



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

HOW TO 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 the Business Name as your "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.

CERS GUIDANCE DOCUMENT, CONT.

HOW TO CREATE A NEW FACILITY:

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

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**
 - Print a hard copy of the ERP, complete it by hand and upload it onto CERS under the **Documents** tab as follows:
 - Scan and save the ERP to your computer as a PDF.
 - Upload into CERS by clicking **Documents** tab.
 - Click on **Upload Document** on upper right.
 - 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.
 - Title the document **ERP**.
 - 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.
 - Complete all information fields.

CERS GUIDANCE DOCUMENT, CONT.

UNDERGROUND STORAGE TANKS (UST):

The following information must be completed for businesses with USTs.

1. Click on the **USTs** tab on the grey menu bar at the top of the page.
2. Complete each of the information pages providing all the requested information as directed:
 - UST Facilities Details/Information page;
 - Tank(s) Information page;
 - UST Monitoring Plan;
 - UST Response Plan
 - UST Installations;
 - Designated Operator (Must be uploaded under Documents tab. See instructions below);
 - Financial Responsibility (Must be uploaded under Documents tab. See instructions below)
 - You must include a written agreement between the property owner and business operator (if not the same) indicating use of the property for UST operation(must be uploaded under Documents tab. See instructions below).
1. UST owners/operators must submit a site map including the following information:
 - The location of all the sensors associated with the UST monitoring system. For example, the site plan must show the location of the sump, annular, and under dispenser containment sensors;
 - Location of street(s) bordering the property;
 - Location of buildings on the property;
 - Location of the tanks and dispensers;
 - Location of utility shut-offs;
 - Location of Emergency Fuel Shut-off;
 - Location of storm drains; and
 - Location of spill control materials/equipment.



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USING THE *DOCUMENTS* TAB:

This is where additional information/documents, as noted above, can be uploaded into your facility account.

Hard copies of documents can be uploaded into CERS under the ***Documents*** tab as follows:

- Scan and save the document to your computer as a **PDF**.
- Click on the ***Documents*** tab.
- Click on ***Upload Document*** on upper right.
- 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.
- Give the document a name in the ***Document Title*** field.
- Click **Save**.

HOW TO 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.

REQUIRED 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, this means that required information was not provided. Log into your CERS account and on the Business Summary page



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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.

PLEASE NOTE:

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:

- Facility Details;
- Business Activities;
- Annual HMBP Certification;
- All UST forms, if applicable;
- Chemical Inventory List;
- Emergency Response/Contingency Plan; and
- 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.