



Petaluma Fire Prevention Bureau
11 English Street, Petaluma, CA 94952
Phone (707) 778-4389 / Fax (707) 776-3642
www.cityofpetaluma.net/firedept/prevention.html



CERS GUIDANCE DOCUMENT

Use this document as a checklist to ensure all required information is provided. Check the boxes below as you complete each section. Failure to provide all the required information will result in your CERS submittal being rejected and a re-submittal will be required.



ESTABLISH A CERS ACCOUNT:

1. Go to <https://cers.calepa.ca.gov/CERS/SignIn.aspx>;
2. Select “New Business User” under the New Users heading;
3. Complete the CERS-Key form to create your account and select the “Create My Account” icon in the lower right corner of the form;

NOTE: Use your Business Name as the “Personal Assurance Phrase”.

4. You will be brought to the “Account Status” page with notification that your account activation is pending;
5. Within a few minutes you will receive an email (to the email address you provided) from the CERS Administrator containing instructions to follow in order to complete the activation of your CERS Account;
6. To verify your email address and complete this CERS-Key account request, select the first link contained in the CERS Administrator email for authorization and completion of the account activation process;
7. You will be brought to the “Account Status” page with a notification that your account activation is completed. You are now authorized to use CERS and create an account for your business;
8. In the future, all updates and changes to your account will be made at: <https://cers.calepa.ca.gov/CERS/>.

How to LOG-IN TO CERS:

1. Go to <https://cers.calepa.ca.gov/CERS/>;
2. Enter your CERS account e-mail address and password;
3. You will be brought to the CERS “Business Home” page.

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CREATE A NEW FACILITY:

1. Click on **Add Facility**;
2. Enter the facility address and click on “Submit”;
3. Enter **Facility/Business Name** and click on “Add New Facility”;
4. Click on the underlined CERS ID number and you will be taken to the Facility Summary page from which you can start your submittal.

COMPLETING THE BUSINESS PLAN:

Next, you will need to create a Hazardous Materials Business Plan (HMBP) for your facility.

1. Click on the **Business** Tab at the top of the page and complete the following:



Facilities Details page: Complete all information fields. You **must** supply a 24-hour contact number for the owner/operator/local site manager or the submittal will be rejected. **A business telephone number alone is not sufficient.**



Business/Facilities Activities page.



Consolidated Emergency Response/Contingency Plan Template: Complete the ERP, print a copy of it and upload it onto CERS under the **Documents** tab as instructed in the **UPLOAD REQUIRED INFORMATION INTO DOCUMENTS TAB** section:

1. Scan and save the ERP to your computer as a PDF;
2. Upload into CERS by clicking **Documents** tab;
3. Click on **Upload Document** on upper right;
4. Choose the ERP from its saved location on your computer and choose **Emergency Contingency Plan** from the pull down memo under the **Document Type** field;
5. Title the document **ERP**;
6. Click **Save**.



Annual HMBP Certification page: The Agency Identification required at the top of the page is: Petaluma Fire Department, 11 English Street, Petaluma, CA 94952.

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ADD CHEMICAL INVENTORY:

1. Click on the *Chemicals* Tab on the grey menu bar at the top of the page.

Use the ***Small Business Wizard*** if your business falls into one of the listed industry categories. Choose the most appropriate industry category that applies to your business and follow the instructions.

Notes:

- *Location* indicates the location on site where hazardous materials and/or waste are used or stored.
- Step 5: For *Maximum Daily Amount* and *Average Daily Amount*, use the same quantity.
- *Largest Container Volume* indicates the largest single container size of any one (1) material.
- *Storage Container Type*: If the options given are not applicable to your site, choose any. You will have an opportunity to change it later on the finished inventory page for that chemical.

OR

Manually add your chemical inventory if you cannot use the *Small Business Wizard*:

1. Search for the chemical in the CERS database;
2. Click on *Add Chemical* on the right side of the page;
3. Search by chemical name or CAS# which can be found in the MSDS;
4. Choose from the most accurate option given in the search results;
5. Follow the prompts and provide all the required information as noted by the red asterisk.

NOTE: If the chemical being added to the inventory is a waste, you ***must*** provide the *Annual Waste Amount*. This indicates the total amount of waste generated in one (1) year.

