



# CERS REPORTING BASICS

San Diego Department of Environmental Health  
Hazardous Materials Division

*August 2017*

# What is CERS?

California Environmental Reporting System

Online reporting tool for businesses and regulators

Developed & maintained by the California Environmental Protection Agency (CalEPA)

[cers.calepa.ca.gov](https://cers.calepa.ca.gov)

## Who has to report?

All businesses with a unified program facility permit (UPFP) must submit in CERS

# Common business types under permit

- Medical/dental/veterinary
- Auto industry
- Contractors-street
- Retail stores
- Gas stations
- Dry cleaning shops
- Biomed/biotech
- Emergency Generators
- Schools/Universities
- Manufacturers

# What to report

- Facility permit and emergency contact information
- Hazardous materials business plans (HMBP)
- Above and belowground tank information
- Medical and hazardous waste information (SD requirement)

# Where to report

Used by businesses to submit required information to the local regulator, or Certified Unified Program Agency (CUPA).



**BUSINESS  
PORTAL**

**REGULATOR  
PORTAL**

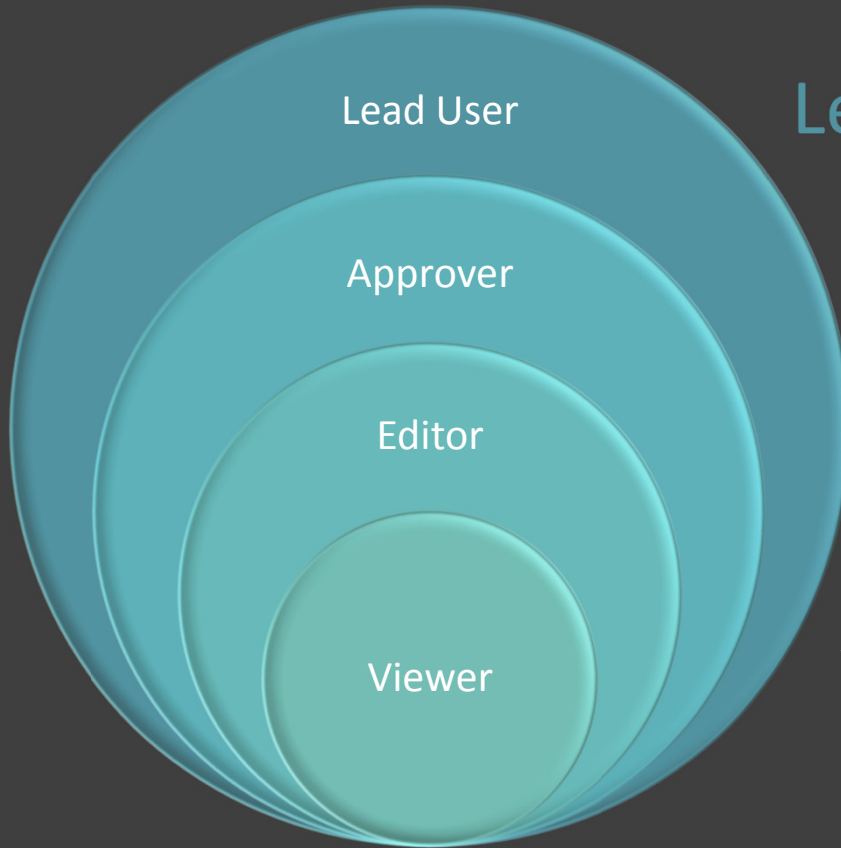


Used by regulators such as San Diego CUPA to review and accept/not accept the information businesses submit.

# When to report

- Maintain CERS information up to date & submit changes within 30 days
- Hazardous materials business plans (HMBP) are required to be submitted & re-certified annually if no changes occur.

# User Accounts



**Lead Users** can add/remove user access

**Approvers** can submit information

**Editors** can start/edit submittals  
(cannot submit)

**Viewers** have read only access



# Permits & CERS IDs

Permits and CERS IDs are location and owner specific.

