make sure to review any status and guidance messages for your forms or submittals by selecting the guidance icons.

- Select "Start" button to create a submittal from scratch or copied from a previous submittal.
- Select "New" and "Edit" buttons to complete specific submittal forms or provide supplemental documentation.
- Select "Discard" button to delete a draft form/documentation when you need to re-start a form or it is no longer relevant for your draft submittal.
- Select "Not Applicable" if you believe the submittal element is no longer relevant for your facility (e.g., closed UST tank).
- Select "Submit" when you are ready to transmit one or more submittals to your local regulator(s). ALL submittals must include a Facility Information element.

Facility Information DRAFT Jan. 31, 2013

Business Activities Ready to Submit Edit

Business Owner/Operator Identification Review Needed Edit

Discard Draft Submittal

Hazardous Materials Inventory DRAFT Jan. 31, 2013

Hazardous Material Inventory (3) Add Material Ready to Submit Discard

Site Map (Official Use Only) Document Needed New

Discard Draft Submittal

Emergency Response and Training Plans UNDER REVIEW Nov. 28, 2012 Start Not Applicable

Emergency Response/Contingency Plan: Upload Document(s)

Employee Training Plan: Upload Document(s)

2. You will not be able to submit if you do not fill out any fields marked in red. Pay special attention to the Owner fields (even if they aren't red), as they were mistakenly populated with the property owner information rather than the business owner. Edit as necessary and select **"Save"** when finished.

Save Cancel

Site Address

John Locke, DDS
1234 Overland Ave
San Diego, CA 92120

Identification

Operator Name: Felix Garcia
Beginning Date: 11/28/2012, Ending Date: 11/27/2013
Operator Phone: 555.555.5555, Business Phone: 124.345.6789, Business Fax: [Red]
Dun & Bradstreet, SIC Code, Primary NAICS

Mailing Address

1234 Overland Ave
City: San Diego, State: CA, ZIP/Postal Code: 92120

Primary Emergency Contact

First & Last Name: Grace Garcia
Title: Owner
Business Phone: 444.123.5678, 24-Hour Phone: 555.111.1111, Pager Number: [Red]

Owner

First & Last Name: Grace Garcia, Phone: [Red]
Mailing Address: 1234 Overland Ave
City: San Diego, State: CA, ZIP/Postal Code: 92120
Country: United States

Billing Contact

First & Last Name: Grissel Garcia, Phone: [Red]
Mailing Address: 1234 Overland Ave
City: San Diego, State: CA, ZIP/Postal Code: 92120

Secondary Emergency Contact

Name: Grissel Garcia
Title: Owner
Business Phone, 24-Hour Phone, Pager Number

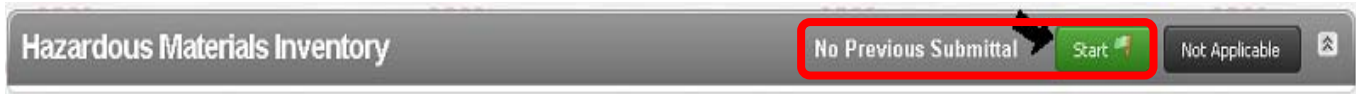
Environmental Contact

First & Last Name, Phone, Email, Mailing Address, City, State, ZIP/Postal Code, Country

Step V: Either verify seeded inventory or enter medical waste items into the Hazardous Materials Inventory submittal element.

Look at the gray line marked “Hazardous Materials Inventory”. There are two sets of instructions depending on whether or not your medical waste was pre-populated by the seeding process.

SCENARIO A- Entering your Medical Waste Inventory: If your box says “No previous submittal” as shown below, you will need to select “Start” on the Hazardous Materials Inventory submittal element and **follow steps 1-4 on page 7**.

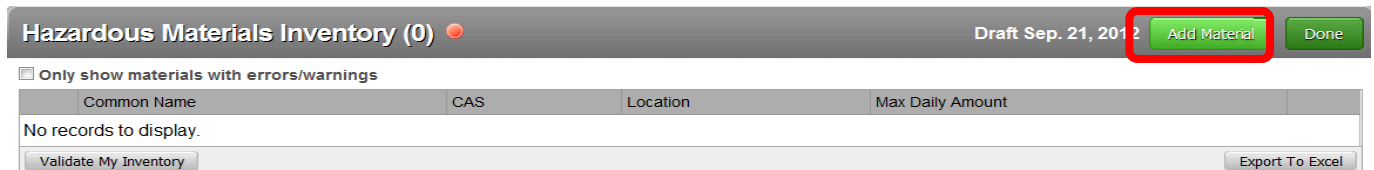


SCENARIO B- Verifying your seeded Medical Waste Inventory: If your box has a “draft” in the gray line and there are two line items inside the box as shown below, please **skip steps 1-4 on page 7 and follow steps 1-5 on page 8 instead**.



