



FIRE DEPARTMENT

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**”

A screenshot of a web dialog box titled "Start New Submittal". It contains a "Submittal Element:" field, a dropdown menu for "I would like to start my submittal..." with "Based upon my submittal of (Submitted)" selected, and a "From scratch" option. There are "Start" and "Cancel" buttons at the bottom. A note below the dropdown states: "You must update/replace any out-of-date data or supplemental documentation."

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>.)

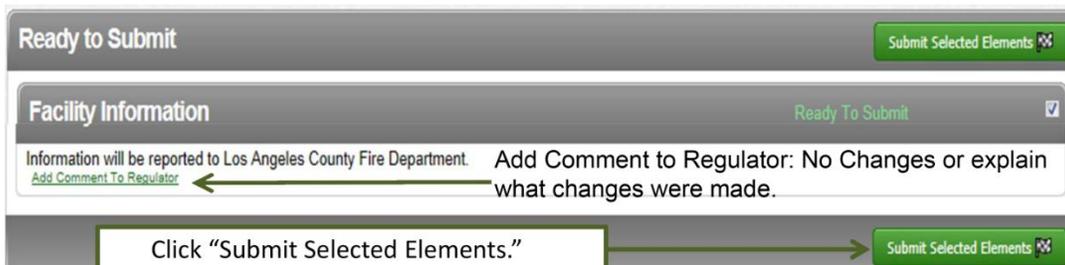
- Facility Operating Permit Application
- Certification of Financial Responsibility
- Letter from Chief Financial Officer
- Tank Information/Monitoring Plan
- Response Plan
- Owner Statement of Designated UST Operator Compliance
- Monitoring Site Plan
- Owner/Operator Written Agreement

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.



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.