



Contra Costa County Hazardous Materials Programs



CALIFORNIA ENVIRONMENTAL REPORTING SYSTEM (CERS)

TRAINING FOR BUSINESSES

AGENDA



- **INTRODUCTIONS/HOUSEKEEPING**
- **THE BASICS ABOUT CERS**
- **ACCESSING CERS**
- **MANAGING USERS**
- **REVIEWING PREVIOUS SUBMITTALS**
- **SUBMITTAL ELEMENTS/RESUBMITTAL**
- **CONCLUSION**

INTRODUCTIONS



➤ CCHSHMP STAFF INTRODUCTIONS

➤ BUSINESS INTRODUCTIONS

- NAME
- TYPE OF BUSINESS (E.G., AUTO REPAIR, AUTO BODY, DRY CLEANER, GASOLINE STATION, ETC.)
- WHAT HAVE YOU DONE IN CERS SO FAR? DID YOU SUBMIT LAST YEAR FOR YOUR FACILITY? DO YOU HAVE ANY SPECIFIC GOALS FOR THIS CLASS?

THE BASICS ABOUT CERS



- ASSEMBLY BILL (AB) 2286 WAS PASSED AND SIGNED INTO LAW IN SEPTEMBER 2008
- AB 2286 MANDATED BUSINESSES TO ELECTRONICALLY REPORT ALL HAZARDOUS MATERIALS DATA
- BUSINESSES MUST REPORT ELECTRONICALLY AFTER JANUARY 1, 2013

OUR WEBSITE




- <http://cchealth.org/hazmat/cers-instructions.php>
- Has step by step instructions and an FAQ
- Has PDF fillable forms to fill out and upload to CERS

California Environmental Reporting System (CERS) Instructions

As a regulated business, your facility is required to review and submit information regarding the Hazardous Materials Business Plan, Hazardous Waste Generator, Underground Storage Tanks, Aboveground Petroleum Storage Act, and/or California Accidental Release Prevention Programs annually (CUPA data). State Law requires your business to report this information *electronically*.

Contra Costa Health Services Hazardous Materials Programs (CCHSHMP) requires the annual CUPA data to be submitted through the [California Environmental Reporting System \(CERS\)](#) between **January 1, 2016 and March 1, 2016**.

Does your facility generate Hazardous Waste? If so, you must include the  [2016 Hazardous Waste Generator Reporting Form](#) with your Facility Information Submittal.

If you are in the Hazardous Materials Business Plan, please read the  [Hazardous Materials Business Plan Law Changes for 2015](#).

Instructions for submitting CUPA information to CERS

Is your business already registered in CERS?

[CERS Instructions for Refiling](#)

Are you a New Facility to CERS?

[CERS Instructions for New Facilities](#)

ACCESSING CERS



ACCESSING CERS

➤ <http://cers.calepa.ca.gov/>

The screenshot shows the CERS Central website in a Windows Internet Explorer browser window. The browser's address bar displays <http://cers.calepa.ca.gov/>. The website's main navigation bar is green and features the "CERS Central" logo on the left and buttons for "Home", "Business Portal", "Regulator Portal", "Index", "Search", and "Contacts" on the right. A left sidebar contains a vertical menu with links: "Home", "Businesses", "Regulators", "Training", "Policy", "Announcements", "Index", and "EDT". The main content area is divided into two columns. The left column, titled "Businesses", has a red rectangular box highlighting the "Business Portal Sign In" link. Below this, a list of links includes "Business User Training", "Local Reporting Requirements", "Unified Program Regulator Directory", "CERS Chemical Library", "Unified Program Internet Site", and "CERS Business User Group". The right column, titled "Regulators", features a "Regulator Portal Sign In" link and a list of links including "Training Portal Sign In", "Regulator User Training", "CERS Regulator Users Group (CRUG)", "Unified Program Violation Library (Factsheet)", "CERS Data Registry", and "Unified Program Internet Site". The bottom section of the page contains text about electronic reporting requirements for businesses, CERS training portals, and information for multi-facility businesses. At the very bottom, there are links for "Recent Announcements/Blog Postings" and "Other CERS Links". The browser's status bar at the bottom shows the URL <http://cerslink.calepa.ca.gov/business> and the page zoom level at 95%.

California Environmental Reporting System

CERS Central

Home Business Portal Regulator Portal Index Search Contacts

Home
Businesses
Regulators
Training
Policy
Announcements
Index
EDT

Businesses

Business Portal Sign In

- Business User Training
- Local Reporting Requirements
- Unified Program Regulator Directory
- CERS Chemical Library
- Unified Program Internet Site
- CERS Business User Group

Regulators

Regulator Portal Sign In

- Training Portal Sign In
- Regulator User Training
- CERS Regulator Users Group (CRUG)
- Unified Program Violation Library (Factsheet)
- CERS Data Registry
- Unified Program Internet Site

Businesses Must Report Electronically to CERS or a Local Reporting Portal
All businesses must now submit Unified Program-related information to CERS instead of on paper forms. Alternatively, some CUPAs have developed local web portals that businesses may choose to use to meet this requirement. [More information...](#)

CERS Training Portals
Experiment and gain familiarity with using CERS by using the [Business Training Portal](#) and/or the [Regulator Training Portal](#). Learn more [here...](#)

Are you a Multi-Facility/Multi-Jurisdictional Business?
If your business/organization operates multiple CUPA-regulated facilities located in multiple CUPAs, CERS now supports creation of a single corporate identity that allows consolidated management of ALL of your facilities by one or more authorized users. To establish a multi-facility business and consolidate any existing CERS facilities under your business, you need to [submit documentation to Cal/EPA](#).

What is CERS?
The California Environmental Reporting System (CERS) is a statewide web-based system to support California Unified Program Agencies (CUPAs) and Participating Agencies (PAs) in [electronically collecting and reporting](#) various [hazardous materials-related data](#) as mandated by the [California Health and Safety Code](#) and new 2008 legislation ([AB 2286](#)). Under oversight by Cal/EPA, CUPAs implement Unified Program mandates that streamline and provide consistent regulatory activities.

Recent Announcements/Blog Postings ([All Announcement](#)) Other CERS Links

<http://cerslink.calepa.ca.gov/business> Internet 95%

ACCESSING CERS (CONT.)



➤ ENTER YOUR USER NAME

California Environmental Reporting System: Business [Sign In](#) [Help](#)

CERS Business

CERS is a statewide, web-based system to support businesses and Unified Program Agencies with electronically reporting, collecting, and managing hazardous materials-related data as mandated by the California Health and Safety Code. To learn more about CERS and the Unified Program, see [CERS Central](#).

CERS Business Sign-In

Your Username

[Next](#)

[Forgot your Username or Password?](#)

ACCESSING CERS (CONT.)



➤ ENTER YOUR PASSWORD

A screenshot of a web form for password entry. The form has a light gray background. At the top, the text "Your Password" is displayed in a small, dark font. Below this text is a white rectangular input field with a thin gray border. A red rectangular box is drawn around the input field. To the right of the input field are two buttons: a green button with the text "Next" and a dark gray button with the text "Cancel". Below the input field and buttons, the text "Forgot your password?" is displayed in a green, underlined font. A red arrow points from the right side of this text towards the input field.

ACCESSING CERS (CONT.)



➤ **USER NAME:** _____

➤ **PASSWORD:** _____

ACCESSING CERS (CONT.)



