California Environmental Reporting System

CERS Regulator Portal Help

Determining Unified Program Element Regulated Facility Count

- Question: How to determine the number of regulated facilities by Unified Program Element?
- **Answer**: Find the count of regulated facilities for a Unified Program element by using the appropriate search criteria indicated below.

<u>Program</u> Element	Search Criteria
HMRRP	Reporting Requirement for <u>submittal</u> element 'Hazardous Materials Inventory' is set to 'applicable' or 'always applicable'
UST	Reporting Requirement for <u>submittal</u> element 'Underground Storage Tanks' is set to 'applicable' or 'always applicable'
Haz Waste Generator	Business Activities question (field 9) set to 'YES" on the most recent 'Accepted' submittal in the selected date range. This is because there is no reporting requirement for this program element.
Haz Waste RCRA LQG	Business Activities question (field 14a) set to 'YES" on the most recent 'Accepted' submittal in the selected date range. This is because there is no reporting requirement for this program element.
Haz Waste Recycler	Reporting Requirement for <u>submittal</u> element 'Recyclable Materials Report' is set to 'applicable' or 'always applicable'
PBR, CA, CE	Reporting Requirement for <u>submittal</u> element 'Tiered Permitting' is set to 'applicable' or 'always applicable'
APSA	Reporting Requirement for <u>submittal</u> element 'Aboveground Petroleum Storage Tank Act' is set to 'applicable' or 'always applicable'
CalARP:	Reporting Requirement for <u>submittal</u> element 'California Accidental Release Program' is set to 'applicable' or 'always applicable'
Household Haz Waste	Business Activities question (field 14b) set to 'YES" on the most recent 'Accepted' submittal in the selected date range. This is because there is no reporting requirement for this program element.

- 1. For searches that rely on a **submittal** element use the Facility Search feature.
 - a. Select the appropriate submittal element as indicated above
 - b. Set the Reporting Requirement to 'Applicable + Always Applicable'
 - c. Leave the Last Submittal Date Range blank.

Name		Submittal Element	Reporting Requirement Applicable + Always
Street Address 😨		City 😢	ZIP Code 🖲
omittal Date Range		Limit To Remote Facilites 💀	tors 😢
or		Local Facility Grouping 😨	
	Name h √ Street Address @ h √ J bmittal Date Range mittal Date Tange mittal Date Tange mittal Date Tange	Name fit √ Street Address ♥ fit √ Dmittal Date Range intro Date Transformer Transforme	Name Submittal Element -Any Submittal Element -Any Submittal Element -Any Submittal Element - v City City

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d. The results screen displays the number of regulated facilities for the selected UPA.



- e. Note that the UPA may change the facility reporting requirement at any time to include or exclude it from a program element.
- f. Using the Facility Search feature, find the facility
- g. Select the 'Reporting Requirements' link
- h. (It's always a good idea to review the instructions...)
- i. Select the 'Change' button
- j. Set the desired submittal element to the desired setting and select the 'Save Changes' button. Note that this may also be a good time to set the 'Next Due Date'.

