

ATTACHMENT E

INSTRUCTIONS FOR A CHANGE OR TRANSFER OF OWNERSHIP OF AN EXISTING FACILITY IN CERS

1. If you are the new owner of an existing facility, click the Add New Facility button.



The screenshot shows the CERS Business homepage. At the top, there is a green navigation bar with the text "CERS Business" and several buttons: "Home", "Submittals", "Facility", "Compliance", and "My Business". Below the navigation bar, there are three main sections:

- Request Access to an Existing CERS Business**: A grey header with a white background. Below it, text reads: "If your business/organization has previously used CERS to report on its facility(s), please request access to your business/organization." There is a green button labeled "Search Existing Business".
- Add a New Facility**: A grey header with a white background. Below it, text reads: "If you and your business are new to CERS, please add a new facility." There is a green button labeled "Add New Facility". A red callout box with the text "Click here" points to this button.
- Contact My Local Regulator (CUPA)**: A grey header with a white background. Below it, text reads: "Most questions about how to use CERS for your facility reporting should be directed to your local regulator (CUPA). Look up your [CUPA/PA Contact Information](#)."

At the bottom of the page, there is a green footer bar with the text "Version 2.22.0149 | Enhancements | CERS Central" on the left and "Diagnostics | Conditions of Use | Privacy Policy | Contact" on the right. There are also faint "Training" watermarks on the page.

2. Type in the facility address that you are moving to.



The screenshot shows the "Add New Facility: Provide Address" form. At the top, there is a green navigation bar with the text "CERS Business" and several buttons: "Home", "Submittals", "Facility", "Compliance", and "My Business". Below the navigation bar, there is a grey header with the text "Add New Facility: Provide Address".

The form itself has a white background and contains the following elements:

- Provide Address**: A green header with a white background. Below it, text reads: "Please enter your facility's physical address below."
- Address**: A text input field containing "11001 Potrero".
- City**: A text input field containing "San Francisco".
- State**: A text input field containing "CA".
- ZipCode**: A text input field containing "94102".
- Next**: A green button.
- Cancel**: A grey button.

A red callout box with the text "Enter address information and click Next" has two arrows pointing to the "Address" input field and the "Next" button. At the bottom of the page, there is a green footer bar with the text "Version 2.22.0149 | Enhancements | CERS Central" on the left and "Diagnostics | Conditions of Use | Privacy Policy | Contact" on the right.

3. You may be prompted to correct/confirm your facility address if the address you entered does not meet US Postal Service addressing guidelines. In most cases the suggested address changes are probably relevant, and you are encouraged to select the "Use Suggested Address" option to assist your regulator and other with searching for your facility in the future. Otherwise, select the "Use Address as Entered" button.

CERS Business

Home Submittals Facility Compliance My Business

Add New Facility: Confirm Address

Confirm Address

It appears that the address entered is incorrect or incomplete. To proceed, please select one of the following options:

We recommend: 1001 Potrero Ave San Francisco 94110	You Entered: 1001 Potrero San Francisco 94102
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Use Suggested Address Use Address As Entered

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- If there are multiple facilities/businesses that are already reported in CERS for the address you entered, a list will appear. Select any one listed and the next screen will list the CERS ID.

CERS Business

Home Submittals **Facilities** Compliance My Business

Add New Facility: Search From Existing Facilities

Search Existing Addresses

User-entered Address
1001 Potrero Ave San Francisco 94110

Please look for your facility in the list below and select any address that matches. Otherwise select the **'My Facility Not Shown'** button.

My Facility Not Shown

	Facility Street Address	City	ZIP Code
Select	1001 POTRERO AVE	SAN FRANCISCO	94110
Select	1001 POTRERO AVE	SAN FRANCISCO	94110
Select	1001 POTRERO AVE	SAN FRANCISCO	94110

Cancel

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- Select the CERS ID that matches the number provided to you on the Fee Adjustment Form.

SFDPH Environmental HEALTH
improving environments
protecting health

City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH SECTION

FEE ADJUSTMENT FORM (FAF)

IMPORTANT: This form is submitted if the payment is NOT the same as the amount due on the invoice.