➤ YOU MUST AGREE TO USER CONDITIONS

CERS Business Portal User Agreement: CERS Business - Windows Internet Explorer

https://cersbusiness3.calepa.ca.gov/UserAgreement

File Edit View Favorites Tools Help

★ Favorites CERS Business Portal User Agreement: CERS Business

California Environmental Reporting System: Business Matthew Kaufmann's Account Sign Out Tools Help

CERS Business Facility Submittals Facility Compliance My Business

CERS Business Portal User Agreement

Please review the following conditions of use for the California Environmental Reporting System (CERS) and indicate your agreement using the checkbox below:

- I agree I will not allow others to use my CERS Account and understand my Account could be suspended if I allow others to use it. I will protect my password and never share it with others, and if my account is compromised, I will contact [CERS Technical Support](#) immediately.
- I will only upload documents as required by CERS or my local regulator(s). Any document I upload will be as compact as possible, will not exceed 25MB in size, will be free from viruses or other malicious elements, and meet other requirements specified in the [CERS Document Upload Policy](#).
- I understand I should NOT use my web browser's "Back" button while using CERS--doing so may result in duplicate records or other problems.
- I understand that CERS is designed for standard-sized screens using relatively current web browsing software: Internet Explorer 8+ (without [Compatibility Mode](#)), Firefox 3.6+, current versions of Google Chrome or Safari 5+). I understand my browser must have [Javascript enabled](#), and that some CERS features may not work on older browsers, and CERS is not designed to be effectively used on smaller display devices (e.g., mobile phones, etc.).
- I understand viewing and printing some CERS reports requires relatively current PDF viewing software (Adobe Reader 8+).
- I understand CERS is generally available during days or evenings except as described [here](#).

☐ I agree to these conditions

[Cancel](#) [Continue](#)

Version 2.22.0153 | [Enhancements](#) | [CERS Central](#) [Diagnostics](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Contact](#) | [Help](#)

California Environmental Reporting System: Business | © 2013 California Environmental Protection Agency
CERS Technical Support: [Request Technical Assistance](#)
Unified Program/General Assistance: Contact your [local regulator\(s\)](#)

CERS Help Settings Select Business

Internet 95%

MANAGING USERS



MANAGING USERS



Business Home Page: CERS Business - Windows Internet Explorer

https://cersapps.calepa.ca.gov/Training/Business/9602

File Edit View Favorites Tools Help

Business Home Page: CERS Business

California Environmental Reporting System: Business

Training
Build: 2.22.0153

Matthew Kaufmann's Account Sign Out Tools Reports Help


CERS Business


Home Submittals Facilities Compliance My Business


Home: GENERAL AUTO REPAIR


Home

Common Tasks

 **Start Facility Submittal**
CERS will help walk you through the forms and documents required for your facility(s).

 **Add Facility**
If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!

 **People/Users**
You can allow/manage other people in your business who need to view or edit your facility reporting.

 **Contact Your Local Regulator(s)**
Find contact information for your facility's local regulator(s).

Facilities

Add Facility... Search...

	Facility Name	Address	Last Submittal	CERS ID
Start / Edit Submittal	GENERAL AUTO REPAIR	888 North St, CONCORD 94518	12/16/2013	10153442

Page 1 of 1 10 items per page 1 - 1 of 1 items

Action Required (None)

Notifications for my Business (2)

CERS Help Settings

My Business: GENERAL AUTO REPAIR Select Business

Internet 95%

MANAGING USERS (CONT.)



Business People: CERS Business - Windows Internet Explorer

https://cersapps.calepa.ca.gov/Training/Business/9602/Manage/People

File Edit View Favorites Tools Help

Business People: CERS Business

California Environmental Reporting System: Business

Training Build: 2.22.0153

Matthew Kaufmann's Account Sign Out Tools Reports Help

CERS Business

Home Submittals Facilities Compliance My Business

My Business: GENERAL AUTO REPAIR

Home » My Business » People

Summary

People

Action Required

Notifications

Email History

People

Add Person

	First Name	Last Name	Email	Title	Account Status
Select	Matthew	Kaufmann	matt.kaufmann@hdsd.cccounty.us	HAZARDOUS MATERIALS SPECIALIST	Username: matts Kaufmann Permissions: Lead Users Last sign in: Dec 16 4:23 PM

Show All People All Roles Export To Excel

Version 2.22.0153 | Enhancements | CERS Central

Diagnostics | Conditions of Use | Privacy Policy | Contact | Help

California Environmental Reporting System: Business | © 2013 California Environmental Protection Agency
CERS Technical Support: Request Technical Assistance
Unified Program/General Assistance: Contact your local regulator(s)

My Business: GENERAL AUTO REPAIR Select Business

Done

Internet 95%

ALWAYS ASSIGN AT LEAST TWO "LEAD USERS"

MANAGING USERS (CONT.)



- 1. ENTER THE PERSON'S EMAIL ADDRESS**
- 2. ENTER THE PERSON'S FIRST NAME, LAST NAME, CONTACT INFORMATION, AND BUSINESS TITLE**
- 3. SELECT THE APPROPRIATE PERMISSION LEVEL (SEE NEXT SLIDE)**

MANAGING USERS (CONT.)



- **APPROVERS** – CAN ADD, VIEW EDIT, AND SUBMIT FACILITY REPORTS TO THEIR FACILITY'S REGULATOR
- **EDITORS** – CAN ADD/EDIT FACILITY SUBMITTALS/REPORTS, BUT CANNOT SUBMIT REPORTS TO THEIR FACILITY'S REGULATOR
- **LEAD USERS** – CAN VIEW/ADD/EDIT/SUBMIT FACILITY REPORTS TO REGULATORS, AS WELL AS ADD, REMOVE, AND OTHERWISE MANAGE THEIR BUSINESS' USER ACCOUNTS, FACILITIES, AND OTHER DATA
- **VIEWERS** – CAN VIEW FACILITY SUBMITTALS/REPORTS (READ ONLY)

REVIEWING YOUR PREVIOUS SUBMITTAL



AND OTHER MISC.

REVIEWING PREVIOUS SUBMITTALS

CERS Business


[Home](#)[Submittals](#)[Facilities](#)[Compliance](#)[My Business](#)


Home: Amandas Contra Costa Haz Mat


Home


- Start/Edit
- History
- Archive

Common Tasks

 [Start Facility Submittal](#)

 [Add Facility](#)
If you are new to CERS, or must

 [People/Users](#)
You can allow/manage other

 [Contact Your Local Regulator\(s\)](#)

History

CERSID	Submitted	Facility	Inventory	Plans	UST	TP	Recycling	Remote Waste	Tank Closure	APSA
10153475	9/24/15	Under Review	Accepted	Not Accepted						
10154027	8/4/15	Submitted								
10153475	5/14/15 10:59AM	Accepted								
10153475	5/14/15 10:08AM	Not Accepted	Submitted	Submitted						

REVIEWING PREVIOUS SUBMITTALS (CONT.)



Submittal History: RONDA J'S GAS STATION

[Home](#) » [Facility Search](#) » [Summary: 10153475](#) » Submittal History

[Summary](#)

[Submittals](#)

[Submittal
Elements](#)

[Notifications](#)

[Compliance](#)

Previous Submittals for this Facility


[Prepare Submittal](#)

Submitted	Facility	Inventory	Plans	UST	Haz Waste	Recycling	Remote Waste	Tank Closure	APSA
9/24/15	Under Review	Accepted	Not Accepted						
	12/28/2015	12/28/2015	12/28/2015						
5/14/15 10:59AM	Accepted								
	12/28/2015								
5/14/15 10:08AM	Not Accepted	Submitted	Submitted						
	12/28/2015								

REVIEWING PREVIOUS SUBMITTALS (CONT.)

