



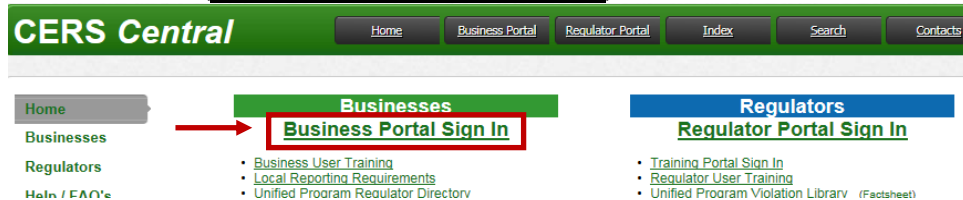
11300 Greenstone Avenue • CA • 90670-4619 • (562) 944-9713 • Fax (562) 941-1817 • [www.santafesprings.org](http://www.santafesprings.org)

## DEPARTMENT OF FIRE-RESCUE

### Creating an Account & Submitting into the California Environmental Reporting System (CERS)

#### Creating Account:

1. Go to the CERS website (<http://cers.calepa.ca.gov/>). Click on the “Business Portal Sign-in”



2. Click on “Create New Account” and complete the required information. After creating an account, you will receive an email from CERS with a link to activate the account. If you do not receive the confirmation email, check your spam or junk folder.
3. Once your account has been activated, log into CERS and click “Add New Facility” button.



If your facility’s address has already been reported into CERS, you will be given three options:

**Facility Address Already in CERS**  
A business/organization has previously reported in CERS on a facility with the address you entered. Please select the most appropriate option below.

| Facility Name/Address                                                            | Last Known Owner/Operator (CERS Business)                                  |
|----------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Factory<br>10207 Alburis Ave<br>Santa Fe Springs, CA 90670<br>CERSID<br>10163762 | Denise's Metals<br>Last Submittal Date for this Owner/Operator<br>3/8/2016 |

☐ 1. This is my facility and I am associated with the last known owner/operator shown above.

☐ 2. This is my facility, but it is no longer owned/operated by the last known owner/operator. Transfer this facility to my business.

☐ 3. I want to add an **additional** facility at this address for my business (10207 Alburis Ave, Santa Fe Springs, CA 90670). Do not use this option to change ownership of an existing facility (select option #2 instead).

- OPTION #1 should be selected if this is the facility that you are associated with. You will then need to request access to the lead user on the account. Once the lead user grants you access to the account, you will be notified via email.
- OPTION #2 should not be selected.
- OPTION #3 should be selected if you are the new owner/operator of the facility at this address.

#### Facility Information

##### BUSINESS ACTIVITIES FORM:

Read each of the questions carefully and mark “yes” for all of the business activities that apply to your business. If you do not mark “yes” to any of the options, there will be no forms to complete and your submittal will be ultimately rejected.

##### OWNER/OPERATOR IDENTIFICATION FORM:

Fill out the appropriate fields. If you are a hazardous waste generator, make sure to fill out the “number of employees” field at the bottom of the form.

# Hazardous Materials Inventory

## CHEMICAL INVENTORY SUBMITTAL:

1. Click "START"

The screenshot shows the 'Facility Information' page. The 'Hazardous Materials Inventory' section is highlighted, showing 'ACCEPTED Nov. 22, 2016' and a green 'Start' button. A red arrow points to the 'Start' button.

2. Click "ADD MATERIAL"

The screenshot shows the 'Hazardous Material Inventory: Training' page. The 'Inventory Actions' section is highlighted, showing 'Upload Inventory', 'Download Inventory', and 'Search Facility's Inventory'. A red arrow points to the 'Add Material' button in the 'Hazardous Materials Inventory (0)' section.

3. You may enter the material name or CAS number to search the CERS chemical library.

The screenshot shows the 'Search for Your Hazardous Material/Waste' page. The search input field is highlighted, showing 'Acetone' entered. A red arrow points to the 'Search' button.