CERS Regulator 🏠 Submittals Facilities Businesses Regulators Compliance Responders Repo				
Facility: N3 Home » Facility S Summary Submittals	8 / Happy Ln (CERSID: 1066 Search » Facility Summary 10662022 Facility Summary for CEF Facility Name: N38 / H	2022) RS ID: 10662022 łappy Ln		
Reporting Requirements Compliance	Business Name: Evoqua CUPA: Californ Facility Information N38 (Happy Ln	Water Technologies (Temecula, CA) ia Environmental Protection Agency (Unified Pro Owner Informatic Remoter Scility	gram) on	
nmary pmittals porting yuirements mpliance ifications hage Facility ange UPA ation Map	 Instructions/Help If no draft/submitted submittals exist for the fac form is completed, some/all submittal elements they answer yes to. To ensure a facility's reports ALWAYS include eletitiset a submittal element's Reporting Requit equitates a submittal element's Reporting Requit a Regulators can indicate a facility is not regulat Applicable. In the CERS Businesse Fortal, Businesses can selecting the submittal element's "Not Applicable to the business' action. Next Due Date is an optional field regulators due. 	Ility, the default Reporting Requirement status is <i>Not Ap</i> , ¹ Reporting Requirement statuses will be automatically set 1 a specific submittal element (e.g., a refinery always complet rement status as <i>Always Applicable</i> . ed under any program (e.g., a closed business) by setting indicate a submittal element included in past submittals is n le ⁿ button on their <i>Prepare Draft Submittal</i> page. Regulator can manually complete per submittal element to warn a bus ts by Submittal Element	Dilcable. Once a a draft Business Activities to Applicable based upon the questions es an APSA element), regulators can all Reporting Requirement statuses to Not to longer applicable to their facility by rs will receive a courtesy email alerting them siness when the submittal element is next	
			Change	
	Submittal Element	Regulator	Applicable	
	Hazardous Materials Inventory	Program) California Environmental Protection Agency (Unified	Applicable	
	Emergency Response and Training Plans	Program) California Environmental Protection Agency (Unified	Applicable	
	Underground Storage Tanks	Program) California Environmental Protection Agency (Unified	Not Applicable	
the second		Program)		

Reporting Requirement Due Date	Apply To All	Save Ch	anges Cancel
Submittal Element	Regulator	Reporting Requirement	Next Due Date
Facility Information	California Environmental Protection Agency (Unified Program)	Applicable ~	
Hazardous Materials Inventory	California Environmental Protection Agency (Unified Program)	Applicable ~	
Emergency Response and Training Plans	California Environmental Protection Agency (Unified Program)	Applicable ~	
Inderground Storage Tanks	California Environmental Protection Agency (Unified Program)	Not Applicable 🗸	
Fiered Permitting	California Environmental Protection Agency (Unified Program)	Not Applicable 🗸	
Recyclable Materials Report	California Environmental Protection Agency (Unified Program)	Not Applicable 🗸	
Remote Waste Consolidation Site Annual	California Environmental Protection Agency (Unified Program)	Not Applicable 🗸	
Hazardous Waste Tank Closure Certification	California Environmental Protection Agency (Unified Program)	Not Applicable 🗸	
Aboveground Petroleum Storage Act	California Environmental Protection Agency (Unified Program)	Not Applicable 🗸	
California Accidental Release Program	California Environmental Protection Agency (Unified Program)	Not Applicable v	

- 2. For a search that relies on a 'yes' response to a Business Activities question (Hazardous Waste Generator, Hazardous Waste LQG, and Household Hazardous Waste) use the Facility Search feature to find ALL regulated facilities in the UPA jurisdiction.
 - a. Set the Submittal Element to 'Facility Information'
 - b. Set the Reporting Requirement to 'Applicable and Always Applicable'
 - c. Leave the Last Submittal Date Range blank

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tome » Facility Sear	cn	
Search		
		C
CERS ID 🥶	Facility Name	Submittal Element Reporting Requirement
	Starts with V	Facility Information Applicable + Always
Facility ID/Key 😢	Facility Street Address 😨	City 🖲 ZIP Code 💀
	Starts with V	
EPA ID Number 🥶	Last Submittal Date Range	Limit To Remote Facilites 😟
	T to	Limit To Small Quantity Generators 🕏
County	Regulator	Local Facility Grouping 😨
411.0	All Degulators	Search

d. The results page provides a list of all facilities within the selected jurisdiction that are required to submit at least the facility information submittal element.

* Non-Regulated	Export to Excel (Brief)
■ ■ 1 2 3 4 5 Page 1 of 206 • ■ 10 • items per pa	ge 1 - 10 of 2052 items O
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- 3. Select the 'Export to Excel (Details)
- 4. Sort the table by the desired Program Element

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- a. To sort, either remove the top two rows of the spreadsheet and select all of the table or highlight all of the table except rows one and two
- b. Select the appropriate sort parameter
- c. Set the order from Z to A
- d. Count the number of 'Y' responses, minus the number of header rows. This is your count of regulated facilities for the selected Unified Program Element





e. Note: If the resulting count is not correct, the facility will need to make a new submittal with the correct responses to the business activities questions.