

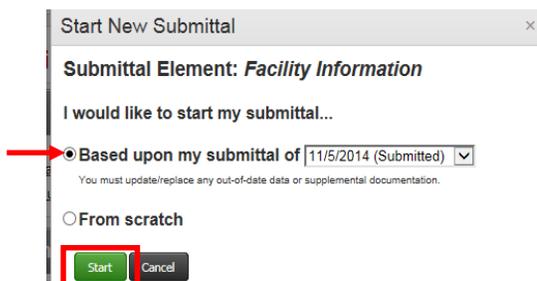
Resubmitting Facility Information

The Business Activities/Facility Information submittal element is the first section that every business needs to complete for their facility every year. The information you provide will determine which other CERS submittal elements are applicable to the facility and what information you need to report.

1. Under “**Facility Information**” Click the “**Start**” button.



2. CERS will remember the information you entered in your last submittal. Check the option “**Based upon my last submittal of...**” and click “**Start**”



3. Click the grey “**Edit**” button to open your Business Activities page.



4. Review the information you provided at the time of your last submittal, and make changes as necessary. Click “**Save**”

Aboveground Petroleum Storage

Does your facility own or operate aboveground tanks or containers with regulated storage greater than 1,320 gallons of petroleum products (new or used)? Yes No

Regulated Substances

Does your facility have Regulated Substances stored onsite in quantities greater than the threshold quantities established by the California Accidental Release prevention Program (CalARP)? Yes No

If yes, coordinate with your local agency responsible for CalARP. CERS does not currently support any data entry or document uploads for CalARP.

Additional Information

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



5. CERS will automatically take you to the next step of your submittal, the “**Business Owner/Operator: Identification**” page.

You will need to make sure to update the following information:

- In the “**Identification**” section, enter the Beginning Date (1/1/2016) and End Date (12/31/2016)

Identification

Operator Name

Operator Name

Operator Phone Business Phone Business Fax

123-123-1234 123-123-1234

Beginning Date Ending Date

1/1/2016 12/31/2016

Dun & Bradstreet SIC Code Primary NAICS



- You will also need to include your SIC code. If you are not sure of your SIC code, please see below.

Common Standard Industrial Classification (SIC) Codes

Auto Body Shops	7532
Auto Repair Shops	7538
Car Dealers – New & Used	5511
Dry Cleaners	7216
Gasoline Stations (with Convenience Store)	5541
Gasoline Stations (Other)	5541

Identification

Operator Name

Operator Name

Operator Phone Business Phone Business Fax

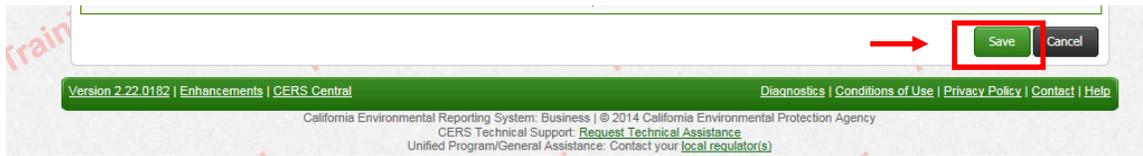
Beginning Date Ending Date

1/1/2015 12/31/2015

Dun & Bradstreet SIC Code Primary NAICS



Make any other needed changes to the form, and click “Save”.



6. Upload your HWG form:

If your facility generates Hazardous Waste, you **MUST** complete Hazardous Waste Generator Reporting Form (HWG Form) **on an annual basis**. You may download the most current version and complete the 2016 HWG Reporting Form here:

<http://cchealth.org/hazmat/cers-instructions.php>


CONTRA COSTA
HEALTH SERVICES

2016 HAZARDOUS WASTE GENERATOR REPORTING FORM

FACILITY NAME:	SITE ID:
CERS ID:	EPA ID:

This form is required to be submitted if your facility had any amount of hazardous waste disposed of from your facility in 2015. Disposal includes: picked up by a licensed transporter or taken to a certified collection location. If your facility is in the Hazardous Waste Generator Program, but no hazardous waste was disposed of in 2015, this form is still required.