Submittal History: RONDA J'S GAS STATION

[Home](#) » [Submittal History](#) » Submittal: 9/24/2015 (10153475)

Print Submittal 

Submittal: Sep. 24, 2015 4:15 PM

[Prepare Submittal](#)

[Submittal History](#)



[Home](#)

Facility Information

Under Review Sep. 24, 2015

Submitted for CERS ID [10153475](#) on 9/24/2015 4:15PM by [Ian Williams](#) of [Amandas Contra Costa Haz Mat \(Martinez, CA\)](#)
Submittal was **Under Review** on 12/28/2015 by [Amanda Ackerman](#) for [Contra Costa County Health Services Department](#)

 [Business Activities](#) 

 [Business Owner/Operator Identification](#) 

 [Miscellaneous State-Required Documents: Provided to Regulator](#)

Hazardous Materials Inventory

Accepted Dec. 28, 2015

Submitted for CERS ID [10153475](#) on 9/24/2015 4:15PM by [Ian Williams](#) of [Amandas Contra Costa Haz Mat \(Martinez, CA\)](#)
Submittal was **Accepted** on 12/28/2015 by [Amanda Ackerman](#) for [Contra Costa County Health Services Department](#)

 [Hazardous Material Inventory \(3\)](#)  

 [Site Map \(Official Use Only\): Upload Document\(s\)](#) 

Emergency Response and Training Plans

Not Accepted Dec. 28, 2015

Submitted for CERS ID [10153475](#) on 9/24/2015 4:15PM by [Ian Williams](#) of [Amandas Contra Costa Haz Mat \(Martinez, CA\)](#)
Submittal was **Not Accepted** on 12/28/2015 by [Amanda Ackerman](#) for [Contra Costa County Health Services Department](#)
Comments by regulator: This is a list of contractors. If you have questions please call Inspector X at 925-335-3200

 [Emergency Response/Contingency Plan: Upload Document\(s\) \(2\)](#)

 [Employee Training Plan: Provided Elsewhere in CERS](#)

REVIEWING INSPECTION DATA



COMPLIANCE DATA IS NOW AVAILABLE

CERS Business

[Home](#)[Submittals](#)[Facilities](#)[Compliance](#)[My Business](#)

Compliance: [REDACTED]
[Home](#) » [Compliance](#)

[Compliance](#)[Inspections](#)[Violations](#)[Enforcements](#)

Compliance Activity for All Facilities

Inspections for All Facilities (10 most recent)

CERS ID	Facility Name	Occurred On	Program	Type	# Vios	RTC Date	Status
1000	[REDACTED]	10/2/2015	UST	Other	1	10/8/2015	Approved
1000	[REDACTED]	4/1/2015	UST	Other	0		Approved
1000	[REDACTED]	12/31/2014	UST	Routine	8	10/8/2015	Approved
1000	[REDACTED]	12/5/2014	UST	Other	1	3/2/2015	Approved
1000	[REDACTED]	10/14/2014	UST	Other	2	10/8/2015	Approved
1000	[REDACTED]	10/1/2014	UST	Other	1	10/8/2015	Approved
1000	[REDACTED]	7/8/2014	UST	Other	0		Approved
1000	[REDACTED]	7/8/2014	HMRRP	Other	0		Approved
1000	[REDACTED]	6/24/2014	UST	Other	1		Approved
1000	[REDACTED]	12/20/2013	UST	Other	0		Approved

[Export To Excel](#)

Violations for All Facilities (10 most recent)

	CERS ID	Facility	Program	Vio Type	Violation Date	Actual RTC	Class
▶	1000	[REDACTED]	UST	2010	10/2/2015	10/8/2015	Class 2
▶	1000	[REDACTED]	UST	2030	12/31/2014	10/8/2015	Class 1
▶	1000	[REDACTED]	UST	2030	12/31/2014	10/8/2015	Class 1
▶	1000	[REDACTED]	UST	2030	12/31/2014	10/8/2015	Minor

REVIEWING INSPECTION DATA (CONT.)



Enforcements:

[Home](#) » [Compliance](#) » [Enforcements](#)

[Compliance](#)

[Inspections](#)

[Violations](#)

[Enforcements](#)

Enforcements for All Facilities

Drag a column header and drop it here to group by that column

CERS ID	Facility Name	Occurred On	Type	Formal Type	# Vios
1000		10/2/2015	Notice of Violation (NOV) Only		1
1000		4/9/2015	Referral to District Attorney	Civil	12
1000		12/31/2014	Notice of Violation (NOV) Only		8
1000		12/5/2014	Notice of Violation (NOV) Only		1
1000		10/14/2014	Referral to Other	Administrative	2
1000		10/14/2014	Notice of Violation (NOV) Only		2
1000		10/14/2014	Referral to Other	Administrative	2
1000		10/1/2014	Notice of Violation (NOV) Only		1
1000		6/24/2014	Notice of Violation (NOV) Only		1
1000		12/12/2013	Notice of Violation (NOV) Only		8

[Export To Excel](#)



10 items per page

1 - 10 of 10 items

ANNUAL RESUBMITTAL



ANNUAL RESUBMITTAL





➤ **CLICK “START/EDIT SUBMITTAL”**


Home: MATT'S DRY CLEANER
Home


- Listing
- Add Facility
- Reporting Status

Common Tasks

**Start Facility Submittal**
CERS will help walk you through the forms and documents required for your facility(s).

**Add Facility**
If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!

**People/Users**
You can allow/manage other people in your business who need to view or edit your facility reporting.

**Contact Your Local Regulator(s)**
Find contact information for your facility's local regulator(s).

FacilitiesAdd Facility...Search...

	Facility Name	Address	Last Submittal	CERS ID
Start / Edit Submittal	MATT'S DRY CLEANER	4443 Santa Claus Way, BYRON 94514	<u>1/6/2014</u>	<u>10153547</u>
Start / Edit Submittal	MATT'S AUTO BODY	5555 Webster St, CONCORD 94521		<u>10153616</u>
Start / Edit Submittal	MATT'S AUTO BODY	5555 Webster St, CONCORD 94521		<u>10153619</u>

1 Page 1 of 1 10 items per page 1 - 3 of 3 items

ANNUAL RESUBMITTAL (CONT.)



- **CLICK “START” FOR EACH SUBMITTAL ELEMENT. ALWAYS BEGIN FROM A PREVIOUS SUBMITTAL. REVISE INFORMATION AS NECESSARY AND SUBMIT.**

The screenshot displays a web interface with four submittal sections, each with a 'Start' button highlighted by a red box:

- Facility Information** (SUBMITTED Jan. 13, 2014)
 - Business Activities
 - Business Owner/Operator Identification
 - Miscellaneous State-Required Documents: Upload Document(s)
- Hazardous Materials Inventory** (SUBMITTED Jan. 8, 2014)
 - Hazardous Material Inventory
 - Site Map (Official Use Only): Upload Document(s)
- Emergency Response and Training ...** (SUBMITTED Dec. 18, 2013)
 - Emergency Response/Contingency Plan: Upload Document(s)
 - Employee Training Plan: Provided Elsewhere in CERS
- Underground Storage Tanks** (SUBMITTED Dec. 18, 2013)
 - UST Facility Operating Permit Application
 - Tanks



FACILITY INFORMATION

FACILITY INFORMATION (CONT.)



Facility Information SUBMITTED Nov. 5, 2014 **Start** Not Applicable

[Business Activities](#)

[Business Owner/Operator Identification](#)

[Miscellaneous State-Required Documents: Upload Document\(s\)](#)

Start New Submittal ×

Submittal Element: *Facility Information*

I would like to start my submittal...

☒ **Based upon my submittal of** 11/5/2014 (Submitted) ▼

You must update/replace any out-of-date data or supplemental documentation.

☐ **From scratch**

Start Cancel

BUSINESS ACTIVITIES

Facility Information

DRAFT Nov. 6, 2014

Submit

[Business Activities](#)

Ready to Submit

Edit

[Business Owner/Operator Identification](#)

Ready to Submit

Edit

[Miscellaneous State-Required Documents: Upload Document\(s\)](#)

Ready to Submit

Edit

Discard

[Discard Draft Submittal](#)

[Add Comment To Regulator](#)

Aboveground Petroleum Storage

Does your facility own or operate aboveground tanks or containers with regulated storage greater than 1,320 gallons of petroleum products (new or used)?

☐ Yes ☒ No

Regulated Substances

Does your facility have Regulated Substances stored onsite in quantities greater than the threshold quantities established by the California Accidental Release prevention Program (CalARP)?

☐ Yes ☒ No

If yes, coordinate with your local agency responsible for CalARP. CERS does not currently support any data entry or document uploads for CalARP.

Additional Information

Provide any additional information as necessary and/or required by your local regulator(s).

Save

Cancel

BUSINESS OWNER/OPERATOR IDENTIFICATION



➤ Please check all information and update as necessary.

Locally-Collected Information

Some or all of the following fields may be required by your local regulator(s).

