

SANTA FE SPRING DEPARTMENT OF FIRE-RESCUE
ENVIRONMENTAL PROTECTION DIVISION

**CREATING A NEW BUSINESS USERS ACCOUNT & SUBMITTING
UNIFIED PROGRAM FORMS
INTO THE CALIFORNIA ENVIRONMENTAL REPORTING SYSTEM (CERS)**

Effective January 1, 2014 this department will no longer accept paper submissions. Assembly Bill 2286, also known as the California Environmental Reporting System (CERS), requires all regulated businesses to report their Unified Program information electronically via the internet by January 1, 2013. Please follow the instructions below to establish an account in CERS and submit your unified program information to CERS:

1. Go to the CERS website (<http://cers.calepa.ca.gov/>). Click on the "Business Portal Sign-in"
2. Create a CERS users account. Demo videos are available on the CERS website. After creating the CERS users account, you will receive an email from CERS to confirm. If you do not receive the confirmation email, check your spam or junk folder.
3. Once your account has been activated, log-in to CERS.
4. Add your facility to CERS by clicking "Add a facility" and follow instructions. The Business Activities questionnaire worksheet will help determine which submittal elements are required for your facility.
5. Be sure to mark "Yes" to all Business Activities that apply to your facility. If you don't mark "Yes", there will be no forms to complete in the next step of the process and your submittal will be incomplete and ultimately rejected.
6. On the "Business Owner/Operator Identification" form, you will need to include the number of employees in the "Locally-Collected Information" section near the bottom of the form.
7. Enter all required information and upload all required documents for your facility operations. Once complete click the "submit" button associated with your submittals. If your submission is rejected or not accepted by CERS, you will receive an email with the reason for the rejection. Correct and submit your changes as soon as possible.
8. Training is available on the CERS training website at:
<http://cers.calepa.ca.gov/business/training>

Should you have any questions or need assistance beyond what is provided on the website, please do not hesitate to call the Environmental Protection Division at (562) 944-9713.

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