

# CERS2 Submittal Elements for Facility Submittals

(September 2011)

The table below shows the *Submittal Elements* planned for the initial implementation of CERS2. Submittal Elements are made up of regulatory-approved Unified Program Consolidated Forms (UPCFs), and supplemental documentation mandated in regulation and/or by the local regulator. Each *Submittal Element* can be submitted (by an organization) and reviewed (by the regulator) independently of each other, except for the *Facility Information Submittal Element*, which must accompany all other submittal elements. To ensure emergency responders have current information and ensure the overall smooth operation of statewide electronic reporting, regulators will need to review all *Facility Information Submittal Elements* within 15 days of being submitted and set their status to “Accepted” or “Not Accepted” (or “Not Applicable” in rare circumstances).

CERS2 Submittal Element	UP Program Element
<b>Facility Information</b> [always managed by the CUPA] <ul style="list-style-type: none"> <li>• <b>Business Activities (UPCF)</b></li> <li>• <b>Owner/Operator Identification (UPCF)</b></li> <li>• <b>Locally-Required Document(s)</b></li> </ul>	Business Plan
<b>Hazardous Materials Inventory</b> <ul style="list-style-type: none"> <li>• <b>Inventory: 1+ Chemical Description (UPCF)</b></li> <li>• <b>General Site Map</b></li> <li>• <b>Annotated Site Map (Official Use Only)</b></li> <li>• <b>Locally-Required Document(s)</b></li> </ul>	Business Plan
<b>Emergency Response &amp; Training Plans</b> <ul style="list-style-type: none"> <li>• <b>Emergency Response/Contingency Plan</b></li> <li>• <b>Employee Training Plan</b></li> <li>• <b>Locally-Required Document(s)</b></li> </ul>	Business Plan
<b>Underground Storage Tanks</b> <ul style="list-style-type: none"> <li>• <b>UST Operating Permit Application: Facility Information (UPCF)</b></li> <li>• <b>UST Operating Permit Application: Tank Information (UPCF)</b></li> <li>• <b>UST Monitoring Plan (UPCF)</b></li> <li>• <b>UST Certification of Installation/Modification (UPCF)</b></li> <li>• <b>UST Monitoring Site Plan</b></li> <li>• <b>UST Certification of Financial Responsibility</b></li> <li>• <b>UST Response Plan</b></li> <li>• <b>UST Owner and UST Operator: Written Agreement</b></li> <li>• <b>UST Letter from the Chief Financial Officer</b></li> <li>• <b>Owner Statement of Designated UST Operator Compliance</b></li> <li>• <b>Locally-Required Document(s)</b></li> </ul>	UST

Group = DEH-HMD  
Category = DEH-HMD-BP-Sitemap-New

Do not include these documents as part of the download from CERS to Accela.

Group = DEH-HMD  
Category = DEH-HMD-Inspection

<b>Onsite Hazardous Waste Treatment Notification</b> <ul style="list-style-type: none"> <li>Onsite Hazardous Waste Treatment Notification: Facility (UPCF)</li> <li>Onsite Hazardous Waste Treatment Notification: Unit (UPCF)</li> <li>Tiered Permitting Unit: Permit By Rule (PBR) (UPCF)</li> <li>Tiered Permitting Unit: Conditionally Authorized (CA) (UPCF)</li> <li>Tiered Permitting Unit: Conditionally Exempt-Specified Waste Streams (CESW) (UPCF)</li> <li>Tiered Permitting Unit: Conditionally Exempt-Small Quantity Treatment (CESQT) (UPCF)</li> <li>Tiered Permitting Unit: Conditionally Exempt - Limited (CEL) (UPCF)</li> <li>Tiered Permitting Unit: Prior Enforcement History</li> <li>Tiered Permitting Unit: Tank and Container Certification</li> <li>Tiered Permitting Unit: Notification of Local Agency or Agencies</li> <li>Tiered Permitting Unit: Notification of Property Owner</li> <li>Certification of Financial Assurance (UPCF)</li> <li>Onsite Hazardous Waste Treatment: Written Estimate of Closure Costs</li> <li>Financial Assurance Closure Mechanism</li> <li>Onsite Hazardous Waste Treatment Plot Plan/Map</li> <li>Locally-Required Document(s)</li> </ul>	Hazardous Waste Group = DEH-HMD Category = DEH-HMD-Waste Treatment
<b>Recyclable Materials Report</b> <ul style="list-style-type: none"> <li>Recyclable Materials Activities Page 1 (UPCF)</li> <li>Recyclable Materials: Material Page 2 (UPCF)</li> <li>Recyclable Materials: Documentation of Known Market</li> <li>Locally-Required Document(s)</li> </ul>	Hazardous Waste Group = DEH-HMD Category = DEH-HMD-Inspection
<b>Remote Waste Consolidation Annual Notification</b> <ul style="list-style-type: none"> <li>Remote Waste Consolidation Site Annual Notification (UPCF)</li> <li>Locally-Required Document(s)</li> </ul>	Hazardous Waste Group = DEH-HMD Category = DEH-HMD-Inspection
<b>Hazardous Waste Tank Closure Certification</b> <ul style="list-style-type: none"> <li>Hazardous Waste Tank Closure Certification (implemented as document, not a locally-required document)</li> <li>Locally-Required Document(s)</li> </ul>	Hazardous Waste Group = DEH-HMD Category = DEH-HMD-Inspection
<b>Aboveground Petroleum Storage Tanks</b> <ul style="list-style-type: none"> <li>Locally-Required Document(s)</li> </ul>	Do not include these documents as part of the download from CERS to Accela. APSA
<b>California Accidental Release Program</b> <ul style="list-style-type: none"> <li>Locally-Required Document(s)</li> </ul>	CalARP Group = DEH-HMD Category = DEH-HMD-Inspection