Property Owner

First & Last Name

Phone

[Copy address...](#)

Mailing Address

City

State

Zip Code

Country

United States ▼

[For International Address](#)

Assessor Parcel Number (APN) ⓘ

Number of Employees ⓘ

5

Facility ID (Regulator Provided) ⓘ

Save

Cancel

BUSINESS OWNER/OPERATOR IDENTIFICATION: TROUBLESHOOTING



- Usually, errors get highlighted on the form

- If you get the error code:


 The field "Mailing Address State code" contains an invalid value.


Check all of the mailing addresses to make sure they are all capital letters. In this example, the error is because of the lowercase 'ca'.

HAZARDOUS WASTE GENERATOR REPORTING FORM



Facility Information DRAFT Sep. 19, 2014

[Business Activities](#)  Ready to Submit


[Business Owner/Operator Identification](#)  Ready to Submit

[Miscellaneous State-Required Documents](#) [Add Comment To Regulator](#)

OR

Facility Information DRAFT Sep. 29, 2014

[Business Activities](#)  Ready to Submit

[Business Owner/Operator Identification](#)  Ready to Submit

[Miscellaneous State-Required Documents: Upload Document\(s\)](#) Ready to Submit

[Add Comment To Regulator](#)

AND

Discard Resource Confirmation ×

 Are you sure you want to discard your draft **Miscellaneous State-Required Documents** resource?

Discarding your **Miscellaneous State-Required Documents** will not delete any data you have previously submitted to your regulator.

HAZARDOUS WASTE GENERATOR REPORTING FORM



➤ This form can be found at:

<http://cchealth.org/hazmat/pdf/cers/Hazardous-Waste-Generator-Reporting-Form.pdf>



2016 HAZARDOUS WASTE GENERATOR REPORTING FORM

FACILITY NAME:

SITE ID:

CERS ID:

EPA ID:

This form is required to be submitted if your facility had any amount of hazardous waste disposed of from your facility in 2015. Disposal includes picked up by a licensed transporter or taken to a certified collection location. If your facility is in the Hazardous Waste Generator Program, but no hazardous waste was disposed of in 2015, this form is still required.

Determine the amount of hazardous waste your business disposed of during the 2015 calendar year.

Total Tonnage of Hazardous
Waste Disposed During 2015:
(calculation guide on back)

 Tons

I hereby certify that this form, including any accompanying statements, is true and correct to the best of my knowledge and belief.

Signature: _____ Date: _____

Print Name: _____

INSTRUCTIONS FOR COMPLETING THIS FORM ON BACK

HAZARDOUS WASTE GENERATOR REPORTING FORM

Upload your HW Generator Reporting Form (For Waste Generated in Calendar Year 2015)

Miscellaneous State-Required Documents: matt

Home » Prepare Submittal (10153139) » Facility Information: Miscellaneous State-Required Documents (Draft)

Instructions/Help

Document Options

- ☒ Upload Document(s)
- ☐ Public Internet URL
- ☐ Provided Elsewhere in CERS
- ☐ Provided to Regulator
- ☐ Stored at Facility
- ☐ Exempt

Document Upload(s)

Upload Document

Date Authored (Required)

Document Title (Required)

Description/Comments (Optional)

Version 2.22.0156 | [Enhancements](#) | [CERS Central](#) [Diagnostics](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Contact](#) | [Help](#)

California Environmental Reporting System: Business L © 2014 California Environmental Protection Agency

**Enter: “HW
GENERATOR
REPORTING FORM”**

➤ <http://cchealth.org/hazmat/pdf/cers/Hazardous-Waste-Generator-Reporting-Form.pdf>



HAZARDOUS MATERIALS INVENTORY

HAZARDOUS MATERIALS INVENTORY



➤ **YOU MUST REPORT EACH HAZARDOUS MATERIAL/WASTE ONSITE THAT MEET OR EXCEED THE FOLLOWING THRESHOLD VALUES:**

➤ **55 GALLONS**

➤ **500 POUNDS**

➤ **200 STANDARD CUBIC FEET**

HAZARDOUS MATERIALS INVENTORY (CONT.)



Facility Information SUBMITTED Jan. 13, 2014 Start Not Applicable

[Business Activities](#)

[Business Owner/Operator Identification](#)

[Miscellaneous State-Required Documents](#): Upload Document(s)

Hazardous Materials Inventory SUBMITTED Jan. 8, 2014 Start Not Applicable

[Hazardous Material Inventory](#)

[Site Map \(Official Use Only\)](#): Upload Document(s)

Start New Submittal

Submittal Element: *Hazardous Materials Inventory*

I would like to start my submittal...

☒ Based upon my submittal of 11/12/2014 (Submitted)

You must update/replace any out-of-date data or supplemental documentation.

☐ From scratch

Start Cancel

Click “Start” to begin

HAZARDOUS MATERIALS INVENTORY (REVIEW)

Click to review inventory.

Hazardous Materials Inventory

DRAFT Nov. 12, 2014

Submit

Hazardous Material Inventory (4)

Add Material

Ready to Submit

Ready to Submit

Discard

Discard

Edit

Discard

Site Map (Official Use Only): Upload Document(s)

Discard Draft Submittal

Miscellaneous State-Required Documents

Add Comment To Regulator

Hazardous Materials Inventory (4)

Draft Nov. 12, 2014

Add Material

Add Site Map

Done

☐ Only show materials with errors/warnings

	Common Name	CAS	Location	Max Daily Amount	
<div>Edit</div>	Used lubricating oils	70514-12-4		110 gallons	<div>Discard</div>
<div>Edit</div>	Oakite NST			55 gallons	<div>Discard</div>
<div>Edit</div>	Motor Oil			55 gallons	<div>Discard</div>
<div>Edit</div>	Ethylene Glycol	107-21-1		55 gallons	<div>Discard</div>

Validate My Inventory

HMIS Matrix Report

Export To Excel

1

10

items per page

1 - 4 of 4 items

HAZARDOUS MATERIALS INVENTORY (CONT.)



- REVIEW ALL INFORMATION
- SAVE WHEN COMPLETE

Discard

Save

Cancel

Chemical Identification and Physical Properties

Chemical Name Lubricating oils, used	CERS Chemical Library ID CCL-236045	
Common Name Used lubricating oils	CAS Number 70514-12-4	US EPA SRS ID 777573

Physical State
☐ Solid ☒ Liquid ☐ Gas

Hazardous Material Type
☐ Pure ☐ Mixture ☒ Waste

Trade Secret
☐ Yes ☐ No

Chemical Hazard Classification

EHS <input type="radio"/> Yes <input checked="" type="radio"/> No Radioactive <input type="radio"/> Yes <input checked="" type="radio"/> No Curies <input type="text"/>	Fire Code Hazard Classes (by priority) <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> View/Edit Additional Firecodes	Federal Hazard Categories <input type="checkbox"/> Fire <input type="checkbox"/> Reactive <input type="checkbox"/> Pressure Release <input type="checkbox"/> Acute Health <input type="checkbox"/> Chronic Health	DOT Hazard Class <div><input type="text"/></div> State Waste Code <div><input type="text"/></div> Lookup Code
--	--	--	--

Inventory Location and Quantity

Chemical Location <input type="text"/>	Average Daily Amount <input type="text"/>	Maximum Daily Amount 500	Units <input checked="" type="radio"/> gallons <input type="radio"/> cubic feet <input type="radio"/> pounds <input type="radio"/> tons
Chemical Location Confidential EPCRA <input type="radio"/> Yes <input type="radio"/> No	Largest Container 400	Annual Waste Amount <input type="text"/>	
Map# (Optional) <input type="text"/>	Grid# (Optional) <input type="text"/>	Days on Site <input type="text"/>	

HAZARDOUS MATERIALS INVENTORY (ADD)

Hazardous Materials Inventory

DRAFT Jan. 27, 2015

Submit

Hazardous Material Inventory (3) **Add Material**

Site Map (Official Use Only): Provided to Regulator

Ready to Submit Discard

Ready to Submit Edit Discard

Discard Draft Submittal Miscellaneous State-Required Documents Add Comment To Regulator

OR

Hazardous Materials Inventory (1)

Draft Dec. 16, 2013

Add Material

Add Site Map

Done

☐ Only show materials with errors/warnings

	Common Name	CAS	Location	Max Daily Amount	
Edit	Motor Oil		BAY 2	110 gallons	Discard

