

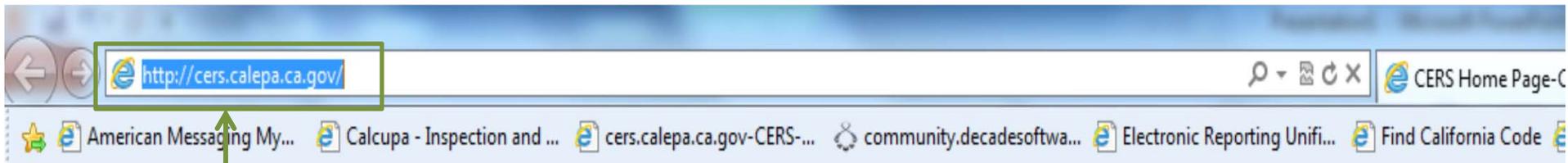


# Los Angeles County Fire Department CERS User's Guide



Creating an Account and Requesting  
Access to Your Facility

Part (1)



1) Begin by going to the CERS web site as shown.

California Environmental Reporting System

# CERS Central

Home

Business Portal

Home

Businesses

Regulators

Training

Announcements

EDT

Data Seeding

## Businesses

### Business Portal Sign In

- [Business User Training](#)
- [Local Reporting Requirements](#)
- [Unified Program Regulator Directory](#)
- [CERS Chemical Library](#)
- [Unified Program Internet Site](#)
- [CERS Business User Group](#)

#### CERS Training Portals

Experiment and gain familiarity with using CERS by using the [Business Portal](#) more [here...](#)

#### **Businesses Must Report Electronically Starting January 2013**

All businesses must submit their Unified Program facility reporting electronically (subject to exceptions provided by some CUPAs and PAs). For electronic hazardous materials inventory statement by March 1, you would submit (if available) either on or before March 1. For further information please contact your local regulator.

#### **Are you a Multi-Facility/Multi-Jurisdictional Business?**

If your business/organization operates multiple CUPA-regulated facilities under a single corporate identity that allows consolidated management of ALL facilities, you should register as a multi-facility business and add new or consolidate existing CERS facilities.

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Businesses

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## Businesses

Business Portal Sign In

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## Regulators

Regulator Portal Sign In

- [Training Portal Sign In](#)
- [Regulator User Training](#)
- [CERS Regulator Users Group \(CRUG\)](#)
- [Unified Program Violation Library](#) ([Factsheet](#))
- [CERS Data Registry](#)
- [Unified Program Internet Site](#)

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2) To begin the process of creating an account click on the "Business Portal Sign In."

and/or the [Regulator Training Portal](#). Learn

d of on paper forms) starting January 1, 2013  
UPA/PA requires you to submit an updated  
version using CERS (or a local web portal if  
CUPA or PA.

**Are you a multi-facility, multi-jurisdictional business?**

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 add new or consolidate existing CERS facilities, you need to [submit documentation to Cal/EPA](#).

**Recent Announcements/Blog Postings** ([All Announcement Lists/Blogs...](#))

- [CERS Web Sites will be unavailable on Saturday, December 15, 2012](#) (Dec 10, 2012)
- [CERS Web Sites will be unavailable on Saturday, December 15, 2012](#) (Dec 10, 2012)
- [CERS Regulator User Group Meeting is Tuesday, December 11 at 8:30am](#) (Dec 10, 2012)
- [Notes available for October 9, 2012 CERS Regulator User Group Meeting \(CRUG\)](#) (Oct 15, 2012)
- [Upcoming CERS Regulator User Group Meeting on Tues., October 9 from 8:30-10:00](#) (Oct 01, 2012)
- [September Update on CERS Data Seeding and EDT \(includes important deadlines!!\)](#) (Sep 11, 2012)
- [Notes available for August 14, 2012 CERS Regulator User Group Meeting \(CRUG\)](#) (Aug 21, 2012)
- [Upcoming CERS Regulator User Group Meeting on Tues., August 14 from 8:30-10:00](#) (Aug 02, 2012)
- [CERS Data Seeding Update/Schedule](#) (Jul 23, 2012)
- [Upcoming CERS Regulator User Group Meeting on Tues., June 12 from 8:30-10:00](#) (Jun 07, 2012)

**Other CERS Links**

- [CERS Enhancements Listing](#) (Scheduled and Proposed)
- [CERS Change Management Committee](#)
- [Unified Program Regulator Directory](#)

For additional assistance, please contact the CERS Help Center at [cers@calepa.ca.gov](mailto:cers@calepa.ca.gov).

