

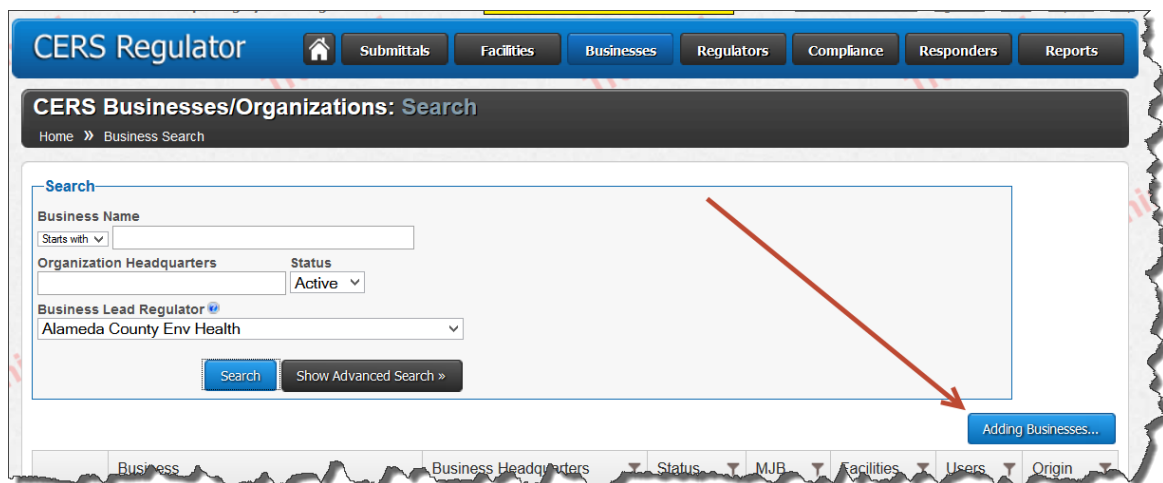
Creating a Facility to Report CME Data

How do I report CME data for a facility that is not in CERS?

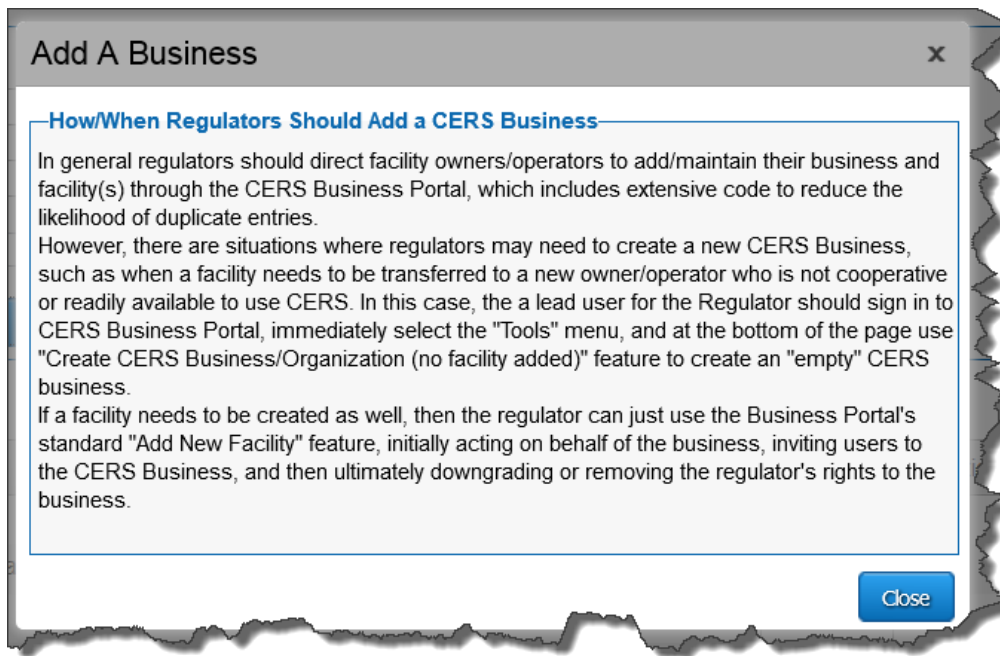
Answer: This FAQ presumes that you have CME data to report but the facility has not yet been created in CERS. It further presumes that the facility is not part of an existing business organization in CERS.