Each Facility has a unique CERS ID and a Facility Regulator Key

Facility regulator key is your permit ID for San Diego County

Relocations and changes in ownership require the closure of one permit and application for a new one in CERS.

# Business/Organization

Anyone with access to the business/organization has the same access to all facilities within that business/organization in CERS.  
Like a folder on your computer, or a locked drawer in a cabinet.

# How submittals work



## Business Starts/Edits submittal draft

- Base it on your last submittal so you can work with the information previously submitted

## Business submits selected elements that have met all CERS required fields

- Grouped by sections, all required parts of each element must be 'ready to submit'
- Red dots mark missing fields or missing documents. If exempt, indicate it in the options.

## Area specialist is notified, reviews submitted elements

- Checking for completeness (required fields) and accuracy based on records.

## Submittal processed; business receives email notification

- **Accepted** or **Not Accepted**- if not accepted, business must resubmit with requested changes

# Top 3 Submittal Elements

## Facility Information

- Business Activities
- Business Owner/Operator Identification

## Hazardous Materials Inventory

- Hazardous materials & mixtures (HMBP)
- Hazardous wastes
- Medical & Pharmaceutical wastes
- Site Map (HMBP)

## Emergency Response & Training Plans

- Template in CERS is an all-in-one document
- Emergency response plan (HMBP)
- Training plan outlines your annual training (HMBP)
- Contingency plan (Hazardous Waste)

# Applying for a new permit



# Inventory Section

## Hazmat Inventory

- Hazardous materials/mixtures stored above HMBP thresholds ( $\geq 55$ gal, 500lb, 200cuft\*)
- Hazardous wastes (any amount in SD County)

## Site maps (HMBP only)

- Indicate where inventory can be found
- Use approved symbols & indicate utility shut-offs
- Used by emergency responders

**DON'T FORGET TO UPDATE & SUBMIT CHANGES WITHIN 30 DAYS**

# Common Brewery Inventory

- Compressed Gases (CO<sub>2</sub>, O<sub>2</sub>, Propane)
- Corrosive and Oxidizing Cleaners
- Propylene Glycol
- Alcohols
- Lubricating oils

# Inventory Section

Chemical Identification and Physical Properties			
Chemical Name Oxygen		CERS Chemical Library ID CCL-107491	
Common Name Oxygen		CAS Number 7782-44-7	US EPA SRS ID 
Physical State <input type="radio"/> Solid <input type="radio"/> Liquid <input checked="" type="radio"/> Gas	Hazardous Material Type <input checked="" type="radio"/> Pure <input type="radio"/> Mixture <input type="radio"/> Waste	Trade Secret <input type="radio"/> Yes <input checked="" type="radio"/> No	

Chemical Hazard Classification			
EHS <input type="radio"/> Yes <input checked="" type="radio"/> No	Fire Code Hazard Classes (by priority) Oxidizing, Class 2	Federal Hazard Categories <input checked="" type="checkbox"/> Fire <input type="checkbox"/> Reactive <input checked="" type="checkbox"/> Pressure Release <input type="checkbox"/> Acute Health <input type="checkbox"/> Chronic Health	DOT Hazard Class 2.2 - Nonflammable Gases
Radioactive <input type="radio"/> Yes <input checked="" type="radio"/> No	<a href="#">View/Edit Additional Firecodes</a>	State Waste Code 	<a href="#">Lookup Code</a>
Curies 			

Inventory Location and Quantity			
Chemical Location See Site Map	Average Daily Amount 1000	Maximum Daily Amount 2000	Units <input type="radio"/> gallons <input checked="" type="radio"/> cubic feet <input type="radio"/> pounds <input type="radio"/> tons
Chemical Location Confidential EPCRA <input type="radio"/> Yes <input checked="" type="radio"/> No	Largest Container 200	Annual Waste Amount	
Map # (Optional) 	Grid # (Optional) 	Days on Site 365	