Determine the amount of hazardous waste your business disposed of during the **2015** calendar year.

Total Tonnage of Hazardous Waste Disposed During 2015: (calculation guide on back)	_____ Tons
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I hereby certify that this form, including any accompanying statements, is true and correct to the best of my knowledge and belief.

Signature: _____ Date: _____

Print Name: _____

INSTRUCTIONS FOR COMPLETING THIS FORM ON BACK

SUBMITTAL OPTIONS - You may submit this form in one of the following ways:

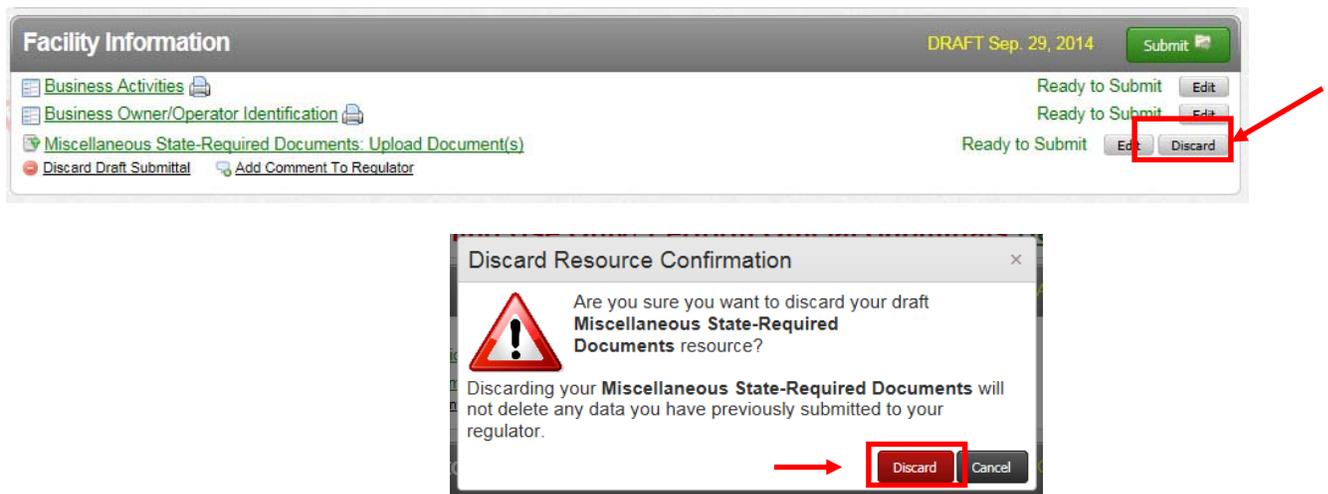
1. Upload PDF document to your 2016 CERS submittal under **Miscellaneous State Required Documents** in the Facility Information section. (If you are submitting via CERS, no signature is required.)
2. Fax to 925-646-2073
3. Email PDF document to ccchazmat@hid.cccounty.ca.gov
4. Mail to: Hazardous Materials Program
4985 Pacheco Blvd, Suite 100
Martinez, CA 94553

Depending on your version of Adobe, you may need to save the document on your computer prior to filling it out, then “Save As” a PDF document.

Once you have completed the form, and saved it to your computer, click on **“Miscellaneous State Required Documents”**

