

CERS Submittal Help

Frequently Asked Questions

Why do I have to submit my CUPA packet online instead of mailing in my documents?

State law (Assembly Bill 2286) now requires your business to report your CUPA information electronically. Contra Costa Health Services Hazardous Materials Programs (CCHSHMP) can no longer accept paper submittals. The State of California has established an electronic information management system known as the California Environmental Reporting System (CERS) to replace paper submittals.

What does CERS stand for?

California Environmental Reporting System

How often do I have to report to the CERS website?

All businesses must submit the Facility Information element once a year. The reporting time starts on January 1st, and is due by the first business day of March.

Can I submit my forms via fax instead of uploading them to the website?

Yes. *Some* portions of your submittals may be sent to our office via fax, but *this does not eliminate your online submittal requirement.* If you are going to fax in a document (for example, the HWG Reporting form, Site Map or Emergency Response and Training Plans), you must indicate that you have done so in your online submittal. Please refer to the instructions for [Faxing Required Documents](#)

How do I know what reporting requirements are?

The reporting requirements are determined by the activities of your business. The Business Activities section of your Facility Information section will automatically open the other required sections of your submittal. If you have already completed the Business Activities section of your application in a previous submittal, you can also go to the “Facilities” menu at the top of your CERS webpage, and go to **Reporting Status**. Here you will see your list of facilities and the applicable submittal elements for each.

What is an HWG form?

The Hazardous Waste Generator Reporting Form (HWG form) is a requirement for every business that generates hazardous waste. The HWG form asks the total amount of hazardous waste your facility had hauled off for the current reporting year. The reporting form should be submitted with the Facility Information element of your online CUPA submittal. A copy of this form can be found here: [Hazardous Waste Generator Reporting Form](#)

What do I do if my business has moved to a new location?

If your business has moved since your last submittal, **DO NOT** resubmit under the same facility you reported for last year. You can use the same username and login information, but you must “Add New Facility” to your CERS profile. The

CERS system differentiates facilities by address, and each facility is assigned its own unique CERS ID Number. When submitting for your new location, you should provide the information about the address change to the Regulator by adding a comment in the Facility Information Section of your submittal (Click link, **“Add Comment to Regulator”**).

For more details, please refer [Adding a New Facility](#) instructions.

How do I print past submittals?

Log into your CERS account, and go to “History” in the “Submittals” link at the top of the page. Click on the date of the submittal you want to print. Click “Print Submittal” button and click “Next”.

The “Submit” button on the Submittal Summary page is inactive, what do I do?

If the “Submit Selected Elements” button is inactive, you need to start a new Facility Information section to submit with your other elements. CERS requires a new Facility Information element with each submittal, even if your previous Facility Information section was “Accepted”. Click the “Start Facility Information” button to open a new draft to submit. If you have an open Facility Information draft, but there are errors on your form, the errors must be fixed before you can submit.