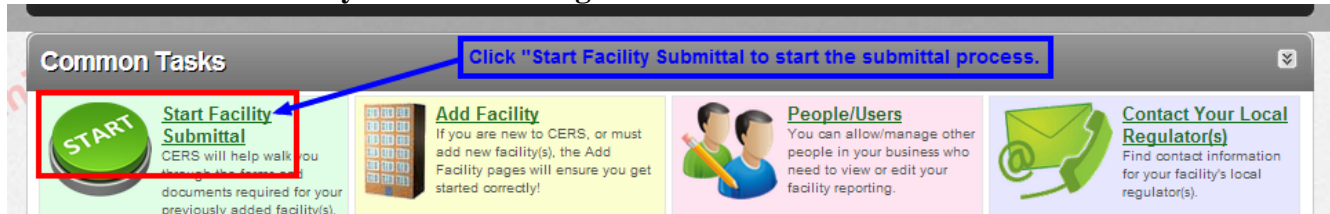


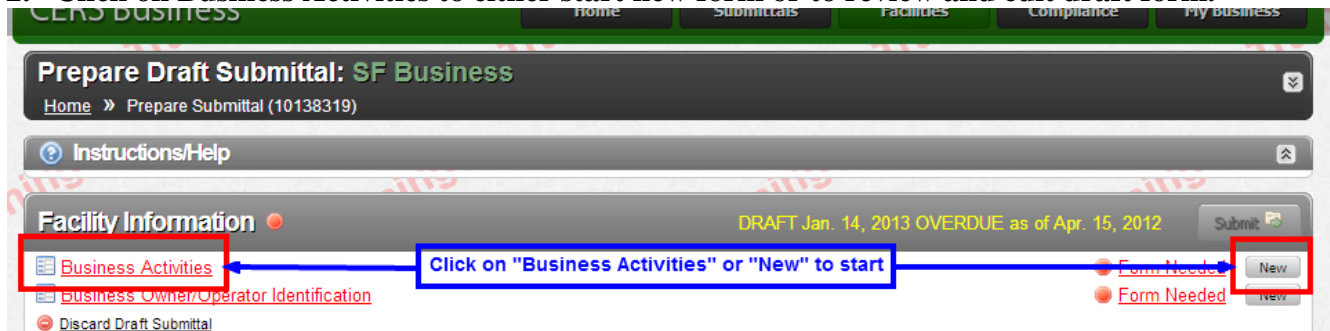
Attachment C

How to Start Facility Submittal

1. Click on Start Facility Submittal to begin.



2. Click on Business Activities to either start new form or to review and edit draft form.



3. Answer "yes or no" as it relates to your business operations.

NOTE: You must answer "Yes" in the Hazardous Materials box unless you are a San Francisco Hazardous Waste Minimum Quantity Generator (MQG).

A screenshot of the 'Hazardous Materials' and 'Hazardous Waste' sections of the form. The 'Hazardous Materials' section has a question: 'Does your facility have on site (for any purpose) at any one time, hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs); or is regulated under more restrictive local inventory reporting requirements (shown below if present); or the applicable Federal threshold quantity for an extremely hazardous substance specified in 40 CFR Part 355, Appendix A or B; or handle radiological materials in quantities for which an emergency plan is required pursuant to 10 CFR Parts 30, 40 or 70?' with radio buttons for 'Yes' and 'No'. A blue box highlights the 'Yes' button with the text 'All facilities must answer "Yes" unless you are a San Francisco Hazardous Waste Minimum Quantity Generator'. The 'Underground Petroleum Storage (UST)' section has a question: 'Does your facility own or operate underground storage tanks?' with radio buttons for 'Yes' and 'No'. A blue box highlights the 'Yes' button with the text 'If you are paying the Underground Storage Tank fee, you must check "Yes"'. The 'Hazardous Waste' section has a question: 'Does your facility generate Hazardous Waste?' with radio buttons for 'Yes' and 'No'. A blue box highlights the 'Yes' button with the text 'If you are paying the Hazardous Waste Generator fee, you must check "Yes"'. Below this are three more questions with radio buttons for 'Yes' and 'No': 'If yes, provide an EPA Identification Number (EPA ID).', 'Does your facility treat hazardous waste on-site?', 'Is your facility's treatment subject to financial assurance requirements (for Permit by Rule and Conditional Authorization)?', and 'Does your facility consolidate hazardous waste generated at a remote site?'. Below the last question is another 'If yes, provide an EPA Identification Number (EPA ID).'.

