Resubmitting Facility Information

The Business Activities/Facility Information submittal element is the first section that every business needs to complete for their facility every year. The information you provide will determine which other CERS submittal elements are applicable to the facility and what information you need to report.

1. Under "Facility Information" Click the "Start" button.



2. CERS will remember the information you entered in your last submittal. Check the option "Based upon my last submittal of..." and click "Start"



3. Click the grey "Edit" button to open your Business Activities page.



4. Review the information you provided at the time of your last submittal, and make changes as necessary. Click "**Save**"

Aboveground redoledin storage	
Does your facility own or operate aboveground tanks or containers with regulated storage greater than 1,320 gallons of petroleum products (new used)? 😨	vor ⊖Yes ●No
Regulated Substances	
Does your facility have Regulated Substances stored onsite in quantities greater than the threshold quantities established by the California Accid Release prevention Program (CaIARP)?	Jental ○Yes ●No
If yes, coordinate with your local agency responsible for CalARP. CERS does not currently support any data entry or document uploads for CalA	ARP.
Provide any additional information as necessary and/or required by your local regulator(s). @	
	^
	~
-	Save Cancel

5. CERS will automatically take you to the next step of your submittal, the "**Business Owner/Operator: Identification**" page.

You will need to make sure to update the following information:

In the "Identification" section, enter the Beginning Date (1/1/2016) and End Date (12/31/2016)

-Identification			
Operator Name 🖲			Beginning Date 💀 Ending Date 💀
Operator Name			1/1/2016 12/31/2016
Operator Phone	Business Phone 😟	Business Fax 👳	Dun & Bradstreet @ SiC Code B Primary NAICS @
123-123-1234	123-123-1234		

• You will also need to include your SIC code. If you are not sure of your SIC code, please see below.

Common Standard Industrial Classification (SI	C) Codes
Auto Body Shops	7532
Auto Repair Shops	7538
Car Dealers – New & Used	5511
Dry Cleaners	7216
Gasoline Stations (with Convenience Store)	5541
Gasoline Stations (Other)	5541

Identification	
Operator Name	Beginning Date Ending Date 1/1/2015 1/1/2015 1/2/31/2015
Operator Phone Business Phone Business Fax @	Dun & Bradstreet SIC Code @ Primary NAICS @

D-1----- C------

Make any other needed changes to the form, and click "Save".



6. Upload your HWG form:

If your facility generates Hazardous Waste, you **MUST** complete Hazardous Waste Generator Reporting Form (HWG Form) **on an annual basis**. You may download the most current version and complete the 2016 HWG Reporting Form here: http://cchealth.org/hazmat/cers-instructions.php

		CO	NTRA C	RVICES			
	2016 H	AZARDOUS WAST	E GENEI	ATOR RE	PORTING	FORM	
FACILITY	NAME:			SITE ID:			
CERS ID:				EPA ID:			
This form from y certified	is require our facility collection haze	d to be submitted if you in 2015. Disposal incl location. If your facility ardous waste was dispo	ur facility h ludes picke y is in the F used of in 20	ad any amou 1 up by a lice Iazardous W 015, this form	nt of hazardo nsed transpo uste Generato is still requir	us waste d rter or tal or Program red.	isposed o zen to a n, but no
Deter	mine the a lar year.	mount of hazardous	waste you	r business d	isposed of di	aring the	2015
Total Waste (calcu	Tonnage o Disposed lation guid	f Hazardous During <u>2015</u> : le on back)				Tons	
I hereby c my knowl Signature	ertify that t edge and b ::	his form, including any elief.	accompan	ying statemer Date:	its, is true and	l correct to	o the best
Print Nat	ne:			_			
	D	STRUCTIONS FOR C	OMPLETI	NG THIS FO	RM ON BACI	ĸ	
SUBMITT	AL OPTI	ONS – You may submi	t this form	in one of the	following way	VS:	
1. Uj	load PDF (cuments in mired.)	document to your 2016 a the Facility Information	CERS sub on section.	nittal under <u> </u> (If you are st	fiscellaneou bmitting via	State Re CERS, no	<mark>quired</mark> signature
Iei	s to 925-64	6-2073					
2. Fa			ahsd cccou	ity.us			
2. Fa 3. Er	uail PDF de	ocument to cochazinate					

Depending on your version of Adobe, you may need to save the document on your computer prior to filling it out, then "Save As" a PDF document.

Once you have completed the form, and saved it to your computer, click on "Miscellaneous State Required Documents"



If you uploaded you HWG form to this section in CERS last year, the PDF document will remain in the "**Miscellaneous State-Required Documents**", and must be removed to upload your current HWG form. To do so, click the grey "**Discard**" button, and click "**Discard**" in the confirmation box. Then click "**Miscellaneous State Required Documents**" as shown in the above step.



Upload your PDF document

- a. In the "Document Options" box, Select "Upload Document".
- b. Click "Browse" and select the desired file from your computer
- c. Enter a "Document Title" (HWG Reporting Form)
- d. Click "Save & Finish"

Miscellaneous State-Required Docume If your state or local regulator has indicated yo page to upload such documents. Please conta To upload a document, select the Browse but document options shown on the left would be	nts I need to provide with this submittal element one or more state-required document ct your local regulator if you are unsure what documentation you need to provide on and then the file on your computer to upload, provide a document title, and the inusual and must be approved by the appropriate state regulator.	nts that are not otherwise shown in CERS, please use thi: en select Save & Finish to complete the upload. Use of o
Document Options Upload Document(s) Upload Document(s) Upublic Internet URL Provided Elsewhere in CERS Provided to Regulator Stored at Facility Exempt	Document Upload(s) Upload Decument Browse I o file selected. Date Authored (Required) 12/22/2013 Description/Comments (Optional)	CERS Document Upload P
Training	Save & Upload Ag	 janSave & Finish Cat

If you are unable to upload your document, you may also fax it to us. Please refer to the Instructions for **Faxing Required Documents**.

Red Error Message:

If there are errors on your form, CERS will highlight the section containing errors in red. To correct these issues, click "**Review Needed**"

Facility Information 🧧	DRAFT Sep. 19, 2014 Submit 🖏
Business Activities Business Owner/Operator Identification	Ready to Submit Edit
Discard Draft Submittal I Miscellaneous State-Required Documents State-Required Documents	

An error message will appear at the top of the form, under "**Submittal Guidance**" and will indicate the necessary changes to your form.

Use this form to provide contact information about your facility. Your local regulator may require you to complete the property owner information, Assessor Parcel Number of Employees, or Facility ID fields in the "Locally-Collected Fields" section at the bottom of the page.	Instructions/Help)	
Submittal Guidance	Use this form to provide co	ntact information about your facility. Your I	r local regulator may require you to complete the property owner information, Assessor Parcel Number,
	of Employees, or Facility II	Theids in the Locally-Collected Fields' se	ection at the potton of the page.

CERS will highlight the fields that need attention.

Primary Emergency Contact	
First & Last Name 🗭	
Title	
Title	

Complete the necessary changes and click "Save"

Your submittal is ready to submit when there are no red error messages:

Facility Information	DRAFT Nov. 7, 2014 Submit 🖏
📰 Business Activities 🖨	Ready to Submit Edit
📰 Business Owner/Operator Identification 🚔	Ready to Submit Edit
<u>Miscellaneous State-Required Documents: Upload Document(s)</u> <u>Discard Draft Submittal</u> <u>Add Comment To Regulator</u>	Ready to Submit Edit Discard