Inventory Storage Information			
<input type="checkbox"/> Aboveground Tank	<input type="checkbox"/> Can	<input type="checkbox"/> Box	<input type="checkbox"/> Tank Truck, Tank Wagon
<input type="checkbox"/> Underground Tank	<input type="checkbox"/> Carboy	<input checked="" type="checkbox"/> Cylinder	<input type="checkbox"/> Tank Car, Rail Car
<input type="checkbox"/> Tank Inside Building	<input type="checkbox"/> Silo	<input type="checkbox"/> Glass Bottle	<input type="checkbox"/> Other
<input type="checkbox"/> Steel Drum	<input type="checkbox"/> Fiber Drum	<input type="checkbox"/> Plastic Bottle	
<input type="checkbox"/> Plastic/Non-Metallic Drum	<input type="checkbox"/> Bag	<input type="checkbox"/> Tote Bin	
Storage Pressure <input type="radio"/> Ambient <input checked="" type="radio"/> Above Ambient <input type="radio"/> Below Ambient		Storage Temperature <input checked="" type="radio"/> Ambient <input type="radio"/> Above Ambient <input type="radio"/> Below Ambient <input type="radio"/> Cryogenic	



# Mixtures


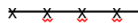
































If the chemical is a mixture, you must include the hazardous components

- All hazardous components in the mixture present >1% by weight should be reported
- If more than 5 hazardous components, use the additional field

Mixture Components			
Hazardous Component Name	CAS Number	% by Weight ⓘ	EHS
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

Additional Mixture Components ⓘ

# Site Map Approved symbols

HMBP STANDARDIZED SITE MAP SYMBOLS				HAZARDOUS MATERIALS STORAGE/USE AREA SYMBOLS		
SITE MAP SYMBOLS						
ENTRANCE/EXIT	FENCE	SAFE REFUGE AREA				
				<b>IMMEDIATE (ACUTE) HEALTH HAZARD</b> An adverse effect resulting from a short-term exposure to a chemical. Includes highly toxic, toxic, irritant, sensitizers, corrosive chemicals. Examples: cyanide, hydrochloric acid, sodium hydroxide, chlorine gas		
EMERGENCY RESPONSE EQUIPMENT	SEWER DRAIN	FIRE HYDRANT	STORM DRAIN OR CULVERT	<b>DELAYED (CHRONIC) HEALTH</b> An adverse health effect resulting from long-term exposure to a substance. The effects could be a skin rash, bronchitis, cancer or any other medical condition. Examples include carcinogens such as benzene, formaldehyde, and methylene chloride.		
				<b>FIRE HAZARD</b> Includes flammable liquids and solids, combustible liquids, pyrophorics and oxidizers. Examples include solvents like acetone and alcohol, solvent based paints, gasoline, naphtha solvent, acetylene gas cylinders, propane gas.		
FIRE SPRINKLER CONNECTION	F.D. STANDPIPE OUTLET	KNOX BOX		<b>SUDDEN RELEASE OF PRESSURE</b> This category includes explosives, blasting agents and compressed gases. Examples: nitrogen, oxygen, acetylene, helium, carbon dioxide, etc.		
				<b>REACTIVE</b> This category includes unstable air reactive, water reactive or shock materials. Examples: organic peroxides, fine metal dusts like magnesium, aluminum, phosphorous, cyanides, sulfides and picric acid.		
STORAGE TANKS AND CAPACITY						
UNDERGROUND	ABOVE GROUND	OR	PLATING TANKS			
						