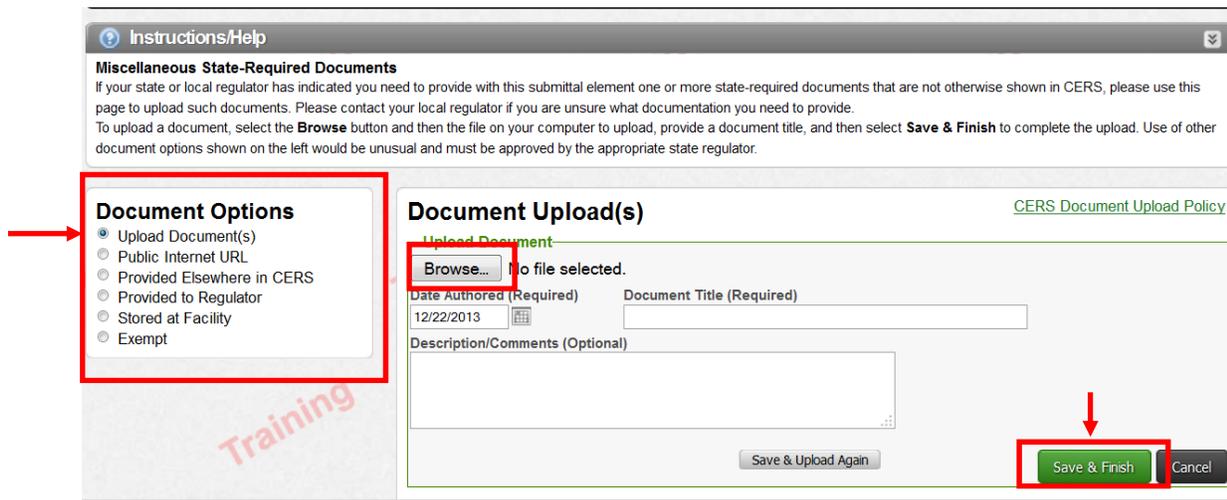


If you uploaded your HWG form to this section in CERS last year, the PDF document will remain in the **“Miscellaneous State-Required Documents”**, and must be removed to upload your current HWG form. To do so, click the grey **“Discard”** button, and click **“Discard”** in the confirmation box. Then click **“Miscellaneous State Required Documents”** as shown in the above step.



Upload your PDF document

- a. In the **“Document Options”** box, Select **“Upload Document”**.
- b. Click **“Browse”** and select the desired file from your computer
- c. Enter a **“Document Title”** (HWG Reporting Form)
- d. Click **“Save & Finish”**



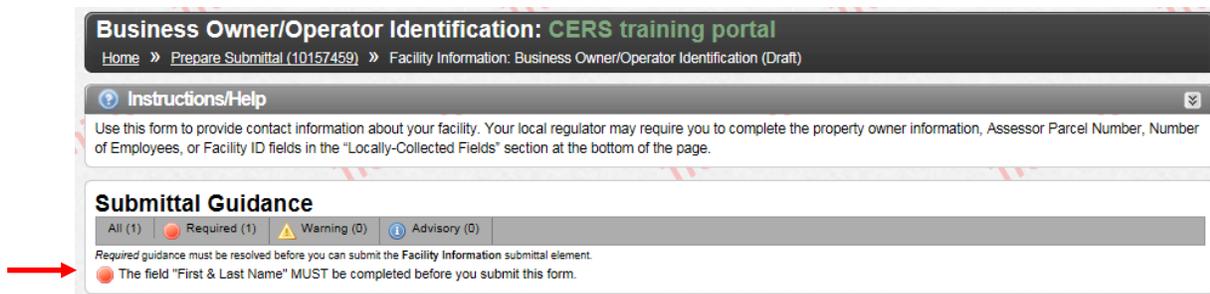
If you are unable to upload your document, you may also fax it to us. Please refer to the Instructions for [Faxing Required Documents](#) .

Red Error Message:

If there are errors on your form, CERS will highlight the section containing errors in red. To correct these issues, click **“Review Needed”**



An error message will appear at the top of the form, under **“Submittal Guidance”** and will indicate the necessary changes to your form.



CERS will highlight the fields that need attention.

Primary Emergency Contact

First & Last Name 

Title

Complete the necessary changes and click **“Save”**

Your submittal is ready to submit when there are no red error messages:

Facility Information DRAFT Nov. 7, 2014

Business Activities 	Ready to Submit <input type="button" value="Edit"/>
Business Owner/Operator Identification 	Ready to Submit <input type="button" value="Edit"/>
Miscellaneous State-Required Documents: Upload Document(s)	Ready to Submit <input type="button" value="Edit"/> <input type="button" value="Discard"/>