



FIRE DEPARTMENT

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CERS Guidance Document

LOG-IN TO CERS

1. Go to <http://cers.calepa.ca.gov> and click on “Business Portal Sign In”.
2. Enter your CERS account Username, click “Next”, then enter your password.

START SUBMITTAL:

To Start Submittal, click on the green “Start/Edit Submittal” button.

- It is suggested to base a new submittal on the previous submittal.
- (See Dialog Box to the Right)
- Verify that all the information is current and correct. Make changes as needed.
- For editing previous submittals, select “I would like to start my submittal... **Based upon my submittal of**”

EDIT FACILITY INFORMATION:

1. Click on the green **Start** button in the Facility Information grey bar.
2. CERS will open the Business Activities form. Click the green **Edit** button to edit information, and the **Done** button when complete.
3. Next, CERS will open the Business Owner/Operator Identification page. Complete all information by clicking the **Edit** button to edit information, and the **Done** button when complete.

ADD/EDIT CHEMICAL INVENTORY

1. Click on the green **Start** button in the Hazardous Materials Inventory grey bar.
2. Then click on **Add Material** button on right-hand side of screen.
3. Search for chemical by chemical name or CAS#.
4. When the chemical is found, click on the green **Add** button to begin adding information. If the chemical does not show up in the search, click on the green **Unable to Find Material/Add material** button.
5. Fill in all fields for each chemical.
6. Click **Done** when complete, or **Add Another Material** to add more chemicals.
7. To Edit, click on chemical in list and change information.

TO ADD SITE MAP

1. Site maps can be uploaded in PDF format to CERS. For instructions, a list of items required on the map, and a blank form visit BFD’s website at: <http://www.burbankfire.us/divisions/fire-prevention-bureau>.
2. From the Chemical Inventory screen, click the green **Add Site Map** button. From the Hazardous Materials Inventory section, click on the link for **Site Map (Official Use Only)**.

CERS Guidance Document (Continued)

3. On the left hand side, **Document Options**, select **Upload Document**. Click the **Browse** button, find the document file, and click **Open**.
4. Click **Save & Finish**.

TO ADD EMERGENCY RESPONSE/CONTINGENCY PLAN & EMPLOYEE TRAINING PLAN

1. Please upload these documents in PDF format.
2. For a fillable form of the **Emergency Response and Contingency Plan**, visit BFD's website at: <http://www.burbankfire.us/divisions/fire-prevention-bureau>.
3. On the left hand side, **Document Options**, select **Upload Document**. Click the **Browse** button, find the document file, and click **Open**.
4. Click **Save & Finish**.
5. Repeat steps for the Training Plan.

TO ADD UNDERGROUND STORAGE TANK INFORMATION (IF APPLICABLE)

Please ensure the following information is completed if applicable or marked Exempt if your business has Underground Storage Tanks (for fillable forms visit BFD's website at <http://www.burbankfire.us/divisions/fire-prevention-bureau>.)

- Facility Operating Permit Application
- Certification of Financial Responsibility
- Letter from Chief Financial Officer
- Tank Information/Monitoring Plan
- Response Plan
- Owner Statement of Designated UST Operator Compliance
- Monitoring Site Plan
- Owner/Operator Written Agreement

READY TO SUBMIT ALL SECTIONS

1. Select the green **Submit** button on either the Hazardous Materials Inventory or Emergency Response and Training Plans grey bar.
2. You will be taken to the Business Submittal Verification page. Review the Submittal completeness Verification, add comments to regulator if applicable, and once it has been verified that all items are complete, select the "Submit All Selected Elements" button. If you realize you have submitted your data in error, **please call the BFD at 818-238-3473** immediately to let us know and we will reject your submission so you may continue to work on your submittal.

IMPORTANT NOTE: When you are all finished, and After Clicking Submit, a link will appear that says "Add Comment to Regulator". (See Below)

Indicate here if there were no changes – simply say "NO CHANGE".

Or let us know what has been changed.

Please note that those who tell us what was changed will be reviewed first.

The screenshot shows a web interface for submitting information. At the top, there is a grey bar labeled "Ready to Submit" with a green button "Submit Selected Elements" on the right. Below this is a section titled "Facility Information" with a green "Ready To Submit" button and a small icon on the right. Underneath, there is a text box containing the message: "Information will be reported to Los Angeles County Fire Department. Add Comment to Regulator: No Changes or explain what changes were made." To the left of this text box is a green link "Add Comment To Regulator" with a left-pointing arrow. At the bottom of the interface, there is a white box with the text "Click 'Submit Selected Elements.'" and a green arrow pointing to a green button "Submit Selected Elements" on the right.

CERS Guidance Document (Continued)

FIRST TIME CERS USERS:

Establish CERS Account

1. Go to <http://cers.calepa.ca.gov>
2. Under the green **Businesses** heading, click on **Business Portal Sign In**.
3. Select **Create New Account** under the **New to CERS** heading.
4. Complete the form to create your account and select the **Create my Account** in the lower right corner of the form.
5. You will be brought to the **Account Status** page, with notification that your account activation is pending.
6. You will receive an email from the CERS Administrator to the e-mail address you provided containing instructions to follow in order to complete the activation.
7. To verify your email address and complete this account request, select the link contained in the CERS Administrator email for authorization and completion of the activation process.
8. You will be brought to the **Account Status** page, with notification that your account activation is completed.