



PASADENA FIRE DEPARTMENT  
HAZARDOUS MATERIALS SECTION

## Hazardous Materials Reporting Requirements

Effective January 1, 2013, this department will no longer accept paper submissions due to a change in State Law. Assembly Bill 2286, also known as the California Environmental Reporting System (CERS), requires all regulated businesses to report their hazardous materials information electronically via the internet starting January 1, 2013. In order to be in compliance with AB2286 and the other hazardous materials reporting requirements, you are required to add, verify and/or update your information through CERS. *This requirement **DOES NOT** change your reporting due date.* If you have not already done so, please follow the instructions below to update and submit your program information to CERS:

1. Go to the CERS website (<http://www.cers.calepa.ca.gov>).
2. Create a CERS users account. After creating the CERS users account, you will receive an email from CERS to confirm.
3. Once your account has been activated, log-in at CERS.
4. Associate your user account to your facility (or facilities) by clicking "Add a facility" and then entering your facility address. If you don't find it, you can also search by name or by your facility's CERS ID if you know it.
5. Click the "Search" button. Your facility should appear. If it does not, CERS will ask for the facility name and you can continue to enter your new facility. ***Please check closely to avoid creating duplicate facilities in CERS.*** Duplicate facilities will potentially result in you needing to re-enter information.
6. Verify all the business information and activities are correct. Please make any necessary updates and changes relevant to your facility.
7. Be sure to mark all business activities that apply as "Yes". If you don't mark "Yes" for the boxes that apply to your business, there will be no forms to complete in the next step of the process and your submittal will be rejected. ***Remember, in Pasadena, ANY quantity of hazardous materials is reportable. At a minimum, the Hazardous Materials box should be marked "Yes", or you have no reason to completing this process.***
8. Enter all required information and upload all required documents for your facility operations and submit. If your submission is rejected or not accepted by CERS, you will receive an email with the reason for the rejection. Correct and submit your changes as soon as possible.
9. Training is available for CERS and can be found on the CERS training website:

<http://cers.calepa.ca.gov/business/training>

Should you have any questions or need assistance regarding this letter, please do not hesitate to call the Hazardous Materials Section at (626) 744-7179.