THEN

Search for Your Hazardous Material/Waste

Unable to Find Material/Add New Material

Search for your Chemical/Material in the CERS Chemical Library

Chemical/Material Name CAS Number CERS Chemical Library ID (CCLID) Exclude Synonyms Exclude Mixtures

Starts with waste oil

Search for my Material In:
☒ CERS Chemical Library ☐ Materials for this Facility ☐ Any Materials for any Facility

Search Cancel

	Material Name	CAS #	Type	CCLID
Add	Waste Oil		Mixture	CCL-107881
Add	Waste oil	70514-12-4	Pure	CCL-236045





1 10 Page 1 of 1

Displaying items 1 - 2 of 2






HAZARDOUS MATERIALS INVENTORY (DELETE)

Hazardous Materials Inventory (4)Draft Nov. 12, 2014Add MaterialAdd Site MapDone

☐ Only show materials with errors/warnings

	Common Name	CAS	Location	Max Daily Amount	
Edit	Used lubricating oils 	70514-12-4		110 gallons	Discard
Edit	Oakite NST 			55 gallons	Discard
Edit	Motor Oil 			55 gallons	Discard
Edit	Ethylene Glycol 	107-21-1		55 gallons	Discard

[Validate My Inventory](#)[HMIS Matrix Report](#)[Export To Excel](#)



10 items per page

1 - 4 of 4 items

Delete Inventory Chemical

Are you sure you want to delete this chemical?

[Yes](#)[No](#)

This process will **DELETE** the chemical

SITE MAP - REQUIREMENTS



- ❑ INDICATE NORTH (↑)
- ❑ LOADING AREAS
- ❑ INTERNAL ROADS
- ❑ ADJACENT STREETS
- ❑ STORM AND SEWER DRAINS
- ❑ ACCESS AND EXIT POINTS
- ❑ EMERGENCY SHUT OFF(S)
- ❑ EVACUATION STAGING AREA
- ❑ IDENTIFY ALL HAZARDOUS MATERIAL/WASTE STORAGE AND HANDLING LOCATION(S)
- ❑ EMERGENCY RESPONSE EQUIPMENT (INCLUDING FIRE EXTINGUISHERS)

SITE MAP



Hazardous Materials Inventory

DRAFT Jan. 27, 2015

Submit



[Hazardous Material Inventory \(3\)](#) [Add Material](#)  

[Site Map \(Official Use Only\): Provided to Regulator](#)

Ready to Submit

Discard

Ready to Submit

Edit

Discard

[Discard Draft Submittal](#)

[Miscellaneous State-Required Documents](#)

[Add Comment To Regulator](#)

OR

Hazardous Materials Inventory (1)

Draft Dec. 16, 2013

Add Material

Add Site Map

Done

☐ Only show materials with errors/warnings

	Common Name	CAS	Location	Max Daily Amount	
Edit	Motor Oil 		BAY 2	110 gallons	Discard

SITE MAP (CONT.)

- REVIEW PREVIOUS SITE MAP SUBMITTAL TO ENSURE YOUR CURRENT SUBMITTAL MEETS CURRENT REQUIREMENTS

Document Options

- ☒ Upload Document(s)
- ☐ Public Internet URL
- ☐ Provided Elsewhere in CERS
- ☐ Provided to Regulator
- ☐ Stored at Facility
- ☐ Exempt

Document Upload(s)

[CERS Document Upload Policy](#)

Document Title

Date
Authored

[Annotated Site Map \(Official Use Only\)](#) (Portable Document Format, 120 KB)

1/21/2015

Discard

Upload Document

Choose File

No file chosen

Date Authored (Required)

1/27/2015



Document Title (Required)

Annotated Site Map (Official Use Only)

Description/Comments (Optional)

Discard

Save & Upload Again

Save & Finish

Cancel

- IF SITE MAP HAS NO CHANGES, CHOOSE CANCEL



EMERGENCY RESPONSE AND TRAINING PLANS

EMERGENCY RESPONSE/TRAINING PLAN

Emergency Response and Training ...

SUBMITTED Dec. 18, 2013

Start

Not Applicable

- Emergency Response/Contingency Plan: Upload Document(s)
- Employee Training Plan: Provided Elsewhere in CERS

Start New Submittal

Submittal Element: *Emergency Response and Training Plans*

I would like to start my submittal...

☒ Based upon my submittal of 11/7/2014 (Submitted) ▼

You must update/replace any out-of-date data or supplemental documentation.

☐ From scratch

Start



Cancel

Click "Start"


EMERGENCY RESPONSE/TRAINING PLAN (CONT.)

- REVIEW THE DOCUMENT TO DETERMINE IF NAMES, NUMBERS, ETC. ARE UP TO DATE AND THAT ALL REQUIRED SECTIONS (EX: EARTHQUAKE VULNERABILITY) ARE ADDRESSED.

Emergency Response and Training PlansDRAFT Jan. 27, 2015Submit

 [Emergency Response/Contingency Plan: Upload Document\(s\)](#) 

Ready to Submit Edit Discard

 [Employee Training Plan: Provided Elsewhere in CERS](#)

Ready to Submit Edit Discard

Discard Draft Submittal Miscellaneous State-Required Documents Add Comment To Regulator

Document Upload(s)[CERS Document Upload Policy](#)

Document Title	Date Authored
Emergency Response/Contingency Plan (Portable Document Format, 220 KB)	1/12/2015

Discard

Created By: Amanda Ackerman on 1/27/2015 7:29 PM
Last Updated By: Amanda Ackerman on 1/27/2015 7:29 PM

Edit Cancel

EMERGENCY RESPONSE/TRAINING PLAN (CONT.)

- IF A CHANGE IS NEEDED, DISCARD THE OLD PLAN.

Emergency Response and Training Plans DRAFT Jan. 27, 2015 Submit

[Emergency Response/Contingency Plan: Upload Document\(s\)](#) Ready to Submit Edit Discard

[Employee Training Plan: Provided Elsewhere in CERS](#) Ready to Submit Edit Discard

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#) [Add Comment To Regulator](#)

OR

Document Upload(s) [CERS Document Upload Policy](#)

Document Title	Date Authored
Emergency Response/Contingency Plan (Portable Document Format, 220 KB)	1/12/2015

Discard

Created By: Amanda Ackerman on 1/27/2015 7:29 PM
Last Updated By: Amanda Ackerman on 1/27/2015 7:29 PM

Edit Cancel

THERE WILL BE A CONFIRMATION BOX WHEN YOU CHOOSE DISCARD

EMERGENCY RESPONSE/TRAINING PLAN (CONT.)

➤ AFTER DISCARDING THE OLD, UPLOAD THE NEW PLAN

Emergency Response and Training Plans ● DRAFT Nov. 13, 2014 Submit

+ [Emergency Response/Contingency Plan](#) ● **Document Needed** New

+ [Employee Training Plan: Provided Elsewhere in CERS](#) Ready to Submit Edit Discard

- [Discard Draft Submittal](#) + [Miscellaneous State-Required Documents](#) + [Add Comment To Regulator](#)

Document Options

- ☒ Upload Document(s)
- ☐ Public Internet URL
- ☐ Provided Elsewhere in CERS
- ☐ Provided to Regulator
- ☐ Stored at Facility
- ☐ Exempt

Document Upload(s) [CERS Document Upload Policy](#)

Upload Document Browse...

Date Authored (Required) (calendar icon)

Document Title (Required)

Description/Comments (Optional)

Save & Upload Again Save & Finish Cancel

EMERGENCY RESPONSE/TRAINING PLAN (CONT.)