MAIN UTILITY SHUT OFFS						
ELECTRICAL	GAS	WATER		<b>MEDICAL (BIOHAZARDOUS) WASTE</b> Medical or biohazardous wastes generated in medical, dental and lab settings. Typically needles and syringes in sharps containers, infectious materials in biohazard bags, clinical and microbiological lab specimens and some pharmaceutical waste.	Use the appropriate symbol from this column	
				<b>RADIOACTIVES</b> Includes mixed waste and radioactive sources used in labs and industrial settings. Examples include: Scintillation materials, nuclear medicine waste and R & D materials and waste.		
ANNUNCIATOR PANEL	STAIRWELL (i.e. 1 thru 3)	ELEVATOR Range of Floors		<b>EXTREMELY HAZARDOUS</b> Includes materials listed in Appendix A of Part 355 of Subchapter J of Chapter 1 of Title 40 of the Code of Federal Regulations. Examples include: Fluorine gases, Silane, Fumigation gases		
						

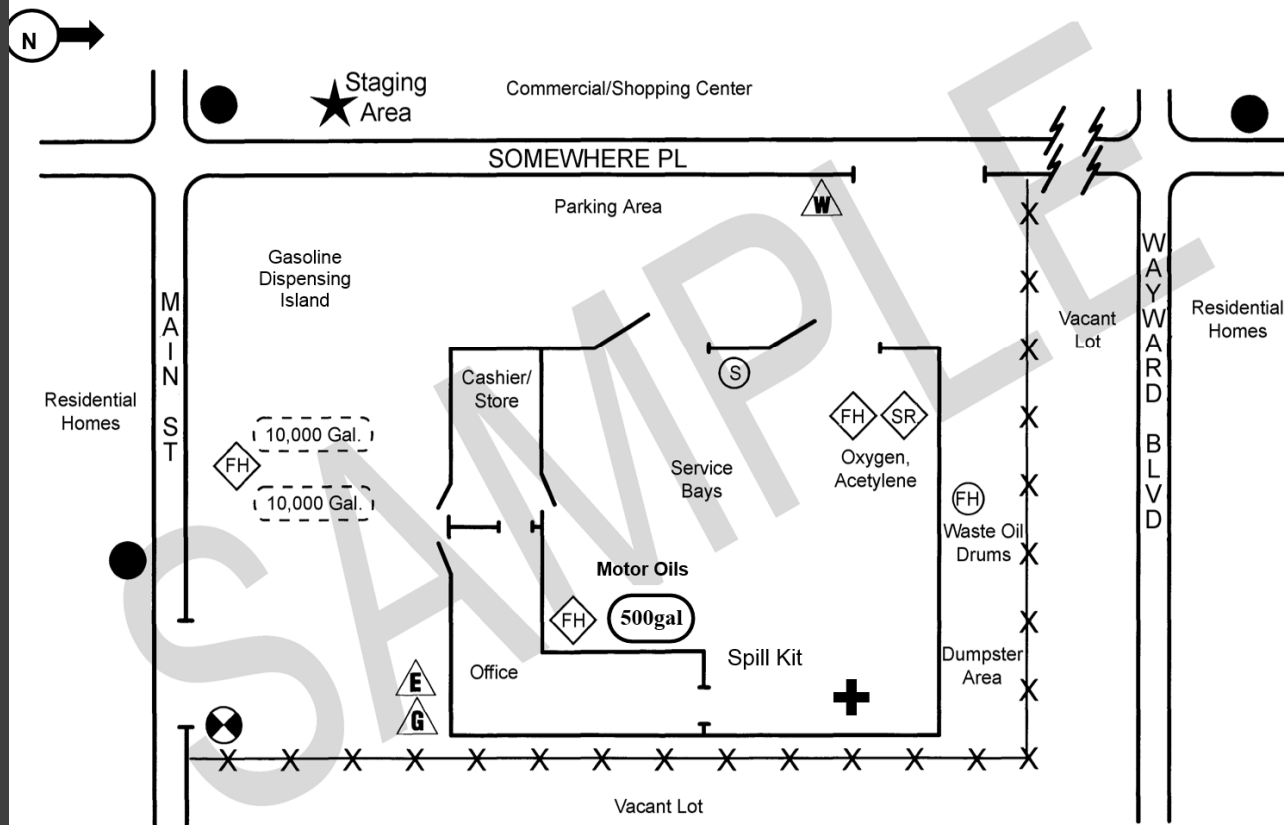
# Site Map Example

SAMPLE SITE MAP (Page 1 of 1)

BUSINESS NAME Joe's Automotive Repair

DATE 02/09/2020

BUSINESS ADDRESS 1234 Somewhere Pl., Anywhere, CA 92123



# Site Map document upload

Do not upload more than one site map.