If the facility is part of an existing business organization you should contact the business to create the facility or request that the business add you as a lead business user to their business organization. If neither is possible, you will need to contact CalEPA Help (CERS@calepa.ca.gov) to add you to the existing business organization as a lead user in order to create the new facility. You will need to delete yourself as a lead user for that business organization once the facility has been created.

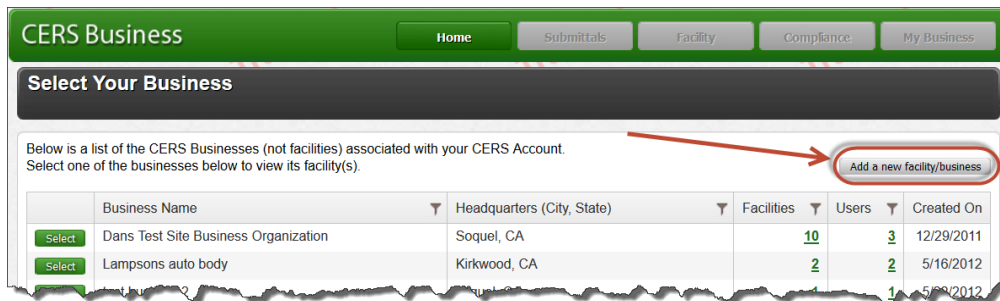
1. You cannot create a facility or a business in the Regulator Portal. If you select the 'adding business' tab in the Regulator portal Business tab you will see the following text box referring you to the Business portal to add a business/facility.



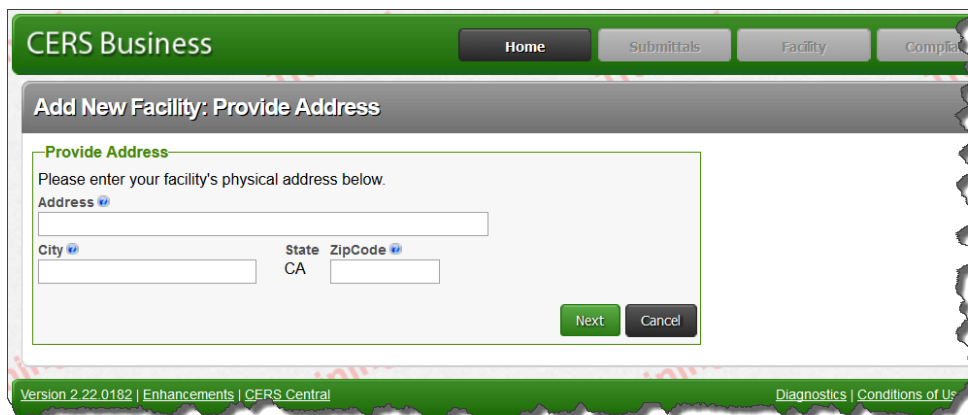
The screenshot shows the CERS Regulator portal interface. At the top, there is a navigation bar with tabs for Submittals, Facilities, Businesses, Regulators, Compliance, Responders, and Reports. Below this is a search bar for 'CERS Businesses/Organizations: Search'. The search form includes fields for Business Name (with a 'Starts with' dropdown), Organization Headquarters, Status (set to 'Active'), and Business Lead Regulator (set to 'Alameda County Env Health'). There are 'Search' and 'Show Advanced Search >' buttons. A red arrow points to a blue button labeled 'Adding Businesses...' located at the bottom right of the search form area. Below the search form, there is a table with columns for Business, Business Headquarters, Status, MJB, Facilities, Users, and Origin.