Facility Name	CERS ID# 10140191	Street Address:	1001 POTRERO AV
Business Name	Hall		

INSTRUCTIONS FOR THIS FORM: Please review the information on file with the Department of Public Health about your business. For each statement, indicate if the information is correct by checking a check (✓) in the YES column or incorrect by indicating the correct information in the NO Updated Information column.

	COLUMN 1 Information on	COLUMN 2 Revised	COLUMN 3 Revised Fee	COLUMN 4 Invoice Line
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Select the matching CERS ID number

CERS Business

Home Submittals Facilities Compliance My Business

Add New Facility: Search From Existing Facilities

Select From Existing Facilities

User-entered Address
1001 Potrero Ave San Francisco 94110

Multiple facility records exist in CERS for the address you entered. Please look for your facility in the list below and select any matches. Otherwise, select the **My Facility Not Shown** button.

	CERS ID	Facility Name	Headquarters	Last Submittal Date
Select	1013937	DoggieWash City #41 (Doggie Wash City Inc)	San Francisco, CA	10/31/2013
Select	10140191	Les Dog Wash (Les Dog Wash, Inc)	San Francisco, CA	
Select	10151690	San Francisco General Hospital (San Francisco General Hospital)	San Francisco, CA	

My Facility Not Shown

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If you do not see your facility listed go to step 10 for instructions.

- Carefully read and select one of the three options. Option #1 is appropriate if the last known owner/operator is your business. Option #2 is appropriate if you are the new owner/operator of the facility. Option #3 should rarely be used as it purposely creates a duplicate facility at the same address—contact our office at (415) 252-3902 before using this option. Depending upon the option you select, you will be shown additional screens about your business and how to request access to the facility information.

CERS Business Home Submittals Facility Compliance My Business

Add New Facility: Existing Facility

Facility Address Already in CERS
 A business/organization has previously reported in CERS on a facility with the address you entered. Please select the most appropriate option below.

Facility Name/Address Les Dog Wash 1001 Potrero san francisco, CA 94110 CERSID 10139373	Last Known Owner/Operator (CERS Business) Les Dog Wash Inc Last Submittal Date for this Owner/Operator None
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Click option 1 if you are still the operator/owner

1. This is my facility and I am associated with the last known owner/operator shown above.

2. This is my facility, but it is no longer owned/operated by the last known owner/operator. **Transfer** this facility to my business.

3. I want to add an **additional** facility at this address for my business (1001 Potrero Ave, San Francisco, CA 94110). Do not use this option to change ownership of an existing facility (select option #2 instead).

Cancel

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7. If you select option 1, your request for access will be forwarded for approval to either the current business owner/operator or by SF HMWP if there are no lead users for this facility. You will be notified when your access has been approved.

CERS Business Home Submittals Facilities Compliance My Business

Add New Facility: Business Access Request

Request Access to Existing Business/Organization
 You need to be approved for access to the business/organization shown below before you can add/report on the facility below.

CERS Business/Organization you are requesting access to:
 Les Dog Wash Inc

Facility that initiated your access request:
 Les Dog Wash
 1001 Potrero Ave San Francisco 94110

Your Access Request for this business will be sent to:
 Tom Ray Rusty Cone

Phone Number and Title
 You **must** provide a phone number, and you can optionally provide your Title.

Phone Number

Title

Enter your phone

Submit Cancel

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8. If you select option 2, you will need to enter the new business/organization name, facility name (if necessary) and provide the information requested in the box. You will be notified when our office has approved the facility transfer and you may begin reporting your information into CERS.

CERS Business Home Submittals Facilities Compliance My Business

Add New Facility: Facility Ownership Change

Facility Ownership Change

1001 Potrero Ave
San Francisco, CA 94110

Last Known Owner/Operator (CERS Business)
San Francisco General Hospital (San Francisco, CA)

My business/organization is the present or new owner/operator of this facility.

Your Business/Organization Name
San Francisco City Hall

Facility Name (change as necessary)
San Francisco City Hall

Provide an approximate date your business/organization began operations at this facility. If known, briefly summarize how your operations at this facility are different from the previous/past owner/operator.

11/7/2013

Continue Cancel

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Your transfer request will be processed and you will receive notification when it has been approved.