When you make changes, discard the old one, upload an updated one.

**Document Upload(s)** [CERS Document Upload Policy](#)

Document Title	Date Authored
<a href="#">Annotated Site Map (Official Use Only)</a> (Portable Document Format, 190 KB)	9/30/2014 <a href="#">Discard</a>

**Upload Document**

No file chosen

Date Authored (Required)  
9/30/2014

Document Title (Required)

Description/Comments (Optional)

# Emergency Response & Training Plans

**Emergency Response/Contingency Plan: Mooseville Auto Repair**

[Home](#) » [Prepare Submittal \(10140299\)](#) » ER and Training Plans: Emergency Response/Contingency Plan (Draft)

**Instructions/Help**

**Emergency Response/Contingency Plan(s) Supplemental Documentation**  
You must submit an emergency response/contingency plan for your facility. Contact your local regulator for more information. To upload a document, select the **Browse** button and then the file on your computer to upload, provide a document title, and a date. Use of other document options shown on the left must be approved by your local regulator.

[Consolidated Emergency Response/Contingency Plan Template](#): This optional template may be used to satisfy requirements to contain emergency response plans, procedures, and employee training in the event of a reportable/threatened hazardous release. [Instructions](#), complete it, and upload it here.

**Document Options**

- ☒ Upload Document(s)
- ☐ Public Internet URL
- ☐ Provided Elsewhere in CERS
- ☐ Provided to Regulator
- ☐ Stored at Facility
- ☐ Exempt

**Document Upload(s)**

**Upload Document**

No file chosen

Date Authored (Required)

Document Title (Required)

Description/Comments (Optional)

Fill out and upload consolidated template

Mark the training plan as 'Provided elsewhere in CERS'

Template satisfies contingency plan requirements for Hazardous waste generators

Don't forget to read over the training section and conduct your required refresher training annually & within 6 months for new hires

**DON'T FORGET TO UPDATE & SUBMIT CHANGES WITHIN 30 DAYS**

# Submittal not accepted?

Don't panic!

Read over the regulator comments provided in your email notification or in the CERS submittal

Start/Edit a new submittal, & base it on your last submittal

Make the edits requested

Check your draft before resubmitting- did you address all the changes your area inspector indicated?

Submit again with a comment to regulator letting your inspector know what you've changed for quicker processing.

# Add Comments to Regulator

Confirm, Certify, and Submit Your Facility Submittal

Submit Selected Elements

**Certification Statement:** Based on my own knowledge and/or on my inquiry of those individuals responsible for obtaining the information, I, Kelly Robertson (CERS Account username *robertson09*), certify on 3/27/2014 under penalty of law that I have personally examined and am familiar with the information submitted and believe the information is true, accurate, and complete.

Facility Information

Ready To Submit

Information will be reported to San Diego County Department of Environmental Health.  
[Add Comment To Regulator](#)

[Add Comment To Regulator](#)

# Hard copies onsite?

Hard copies of your submittal are not required onsite, provided:

\*\*\*Someone is onsite during inspection or emergency who can access CERS and/or provide the records electronically\*\*\*



# Question/Answer Session

Remember we're here to help!

Call the CERS help desk at 858-505-6990 or email [ryan.white@sdcounty.ca.gov](mailto:ryan.white@sdcounty.ca.gov)

Email [HMDutyEH@sdcounty.ca.gov](mailto:HMDutyEH@sdcounty.ca.gov) for help

Contact your Area Specialist, their information is always included in your emailed inspection reports.