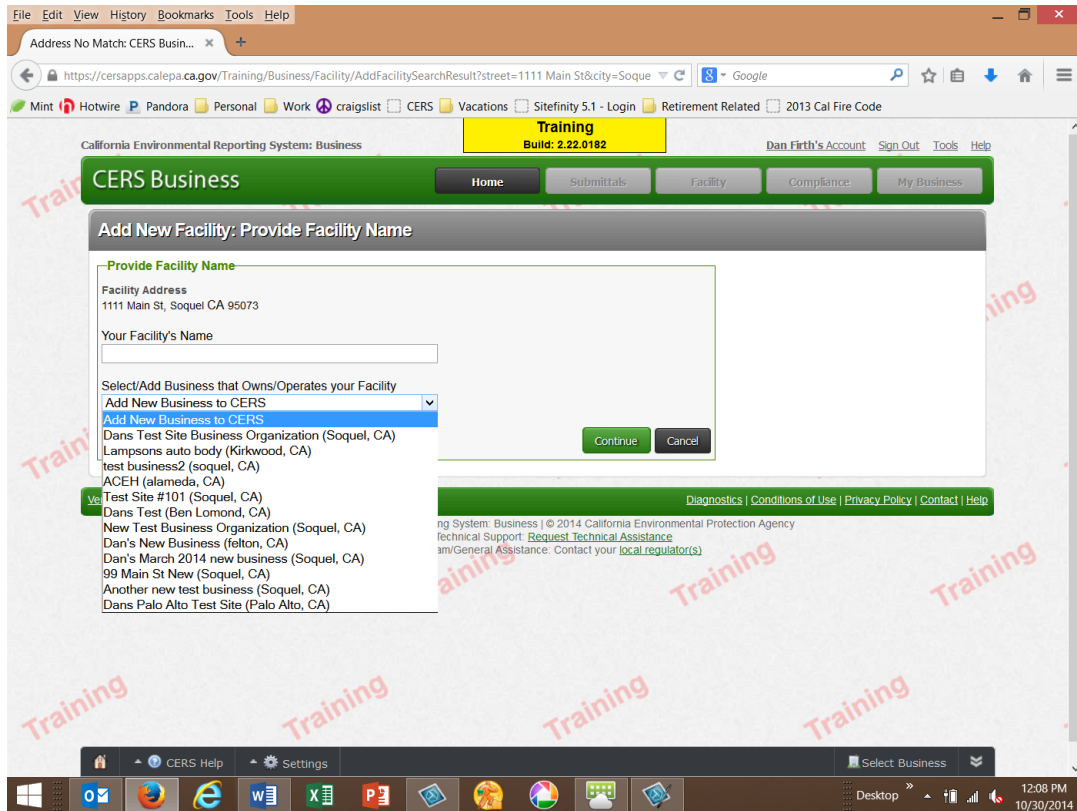
- Log into the Business portal. If you are already associated with a business/facility this screen will be displayed. Select the 'Add a new facility/business' tab. If you are not associated with a facility as a business user you will be prompted to search for an existing facility/business or create a new one. Select create new facility/business option.



