



HUNTINGTON BEACH FIRE DEPARTMENT

2000 Main Street, Huntington Beach, CA 92648
(714) 536-5411 • Fax (714) 374-1551

Guidance for Business Owner/Operator: How to Add Facility in CERS

To access your facility on CERS, please follow the instructions below:

1. Open your web browser and navigate to the CERS Business portal at the following URL:
[CERS | California Environmental Reporting System](#)
2. Sign in to the **CERS Business Portal** environment by clicking on the green '**Business Portal Sign in**' button. (Note: if you don't have a CERS account, follow this link for instructions on how to create one: [How to Create CERS Account Guide](#))

Business Portal Sign in

Business Training Portal Sign In

- + Enter your Username.
- + Select Next.

CERS Business Sign-In

Your Username

Next

[Forgot your Username or Password?](#)

- + Enter your Password.
- + Select Next.

CERS Business Sign-In

Your Password Protection Phrase

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

J

Your Password

Next

Cancel

[Forgot your password?](#)



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3. If CERS Business Portal User Agreement is displayed, check the checkbox next to **'I agree to these conditions'** and select **'Continue'**.

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 I will not allow others to use my CERS Account and understand my Account could be suspended if I allow others to use it. I will protect my password and never share it with others, and 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, will be free from viruses or other malicious elements, and meet other requirements specified in the [CERS Document Upload Policy](#).
- 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: Internet Explorer 8+ (without [Compatibility Mode](#)), Firefox 3.6+, current versions of Google Chrome or Safari 5+). I understand my browser must have [JavaScript enabled](#), and that 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 phones, etc.).
- I understand viewing and printing some CERS reports requires relatively current PDF viewing software (Adobe Reader 8+).
- I understand CERS is generally available during days or evenings except as described [here](#).

☒ I agree to these conditions

CancelContinue

4. If this is your first time signing in to CERS, you will see the options to **'Request Access to an Existing CERS Business'** or to **'Add a New Facility'**.

Request Access to an Existing CERS Business
If your business/organization has previously used CERS to report on its facility(s), please search for your business/organization.

Search Existing Businesses/Facilities

Add a New Facility
If you and your business are new to CERS, please add a new facility.

Add New Facility

Contact My Local Regulator (CUPA)
Most questions about how to use CERS for your facility reporting should be directed to your local regulator (CUPA). Look up your [CUPA/PA Contact Information](#).



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- If you are requesting access to an existing CERS business, click on the green **'Search Existing Business/Facilities'** button.

Request Access to an Existing CERS Business

If your business/organization has previously used CERS to report on its facility(s), please search for your business/organization.

Search Existing Businesses/Facilities

- You will be directed to the **'Search Businesses in CERS'** page. Use this form to search and locate an existing CERS Business/Organization and request access to view/edit the business' facility/reporting data. (**Note:** Only enter data in one or two fields to avoid overly narrowing your results. Try entering only the Business Name or Facility Address.) When done, click the green **'Search'** button.

Search Businesses in CERS

Enter information in just one or two fields to search for your business/facility.

Business Name

Facility Name (if different from Business)

Facility Address

City

ZIP Code

CERS ID

Organization Code

Search

Clear

Enter your search criteria above and select the **Search** button

- Once you find your business, click on the green **'Request access...'** link.

Business Name	Headquarters	Facilities	Users	Created On	Command
City Hall	Huntington Beach, CA	10	8	3/29/2016	Request access...

1 - 1 of 1 items



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8. You will be sent to the Organization Access Request page. Under the **'Your Phone Number and Title'** section, enter your phone number and title, then hit the green **'Submit'** button.

Your Phone Number and Title

You **must** provide your phone number, and you can optionally provide your title with this business.

Phone Number (Required)

(e.g., (999) 999-9999 x123)

Title (Optional)

Submit

Cancel

9. Once, submitted, you will get an Access Request Confirmation. Click on the green **'Done'** button. (**Note**: an email will be sent to the 'Contact(s) Reviewing Request' for approval.)

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
ZR0DWYQ

Date Request Made
6/9/2023

CERS Business/Organization OR Regulator Name
City Hall

Contact(s) Reviewing Request



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10. Once you are granted access, your facility will now appear under your **'Facilities'** section.

Facilities				
		Add Facility...		Search...
	Facility Name	Address	Last Submittal	CERS ID
Start / Edit / Certify Submittal	City Hall	2000 Main St, Huntington Beach 92648	1/9/2023	10163993

11. If you are a new business or your facility is not in CERS, click on the green **'Add New Facility'** button.

Request Access to an Existing CERS Business

If your business/organization has previously used CERS to report on its facility(s), please search for your business/organization.

[Search Existing Businesses/Facilities](#)

Add a New Facility

If you and your business are new to CERS, please add a new facility.

[Add New Facility](#)

Contact My Local Regulator (CUPA)

Most questions about how to use CERS for your facility reporting should be directed to your local regulator (CUPA). Look up your [CUPA/PA Contact Information](#).

12. Under the **'Provide Address'** section, enter your facility's address, city, and zip code. When done, click on the green **'Next'** button.

Add New Facility: Provide Address

Provide Address

Please enter your facility's physical address below.

Address

City

State

ZipCode

CA

[Next](#) [Cancel](#)



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13. If your facility's address is already in CERS, you will be directed to the '**Add New Facility: Existing Facility**' page.

If you are associated with the last known owner/operator click on the green '**Select**' button next to the number 1.

Add New Facility: Existing Facility

Facility Address Already in CERS
Your business/organization already reports on a facility at this address. Select the first "This is my facility..." option below. If you wish to add an additional facility for you business at this same address, select the third option.