4. Start your Business Owner/Operator Information form next.

The screenshot shows a web form with several sections:

- Site Address:** SF Business, 1 Main St, San Francisco, CA 94105. A blue box contains the text: "Start entering the business owner/operator information. Tip: Use Copy address shortcut to enter site address if same." with an arrow pointing to the "Copy address..." link in the Mailing Address section.
- Identification:** Includes fields for Operator Name, Operator Phone, Business Phone, Business Fax, Beginning Date, Ending Date, Dun & Bradstreet, SIC Code, and Primary NAICS.
- Mailing Address:** Includes fields for Mailing Address, City, State, and ZIP/Postal Code. A red box highlights the "Copy address..." link.
- Owner:** Includes fields for First & Last Name, Phone, Mailing Address, City, State, ZIP/Postal Code, and Country. A red box highlights the "Copy address..." link.
- Primary Emergency Contact:** Includes fields for First & Last Name, Title, Business Phone, 24-Hour Phone, and Pager Number.
- Secondary Emergency Contact:** Includes fields for Name, Title, Business Phone, 24-Hour Phone, and Pager Number.

5. Please note that if you leave the "Name of Signer" in the Certification boxes blank, your Facility submittal will not be accepted.

The screenshot shows the Certification section of the form:

- Name of Signer:** Jane Smith. A red box highlights this field.
- Title of Signer:** Manager.
- Date Signed:** 1/14/2013.
- Name of Document Preparer:** John Doe.
- Additional Information:** A text area for providing more details.

 A blue box contains the text: "REQUIRED FIELDS. Your submittal will not be accepted if not completed." with an arrow pointing to the Name of Signer field.

6. Program specific forms will appear for completion and submittal for each "YES" answer you checked in the Business Activities Form. Complete and submit them as required.

The screenshot shows the Facility Information dashboard:

- Facility Information:** DRAFT Jan. 14, 2013. Includes links for Business Activities, Business Owner/Operator Identification, and Discard Draft Submittal.
- Form Needed:** Two red boxes labeled "Form Needed" with "New" buttons.
- Hazardous Materials Inventory:** NOT ACCEPTED Dec. 20, 2012. Includes a "Start" button and a "Not Applicable" button.
- Emergency Response and Training Plans:** ACCEPTED Dec. 20, 2012. Includes a "Start" button and a "Not Applicable" button.

 Annotations include:

- A blue box: "Program specific forms are required for each 'Yes' you answered in the Business Activities Form." with arrows pointing to the "Form Needed" buttons.
- A blue box: "Click 'New' or 'Start' to begin your forms." with arrows pointing to the "New" and "Start" buttons.

7. CERS will not allow you to submit any form until it is without errors. Click on any one of the “Submit” boxes.

Facility Information DRAFT Nov. 8, 2012 OVERDUE as of Nov. 2, 2012 **Submit**

Business Activities Ready to Submit Edit
 Business Owner/Operator Identification Ready to Submit Edit
 Discard Draft Submittal

Hazardous Materials Inventory DRAFT Jan. 10, 2013 OVERDUE as of Nov. 2, 2012 **Submit**

Hazardous Material Inventory Add Material Ready to Submit Discard
 Site Map (Official Use Only): Upload Document(s) Ready to Submit Edit Discard
 Discard Draft Submittal

Emergency Response and Training Plans DRAFT Jan. 8, 2013 **Submit**

Emergency Response/Contingency Plan: Upload Document(s) Ready to Submit Edit Discard
 Employee Training Plan: Provided in other Submittal Element Ready to Submit Edit Discard

8. Click on the “Submit Selected Elements” box to submit all the program elements.

Ready to Submit **Submit Selected Elements**

Facility Information Ready To Submit

Information will be reported to San Francisco City & County Public Health Department.
[Add Comment To Regulator](#)

Hazardous Materials Inventory Ready To Submit

Information will be reported to San Francisco City & County Public Health Department.
[Add Comment To Regulator](#)

Emergency Response and Training Plans Ready To Submit

9. Your submittal is done. You will be notified on the status of your submittal via email.

Home: Good luck, [User Name]

Common Tasks

- Start Facility Submittal**: CERS will help walk you through the forms and documents required for your previously added facility(s).
- Add Facility**: If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!
- People/Users**: You can allow/manage other people in your business who need to view or edit your facility reporting.
- Contact Your Local Regulator(s)**: Find contact information for your facility's local regulator(s).

Facilities Add Facility...

Facility Name	Address	Last Submittal	CERS ID
[Redacted]	107 First St, San Francisco, CA 94103		10140369

Action Required (None)

Notifications for my Business View All...

Message	Occurred On
Facility Submittal for [Redacted] (#10140369) Submitted on December 20, 2012.	Dec 20, 2012
New Business [Redacted] (San Francisco, CA) with a new Facility Good luck (10140369) has been added.	Sep 19, 2012

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