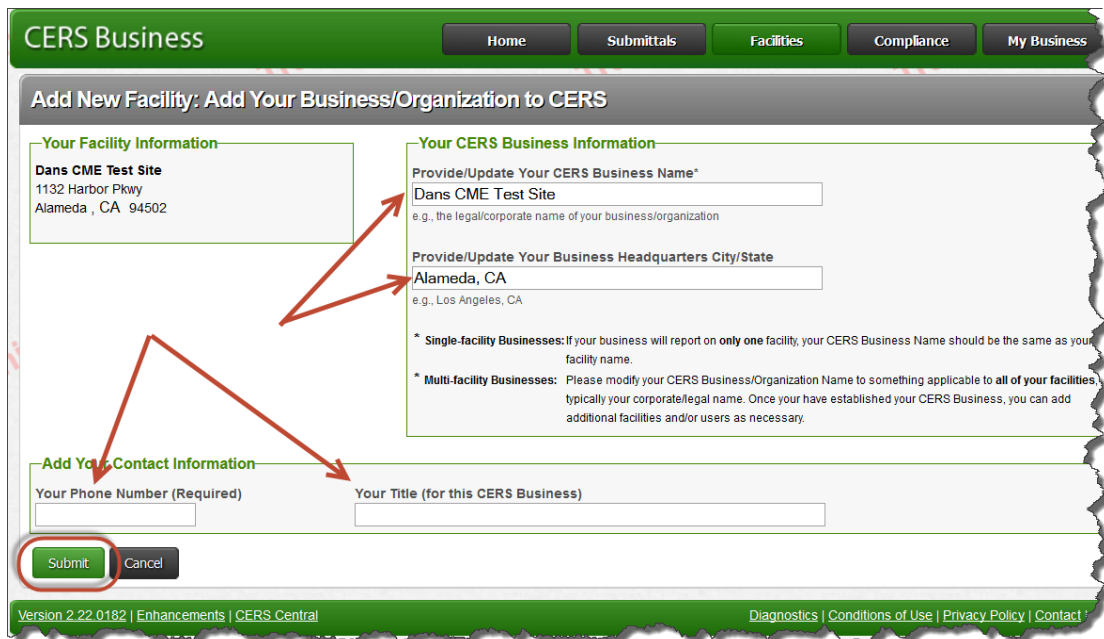
- Enter the facility address and select 'next' button



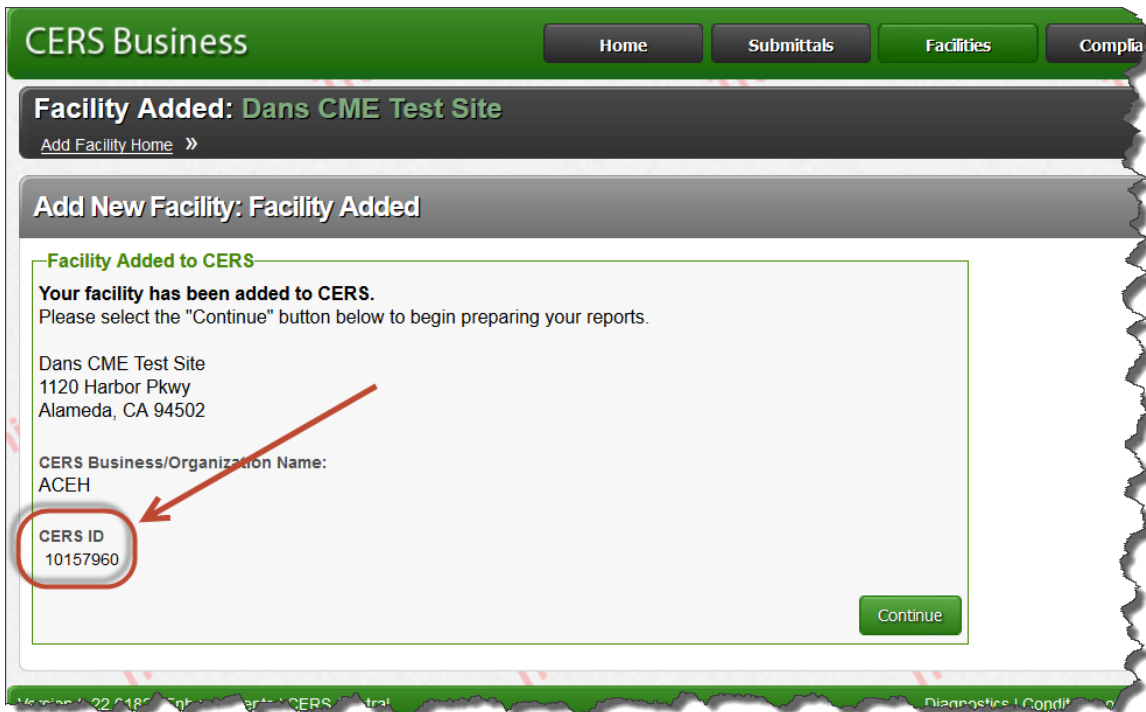
4. Enter the facility name. Select 'Add New Business to CERS' from the drop down menu and select 'continue'.



