# Uploading Emergency Response Plan and Site Plan

You may use an existing Emergency Response Plan and Site Map if all of the corresponding information is current and complete. A blank Consolidated Emergency Response/Contingency Plan template is also available under the CERS Consolidated Emergency/Response Plan, Instructions and Help section.

## Uploading Emergency Response, Contingency Plan

- Locate a pdf copy by utilizing the "browse" button in the Emergency Response / Contingency Plan Section
- Select "Save and Upload"
- Select "Save and Finish"
- A business employee (Lead User) may now "Submit" for all sections

## Uploading Site Map

- Locate and click the Site Map Section under the Hazardous Materials Inventory Section. Click the **"browse"** button, locate the PDF copy of your site map
- Select "Save and Upload"
- Select " Save and Finish"

# Assembly Bill AB2286

On September 2008, California Assembly Bill AB 2286 was signed into law by the Governor, requiring that by January 1, 2013 all businesses and agencies report CUPA program information electronically. As a result, Calaveras County CUPA will be requesting that all regulated facilities report electronically effective the 2012/2013 reporting cycle in anticipation of the state mandated deadline.

At minimum, all facilities must create their respective accounts and complete the Facility Information Section, Business Activities Page, Hazardous Materials Inventory and upload a copy their current Emergency Response/ Contingency Plan and Facility Site Map.

You may create your account and complete your reporting requirements by logging in at: www.cers.calepa.ca.gov

Calaveras County
Environmental Health
Department

# California Electronic Reporting System (CERS)

## User Guide


- **Conditions of Use**
- **Getting Started**
  - Creating an Account
  - Adding a Facility
- **Adding Chemical Inventory**
  - Entering Chemical Inventory Manually
  - Uploading Chemical Inventory from Excel
- **Uploading Emergency Response Plan, Site Map**
  - Uploading Site Map
  - Uploading Contingency Plan



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## Conditions of Use

- Submittals will only be accepted from a registered "Lead User" who is a direct employee of the business organization. Consultants or other third parities may complete/review or edit CERS data as registered "Editors" but not provide final submittals.
- Please ensure that your initial submittal at a minimum includes: facility information section, business activities section, complete chemical inventory and emergency contingency plan with site map prior to submittal. Do not submit sections individually, complete all sections prior to submitting.
- Only upload required or additionally requested information.
- CERS is designed for standard sized screens using relatively current web browsing software (Internet Explorer 8+, Firefox 3.6 +, current versions of Google Chrome or Safari) CERS is not designed to be effectively used on smaller displays (mobile phones, etc.)
- CERS reports require relatively current PDF viewing software (Adobe Reader 8+)

## Getting Started

### Creating an Account

First time users, please visit the CERS home page at: www.cers.calepa.ca.gov

- Select "Business Portal Sign In"
- View the "Watch Demo Video"
- Select "Create New Account"
- Complete Registration and select "Create Account"
- Your will then receive an automated email message to activate your account. If your do not receive one, check your spam or junk folder. Follow the instructions on the email to activate your account .

### Adding Facility

Once the account is activated, a user can add a new facility by selecting **"Add new facility/business".** Please note that in some instances Calaveras County CUPA has added certain facilities to the CERS system. Under such instances, you will be prompted to request access to the facility.

- Provide Address and Facility Name
- Select "Continue" after facility had been added to CERS
- Complete questions for Business Activities and select "Save"
- Complete Business Owner / Operator Identification and select "Save"
- ***Do not submit*** your Facility Information until you are ready to submit the Hazardous Materials Inventory and Emergency Response Plans/Site Map

## Materials Inventory Statement

You may complete your Hazardous Materials Inventory via the use of the chemical dictionary database or as an uploaded Excel file. Facilities with small inventories are encouraged to manually enter chemical inventory through the use of the chemical library database.

### Adding Chemical Inventory Manually

- Click on the "Add Material". Locate material and click on most appropriate items in the results table, complete the corresponding form for each chemical in your inventory
- If the material is not found in the CERS Chemical Library, select **"Unable to Find Material /Add New Chemical"** to add your material to your inventory

### Uploading Inventory from Excel

- Select "Upload Inventory" and be sure to use the CERS Hazardous Materials Upload Template. Copy and paste your date into the template
- The file size is limited to 500 inventory items
- If your file exceeds this limit, separate excess files into groups of 200 chemicals, then use the "Append to Existing Inventory" function of the upload page to run the various functions. **Do not submit** completed Inventory until you complete the next section; Emergency Plan and Site Map