# CERS Business

CERS is a statewide, web-based system to support businesses and Unified Program Agencies with electronically reporting, collecting, and managing hazardous materials-related data as mandated by the California Health and Safety Code. To learn more about CERS and the Unified Program, see [CERS Central](#).

## CERS Business Sign-In

Your Username

Next

[Forgot your username?](#)

## New to CERS?

To start reporting on your facility(s) in CERS, create

[Create New Account](#)

[Watch Demo Video](#)

Want to experiment with CERS?

Use the Business Training Portal to learn how to use CERS for managing test data before starting your official facility reporting.

[Go to CERS Business Training](#)

Note: You can watch a video of the account creation process by clicking "Watch Demo Video."

3) Click on "Create New Account."

[CERS Central](#)

## CERS Registration

To create your CERS Account account, **complete these two steps:**

- Complete the form below, then select the "Create My Account" button.
- Follow **ALL** instructions in the follow up email you will receive.

### Your CERS Username

Your CERS Username uniquely identifies your account when you sign in to CERS. You will be alerted if your proposed username is already in use by another CERS user.

- Can be from 5 to 16 characters in length.
- Can include letters and numbers; no spaces, punctuation or special characters.
- Must be different than your password.

Username 

The Username is available

### Your Name and Email

First Name

Last Name

Email

Confirm Email

### Your Password

- Must be 8-16 characters.
- Must contain at least one uppercase character and one lowercase character.
- Must contain at least one number.

Password

Confirm Password

### Security Question

If you forget your password, we will ask for the answer to this security question to reset your password.

Security Question 



Answer 

### Password Protection Phrase

To help protect your password, please enter a phrase of your choice. This will be displayed when you enter your password. To help protect your password, please enter a phrase of your choice. This will be displayed when you enter your password. To help protect your password, please enter a phrase of your choice. This will be displayed when you enter your password.

Your Phrase 

### Enter Verification Characters

[Refresh](#)

Input symbols

4) Upon completing all fields click on "Create My Account."

Create My Account

Cancel

## CERS Registration

To create your CERS Account account, **complete these two steps:**

- Complete the form below, then select the "Create My Account" button.
- Follow **ALL** instructions in the follow up email you will receive.

**⚠ You have errors on your form!**

- Must have at least one number. Must contain at least one upper case letter.
- Must have at least one number. Must contain at least one upper case letter.

### Your CERS Username

Your CERS Username uniquely identifies your account when you sign in to CERS. You will be alerted if your proposed username is already in use by another CERS user.

- Can be from 5 to 16 characters in length.
- Can include letters and numbers; no spaces, punctuation or special characters.
- Must be different than your password.

Username 

The Username is available

### Your Name and Email

First Name	Last Name
<input type="text" value="George"/>	<input type="text" value="Porgy"/>
Email	Confirm Email
<input type="text" value="gthazmat@gmail.com"/>	<input type="text" value="gthazmat@gmail.com"/>

### Your Password

- Must be 8-16 characters.
- Must contain at least one uppercase character and one lowercase character.
- Must contain at least one number.

Password	Confirm Password
<input type="password"/>	<input type="password"/>

### Security Question

If you forget your password, we will ask for the answer to this security question.

Security Question 

### Password Protection Phrase

To help protect your password, please enter a phrase of your choice. This will be displayed when you are prompted for your password. If you don't see your phrase, don't provide your password!

Your Phrase 

### Enter Verification Characters



[Refresh](#)

Input symbols

Note: On this and all other CERS web pages error messages are noted on the top of the page and the fields they refer to are highlighted in red.

Create My Account

Cancel

## CERS Business

## Action Needed: Email Activation of your CERS Account

To finish establishing your CERS Account:

- Look for an email sent to [gthazmat@gmail.com](mailto:gthazmat@gmail.com) from CERS Technical Support.
- Follow the activation instructions in the email.

Please complete the email activation process by Saturday, January 12, 2013.

