

ACCOUNT INFORMATION

The space below can be used to record information regarding your email and CERS accounts. However, passwords should not be shared with anyone, and this information should always be kept in a secure location.



Email Address

_____ @ _____

Password _____

CERS Account Information:

Username: _____

Password: _____

Password Protection Phrase:

Facility Information

CERS ID : _____

FA number : _____

NOTES:

SAN BERNARDINO COUNTY FIRE

CERS HELP DESK

For questions regarding how to access or use the CERS website, or to resolve technical issues involving CERS, contact the San Bernardino County Fire CERS help desk.



Contact the CERS Helpdesk



(909) 386 - 8432



efile@sbcfire.org

Monday - Friday 8:00 a.m. - 4:30 p.m.

For questions involving the reporting requirements, such as what materials may be considered hazardous, call (909) 386 - 8401



CERS Technical Requirements

CERS users must use a computer with internet access and the following:

- Browsers Internet Explorer 8 or above, or Current versions of Firefox, Google Chrome, or Safari
- It must have capability of PDF viewing and printing

CERS is NOT designed for mobile phones



SAN BERNARDINO COUNTY
FIRE PROTECTION DISTRICT
HAZARDOUS MATERIALS SECTION
620 South "E" Street
San Bernardino, CA 92415-0153

SAN BERNARDINO COUNTY
FIRE PROTECTION DISTRICT
OFFICE OF THE FIRE MARSHAL
HAZARDOUS MATERIALS SECTION



Getting Started in

CERS

California Environmental
Reporting System

**Preparing for Electronic Submission
of the**

Business Emergency / Contingency Plan
through the California Environmental
Reporting System (CERS)

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

SAN BERNARDINO COUNTY FIRE

CERS Help Desk

(909) 386 - 8432

M-F 8:00 a.m.- 4:30 p.m.

Efile@sbcfire.org

What is CERS?

The California Environmental Reporting System, or CERS, is a statewide, web-based system designed to support businesses and Unified Program Agencies (UPAs) with electronically reporting, collecting, and managing hazardous materials-related data as mandated by the California Health and Safety Code.



From Paper to Digital

We prepared this guide to assist you with using CERS to electronically submit your Business/Emergency Contingency Plan and other Unified Program information. Please follow the steps outlined below to get started. Contact the San Bernardino County Fire CERS help desk at (909) 386-8432 or Efile@sbcfire.org if you have any questions or need further assistance. Many general questions can be answered by visiting our CERS information page at <https://sbcfire.org/hmcers>.

1. Locate a Computer

CERS is a web-based system; you must have a computer with internet access. If you don't have ready access to a computer, you may make an appointment with our CERS help desk staff. You can then use one of our computers here at the Office of the Fire Marshal, with the additional benefit of having someone readily available to assist you. To make an appointment, contact our CERS help desk.

2. Obtain an Email Address



An accessible email address is required in order to create and activate a CERS User account. If you don't have an email address, there are a number of free email account services available.

3. Create a CERS User Account

You must have a CERS account before you can log in to CERS. The account is free, and each person accessing CERS must have his or her own account. When you create the account you will choose a username and password. After creating your account, you will receive a second email. Follow the instructions in this email to activate your CERS account and login. If you don't receive the CERS emails, be sure to check your junk email or spam folder.



4. Add Facility

After signing in you will select the "My Business" tab, and then "Select Business." Enter the address for your business and select "Next." Select the option that best describes what you need:

- 1) **Access Request** for a business already established by your business in CERS.
- 2) **Transfer Request** for new ownerships, including first-time reporting.
- 3) **Add** an Additional facility for sites with multiple businesses or construction.

If the address is not in CERS, continue to Add a New Facility.

5. Submit Business Emergency Contingency Plan

A complete business plan submittal consists of the following elements:

- 1) Facility Information
- 2) Hazardous Materials Inventory
- 3) Emergency Response and Training Plans.

Once you have completed **ALL** sections you may then submit. Please refer to our website for information on other regulatory programs implemented by the CUPA which may require additional submittal elements.



CONTACTS

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CERS home page:
<http://cers.calepa.ca.gov>

San Bernardino County
Fire Protection District
Office of the Fire Marshal
Hazardous Materials Section
<https://sbcfire.org/hazmatcupa>

San Bernardino County Fire
CERS information page:
<https://sbcfire.org/hmcers>