4. Click "ADD" next to the material that you would like to include in your inventory. If the material you are looking for does not show up, click "UNABLE TO FIND MATERIAL/ADD NEW CHEMICAL"

The screenshot shows the 'Search for Your Hazardous Material/Waste' page. The search results are displayed in a table. A red arrow points to the 'Add' button next to 'Acetone'. A blue arrow points to the 'Unable to Find Material/Add New Material' button.

|                     | Material Name                                         | CAS #      | Type | CCLID      |
|---------------------|-------------------------------------------------------|------------|------|------------|
| <a href="#">Add</a> | Acetone                                               | 67-64-1    | Pure | CCL-104361 |
| <a href="#">Add</a> | Acetone, diphenylamine condensation product           | 68412-48-6 | Pure | CCL-185979 |
| <a href="#">Add</a> | Acetone, formaldehyde, tetraethylenepentamine polymer | 9006-70-6  | Pure | CCL-134005 |
| <a href="#">Add</a> | Acetone, formaldehyde polymer, sodium salt            | 68368-45-6 | Pure | CCL-184747 |

5. Make sure to fill out at minimum all of the information boxed in **RED**.

**Chemical Identification and Physical Properties**

Chemical Name: Propane  
 Common Name: Liquefied Petroleum Gas (lpg)  
 CAS Number: 74-98-6  
 CERS Chemical Library ID: -  
 US EPA SR# ID: 5207  
 Physical State: ☐ Solid ☐ Liquid ☒ Gas  
 Hazardous Material Type: ☒ Pure ☐ Mixture ☐ Waste  
 Trade Secret: ☐ Yes ☐ No

**Chemical Hazard Classification**

EHS: ☐ Yes ☒ No  
 Fire Code Hazard Classes (by priority): Flammable Gas  
 Federal Hazard Categories: ☒ Fire ☐ Reactive ☒ Pressure Release ☐ Acute Health ☐ Chronic Health  
 DOT Hazard Class: 2.1 - Flammable Gases  
 State Waste Code:  Lookup Code:

**Inventory Location and Quantity**

Chemical Location:   
 Chemical Location Confidential EPCRA: ☐ Yes ☐ No  
 Map # (Optional):  Grid # (Optional):   
 Average Daily Amount TEST:  Maximum Daily Amount:   
 Largest Container:  Annual Waste Amount:   
 Days on Site:   
 Units: ☐ gallons ☒ cubic feet ☐ pounds ☐ tons

**Inventory Storage Information**

☐ Aboveground Tank ☐ Can ☐ Box ☐ Tank Truck, Tank Wagon  
☐ Underground Tank ☐ Carboy ☐ Cylinder ☐ Tank Car, Rail Car  
☐ Tank Inside Building ☐ Silo ☐ Glass Bottle ☐ Other  
☐ Steel Drum ☐ Fiber Drum ☐ Plastic Bottle  
☐ Plastic/Non-Metallic Drum ☐ Bag ☐ Tote Bin

Storage Pressure: ☐ Ambient ☐ Above Ambient ☐ Below Ambient  
 Storage Temperature: ☐ Ambient ☐ Above Ambient ☐ Below Ambient ☐ Cryogenic

**Mixture Components**

| Hazardous Component Name | CAS Number | % by Weight | EHS                                                |
|--------------------------|------------|-------------|----------------------------------------------------|
|                          |            |             | <input type="radio"/> Yes <input type="radio"/> No |
|                          |            |             | <input type="radio"/> Yes <input type="radio"/> No |
|                          |            |             | <input type="radio"/> Yes <input type="radio"/> No |
|                          |            |             | <input type="radio"/> Yes <input type="radio"/> No |
|                          |            |             | <input type="radio"/> Yes <input type="radio"/> No |

Additional Mixture Components:

6. Repeat this process for the rest of the hazardous materials and/or wastes that exceed 55 gallons (liquids), 500 pounds (solids), or 200 cubic feet (gases).

### SITE MAP SUBMITTAL:

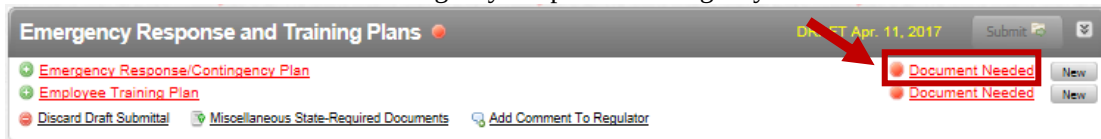
- You must create a site map and save it electronically to your computer prior to beginning this process.  
 Your Site Map **MUST** include the following (as applicable):
  - Name of company and address
  - North arrow
  - Loading areas
  - Internal roads
  - Adjacent streets
  - Storm and sewer drains
  - Access and exit points
  - Emergency staging areas
  - Hazardous materials/waste storage areas
  - Emergency response equipment, including locations of fire extinguishers.
- Once your site map has been saved electronically to your computer, click "DOCUMENT NEEDED"