[CERS Internet Site](#)

5) You will be taken to the confirmation page in CERS as shown and an automated email with an activation link will be emailed to the email address you provided as shown below.

Version 2.10.0089 | [Enhancements](#) | [CERS Central](#)

California Environmental Reporting System: Business © 2012 California Environmental Protection Agency  
CERS Technical Support: [cers@calepa.ca.gov](mailto:cers@calepa.ca.gov)  
Unified Program/General Assistance: Contact your [local regulator\(s\)](#)

## Email Account

mail ▾



COMPOSE

Scooter Store - Electric Wheelchair - Get an Electric Wheelchair or Scooter at Little to No Cost to You!

Inbox (3)

unread

important

unread Mail

drafts

archive ▾



Search people...

People like you don't  
invite anyone to chat with  
them. Invite some contacts  
to get started.  
[Learn more](#)

## CERS Account Activation (Action Required)

CERS Automated Messaging - DO NOT REPLY <cers@calepa.ca.gov>  
to me ▾

George Porgy,

You **MUST** activate your CERS account (GTAHazMat) by January, 12 or  
Copy or follow the link below to activate your account:

<https://cersbusiness.calepa.ca.gov/Account/Activate/9C25B0B5>

This is an automated email sent from the CERS System. Please DO NOT REPLY.

California Environmental Reporting System  
<http://cers.calepa.ca.gov/>  
Contact: [CERS Technical Assistance \(cers@calepa.ca.gov\)](mailto:CERS_Technical_Assistance_(cers@calepa.ca.gov))

~~c9443524~~

6) In your email, click on the hyperlink to activate the account. This will take you to the account activation page where you may also sign into your account and begin your entries into CERS.

## CERS Business

### CERS Account Activated

Your account has been activated.

[Sign-In to CERS](#)

7) Your account has been activated. You may sign in at this point or come back later.

[CERS Internet Site](#)

## CERS Business

CERS is a statewide, web-based system to support businesses and Unified Program Agencies with electronically reporting, collecting, and managing hazardous materials-related data as mandated by the California Health and Safety Code. To learn more about CERS and the Unified Program, see [CERS Central](#).

### CERS Business Sign-In

Your Username

8) With an activated account the next step is to sign in by entering your user name and clicking next.

#### Want to experiment with CERS?

Use the Business Training Portal to learn how to use CERS by creating and managing test data before starting your official facility reporting.

#### Are you a CERS Regulator?

Sign in to the [CERS Regulator Portal](#), or visit [CERS Central](#)

## CERS Business

### CERS Business Sign-In

**Your Password Protection Phrase**

Enter password only if the phrase below matches what you provided in account registration.

Land of the free and home of the brave

**Your Password**

••••••••

Next

Cancel

[Forgot your password?](#)

Version 2.10.00

[Diagnostics](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Contact](#) | [Help](#)

9) Enter your password and click "Next."

Note: be sure you see the "Password Protection Phrase" you created in blue every time you sign in. If you do not see this phrase do not sign in, and check the web site address you entered.

2 California Environmental Protection Agency  
[@calepa.ca.gov](#)  
Contact your [local regulator\(s\)](#)

# CERS Business

Facility

Submittals

Facility

Compliance

My Business

## CERS Business Portal User Agreement

Please review the following conditions of use for the California Environmental Reporting System (CERS) and indicate your agreement using the checkbox below:

- I agree to protect my CERS Account password and not share it with others. If my account is compromised, I will contact [CERS Technical Support](#) immediately.
- I will only upload documents as required by CERS or my local regulator(s). Any document I upload will be as compact as possible, will not exceed 25MB in size, and will be free from viruses or other malicious elements.
- I understand I should NOT use my web browser's "Back" button while using CERS--doing so may result in duplicate records or other problems.
- I understand that CERS is designed for standard-sized screens using relatively current web browsing software (e.g., Internet Explorer 8+, FireFox 3.6+, current versions of Google Chrome or Safari). Some CERS features may not work on older browsers, and CERS is not designed to be effectively used on smaller display devices (e.g., mobile devices).
- I understand viewing and printing may be affected by screen resolution (e.g., 1024x768+).
- I understand CERS is generally available 24 hours a day, 7 days a week, except on Saturday mornings, 3) other planned times noticed in advance.

