# CERS Workshops for October – December 2013

## Participant Pre-Registration Requirements

**Before the workshop**:

- Obtain a CERS security access account prior to the class. This allows you to use CERS. Bring or know your login and password information.
- Determine if your facility is in CERS and if so, request and receive access to the facility account prior to the workshop. This will allow you to input required reporting information during the training class. If your facility is not in CERS we recommend that you create it before the class. If that is not possible you can create it during the training.
- Make sure you can access the CERS website at **http://cers.calepa.ca.gov**
- Attendees with multiple locations can contact Solano County CUPA Program staff, Matthew Geisert at (707) 784-3314 for assistance prior to the workshop.

**At the workshop**:

- Bring or know your login and password information to access CERS.
- Bring a print out of your recent Hazardous Materials Business Plan (HMBP) as well as a pdf on flash drive of your HMBP to the class.
- You are strongly encouraged to bring a copy of your site plan as a separate pdf on a flash drive.
- Bring a listing of your company contacts in case of an after-hours emergency. Include cell phone numbers, email addresses and title. You will be able to input this information into your CERS account during class, if you have not already done it.
- If you generate hazardous waste bring your EPA ID #.
- If you have underground fuel tanks, bring your BOE #.

## Getting a CERS Security Access Account:

1. Go to **http://cers.calepa.ca.gov/**
2. Select 'Business Portal Sign In'
3. Select 'Watch Demo Video'
4. Select 'Create New Account' button and follow the instructions

Upon obtaining a CERS security access account you can access CERS and search for your facility to determine if it is already in CERS. If your facility is in CERS you will need to request and receive access to that facility prior to the workshop. If your facility is not in CERS, and you only have one facility, you can create it easily. If you have more than one facility regulated by the CUPA please contact the Solano County CUPA staff, Matthew Geisert at (707) 784-3314 for assistance to create a Business Organization with all of your facilities**.**

**Additional questions? Contact CERS Workshop Project Manager, Gaylynn Firth, Accent Communications at 408 309 2555 or info@accentcom.net**