➤ **TEMPLATE AVAILABLE AT:**

<http://cchealth.org/hazmat/pdf/CERS-Consolidated-Emergency-Response-Contingency-Plan.pdf>

CALIFORNIA ENVIRONMENTAL REPORTING SYSTEM (CERS) CONSOLIDATED EMERGENCY RESPONSE / CONTINGENCY PLAN		
<small>Prior to completing this Plan, please refer to the INSTRUCTIONS FOR COMPLETING A CONSOLIDATED CONTINGENCY PLAN.</small>		
A. FACILITY IDENTIFICATION AND OPERATIONS OVERVIEW		
FACILITY EPA #	07-0000	CLASS ID
BUSINESS NAME (Same as Facility Name on UFGA - Facility Response Act)		DATE OF PLAN PREPARATION/REVISION
BUSINESS SITE ADDRESS		
City		State
Facility Name or DBA - Doing		CA ZIP CODE
INCIDENTAL OPERATIONS (e.g., Post Maintenance)		
THIS PLAN COVERS CHEMICAL, SPILLS, FIRES, AND EARTHQUAKES INVOLVING: (Check all that apply)		
<input type="checkbox"/> 1. HAZARDOUS MATERIALS; <input type="checkbox"/> 2. HAZARDOUS WASTES		
B. INTERNAL RESPONSE		
INTERNAL FACILITY EMERGENCY RESPONSE WILL OCCUR VIA: (Check all that apply)		
<input type="checkbox"/> 1. CALLING PUBLIC EMERGENCY RESPONSE (e.g., 9-1-1)		
<input type="checkbox"/> 2. CALLING HAZARDOUS WASTE CONTRACTOR		
<input type="checkbox"/> 3. ACTIVATING IN-HOUSE EMERGENCY RESPONSE TEAM		
C. EMERGENCY COMMUNICATIONS, PHONE NUMBERS AND NOTIFICATIONS		
Whenever there is an incident or initial emergency situation such as an explosion, fire, or release, the Emergency Coordinator (or his/her designee) shall:		
1. Activate internal facility alarm or communications system, where applicable, to notify all facility personnel.		
2. Notify appropriate local authorities (e.g., call 9-1-1).		
3. Notify the California Emergency Management Agency at (800) 852-7550.		
Before facility operations are resumed in areas of the facility affected by the incident, the emergency coordinator shall notify the California Department of Toxic Substances Control (DTSC), the local Unified Program Agency (UPA), and the local fire department's hazardous materials program that the facility is in compliance with requirements to:		
1. Provide for proper storage and disposal of recovered waste, contaminated soil or surface water, or any other material that results from an explosion, fire, or release at the facility; and		
2. Ensure that no material that is incompatible with the released material is transferred, stored, or disposed of in areas of the facility affected by the incident until cleanup procedures are completed.		
INTERNAL FACILITY EMERGENCY COMMUNICATIONS OR ALARM NOTIFICATION WILL OCCUR VIA: (Check all that apply)		
<input type="checkbox"/> 1. VERBAL WARNING; <input type="checkbox"/> 2. PUBLIC ADDRESS OR INTERCOM SYSTEM; <input type="checkbox"/> 3. TELEPHONE; <input type="checkbox"/> 4. PAIRERS; <input type="checkbox"/> 5. ALARM SYSTEM; <input type="checkbox"/> 6. PORTABLE RADIO		
NOTIFICATIONS TO NEIGHBORING FACILITIES THAT MAY BE AFFECTED BY AN OFF-SITE RELEASE WILL OCCUR BY: (Check all that apply)		
<input type="checkbox"/> 1. VERBAL WARNING; <input type="checkbox"/> 2. PUBLIC ADDRESS OR INTERCOM SYSTEM; <input type="checkbox"/> 3. TELEPHONE; <input type="checkbox"/> 4. PAIRERS; <input type="checkbox"/> 5. ALARM SYSTEM; <input type="checkbox"/> 6. PORTABLE RADIO		
EMERGENCY RESPONSE PHONE NUMBERS:		
AMBULANCE, FIRE, POLICE AND CFP		9-1-1
CALIFORNIA EMERGENCY MANAGEMENT AGENCY (CEMA)		(800) 852-7550
NATIONAL RESPONSE CENTER (NRC)		(800) 424-8802
POISON CONTROL CENTER		(800) 222-1222
LOCAL UNIFIED PROGRAM AGENCY (UPA/CPA)		(925) 335-3200
OTHER (Specify): CONTRA COSTA COUNTY - HAZMAT (24 HOUR EMERGENCY)		(925) 335-3232
NEAREST MEDICAL FACILITY (HOSPITAL) NAME: CALIFORNIA DEPT. OF TOXIC SUBSTANCES CONTROL (DTSC)		
AIRSBY NOTIFICATION PHONE NUMBERS:		(916) 255-3545
REGIONAL WATER QUALITY CONTROL BOARD		
U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)		(800) 300-2153
CALIFORNIA DEPT. OF FISH AND GAME (DFG)		(916) 358-2900
U.S. COAST GUARD		(202) 267-2190
CALIFORNIA		(916) 263-2800
STATE FIRE MARSHAL		(916) 445-8200
OTHER (Specify):		
OTHER (Specify):		

TRAINING PLAN



- **EMPLOYEE TRAINING PLAN SECTION MUST BE COMPLETED. FOR FACILITIES USING THE TEMPLATE IT IS INCLUDED IN THE EMERGENCY RESPONSE PLAN.**

Emergency Response and Training Plans

DRAFT Jan. 27, 2015

Submit

[Emergency Response/Contingency Plan: Upload Document\(s\)](#)

Ready to Submit

Edit Discard

[Employee Training Plan: Provided Elsewhere in CERS](#)

Ready to Submit

Edit Discard

[Discard Draft Submittal](#)

[Miscellaneous State-Required Documents](#)

[Add Comment To Regulator](#)

TRAINING PLAN



- **EMPLOYEE TRAINING PLAN SECTION MUST BE COMPLETED. FOR FACILITIES USING THE TEMPLATE IT IS INCLUDED IN THE EMERGENCY RESPONSE PLAN.**

The screenshot shows a web form for submitting training plans. A red box highlights the 'Document Options' section, with a red arrow pointing to the 'Provided Elsewhere in CERS' option. Another red arrow points from this option to the 'Emergency Response and Training Plans' option in the 'Provided Elsewhere in CERS' section. A third red arrow points to the 'Save' button at the bottom right.

Document Options

- ☐ Upload Document(s)
- ☐ Public Internet URL
- ☒ Provided Elsewhere in CERS
- ☐ Provided to Regulator
- ☐ Stored at Facility
- ☐ Exempt

Provided Elsewhere in CERS

If requirements for this supplemental documentation can be satisfied by another document you have provided in CERS, please indicate the submittal element where the document can be found and provide the submittal date or other comments to assist your regulator in locating this document in your current/previous CERS facility submittals.

Supplied in Submittal Element...

- ☐ Facility Information
- ☐ Hazardous Materials Inventory
- ☒ Emergency Response and Training Plans
- ☐ Underground Storage Tanks
- ☐ Tiered Permitting
- ☐ Recyclable Materials Report
- ☐ Remote Waste Consolidation Site Annual Notification
- ☐ Hazardous Waste Tank Closure Certification
- ☐ Aboveground Petroleum Storage Act

Indicate submittal date or other explanation...



ABOVEGROUND PETROLEUM STORAGE ACT

ABOVEGROUND PETROLEUM STORAGE ACT



- **INITIAL SUBMITTAL VIA CERS REQUIRED.**
- **IF YOU HAVE SUBMITTED AN APSA FACILITY STATEMENT THROUGH CERS PREVIOUSLY AND NOTHING HAS CHANGED YOU DO NOT NEED TO SUBMIT THIS ELEMENT THIS YEAR**
- **DO NOT UPLOAD SPILL PREVENTION CONTROL AND COUNTERMEASURE (SPCC) PLANS**

ABOVEGROUND PETROLEUM STORAGE ACT



➤ APSA TANK FACILITY STATEMENT

CONTRA COSTA HEALTH SERVICES-HAZARDOUS MATERIALS PROGRAMS
Aboveground Petroleum Storage Tank Facility Statement Page of

I. FACILITY/BUSINESS INFORMATION FACILITY EFF 0 7 0 0 0

FACILITY NAME (Name as BUSINESS NAME or Fictitious Business Act)

FACILITY ADDRESS

FACILITY CITY CA ZIP CODE

CONTACT NAME CONTACT PHONE

Does the facility have an SPCC plan? ☐ Yes ☐ No Date of last SPCC Plan Revision/Review:

II. TOTAL FACILITY CAPACITY (in gallons)
Facility's total aboveground petroleum storage capacity for all tanks and containers greater than or equal to 55 gal.: gal.
(see reverse for instructions)
Capacity of the largest tank/container that stores petroleum at your facility (in gallons): gal.