CERS Business Home Submittals Facility Compliance My Business

Add New Facility: Regulator-Authorized Facility Transfer Request

Facility Transfer Request

You cannot report on this facility until the Unified Program regulator shown below approves transferring this facility from the past owner/operator to your business/organization. Your transfer request has been forwarded to this regulator.

Transfer Request Identifier
7QG1UKE

CERS ID
10140191

Past/Previous Business/Organization
Doggie Wash City Inc

Current or New Business/Organization
San Francisco City Hall

Date Request Made
11/8/2013

Regulator Name
San Francisco City & County Public Health Department

Regulator Contact Email
-

- [Add New Facility](#)
- [My Business/Organization Home Page](#)

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9. If you believe that you need to select option 3 or My Facility Not Shown, please contact our office at (415) 252-3900 to verify that is the correct option and that you will not be creating a duplicate CERS facility.

CERS Business Home Submittals Facility Compliance My Business

Add New Facility: Existing Facility

Facility Address Already in CERS

A business/organization has previously reported in CERS on a facility with the address you entered. Please select the most appropriate option below.

Facility Name/Address DoggieWash City #41 1001 Potrero san francisco, CA 94110 CERSID 10139373	Last Known Owner/Operator (CERS Business) Doggie Wash City Inc Last Submittal Date for this Owner/Operator None
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1. This is my facility and I am associated with the last known owner/operator shown above.

2. This is my facility, but it is no longer owned/operated by the last known owner/operator. **Transfer** this facility to my business.

3. I want to add an **additional** facility at this address for my business (1001 Potrero Ave, San Francisco, CA 94110). Do not use this option to change ownership of an existing facility (select option #2 instead).

Cancel

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10. My Facility Not Shown

CERS Business Home Submittals Facilities Compliance My Business

Add New Facility: Search From Existing Facilities

Select From Existing Facilities

User-entered Address
1001 Potrero Ave San Francisco 94110

Multiple facility records exist in CERS for the address you entered. Please look for your facility in the list below and select any matches. Otherwise, select the **My Facility Not Shown** button.

	CERS ID	Facility Name	Headquarters	Last Submittal Date
<input type="radio"/>	10139373	DoggieWash City #41 (Doggie Wash City Inc)	San Francisco, CA	10/31/2013
<input type="radio"/>	10140191	Les Dog Wash (Les Dog Wash, Inc)	San Francisco, CA	
<input type="radio"/>	10151690	San Francisco General Hospital (San Francisco General Hospital)	San Francisco, CA	

My Facility Not Shown

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11. If our office asks you to add a new facility, enter your facility's name and click the 'Continue' button.

CERS Business

Home Submittals Facility

Add New Facility: Provide Facility Name

Provide Facility Name

Facility Address
123 Main, soquel CA 95073

Your Facility's Name

Continue Cancel

12. The next screen asks for information to create a CERS Business/Organization for your facility. If your business will only be reporting on one facility, then the default Business Name and Headquarters values shown (based upon our facility information) is sufficient. However, if your business is or will be reporting on more than one facility, you should modify the Business Name to something more general than the facility name you entered (e.g., change John's Lube and Tune #12 to John's Lube and Tune). You can later add and manage multiple facilities (and users) under your CERS Business/Organization. You must provide your business phone number so our office can contact you if we have questions, and then select the "Submit" button to proceed.

CERS Business

Home Submittals Facility Compliance My Business

Add New Facility: Add Your Business/Organization to CERS

Your Facility Information

Test Business
123 Main St
Soquel, CA 95073

Your CERS Business Information

Provide/Update Your CERS Business Name*
Test Business
e.g., the legal/corporate name of your business/organization

Provide/Update Your Business Headquarters City/State
Soquel, CA
e.g., Los Angeles, CA

* **Single-facility Businesses:** If your business will report on only one facility, your CERS Business Name should be the same as your facility name.
* **Multi-facility Businesses:** Please modify your CERS Business/Organization Name to something applicable to all of your facilities, typically your corporate/legal name. Once you have established your CERS Business, you can add additional facilities and/or users as necessary.

Add Your Contact Information

Your Phone Number (Required) Your Title (for this CERS Business)

Submit Cancel

13. The next screen indicates your facility has been successfully added. Please make note of your facility's CERS ID for future reference. Select the "Continue" button to begin reporting on your facility using the Business Activities form.