10) Review the user agreement, check the box and click "Continue."

I agree to these conditions

[Cancel](#)

Continue

# CERS Business

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[My Business](#)

11) Always begin by clicking "Search Existing Businesses/Facilities"

Support on its facility(s), please search for  
[Search Existing Businesses/Facilities](#)

Note: "Add New Facility" should never be used until after several different ways of searching for an existing facility has failed to produce a result.

[Add a New Facility](#)  
If you and your business are new to CERS, please add a new facility.

[Add New Facility](#)

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# CERS Business

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## Tools: Business/Organization Listing

Home » Tools » CERS Businesses Listing

### Search Businesses in CERS

Organization Code 

Business Name 

Facility Name

Facility Address 

CERS ID 

City 

ZIP Code 

12) Enter search criteria and click "Search."

Search

Clear

Enter your search criteria above and select the Search button

# CERS Business

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## Tools: Business/Organization Listing

Home » Tools » CERS Businesses Listing

### Search Businesses in CERS

Organization Code	Business Name	
<input type="text"/>	<input type="text"/>	
Facility Name	Facility Address	
<input type="text"/>	5825	
CERS ID	City	ZIP Code
<input type="text"/>	commerce	90040
<input type="button" value="Search"/> <input type="button" value="Clear"/>		

13) Click "Request Access."

Business Name	Headquarters	Facilities	Users	Created On	Command
LACoFD HHMD	Commerce, CA	1	3	7/27/2012	<a href="#">Request access...</a>

Page 1 of 1      Displaying items 1 - 1 of 1

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## Organization Access Request

### Request Access to Existing Business/Organization

You need to be approved for access to the business/organization shown below before you can add/report on the facility below.

CERS Business/Organization Name  
LACoFD HHMD

Access Request will be sent to  
Joseph Cho ([jcho@fire.lacounty.gov](mailto:jcho@fire.lacounty.gov)), Gevork Ter  
([GTer@fire.lacounty.gov](mailto:GTer@fire.lacounty.gov))

### Phone Number and Title

You **must** provide a phone number, and you can optionally provide your Title.

Phone Number (Required)  
  
(e.g., (999) 999-9999 x123)

Title (Optional)

14) Click "Submit."

Submit

Cancel

# CERS Business

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## Organization Access Request Confirmation

### Access Request Confirmation

You have requested access to the business/organization below. Your request has been forwarded to the lead users of the business/organization shown below.

Access Request Identifier

221BC7B1

Date Request Made

12/13/2012

CERS Business/Organization OR Regulator Name

LACoFD HHMD

Contact(s) Reviewing Request

Joseph Chou ([jchou@fire.lacounty.gov](mailto:jchou@fire.lacounty.gov)), Gevork Terastvadsadrian ([GTerastvadsadrian@fire.lacounty.gov](mailto:GTerastvadsadrian@fire.lacounty.gov))

15) Click "Done."

Done

# CERS Business

[Home](#)[Submittals](#)[Facility](#)[Compliance](#)[My Business](#)

## Tools

[Home](#) » [CERS Tools](#)

### [Unified Program Regulators Listing](#)

A listing of contact information for all Unified Program Certified Unified Program Agencies (CUPAS) and Participating Agencies (PAs).

### [Business/Organization Listing](#)

Search a listing of all businesses in CERS, and request access to your business/organization.

### [Search Your Draft Submittals Replaced by Regulator Seeding](#)

Search a listing of draft submittals that have been replaced by the regulator seeding process.

### [CERS Chemical Library](#)

View, search, and download the chemical/material information available in the CERS Chemical Library.

### [CERS Violation Library](#)

View, search, and download the violation information available in the CERS Violation Library.

### [Your Browser Software](#)

CERS not quite looking right, or having other problems? Use this to page to identify your browser software before communicating with CERS Technical Support.

### [Upload Draft Inventory Data for Multiple Facilities in My Business](#)

(Available Q2 2012)

Upload draft Hazardous Material Inventory for multiple facilities. You can choose to overwrite or append your uploaded data to any existing draft inventories.

16) Once the access request is sent to the regulator, you will be returned to this page. You can log out of your account and check your email for an access approval notification.