If you are following Scenario A as described above, follow the instructions on this page. Otherwise, skip to page 8.

1. Select “Add Material”



2. Select “Unable to Find Material/Add New Chemical” to add your first medical waste item



3. Enter your medical waste item into the inventory form. Required fields are circled below in the sample entry for sharps waste. Make sure you leave the **State Waste Code** field blank.

Chemical Name	training Build: 2.10.0093	CERS Chemical Library ID
Infectious Waste, Sharps		-
Common Name	CAS Number	US EPA SRS Number
Sharps		
Physical State	Hazardous Material Type	Trade Secret
<input checked="" type="radio"/> Solid <input type="radio"/> Liquid <input type="radio"/> Gas	<input type="radio"/> Pure <input type="radio"/> Mixture <input checked="" type="radio"/> Waste	<input type="radio"/> Yes <input type="radio"/> No

Building Build: 2.1.0093

Chemical Name
Infectious Waste, Sharps

Common Name
Sharps

Physical State
 Solid Liquid Gas

Hazardous Material Type
 Pure Mixture Waste

CERS Chemical Library ID
-

US EPA SRS Number
-

Trade Secret
 Yes No

Chemical Hazard Classification

EHS
 Yes No

Fire Code Hazard Classes (by priority)

[View/Edit Additional Firecodes](#)

Federal Hazard Categories
 Fire
 Reactive
 Pressure Release
 Acute Health
 Chronic Health

DOT Hazard Class

State Waste Code
 [Lookup Code](#)

Do not enter a State Waste Code

Inventory Location and Quantity

Chemical Location

Average Daily Amount

Maximum Daily Amount

Chemical Location Confidential EPCRA
 Yes No

Largest Container

Annual Waste Amount

Map# (Optional) **Grid# (Optional)**

Days on Site

Units
 gallons
 cubic feet
 pounds
 tons

Inventory Storage Information

Aboveground Tank
 Underground Tank
 Tank Inside Building
 Steel Drum
 Plastic/Non-Metallic Drum
 Can
 Carboy
 Silo
 Fiber Drum
 Bag
 Box
 Cylinder
 Glass Bottle
 Plastic Bottle
 Tote Bin
 Tank Truck, Tank Wagon
 Tank Car, Rail Car
 Other

- If you have more medical waste items to add, select **“Save and Add Another Material”** to fill out another identical form for your next item. Otherwise, hit **“Save”**.
- Once your inventory has been reviewed, select **“Done”** to go back to your draft submittal and go to Section VI for the next step.

Hazardous Materials Inventory (1) Draft Jan. 31, 2013 **Add Material** **Add Site Map** **Done**

Only show materials with errors/warnings

Common Name	CAS	Location	Max Daily Amount	
Edit WASTE 902 INFECTIOUS WASTE, SHARPS Print			5 pounds	Discard

Validate My Inventory [Export To Excel](#)

Page 1 of 1
Displaying items 1 - 1 of 1

Scenario B

If you are following Scenario B as described at the bottom of page 5, please follow steps 1-5 below.

- Click on the line marked **“Hazardous Material Inventory”** to see a list of items we had on record for your facility’s medical waste inventory. The number inside the parenthesis denotes how many items are in the inventory.

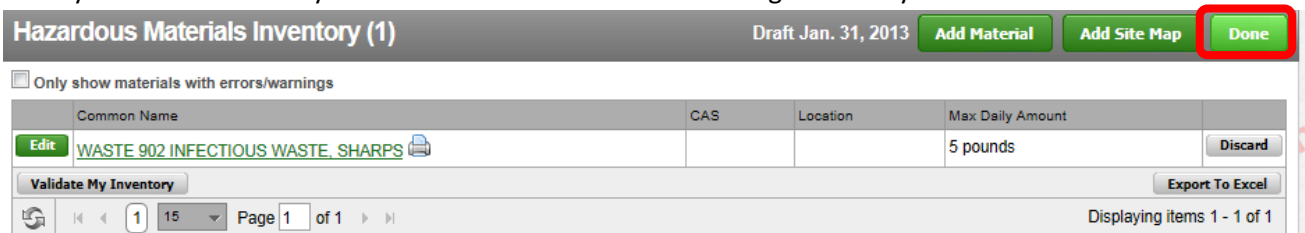
Hazardous Materials Inventory DRAFT Jan. 31, 2013 **Submit**

Hazardous Material Inventory (3) **Add Material**

[Site Map \(Official Use Only\)](#) [Ready to Submit](#) [Discard](#)
[Discard Draft Submittal](#) [Document Needed](#) [New](#)