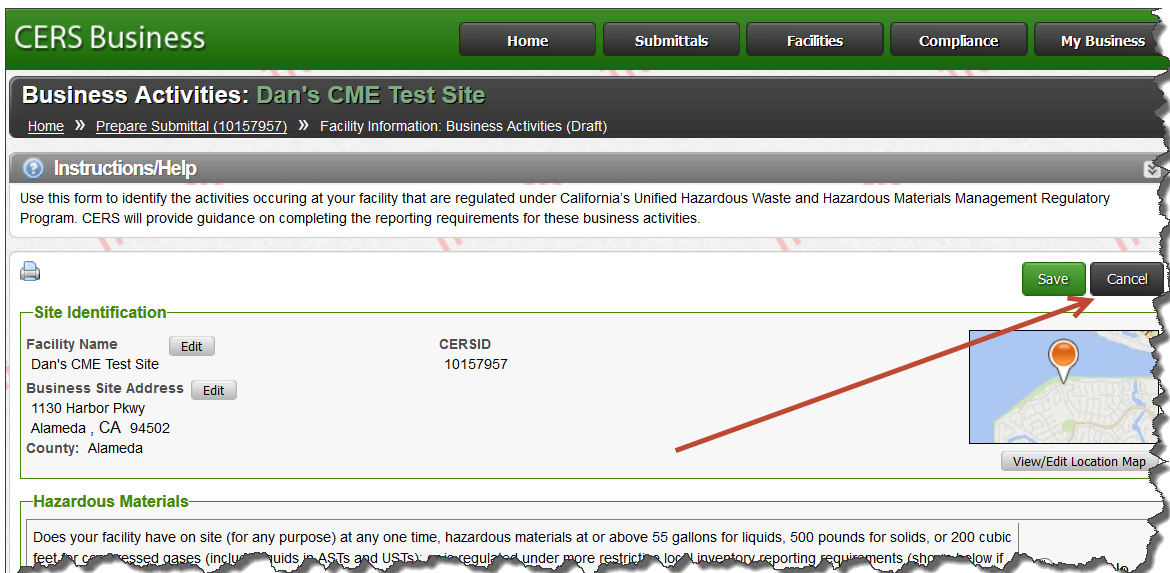
5. Enter your phone number and title. Verify that the business name and city are correct. Then select 'submit'. This creates the facility (and the business organization) and a CERS number for the facility.



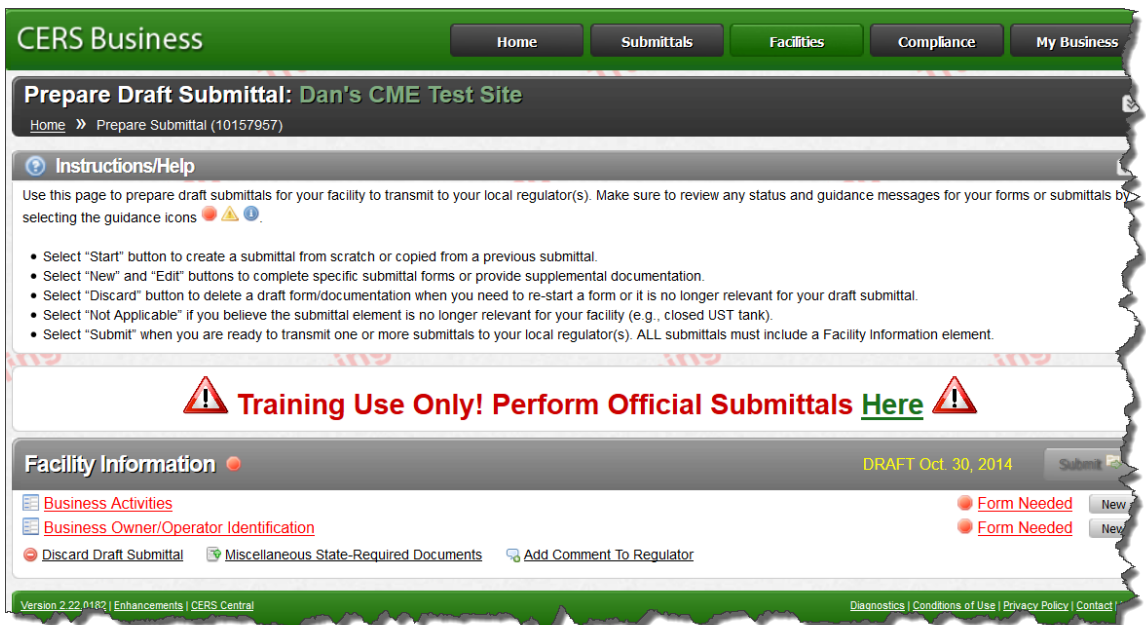
- Note the CERS ID number. Select the 'Continue' button to open the Business Activities data entry screen.



