



# County of Santa Cruz

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## HEALTH SERVICES AGENCY

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<http://www.scceh.com>

ENVIRONMENTAL HEALTH

## CERS Guidance Document

### Establish CERS Account

1. Go to <http://cers.calepa.ca.gov>
2. Select "Business Portal Sign In".
3. Then select "Create New Account".
4. Complete the required information to create your account and select the "Create My Account" icon in the lower right corner of the form.
5. Follow remaining prompts.
6. You will receive an email from the CERS Administrator to the email address you provided containing instructions to complete the activation of your CERS account.

### Log-in to CERS

1. Go to <http://cers.calepa.ca.gov>
2. Select "Business Portal Sign In".
3. Enter your CERS account user name and password.
4. You will be brought to the CERS "Business Home" page.

### Request Access to an Existing CERS Business

In October 2012, Santa Cruz County Environmental Health Services uploaded all of the currently regulated facilities on file with the agency into the CERS database. Even if you are new to CERS, your business may already be in the system. CERS will automatically search for existing information in its system.

- Click the "Search Existing Business/Facilities" button, enter the facility name and address and click "search".
- When your facility is displayed in the search results table, select the "Request Access" button next to your facility.
- "Select" the most appropriate option from the list on the next screen:
  1. "This is my facility and I am associated with the last know owner/operator shown above."
  2. "This is my facility; but is no longer owned/operated by the last know owner/operator. Transfer this facility to my business"
  3. "I want to add an additional/new facility at this address for my business"In most instances, you will select #1.
- Review the Business Access Request, complete the required phone number field and select "Submit" if information is correct.

You will receive an email when you have been authorized by Santa Cruz County Environmental Health Services to access the facility. Once authorization has been received, you will be able to access the facility information.

If your facility has never been inspected by Santa Cruz County Environmental Health Services, or has recently had its first inspection, you are a new facility and will need to add your facility into the system.

**Additional links and information about CERS can be found on our website at**  
<http://www.scceh.com> - click the "CERS" link

### **Add a New Facility**

1. If your facility does not currently exist in CERS, select “Add a New Facility/Business”.
2. You will be brought to the “Provide Address” page and will be required to provide the street address, city, and zip code. Once information is entered click the “Continue” button to proceed.
3. You will be prompted to provide the facility name and select/add a business that owns/operates the facility. Once this information is entered click “Continue” and your facility will be issued a CERS ID and you can proceed to complete the required forms based upon the related activities at your business.

### **Business Activities**

1. Answer each of the “Yes” or “No” questions on this screen to identify which regulated activities pertain to your business and click the “Save” button when done. Additional forms will open for completion based upon how the questions on the Business Activities form were answered.

### **Add Chemical Inventory**

1. Select “Hazardous Material Inventory”.
2. Then select “Add Material” button on right-hand side of screen.
3. Enter chemical name or CAS#. You should see a list of chemicals below your search area. When chemical is found, click “Add” begin adding to inventory. (Only click on “Unable to Find Material” after multiple inconclusive searches for your chemical).
4. Complete information for chemical and select “Save” at top or bottom of page. Any incomplete required information will result in a CERS message and will display in a red box.

### **Completing the Hazardous Materials Management Plan (HMMP)**

The following information must be completed for all HMMPs:

1. Facility Information Section
  - Business Activities
  - Business Owner/Operator Identification
2. Hazardous Materials Inventory Section
  - Hazardous Materials Inventory
  - Site Map
3. Emergency Response and Training Plans Section
  - Emergency Response/Contingency Plan
  - Employee Training Plan

The following information must be completed for businesses with Underground Storage Tanks.

1. Underground Storage Tanks Section
  - UST Facility Operating Permit Application
  - UST Monitoring Site Plan
  - UST Certification of Financial Responsibility
  - Response Plan
  - UST Owner/Operator: Written Agreement (if applicable)
  - UST Letter from Chief Financial Officer (if applicable)
  - Owner Statement of Designated UST Operator Compliance

### **HMMP Submittal**

1. From the “Submittals” tab select the “Submit” tab of the program element to be submitted.
2. If other program elements are ready to submit, the option may appear to submit multiple program elements at once.
3. Once the program elements to be submitted have been selected, select the “Submit Selected Elements” button.
4. CERS will then verify submission has been completed and the regulatory agency will be notified of the submission.

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