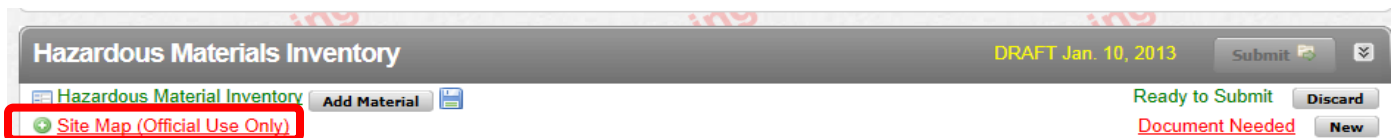
- Clicking on each of the items in your inventory will open up an inventory form like the one shown below. Verify the information pre-filled on the form and fill in anything that may be missing in red.
- Select **“Save”** if you’ve made any edits. Otherwise, if it all looks correct select **“Cancel”** to go back to the list.

- If there are any other items in your inventory, go through each one, verify the information and save any edits as you did in steps II & III above. A red dot means there is missing fields to be entered.
- Once your entire inventory has been reviewed select **“Done”** to go back to your draft submittal.

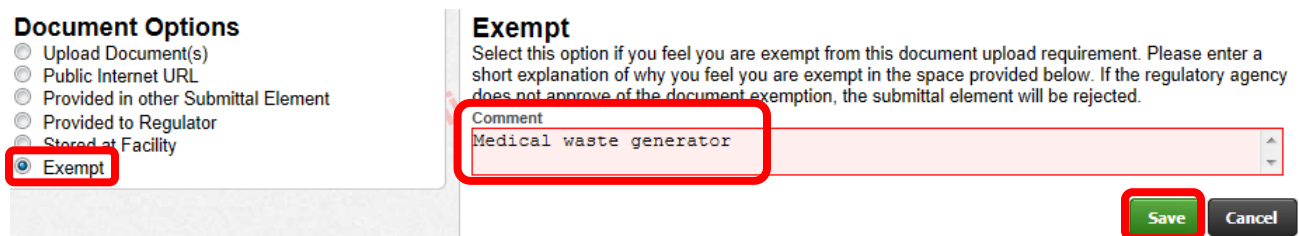


Step VI. Select “Exempt” for the Site Map requirement

- Select **“Site Map”** under the Hazardous Materials Inventory submittal element.



- Select **“Exempt”** in the Document Options box and enter a comment saying you are medical waste generator and hit **“Save”**.

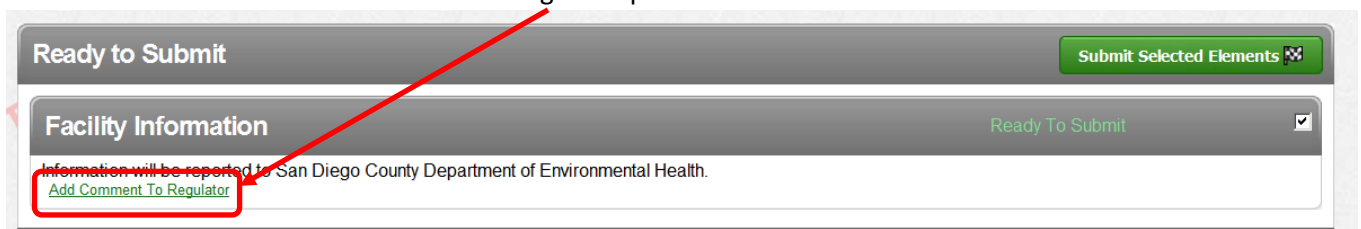


Step VII: Submit

- Select one of the two green **“Submit”** buttons.



- Select the green **“Add Comment to Regulator”** links and enter comments stating you’re a small quantity medical waste generator. If you made changes to your inventory, please include that in a comment as well. Sample comments are shown below. Click here to begin to open the comment box.



Ready to Submit

Submit Selected Elements

Facility Information

Ready To Submit

Information will be reported to San Diego County Department of Environmental Health

[Remove Comment To Regulator](#)

Small quantity medical waste generator. Updated Owner information and site address to include suite number.

Hazardous Materials Inventory

Ready To Submit

Information will be reported to San Diego County Department of Environmental Health

[Remove Comment To Regulator](#)

Deleted red bag waste as we no longer generate it. Sharps waste was left as is.

3. Select **“Submit Selected Elements”** as shown above.
4. If your information was submitted successfully, you should see the following statement.



You have submitted the following elements on 1/10/2013 to **San Diego County Department of Environmental Health**

- Facility Information
- Hazardous Materials Inventory