Facility Name/Address Neighborhood Hang Out 18345 San Jose St Huntington Beach, CA 92648 CERSID 10185770	Last Known Owner/Operator (CERS Business) City Hall Last Submittal Date for this Owner/Operator 6/5/2023
---	---

Select

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

Select

 3. I want to add an **additional** facility at this address for my business (18345 San Jose, Huntington Beach, CA 92648). Do not use this option to change ownership of an existing facility (select option #2 instead).

Cancel

If you are adding an additional facility to this address, click on the green '**Select**' button next to the number 3.

Add New Facility: Existing Facility

Facility Address Already in CERS
Your business/organization already reports on a facility at this address. Select the first "This is my facility..." option below. If you wish to add an additional facility for you business at this same address, select the third option.

Facility Name/Address Neighborhood Hang Out 18345 San Jose St Huntington Beach, CA 92648 CERSID 10185770	Last Known Owner/Operator (CERS Business) City Hall Last Submittal Date for this Owner/Operator 6/5/2023
---	---

Select

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

Select

 3. I want to add an **additional** facility at this address for my business (18345 San Jose, Huntington Beach, CA 92648). Do not use this option to change ownership of an existing facility (select option #2 instead).

Cancel



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14. If your facility isn't in CERS, you will be directed to the '**Add New Facility: Provide Facility Name**' page. Enter your facility's name and select/add the business that owns/operates your facility, then click the green '**Continue**' button.

Add New Facility: Provide Facility Name

Provide Facility Name
Facility Address
12345 Brookhurst St, HUNTINGTON BEACH CA 92648
Your Facility's Name

Select/Add Business that Owns/Operates your Facility
City Hall (Huntington Beach, CA) ▼

Continue **Cancel**

15. Your facility has now been added. Click on the green '**Continue**' button.

Add New Facility: Facility Added

Facility Added to CERS
Your facility has been added to CERS.
Please select the "Continue" button below to begin preparing your reports.

Main St Shop
12345 Brookhurst St
HUNTINGTON BEACH, CA 92648

CERS Business/Organization Name:
City Hall

CERS ID
10186292

Continue



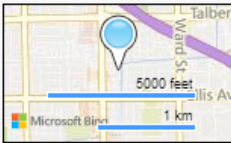
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16. You will be taken to the **'Business Activities'** page. Under the **'Site Identification'** section, be sure to have the **'Facility Name'** and **'Business Site Address'** filled out and up to date.

Site Identification

Facility Name Neighborhood Hang Out	<input type="button" value="Edit"/>	CERSID 10185770	
Business Site Address 18300 San Jose St Huntington Beach, CA 92648 County: Orange	<input type="button" value="Edit"/>	<input type="button" value="View/Edit Location Map"/>	

17. If you have been identified as being required to submit into CERS for CUPA, select **'Yes'** under the **'Hazardous Materials'** section.

Hazardous Materials

Does your facility have on site (for any purpose) at any one time, hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs); or is regulated under more restrictive local inventory reporting requirements (shown below if present); or the applicable Federal threshold quantity for an extremely hazardous substance specified in 40 CFR Part 355, Appendix A or B; or handle radiological materials in quantities for which an emergency plan is required pursuant to 10 CFR Parts 30, 40 or 70? 


☒ Yes ☐ No

18. For the remainder of the sections, **'Underground Storage Tank(s) (UST)'**, **'Hazardous Waste'**, **'Excluded and/or Exempted Materials'**, **'Aboveground Petroleum Storage'**, and **'Regulated Substances'**, please identify the activities occurring at your facility. CERS will provide guidance on completing the reporting requirements for these business activities.

If you are unsure or need further assistance with this step, please contact Orange County Environmental Health at 714-980-0193.

19. When you are finished filling in the applicable information, click on the green **'Save'** button at the bottom of the page.

Additional Information

Provide any additional information as necessary and/or required by your local regulator(s). 



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20. You will now be directed to the **'Business Owner/Operator Identification'** page. Use this form to provide contact information about your facility. When finished, click the green **'Save'** button at the bottom of the page.

Locally-Collected Information
Some or all of the following fields may be required by your local regulator(s).

Property Owner			
First & Last Name	Phone	Copy address...	
<input type="text"/>	<input type="text"/>		
Mailing Address			
<input type="text"/>			
City	State	Zip Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Country			
<input type="text" value="United States"/> For International Address			

Assessor Parcel Number (APN) ?
<input type="text"/>
Number of Employees ?
<input type="text"/>
Facility ID (Regulator Provided) ?
<input type="text"/>

Save **Cancel**

21. After you save, both documents under the **'Facility Information'** should be green and say **'Ready to Submit'**. **DO NOT SUBMIT!**

Facility Information DRAFT Jun. 2, 2023 **Submit**

Business Activities	Ready to Submit Edit
Business Owner/Operator Identification	Ready to Submit Edit
Discard Draft Submittal Miscellaneous State-Required Documents Add Comment To Regulator	

22. You may now continue to submit your **'Hazardous Materials Inventory'**. A guide on how to submit your Hazardous Materials Inventory can be viewed here: [Hazardous Materials Inventory Submittal Guide](#)

NOTE: HMBPs are required to be submitted annually between January 1st and March 1st of each year. A full re-submittal is required every 3 years regardless of any changes. The 'Certify' option can be done each year in between, as long as there are no changes.

If you have any questions regarding your submittals, please contact the Fire Prevention Staff at: (714) 536-5411 or hmbp@surfcity-hb.org