III. TANK DETAILS for facilities with tanks 10,000 gallons in capacity or more (attach a spread sheet if needed)

Tank ID Number	Contents (Gas, Diesel, etc.)	Capacity (in gallons)	Tank Location	Age of Tank (in years)	Secondary Containment
			SEE SITE MAP/PLAN FOR TANK LOCATION		<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

APSA (11-08)

<http://cchealth.org/hazmat/pdf/Aboveground-Petroleum-Storage-Act-Facility-Statement.pdf>

ABOVEGROUND PETROLEUM STORAGE ACT



➤ YOU MAY REVIEW YOUR PREVIOUS STATEMENT TO HELP DETERMINE IF ANYTHING CHANGED.

Aboveground Petroleum Storage Act

SUBMITTED Jan. 27, 2015

Start

Not Applicable



[Aboveground Petroleum Storage Act Documentation: Upload Document\(s\)](#)

View Entire Submittal

Start New Submittal

Document Options

Upload Document(s)

Public Internet URL

Provided Elsewhere in CERS

Provided to Regulator

Stored at Facility

Exempt

Document Upload(s)

[CERS Document Upload Policy](#)

Document Title

Date

Authored

[Aboveground Petroleum Storage Act Documentation](#)

Portable Document Format, 31 KB)

1/27/2015

Created By: Amanda Ackerman on 1/27/2015 8:20 PM

Last Updated By: Amanda Ackerman on 1/27/2015 8:20 PM

Back



UNDERGROUND STORAGE TANK

UNDERGROUND STORAGE TANK

Underground Storage Tanks SUBMITTABLE Nov, 18, 2014 Start Not Applicable

[UST Facility Operating Permit Application](#)

+ Tanks

[UST Tank Information/Monitoring Plan - Tank ID # 00000000](#)

+ UST Certifications of Installation/Modification

+ UST Monitoring Site Plan: Upload Document(s)

+ UST Certification of Financial Responsibility: Upload Document(s)

+ UST Response Plan: Upload Document(s)

+ UST Owner/Operator: Written Agreement: Upload Document(s)

+ UST Letter from Chief Financial Officer: Upload Document(s)

+ Owner Statement of Designated UST Operator Compliance: Upload Document(s)

Start New Submittal

Submittal Element: *Underground Storage Tanks*

I would like to start my submittal...

☒ Based upon my submittal of 11/18/2014 (Submitted) ▼

You must update/replace any out-of-date data or supplemental documentation.

☐ From scratch

Start Cancel

Click "Start"

UNDERGROUND STORAGE TANK (CONT.)



➤ UST PERMIT APPLICATION – FACILITY INFORMATION REVIEW FOR CHANGES and COMPLETENESS.

Discard

Save

Cancel

Type of Action

☒ Confirmed/Updated Information ☐ New Permit ☐ Renewal Permit ☐ Temporary Facility Closure ☐ Permanent Facility Closure ☐ Transfer Permit

Facility Information

Business Plan
Business Plan Central
crockett , CA 94520

Facility Type
☐ Motor Vehicle Fueling ☐ Fuel Distribution ☐ Farm ☐ Processor
☒ Other

BOE Number
44032244

Is the facility located on Indian Reservation/Trust lands?
☐ Yes ☒ No

Tank Operator

Tank Operator Name
Tank Operator Name

Phone
5555555555

Mailing Address
1234 Nowhere Way

City State ZIP/Postal Code
Martinez CA 94553

Country
United States [For International Address](#)

Property Owner

Owner Name
Owner Name

Phone
5555555555

Mailing Address
1234 Mailing Address

City State ZIP/Postal Code
Martinez CA 94553

Country
United States [For International Address](#)

Tank Owner

Owner Name
Tank Owner

Phone
5555555555

Mailing Address
1234 Mailing Address

City State ZIP/Postal Code
Martinez CA 94553

Country
United States [For International Address](#)

Tank Owner Type
☐ Local Agency/District ☐ County Agency ☐ State Agency
☐ Federal Agency ☒ Non-Government

UNDERGROUND STORAGE TANK (CONT.)

- **UST TANK INFORMATION/MONITORING PLAN**
-THIS SHOULD REMAIN CONSISTENT/NOT NEED UPDATES
UNLESS YOU KNOW WHAT NEEDS TO CHANGE.

Underground Storage Tanks DRAFT Jan. 27, 2015 [Submit](#)

UST Facility Operating Permit Application	Ready to Submit	Edit	Discard
Tanks Add Tank			
UST Tank Information/Monitoring Plan - Tank ID # 00000000	Ready to Submit	Edit	Discard
UST Certifications of Installation/Modification Add Certification			
UST Monitoring Site Plan: Upload Document(s)	Ready to Submit	Edit	Discard
UST Certification of Financial Responsibility: Upload Document(s)	Ready to Submit	Edit	Discard
UST Response Plan: Upload Document(s)	Ready to Submit	Edit	Discard
UST Owner/Operator: Written Agreement: Upload Document(s)	Ready to Submit	Edit	Discard
UST Letter from Chief Financial Officer: Upload Document(s)	Ready to Submit	Edit	Discard
Owner Statement of Designated UST Operator Compliance: Upload Document(s)	Ready to Submit	Edit	Discard

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#) [Add Comment To Regulator](#)

- **IF YOU KNOW SOMETHING NEEDS TO BE UPDATED**
CHOOSE EDIT TO ACCESS THE TANK INFORMATION PAGE.
- **NEVER CHANGE THE TANK ID #.**

UNDERGROUND STORAGE TANK (CONT.)

- THE MONITORING PLAN WILL BECOME AVAILABLE AFTER CHOOSING SAVE ON THE TANK INFORMATION PAGE.

UST Monitoring Plan: GENERAL AUTO REPAIR
Home » Prepare Submittal (10153442) » UST: UST Monitoring Plan (Draft)

Instructions/Help

Save + Copy to Other Monitoring Plan(s) **Copy from Other Monitoring Plan** Save Cancel

Facility Information
GENERAL AUTO REPAIR
888 North St
CONCORD, CA 94518

Equipment Testing and Preventive Maintenance
Monitoring Equipment Serviced ☒ Annually
☐ Other

Monitoring Locations
Site Plot Plan Submitted ☒ New Plan Submitted
☐ Site Plan Previously Submitted

Copy From Existing Monitoring Plan

To copy the contents of another Tank's Monitoring Plan into the current Monitoring Plan, click the appropriate Monitoring Plan's Tank ID in the list below. Please be aware, this action will **overwrite** your current values with the values from the chosen Monitoring Plan.

Tank #	Use	Contents	Capacity (Gal)
1	Motor Vehicle Fueling	Midgrade Unleaded	10000

Copy Cancel

THERE IS A COPY FUNCTION. (USE WITH CAUTION)

UNDERGROUND STORAGE TANK (CONT.)

➤ CERTIFICATION OF FINANCIAL RESPONSIBILITY – MUST BE SUBMITTED ANNUALLY

Underground Storage TanksDRAFT Jan. 27, 2015Submit

UST Facility Operating Permit Application

Ready to Submit

Edit Discard

Tanks

Add Tank

UST Tank Information/Monitoring Plan - Tank ID # 00000000

Ready to Submit

Edit Discard

UST Certifications of Installation/Modification

Add Certification

UST Monitoring Site Plan: Upload Document(s)

Ready to Submit

Edit Discard

UST Certification of Financial Responsibility: Upload Document(s)

Submit

Edit Discard

UST Response Plan: Upload Document(s)

Submit

Edit Discard

UST Owner/Operator: Written Agreement: Upload Document(s)

Ready to Submit

Edit Discard

UST Letter from Chief Financial Officer: Upload Document(s)

Ready to Submit

Edit Discard

Owner Statement of Designated UST Operator Compliance: Upload Document(s)

Ready to Submit

Edit Discard

Discard Draft Submittal

Miscellaneous State-Required Documents

Add Comment To Regulator

REQUIRED EVERY YEAR

<http://cchealth.org/hazmat/pdf/UST-Certification-of-Financial-Responsibility.pdf>

UNDERGROUND STORAGE TANK (CONT.)

