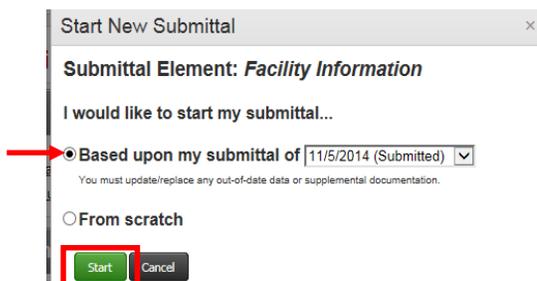# Resubmitting Facility Information

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)? **If yes**, coordinate with your local agency responsible for CalARP. CERS does not currently support any data entry or document uploads for CalARP. | ○ Yes ● No |

Additional Information

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

→ [Save] Cancel

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)

- 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

Make any other needed changes to the form, and click "**Save**".
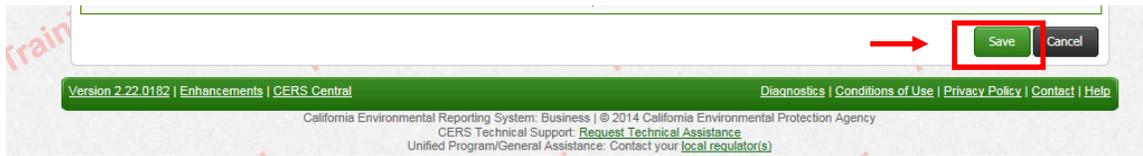
6. Upload your HWG form:

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

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 you 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.
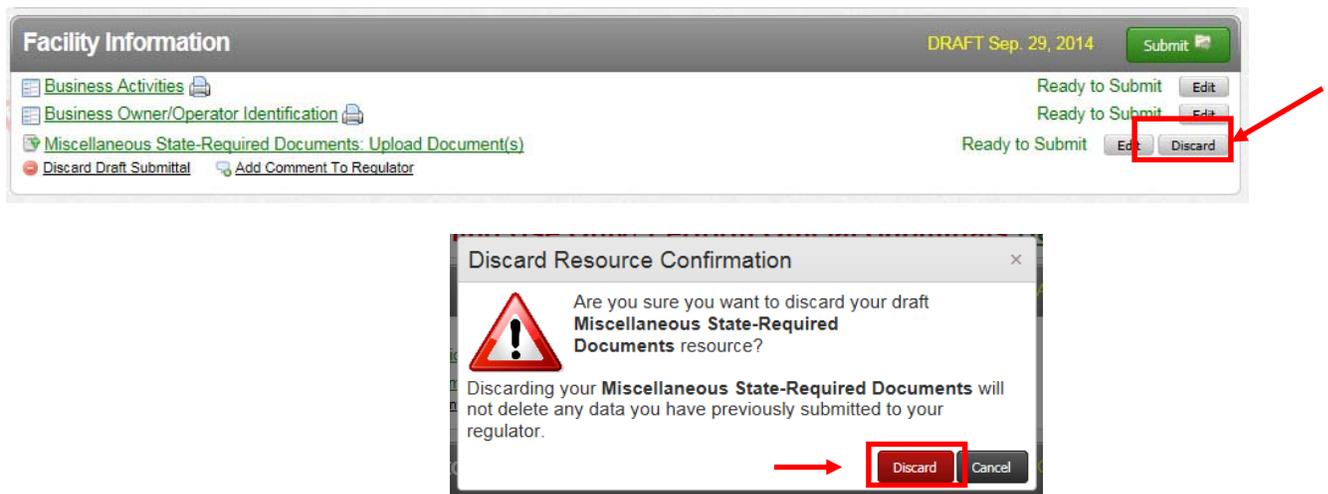
Upload your PDF document

      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"**
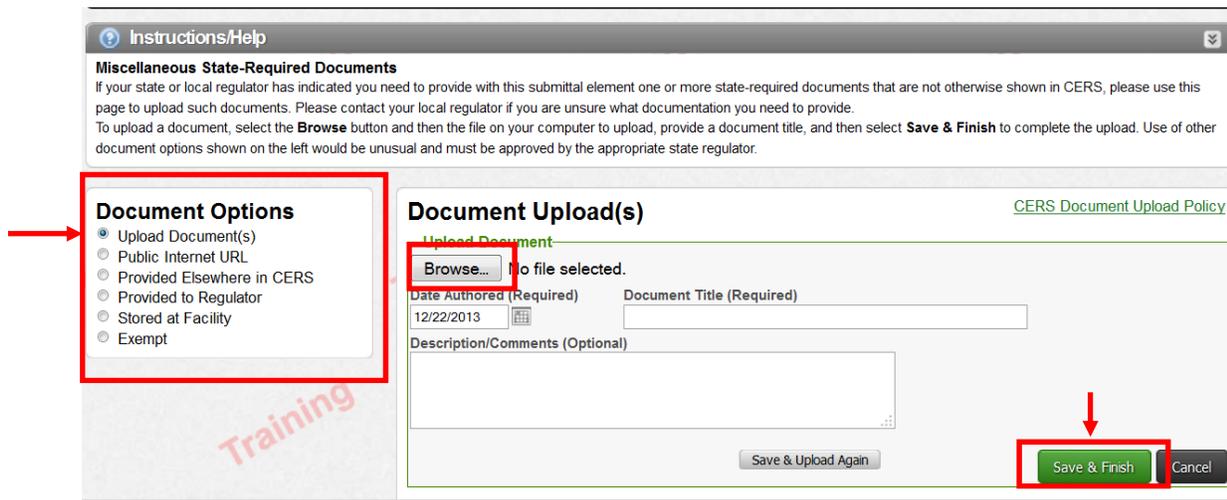
If you are unable to upload your document, you may also fax it to us. Please refer to the Instructions for **Faxing Required Documents** .

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.
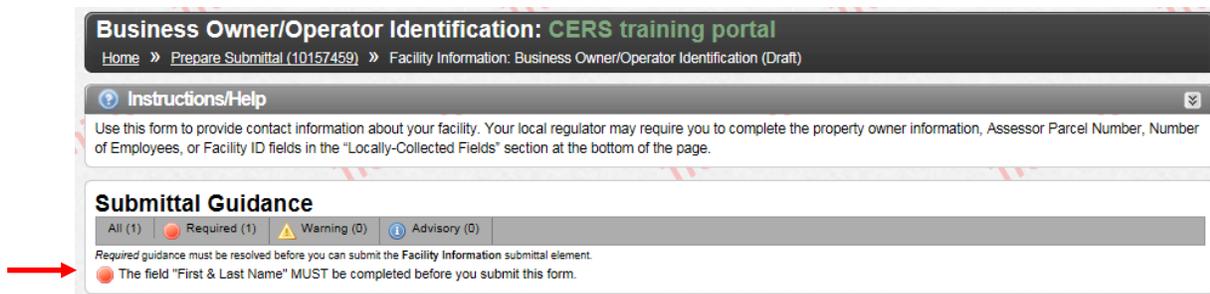
CERS will highlight the fields that need attention.

Complete the necessary changes and click "**Save**"

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