CERS Frequently Asked Questions

1. If I log out of CERS without submitting my information will it be saved?
ANSWER: YES, as long as you save your information as you input it (each CERS page has a save button) all your information will be in CERS when you next log in.

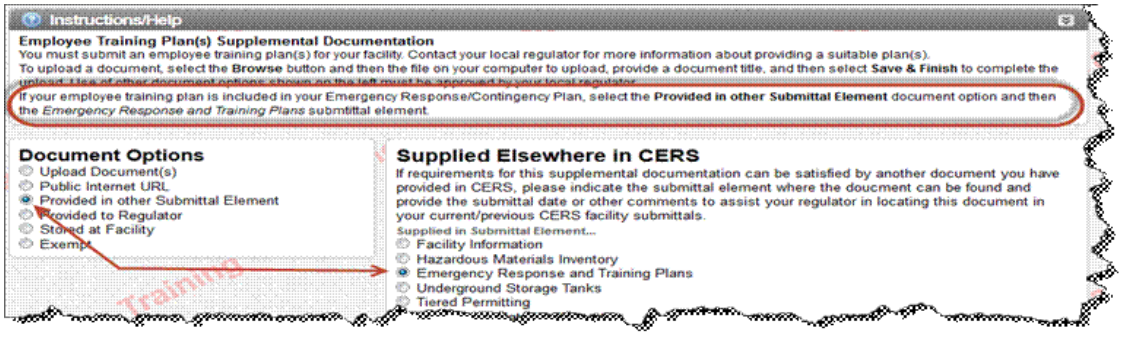
2. Must each CERS user have their own log in information or is there one log in for each site.
ANSWER: Each user must have their own user name and password. There can be multiple users for each site, however, they must log in individually. Each individual CERS user may also have access to multiple sites.

3. On the Owner/Operator Identification Page, who is the business's Environmental Contact?
ANSWER: The Environmental Contact must be an employee or representative of the business who is responsible for management of the hazardous materials and hazardous waste. An Environmental Contact can be a consultant who is hired by the facility to prepare and maintain documents such as Hazardous Materials Business Plan (HMBP), a Spill Prevention Control and Countermeasure Plan, and perform environmental audits. The Environmental Contact **IS NOT** the company the business hires to dispose of hazardous waste.

4. On the Owner/Operator Identification Page, who is the business's Operator Name?
ANSWER: The Operator Name should be a person that has the authority to make decisions on behalf of the business. This can be the business owner, business manager, environmental contact, or any other person that has been given that authority. For a large business organization, it may be appropriate for the Facility Name or Business Organization Name to be entered as the Operator Name.

5. What document is required for the Emergency Response Plan (ERP)?
ANSWER: If a business has its own ERP it may upload that. If the business does not have its own ERP it must use the Emergency Response/Contingency Plan Template provided on the CERS website, or one that may be provided by the Solano County CUPA at http://www.solanocounty.com/depts/rm/documents/hazardous_materials.asp. There is also a link to this document in the section of CERS where ERPs are uploaded.

6. What documentation is required for Employee Training?
ANSWER: A company must document annual training for all employees that handle hazardous materials. This documentation can take any form as long as it indicates the topics covered, the date of the training and the individuals who attended the training. This training must be provided annually. If you have used the Emergency Response/Contingency Plan Template provided in CERS, employee training info is included in this document and separate documentation is not required (see screen shot). If you do need a separate form, you may use the employee training form (attached). A company does not need to maintain paper copy of the chemical inventory, site diagram, emergency response, and training plan but must allow employees to view the emergency response and training plans.

