

CERS Frequently Asked Questions

1. If I log out of CERS without submitting my information will it be saved?

ANSWER: YES, as long as you save your information as you input it (each CERS page has a save button) all your information will be in CERS when you log in next.

2. Must each CERS user have their own log in information or is there one log in for each site.

ANSWER: Each user must have their own user name and password. There can be multiple users for each site, however, they must log in individually. Each individual CERS user may also have access to multiple sites.

3. On the Owner/Operator Identification Page, who is the business's Environmental Contact?

ANSWER: The Environmental Contact must be an employee or representative of the business who is responsible for management of the hazardous materials and hazardous waste. An Environmental Contact can be a consultant who is hired by the facility to prepare and maintain documents such as Hazardous Materials Business Plan (HMBP), a Spill Prevention Control and Countermeasure Plan, and perform environmental audits. The Environmental Contact **IS NOT** the company the business hires to dispose of hazardous waste.

4. What document is required for the Emergency Response Plan (ERP)?

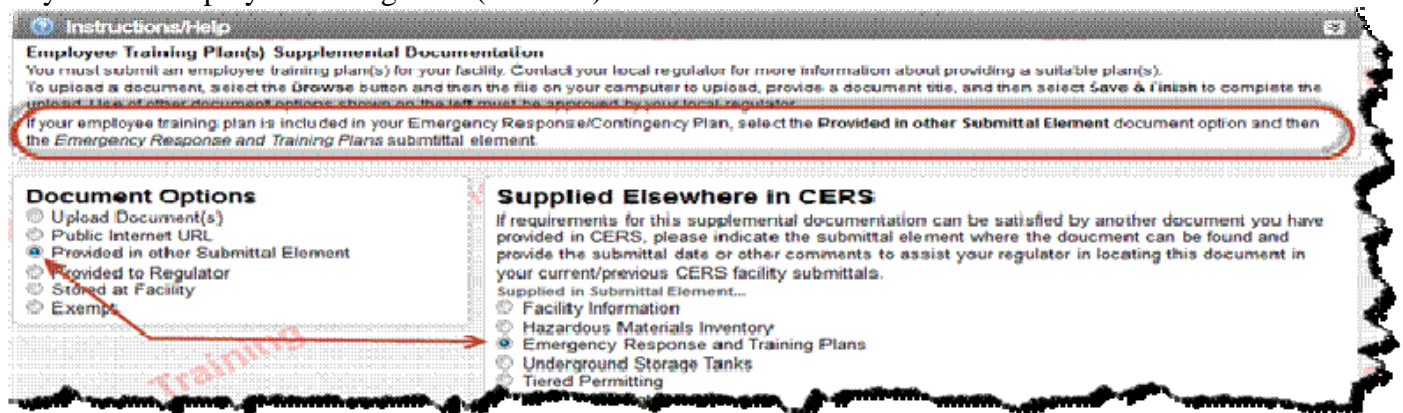
ANSWER: If a business has its own ERP it may upload that. If the business does not have its own ERP it must use the Emergency Response/Contingency Plan Template provided on the CERS website, or one that may be provided by the Santa Cruz County CUPA at

<http://www.sceeh.com/Home/Programs/HazardousMaterialsProgramsCUPA/HazardousMaterialsManagementPlans.aspx>

There is also a link to this document in the section of CERS where ERPs are uploaded.

5. What documentation is required for Employee Training?

ANSWER: A company must document annual training for all employees that handle hazardous materials. This documentation can take any form as long as it indicates the topics covered and that the training is provided annually. If you have used the Emergency Response/Contingency Plan Template provided in CERS, employee training info is included in this document and separate documentation is not required (see screen shot). If you do need a separate form, you may use the employee training form (attached).



6. Can I upload multiple documents (in the Emergency Response Plan, Employee Training, or Site Map sections)?

ANSWER: Yes, but all documents MUST be a listed and required document. MSDS, correspondence and other documents not specifically required may not be uploaded and may be deleted if found.

7. What quantities of hazardous materials must be reported?

ANSWER: In general, any material stored in quantities of greater than 55 gallons for liquids, 200 cubic feet for gases and 500 pounds for solids are regulated under California Hazardous Materials Business Plan regulations. Thresholds may be smaller for some materials such as toxic gases, smaller for other extremely hazardous substance that produce toxic gases or vapors, or larger in some instances, such as some medical gases. Santa Cruz County also has a local ordinance that requires reporting of lesser quantities of hazardous materials and wastes (short form reporting requirements). If in doubt, contact Santa Cruz County CUPA at 831-454-2761 and ask for the Hazardous Materials staff to obtain help.

8. If I have the same material stored in multiple locations must that material be reported in the inventory more than once?

ANSWER: YES, materials that are stored in multiple locations must be reported as separate inventory items indicating the different locations unless you list each map and grid number so the first responders know that the material is in multiple locations and it is listed as an aggregate quantity.

9. I've search the CERS Chemical Library and can't find the material I am looking for. Does that mean the material isn't there?

ANSWER: No, the material may still be in the Library. When you search for a material, be generic not specific. For example, if you are looking for waste motor oil, do not put this in your search. Search for Motor oil or oil. If you do not find the material you are searching for you need to create your own. Use the 'add material' button to add a material not in the library (See screen shot).

The screenshot shows a web interface for searching the CERS Chemical Library. At the top, there is a search bar with the text "Search for your Chemical/Material in the CERS Chemical Library". Below the search bar are three input fields: "Chemical Name", "Chemical Library ID", and "CAS Number". There are also radio buttons for "Source" with options: "CERS Chemical Library" (selected), "Materials for this Facility", and "Any Materials for any Facility". A "Search" button and a "Cancel" button are located to the right of the search bar. Below the search bar is a section titled "Select Chemical for Inventory Entry". A green button labeled "Unable to Find Material/Add New Chemical" is located in this section, with a red arrow pointing to it. Below this section is a table with columns: "CD ID", "Chemical Name", "Common Name / Synonym Name", "Synonym?", and "CAS". The table currently displays "No records to display". At the bottom of the page, there is a pagination bar showing "Page 1 of 1" and "Displaying items 0 - 0 of 0".

10. Is my business and facility the same thing/

ANSWER: Some times. If you have one business at one location then business and facility are the same thing. If you have one business with facilities at multiple locations (EX. Home Depot is one business with multiple locations) then the business and facility will be different. You will have ONE business and that one business will have multiple facilities that must be reported separately under that businesses name.

11. What is my facility ID, do I need to fill out this field?

ANSWER: For Santa Cruz County, no. Your regulator will provide your local Facility ID to you if applicable. The Facility ID is a local identifier used by some local regulators, and is different than your facility's CERS ID This field may be utilized by other jurisdictions that had previously assigned facility numbers to businesses.