- Select 'Cancel' to stop the data entry process for this new facility. You do not need to enter anymore facility information.

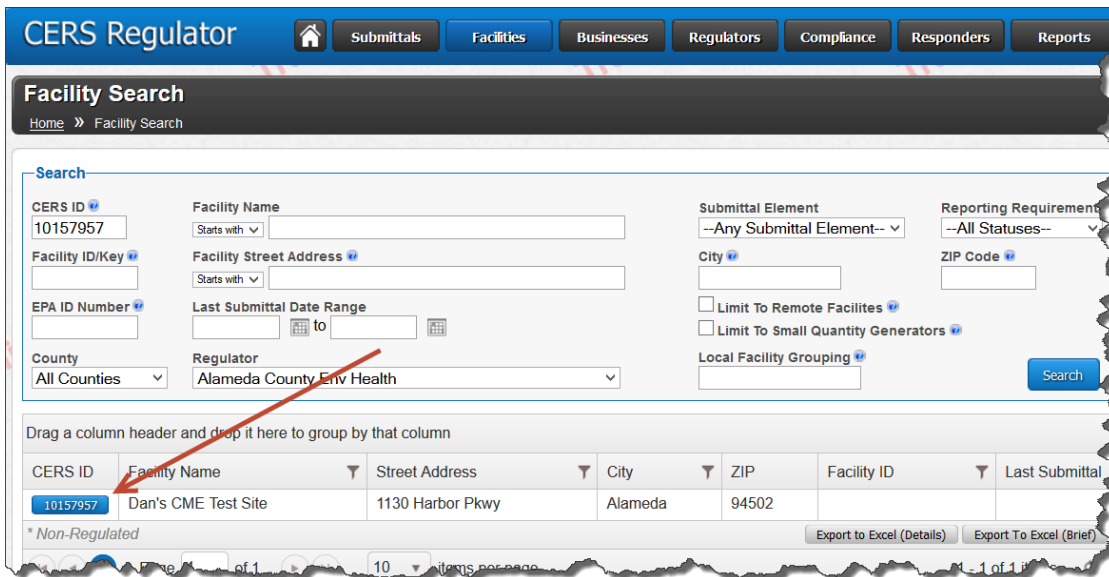


- The facility home page opens. This completes your process for creating the facility.



9. Sign-out of the Business Portal and login to the Regulator Portal.

10. In the Facilities tab, search for the new facility and select the site using the CERS ID number button:



11. Select the Reporting Requirements tab.

CERS Regulator [Home](#) [Submittals](#) [Facilities](#) [Businesses](#) [Regulators](#) [Compliance](#) [Responders](#) [Reports](#)

Facility: Dan's CME Test Site (CERSID: 10157957)
[Home](#) » [Facility Search](#) » [Facility Summary: 10157957](#)

Facility Summary for CERS ID: 10157957

Facility Name: Dan's CME Test Site
Business Name: [ACEH \(alameda, CA\)](#)
CUPA: [Alameda County Environmental Health](#)

Facility Information
 Dan's CME Test Site
 1130 Harbor Pkwy
 Alameda, CA 94502

Remote Facility
 No

Small Quantity Facility
 No

Owner Information

Secondary Emergency Contact

Other Identifiers

Summary
[Submittals](#)
[Reporting Requirements](#)
[Compliance](#)
[Notifications](#)
[Manage Facility](#)
[Change UPA](#)

12. Select the 'change' button, set the appropriate submittal elements to 'applicable' and select the 'save changes' button.