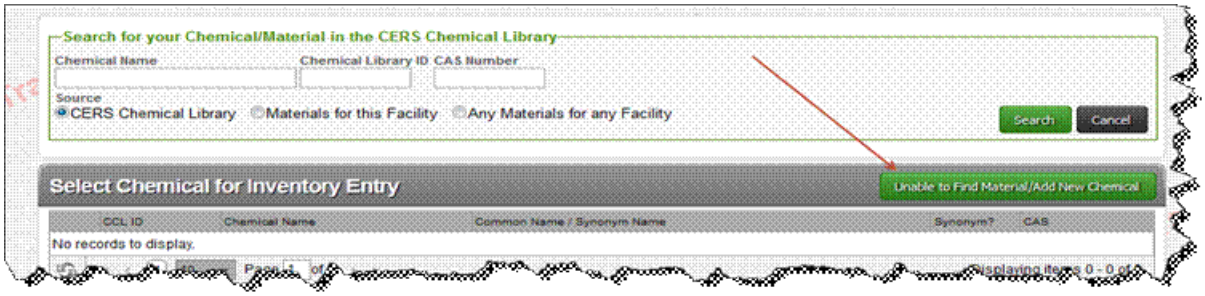


7. Can I upload multiple documents (in the Emergency Response Plan, Employee Training, or Site Map sections)?
ANSWER: Yes, but all documents MUST be a listed and be for the required document. Do not upload Material Safety Data Sheets (MSDS), correspondence and other ancillary documents unless specifically directed to do so by your CUPA inspector.

8. What quantities of hazardous materials must be reported?
ANSWER: In general, any material stored in quantities equal to or greater than 55 gallons for liquids, 200 cubic feet for gases and 500 pounds for solids. Thresholds may be smaller for some materials such as toxic gases, or other extremely hazardous substance that produce toxic gases or vapors, or larger in some instances, such as some medical gases. If in doubt, contact Solano County CUPA at **707-784-6765** and ask for the Hazardous Materials staff to obtain help.

9. If I have the same material stored in multiple locations must that material be reported in the inventory more than once?
ANSWER: YES, materials that are stored in multiple locations must be reported as separate inventory items indicating the different locations unless you list each map and grid number so the first responders know that the material is in multiple locations and it is listed as an aggregate quantity.

10. I've searched the CERS Chemical Library and can't find the material I am looking for. Does that mean the material isn't there?
ANSWER: No, the material may still be in the Library. When you search for a material, be generic not specific. For example, if you are looking for waste motor oil, do not put this in your search. Search for Motor oil or oil. If you do not find the material you are searching for you need to create your own. Use the 'add material' button to add a material not in the library (See screen shot).



11. Is my business and my facility the same thing?
ANSWER: Some times. If you have one business at one location then the business and the facility **are** the same. However, if you have one business with facilities at multiple locations (EX. Home Depot is one business with multiple locations) then the business and facility will be different. You will have ONE business and that one business will have multiple facilities that must be reported separately under that businesses name. Please note, when you are one business with multiple locations you must include your business organization name when naming each facility (EX Home Depot Store # XXXX), **do not** name your facility only "Equipment Yard" .

12. What is my facility ID, do I need to fill out this field?
ANSWER: For Solano County, NO. Your regulator will provide your local Facility ID to you if applicable. The Facility ID is a local identifier used by some local regulators, and is different than your facility's CERS ID. This field may be utilized by other jurisdictions that had previously assigned facility numbers to businesses.

13. I am a Multi-Facility/Multi-Jurisdictional Business and would like to consolidate to a single corporate identity, can this be done?
ANSWER: If your business/organization operates multiple CUPA-regulated facilities located in multiple CUPAs, CERS now supports creation of a single corporate identity that allows consolidated management of all of your facilities by one or more authorized users. To establish a multi-facility business and consolidate any existing CERS facilities under your business, you need to submit documentation to Cal/EPA.
http://cers.calepa.ca.gov/Documents/CERSOrgInfoRequest.pdf

14. Do I need to keep paper copies of my CERS submittal?
ANSWER: A company does not need to maintain a paper copy of the chemical inventory, site diagram, emergency response, training plan, and other applicable CERS data and plans if they authorize employees to view their facility's CERS submittal through the CERS Business Portal. However, a company may want to keep paper copies of their CERS submittal(s) at their facilities in case there is not access to CERS during an emergency.

15. Are fire departments getting paper copies of my CERS submittal?
ANSWER: Within Solano County NO. Solano County CUPA has provided all the fire departments/districts within the county access to view CERS submittals through the regulatory portal and the fire departments/ districts are viewing CERS submittals on a regular basis. If you have facilities in other jurisdictions you should contact the applicable CUPA to verify their process for providing hazardous material information to fire departments.