2. If you cannot find the chemical in the CERS database, you may add it manually as follows:
 - Click on the *Chemicals* tab on the grey menu bar at the top of the page;
 - Click on ***Add/Edit Chemicals manually***;
 - Click on ***Add Chemical*** on the right side of the screen. Instead of searching for the chemical in the CERS database, click on ***Add Chemical*** again on the right side of the page;

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- You will be taken to the **Chemical Details** screen. Have the chemical's MSDS available as it will contain all or most of the information needed. The following information is required on this screen:
 - a) Include both *Hazardous Material Name* and *Common Name*;
 - b) Include CAS # (only pure chemicals will have a CAS #, mixtures will not);
 - c) Physical State;
 - d) FED Hazard Categories (choose all that apply);
 - e) Indicate Pure/Mixture;
 - f) Indicate Prop 65 Material (Underground Storage Tanks only).
 - Click on **SAVE** and proceed as prompted.
3. Include the following info on the screen (Red asterisk indicates all required fields):
- Days on site is generally 365;
 - *Maximum Daily Amounts* and *Average Daily Amounts* should be the same;
 - *Largest Container Volume* indicates the largest single container size of any one (1) material;
 - If the material is a waste, *Annual Waste Amount* **MUST** be provided or the submittal will be rejected;
 - Click *Next* button.
4. Include the required info on the screen (a red asterisk indicates all required fields);
- NOTE:** *Storage Pressure* and *Storage Temperature* are both ambient in most cases.
5. Click **Save** button. The chemical has now been added to the inventory.



UPLOAD REQUIRED INFORMATION INTO DOCUMENTS TAB:

This is where hard copies of the **Site Map** and **Consolidated Emergency Response/Contingency Plan** are uploaded into your facility account as follows:

1. Scan and save the document to your computer as a **PDF**;
2. Click on the **Documents** tab;
3. Click on **Upload Document** on upper right;
4. Choose the document to be uploaded from its saved location on your computer and choose the appropriate document type from the pull down menu under the **Document Type** field;

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5. Give the document a name in the *Document Title* field;
6. Click **Save**.



SUBMIT YOUR BUSINESS PLAN:

When you have completed all the information for your business and verified it for accuracy, the Business Plan must be submitted for review by the Fire Prevention Bureau.

1. Select the “**Submittals**” tab and click on the “**Submittal Information**” icon;
2. Review the *Submittal Completeness Verification* to ensure all required information has been provided. Click the “**Submit**” icon on the lower left of the screen;
3. Your Business Plan is then available in CERS for review by the Fire Prevention Bureau.



PRINT A COPY OF YOUR HMBP:

You must still maintain a written copy of the HMBP on site. The following pages must be printed and saved, available for review during inspections:

1. Facility Details;
2. Business Activities;
3. Annual HMBP Certification;
4. All UST forms, if applicable;
5. Emergency Response/Contingency Plan; and
6. Site map.

When printing these documents, use the small printer icon located on the upper right side of the page. **DO NOT use the standard File/Print command.**



PRINT THE CHEMICAL INVENTORY LIST:

1. Click on the *Reports* tab;
2. Choose the *HMIS Matrix Report (PDF)* at the top of the list of options;
3. Choose the most recent submittal date (if you have multiple submittals) from the pull-down menu;
4. Click on *Generate Report*. A report of the non-waste inventory will be generated and can be printed;
5. Click on the *Reports* tab a second time;
6. Choose the *HMIS Matrix Report (PDF)* at the top of the list of options;
7. Choose the most recent submittal date (if you have multiple submittals) from the pull-down menu;

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8. Select **Waste** from the **Hazard Type** pull-down menu;
9. Click on **Generate Report**. A report of the waste inventory will be generated and can be printed.



FOLLOW-UP OF YOUR SUBMITTAL:

Once your submittal has been reviewed by the Fire Prevention Bureau (this could take up to 2 weeks) you will receive an email verifying that it has been either accepted or rejected.

If your submittal has been rejected, it means that required information was not provided. Log back into your CERS account and on the Business Summary page there will be comments as to what additional information is required. Make the changes or provide the additional information and re-submit using the same process noted-above.