Facility Reporting Requirements by Submittal Element

Submittal Element	Regulator	Reporting Requirement	Next Due Date
Facility Information	Alameda County Environmental Health	Applicable	
Hazardous Materials Inventory	Alameda County Environmental Health	Not Applicable	
Emergency Response and Training Plans	Alameda County Environmental Health	Not Applicable	
Underground Storage Tanks	Alameda County Environmental Health	Not Applicable	
Tiered Permitting	Alameda County Environmental Health	Not Applicable	
Recyclable Materials Report	Alameda County Environmental Health	Not Applicable	
Remote Waste Consolidation Site Annual Notification	Alameda County Environmental Health	Not Applicable	
Hazardous Waste Tank Closure Certification	Alameda County Environmental Health	Not Applicable	
Aboveground Petroleum Storage Act	Alameda County Environmental Health	Not Applicable	
California Accidental Release Program	Alameda County Environmental Health	Not Applicable	

[Change CUPA/PA's for this Facility](#)

Facility Reporting Requirements by Submittal Element

Reporting Requirement Due Date

Submittal Element	Regulator	Reporting Requirement	Next Due Date
Facility Information	Alameda County Environmental Health	Applicable	10/7/2014
Hazardous Materials Inventory	Alameda County Environmental Health	Applicable	7/31/2012
Emergency Response and Training Plans	Alameda County Environmental Health	Applicable	7/31/2012
Underground Storage Tanks	Alameda County Environmental Health	Applicable	
Tiered Permitting	Alameda County Environmental Health	Not Applicable	
Recyclable Materials Report	Alameda County Environmental Health	Not Applicable	
Remote Waste Consolidation Site Annual Notification	Alameda County Environmental Health	Not Applicable	
Hazardous Waste Tank Closure Certification	Alameda County Environmental Health	Not Applicable	
Aboveground Petroleum Storage Act	Alameda County Environmental Health	Not Applicable	
California Accidental Release Program	Alameda County Environmental Health	Always Applicable	

13. Select the Compliance button and use the Inspections link to open the Inspection Search feature.

California Environmental Reporting System: regulator BUILD: 2.22.0182 DAN HIRT'S ACCOUNT Sign Out Tools Reports Help

CERS Regulator

Inspection Search
Home » Inspection Search

- Inspections
- Violations
- Enforcement Actions
- Upload CME Data

14. Select 'Create Inspection'.

CERS Regulator

Inspection Search
Home » Inspection Search

Regulator: Alameda County Environmental Health
 Program Element:
 CERS ID: EPA ID: Facility ID:
 Facility Name: Date Range: to
 RTC Date Status: All

Data Status:
 Type: Routine Other

Enter your search criteria above and select the Search button

15. Find the facility and proceed from there....

CERS Regulator | Submittals | Facilities | Businesses | Regulators | Compliance | Responders | Reports

Facility Search

Home » Facility » Search

Create Inspection: Search for Inspected Facility

Regulator: Alameda County Environmental Health

Facility Name:

CERS ID: EPA ID: Facility ID:

Address: City: Zip Code:

Find the facility for the new Inspection record using the form to the left. Click on the CERS ID to create an Inspection record for the chosen facility.

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

CERS ID	Facility Name	Street Address	City	ZIP Code
10157957	Dan's CME Test Site	1130 Harbor Pkwy	Alameda	94502
10157795	AAmirr Inc.	7249 Village Pkwy	Dublin	94568
10157561	AMERICAN CHEMICALS	5901 Christie Ave Ste 502	Emeryville	94608

