



Uploading a Document

- 1) Go to the website: <http://cers.calepa.ca.gov/>
- 2) Click in the “site map” element.

The screenshot shows the 'Hazardous Materials Inventory' web application. At the top, there is a status bar with 'DRAFT May 2, 2016' and a 'Submit' button. Below this, there are several menu items: 'Hazardous Material Inventory (4)' with an 'Add Material' button, 'Site Map (Official Use Only)', 'Discard Draft Submittal', 'Miscellaneous State-Required Documents', and 'Add Comment To Regulator'. On the right side, there are buttons for 'Ready to Submit', 'Discard', 'Document Needed', and 'New'. A small text box at the bottom provides information about reporting requirements for various jurisdictions.

- 1) Click on document options: upload document.
- 2) Click on “browse” and search for your document on your computer.

The screenshot shows the 'Document Upload(s)' form. On the left, there is a 'Document Options' section with radio buttons for: 'Upload Document(s)' (selected), 'Public Internet URL', 'Provided Elsewhere in CERS', 'Provided to Regulator', 'Stored at Facility', and 'Exempt'. The main form area has a 'Browse...' button. Below it, there are fields for 'Date Authored (Required)' (5/2/2016), 'Document Title (Required)' (Annotated Site Map (Official Use Only)), and a 'Description/Comments (Optional)' text area. At the bottom right, there are buttons for 'Save & Upload Again', 'Save & Finish', and 'Cancel'. A link for 'CERS Document Upload Policy' is visible in the top right corner.

- 3) Double click on the document you want to upload.
- 4) You will see your document appear in the window “uploaded document”.

This screenshot is identical to the previous one, but the 'Browse...' button has been clicked, and the file path 'C:\Users\HrenT\Desktop\...' is now visible in the 'Date Authored' field area. The rest of the form, including the 'Document Options' and 'Save & Upload Again', 'Save & Finish', and 'Cancel' buttons, remains the same.

- 5) Click on “save & finish”.

Hazardous Materials Inventory DRAFT May 2, 2016 [Submit](#)

[Hazardous Material Inventory \(4\)](#) [Add Material](#) [Ready to Submit](#) [Discard](#)

[Site Map \(Official Use Only\): Upload Document\(s\)](#) [Ready to Submit](#) [Edit](#) [Discard](#)

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#) [Add Comment To Regulator](#)

Unified Program Local Reporting Requirements for Los Angeles County Fire Department
 Required facilities in the City of Manhattan are additionally required to report quantities of hazardous materials equal to or more than the state thresholds of the California Fire Code permit amounts, whichever is lower. (CFC Chapter 105 and section 2701.5.2)
 Required facilities in the City of Pasadena are additionally required to report any quantity of hazardous material. (CFC 8.02.022)

- 6) The site map element will turn green and show an “uploaded document” is included.
- 7) To finish any submittal, you must click on “submit” and verify submittal.

Confirm, Certify, and Submit Your Facility Submittal [Submit Selected Elements](#)

Certification Statement. Based on my own knowledge and/or on my inquiry of those individuals responsible for obtaining the information, I, Tori Hren (CERS Account username *thren*), certify on 5/2/2016 under penalty of law that I have personally examined and am familiar with the information submitted and believe the information is true, accurate, and complete.

Facility Information [Ready To Submit](#)

Information will be reported to Los Angeles County Fire Department.
[Add Comment To Regulator](#)

Hazardous Materials Inventory [Ready To Submit](#)

Information will be reported to Los Angeles County Fire Department.
[Add Comment To Regulator](#)

- 8) Once you see a large checkmark, your submittal has been completed.

Submittal Finished: ABC Auto

[Home](#) » [Draft Submittal](#) » [Submittal Finished \(10670605\)](#)



You have submitted the following elements on 5/2/2016 to Los Angeles County Fire Department

- Facility Information
- Hazardous Materials Inventory
- Emergency Response and Training Plans
- Aboveground Petroleum Storage Act

[Print Submittal](#)

What's Next?

- Return to the [Draft Submittal](#) page.
- Return to [Facility Home](#).