



ORANGE CITY FIRE DEPARTMENT

1176 EAST CHAPMAN AVENUE · ORANGE, CALIFORNIA 92866 · P (714) 288-2500 · WWW.ORANGECITYFIRE.ORG

Guidance for Business Owner/Operator: How to Submit Facility Information

To submit your Facility Information, please follow the instructions below:

1. Open your web browser and navigate to the **CERS Business** portal at the following URL: [CERS | California Environmental Reporting System](#)

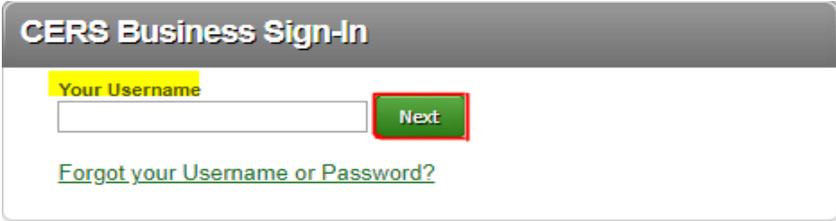


Business Portal Sign in



Business Training Portal Sign In

2. Sign in to the **CERS Business Portal environment:**
 - + Enter your Username.
 - + Select Next.



CERS Business Sign-In

Your Username

Next

[Forgot your Username or Password?](#)

- + Enter your Password.
- + Select Next.



CERS Business Sign-In

Your Password Protection Phrase

Enter password only if the phrase below matches what you provided in account registration.

J

Your Password

Next Cancel

[Forgot your password?](#)

3. If CERS Business Portal User Agreement is displayed, check the checkbox next to 'I agree to these conditions' and select 'Continue'.

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](#)

4. If your account has access to multiple organizations in the **CERS Business** environment, **Select Your Business** page will be displayed.

+ Use the '**Select**' button (on the left) to **select an organization**.

5. Select the '**Start/Edit/Certify Submittal**' button, from the '**Facilities**' section of the **Home** page, next to your Facility Name.

Start / Edit / Certify Submittal	Acme	1234 A St, Orange 92866	8/15/2024	10169246
--	------	-------------------------	---------------------------	--------------------------

6. Select the '**Start**' button in the '**Facility Information**' section.

Facility Information

SUBMITTED May 31, 2023 [Start](#) Not Applicable

- [Business Activities](#)
- [Business Owner/Operator Identification](#)

7. If this is your first time submitting, go to Step 8. If you have submitted before, follow the instructions in sections (a) and (b).
 (a) Select '**Based upon my submittal of**', then hit the green '**Start**' button. If you are not automatically taken to the '**Business Activities**' page, see step (b).

Start New Submittal

Submittal Element: *Hazardous Materials Inventory*

I would like to start my submittal...

Based upon my submittal of 4/11/2023 (Submitted) ▼

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

From scratch

- (b) If this page appears again and you need to make changes, click on the document you need to edit and follow the steps below. If no edits are necessary and both documents are green with a '**Ready to Submit**' status, then go to Step 14. **DO NOT SUBMIT!**

Facility Information

DRAFT Jun. 23, 2023

[Business Activities](#)

[Business Owner/Operator Identification](#)

8. You will be taken to the '**Business Activities**' page. Under the '**Site Identification**' section, be sure to have the '**Facility Name**' and '**Business Site Address**' filled out and up to date.

Site Identification

Facility Name Acme CERSID 10190009

Business Site Address 1234 A St
Orange, CA 92866
County: Orange

9. If you have been identified as being required to submit into CERS for CUPA, select **'Yes'** under the **'Hazardous Materials'** section.

Hazardous Materials

Does your facility have on site (for any purpose) at any one time, hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs); or is regulated under more restrictive local inventory reporting requirements (shown below if present); or the applicable Federal threshold quantity for an extremely hazardous substance specified in 40 CFR Part 355, Appendix A or B; or handle radiological materials in quantities for which an emergency plan is required pursuant to 10 CFR Parts 30, 40 or 70? [?](#)

Yes No

10. For the remainder of the sections, **'Underground Storage Tank(s) (UST)'**, **'Hazardous Waste'**, **'Excluded and/or Exempted Materials'**, **'Aboveground Petroleum Storage'**, and **'Regulated Substances'**, please identify the activities occurring at your facility. CERS will provide guidance on completing the reporting requirements for these business activities.

If you are unsure or need further assistance with this step, please contact us at 714-288-2551 or 714-288-2552.

11. When you are finished filling in the applicable information, click on the green **'Save'** button at the bottom of the page.

Additional Information

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

12. You will now be directed to the **'Business Owner/Operator Identification'** page. Use this form to provide contact information about your facility. When finished, click the green **'Save'** button at the bottom of the page.

Locally-Collected Information

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

<p>Property Owner</p> <p>First & Last Name <input type="text"/> Phone <input type="text"/> Copy address...</p> <p>Mailing Address <input type="text"/></p> <p>City <input type="text"/> State <input type="text"/> Zip Code <input type="text"/></p> <p>Country <input type="text" value="United States"/> For International Address</p>	<p>Assessor Parcel Number (APN) ? <input type="text"/></p> <p>Number of Employees ? <input type="text"/></p> <p>Facility ID (Regulator Provided) ? <input type="text"/></p>
---	---

13. When finished, both documents under the 'Facility Information' should be green and say 'Ready to Submit'.

DO NOT SUBMIT! (IF SUBMITTED ALL ITEMS IN DRAFT STATUS WILL BE SUBMITTED)

The screenshot shows a web interface for 'Facility Information'. At the top right, it says 'DRAFT Jun. 2, 2023' and has a green 'Submit' button. Below this, there are two items listed:

- Business Activities**: Status 'Ready to Submit', with an 'Edit' button.
- Business Owner/Operator Identification**: Status 'Ready to Submit', with an 'Edit' button.

At the bottom of the interface, there are three links: 'Discard Draft Submittal', 'Miscellaneous State-Required Documents', and 'Add Comment To Regulator'.

14. You may now continue on to submit your 'Hazardous Materials Inventory'.

Please note: HMBPs are required to be submitted annually between January 1st and March 1st of each year. A full re-submittal is required every 3 years regardless of any changes. The 'certify' option can be done each year in between as long as there are no changes.

**If you have any questions regarding your submittals, please contact Fire Prevention Staff at 714-288-2551 or 714-288-2552 or via email at HazardousMaterials@cityoforange.org. **