- Click "BROWSE". Once you have selected the document from your computer, click "SAVE & FINISH"

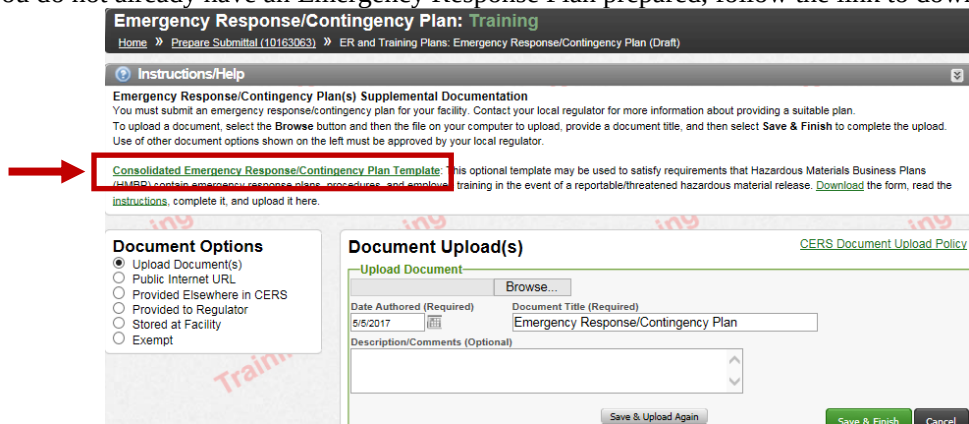
## Emergency Response & Training Plans:

### EMERGENCY RESPONSE PLAN:

1. Click “START” for the Emergency Response and Training Plans section.
2. Click “DOCUMENT NEEDED” for Emergency Response/Contingency Plan



3. If you do not already have an Emergency Response Plan prepared, follow the link to download a template.

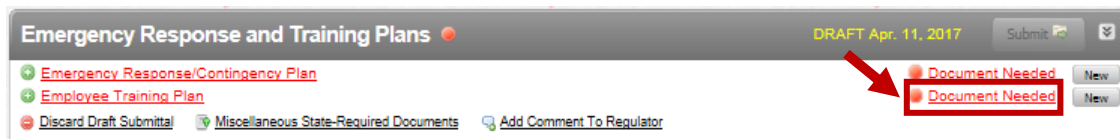


- ❖ If you choose to complete the template in CERS, the phone numbers in Section C for Local Unified Program Agency is 562-944-9713 and Regional Water Quality Control Board is 213-576-6600.

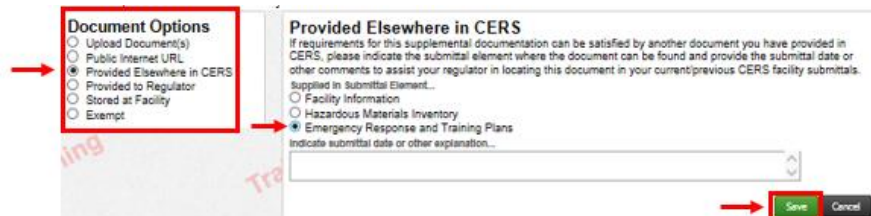
4. Upload Emergency Response Plan and then click “SAVE & FINISH”.

### EMPLOYEE TRAINING PLAN:

1. Click “DOCUMENT NEEDED”



2. There are different options to meet the Training Plans requirement:
  - i. If you used our Consolidated Emergency Response/Contingency Plan for the Emergency Response Plan section, the training plan is included in Section I. Select “PROVIDED ELSEWHERE IN CERS” and then choose “EMERGENCY RESPONSE AND TRAINING PLANS”.



- ii. If you did not use our Consolidated Emergency Response/Contingency Plan template you may select the “STORED AT FACILITY” option. If this option is chosen, this is a document that must be available at your facility at all times.



- iii. If you have training plans prepared, you may upload and save that document into this section.