CERTIFICATION OF FINANCIAL RESPONSIBILITY

Underground Storage Tanks

DRAFT Jan. 27, 2015

Submit

UST Facility Operating Permit Application

Ready to Submit

Edit

Discard

Tanks

Add Tank

UST Tank Information/Monitoring Plan - Tank ID # 00000000

Ready to Submit

Edit

Discard

UST Certifications of Installation/Modification

Add Certification

UST Monitoring Site Plan: Upload Document(s)

Ready to Submit

Edit

Discard

UST Certification of Financial Responsibility: Upload Document(s)

Ready to Submit

Edit

Discard

UST Response Plan: Upload Document(s)

Ready to Submit

Edit

Discard

UST Owner/Operator: Written Agreement: Upload Document(s)

Ready to Submit

Edit

Discard

UST Letter from Chief Financial Officer: Upload Document(s)

Ready to Submit

Edit

Discard

Owner Statement of Designated UST Operator Compliance: Upload Document(s)

Ready to Submit

Edit

Discard

Discard Draft Submittal

Miscellaneous State-Required Documents

Add Comment To Regulator

Discard Resource Confirmation

Are you sure you want to discard your draft **UST Certification of Financial Responsibility** resource?

Discarding your **UST Certification of Financial Responsibility** will not delete any data you have previously submitted to your regulator.

Discard

Cancel

UNDERGROUND STORAGE TANK (CONT.)

➤ CERTIFICATION OF FINANCIAL RESPONSIBILITY

Underground Storage Tanks DRAFT Nov. 18, 2014 Submit

UST Facility Operating Permit Application	Ready to Submit	Edit Discard
Tanks Add Tank		
UST Tank Information/Monitoring Plan - Tank ID # 00000000	Ready to Submit	Edit Discard
UST Certifications of Installation/Modification Add Certification		
UST Monitoring Site Plan: Upload Document(s)	Ready to Submit	Edit Discard
UST Certification of Financial Responsibility	Ready to Submit	Edit Discard New
UST Response Plan: Upload Document(s)	Ready to Submit	Edit Discard
UST Owner/Operator: Written Agreement: Upload Document(s)	Ready to Submit	Edit Discard
UST Letter from Chief Financial Officer: Upload Document(s)	Ready to Submit	Edit Discard

Document Options

- ☒ Upload Document(s)
- ☐ Public Internet URL
- ☐ Provided Elsewhere in CERS
- ☐ Provided to Regulator
- ☐ Stored at Facility
- ☐ Exempt

Document Upload(s)

[CERS Document Upload Policy](#)

Upload Document

Browse...

Date Authored (Required)

11/21/2014

Document Title (Required)

UST Certification of Financial Responsibility

Description/Comments (Optional)

Save & Upload Again

Save & Finish

Cancel

UNDERGROUND STORAGE TANK (CONT.)



- MONITORING SITE PLAN – CURRENT FORM MUST BE ON FILE WITH CCHSHMP
- RESPONSE PLAN – CURRENT FORM MUST BE ON FILE WITH CCHSHMP
- UST OWNER/OPERATOR WRITTEN AGREEMENT – CURRENT AGREEMENT ON FILE WITH CCHSHMP
- UST LETTER FROM CHIEF FINANCIAL OFFICER – SUBMITTED **ANNUALLY** IF PROVIDING \$5,000 ON CFR FORM
- OWNER STATEMENT OF DESIGNATED UST OPERATOR COMPLIANCE – CURRENT FORM ON FILE WITH CCHSHMP

READY TO SUBMIT



Prepare Draft Submittal: CERS Business - Windows Internet Explorer

https://cersapps.calepa.ca.gov/Training/Business/9602/Facility/10153442/DraftSubmittals

File Edit View Favorites Tools Help

★ Favorites Prepare Draft Submittal: CERS Business

California Environmental Reporting System: Business **Training** Build: 2.22.0163 Matthew Kaufmann's Account Sign Out Tools Reports Help

CERS Business Home Submittals Facilities Compliance My Business

Prepare Draft Submittal: GENERAL AUTO REPAIR

Home » Prepare Submittal (10153442)

Instructions/Help

ALL ELEMENTS ARE READY TO SUBMIT:

Facility Information DRAFT Dec. 16, 2013 Submit

- Business Activities Ready to Submit Edit
- Business Owner/Operator Identification Ready to Submit Edit
- Miscellaneous State-Required Documents: Upload Document(s) Ready to Submit Edit Discard
- Discard Draft Submittal

Hazardous Materials Inventory DRAFT Dec. 16, 2013 Submit

- Hazardous Material Inventory Add Material Ready to Submit Discard
- Site Map (Official Use Only): Upload Document(s) Ready to Submit Edit Discard
- Discard Draft Submittal Miscellaneous State-Required Documents

Emergency Response and Training Plans DRAFT Dec. 16, 2013 Submit

- Emergency Response/Contingency Plan: Upload Document(s) Ready to Submit Edit Discard
- Employee Training Plan: Provided Elsewhere in CERS Ready to Submit Edit Discard

My Business: GENERAL AUTO REPAIR Select Business

Done Internet 95%

READY TO SUBMIT



Submittal Summary: CERS Business - Windows Internet Explorer

https://cersapps.calepa.ca.gov/Training/Business/9602/Facility/10153442/Submittal/Start

File Edit View Favorites Tools Help

Submittal Summary: CERS Business

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CERS Business Home Submittals Facilities Compliance My Business

Submittal Summary: GENERAL AUTO REPAIR

Home » Draft Submittal » Submittal Summary (10153442)

Instructions/Help

Confirm, Certify, and Submit Your Facility Submittal

Submit Selected Elements

Certification Statement: Based on my own knowledge and/or on my inquiry of those individuals responsible for obtaining the information, I, Matthew Kaufmann (CERS Account username *mattskauf*), certify on 12/16/2013 under penalty of law that I have personally examined and am familiar with the information submitted and believe the information is true, accurate, and complete.

Facility Information Ready To Submit

Information will be reported to Contra Costa County Health Services Department.
[Add Comment To Regulator](#)

Hazardous Materials Inventory Ready To Submit

Information will be reported to Contra Costa County Health Services Department.
[Add Comment To Regulator](#)

Emergency Response and Training Plans Ready To Submit

Information will be reported to Contra Costa County Health Services Department.
[Add Comment To Regulator](#)

CERS Help Settings My Business: GENERAL AUTO REPAIR Select Business

Internet 95%

SUCCESS!!!



Submittal Finish: CERS Business - Windows Internet Explorer

https://cersapps.calepa.ca.gov/Training/Business/9602/Facility/10153442/Submittal/6642/Finish

File Edit View Favorites Tools Help

★ Favorites Submittal Finish: CERS Business

California Environmental Reporting System: Business

Training
Build: 2.22.0153


Matthew Kaufmann's Account Sign Out Tools Reports Help

CERS Business

Home Submittals Facilities Compliance My Business

Submittal Finished: GENERAL AUTO REPAIR

Home » Draft Submittal » Submittal Finished (10153442)



You have submitted the following elements on 12/16/2013 to Contra Costa County Health Services Department

- Facility Information
- Hazardous Materials Inventory
- Emergency Response and Training Plans

Print Submittal

What's Next?

- Return to the [Draft Submittal](#) page.
- Return to [Facility Home](#).

Version 2.22.0153 | Enhancements | CERS Central

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CERS Technical Support: [Request Technical Assistance](#)
Unified Program/General Assistance: Contact your [local regulator\(s\)](#)

My Business: GENERAL AUTO REPAIR Select Business

Done Internet 95%

CONCLUSION



QUESTIONS?

FOR ADDITIONAL ASSISTANCE CONTACT (925) 335-3200.

FAX: (925) 646-2073