## CERS Regulator

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## Business: LACoFD HHMD

[Home](#) » [Business Search](#) » [LACoFD HHMD](#) » [Accept/Reject Access Request](#)[Summary](#)[Facilities](#)[Submittals](#)[Compliance](#)[People](#)[Action Required](#)[Notifications](#)[Email History](#)[Documents](#)

## Accept or Reject Access Request

To accept the access request, select their permission level, provide their title and/or phone number if available, and select "Accept". If you select "Reject", you will be prompted to provide an explanation.

## Requestor Information

Requestor Name	Requestor Email	Request Date
George Porgy	<a href="mailto:gthazmat@gmail.com">gthazmat@gmail.com</a>	Dec 13, 2012
Phone Number (Required)	Title (Optional)	
323 890 4072 <small>(e.g., (999) 999-9999 x123)</small>	Cheif Environmental	

## Permissions

What permissions would you like to associate with this person?

	Group Name	Description
<input type="checkbox"/>	Approvers	Can add, view, edit, and submit facility reports to their facility's regulator(s).
<input type="checkbox"/>	Editors	Can add/edit facility submittals/reports, but cannot submit reports to their facility's regulator(s).
<input checked="" type="checkbox"/>	Lead Users	Can view/add/edit/submit facility reports to regulators, as well as add, remove, and otherwise manage their business' user accounts, facilities, and other data about their CERS business/organization.
<input type="checkbox"/>	Viewers	Can view facility submittals/reports (read-only).

17) This is the regulator's window. Notice the "Group Name" column and the description. The first request for access should be by a lead user. Once accepted by the regulator an email notification is sent to the requestor through CERS.

[Accept](#)[Reject](#)[Cancel](#)[Terms of Use](#) | [Privacy Policy](#) | [Contact](#) | [Help](#)

Note: Once a lead user has been approved, all subsequent access requests will be sent to the lead user. Also note that it is recommended that only company officers or owners be lead users and consultants have "Approvers" membership. It is also recommended that there be more than one lead user whenever possible.

The screenshot shows an email interface with a navigation bar at the top containing a refresh button and a 'More' dropdown. Below the navigation bar is a list of email subjects. One subject is highlighted with a blue box: "CERS Automated Messaging. Business Access Request for LACoFD HHMD (Commerce, CA) Accepted - George Porgy, Y".

The selected email is displayed in the main content area. It has a subject line: "Business Access Request for LACoFD HHMD (Commerce, CA) Accepted" and an "Inbox x" label. The sender is "CERS Automated Messaging - DO NOT REPLY <cers@calepa.ca.gov>". The recipient is "to me".

The email body contains the following text:

George Porgy,

Your request for access to business *LACoFD HHMD (Commerce, CA)* has been accepted by Gevork Terastvadsadrian on December 13, 2012.

This is an automated email sent from the CERS System. Please DO NOT REPLY.

This is a courtesy email sent to you from the California Environmental Reporting System

<http://cers.calepa.ca.gov/>

Contact: [CERS Technical Assistance \(cers@calepa.ca.gov\)](mailto:cers@calepa.ca.gov)

~~83d201d2~~

A green box highlights the URL <http://cers.calepa.ca.gov/>, with a green arrow pointing to it from a text box at the bottom of the page.

18) This is the email notification. You can go to <http://cers.calepa.ca.gov> and log on.

# CERS Business

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## Home: LACoFD HHMD

Home

## Common Tasks



### Start Facility Submittal

CERS will help walk you through the forms and documents required for your previously added facility(s).



### Add Facility

If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!



### People/Users

You can allow/manage other people in your business who need to view or edit your facility reporting.



### Contact Your Local Regulator(s)

Find contact information for your facility's local regulator(s).

## Facilities

Add Facility...

	Facility Name	Address	Last Submittal	CERS ID
<a href="#">Start / Edit Submittal</a>	HHMD Commerce Facility	5825, commerce 90040		<a href="#">10397320</a>

## Action Required (None)

## Notifications for my Business

Message

New Facility HHMD Commerce Facility wa

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19) You are now ready to begin the submittal process. This concludes the first presentation in the series. Please refer to the next presentation in the series on Starting, Editing and Making a Submittal.

View All...

Occurred On

Dec 12, 2012

Displaying items 1 - 1 of 1