Preparing California Environmental Reporting System (CERS) Data Using the RSS CERS/CUPA Dashboard

The RSS CERS/CUPA Dashboard is available to Chemicals users with the chemical admin role. This tutorial covers filtering and exporting data for CERS reporting.

Please note:

- CERS reporting requirements vary by location, and you may need to take additional steps to report on all required data, including creating Custom Bands. To create a custom band, review the steps at the end of this document.
- RSS is not responsible for the CERS reporting website, and submitters of CERS must ensure that the data is correct and complete prior to submitting.

Viewing & Exporting the Reports

To provide all required data for CERS, you will need to filter and export the CERS report up to five times for the various matter states.

Exporting the CERS/CUPA Report

1. From the platform home page, select **Apps**, then select **Analytics**
2. Select **CERS/CUPA**
3. If your CUPA requires that you submit by room, select the **Comprehensive (By Room)** tab at the bottom of the dashboard
4. Select the appropriate filters using the left-hand menu for each export (see **CERS Filter Settings** below)
5. Once your filters are set, select the three-dot menu in the top right corner of the dashboard. (This option will appear when you hover over the dashboard)
6. Select **Export data**
7. Select **Data with current layout**
8. Select **Export**

Note: You will repeat these steps for each export. We recommend that you rename each spreadsheet after exporting to reflect the chemical state. For example, "Non-EHS Solids", "Non-EHS Liquids," etc.

Exporting the Extremely Hazardous Substances Report

Note: You will need this report when preparing the actual CERS report for upload.

1. From the platform home page, select **Apps**, then select **Analytics**
2. Select **Extremely Hazardous Substances Chemicals**
3. The dashboard should default to "Facility", located at the bottom of the page
4. Use this report to identify which EHS chemicals are at or above the reporting threshold

CERS Filter Settings

Spreadsheet #1: Non-EHS Solids

a. Select your location
b. Select **Solid** under "Physical State"
c. Select **N** under "Extremely Hazardous"
d. Enter the Maximum Daily Amount as set by your CUPA
e. If you have created a custom band, select all **except** for your Campus Band

Spreadsheet #2: Non-EHS Liquids

a. Select your location
b. Select **Liquids** under "Physical State"
c. Select **N** under "Extremely Hazardous"
d. Enter the Maximum Daily Amount as set by your CUPA
e. If you have created a custom band, select all **except** for your Campus Band

Spreadsheet #3: Non-EHS Gases

a. Select your location
b. Select **Liquids** under "Physical State"
c. Select **N** under "Extremely Hazardous"
d. Enter the Maximum Daily Amount as set by your CUPA
e. If you have created a custom band, select all **except** for your Campus Band

Spreadsheet #4: Extremely Hazardous Chemicals

a. Select your location
b. Select **All** under "Physical State"
c. Select **Y** under "Extremely Hazardous"
d. Set the Maximum Daily Amount to Zero (0)
e. Select All Campus Bands

Spreadsheet #5: Non-EHS Chemicals Reportable at Any Quantity

This spreadsheet is **only** required if you created a custom band

    a. Select your location
    b. Select **All** under "Physical State"
    c. Select **No** under "Extremely Hazardous"
    d. Set the Maximum Daily Amount to Zero (0)
    e. If you have created a custom band, deselect all **except** for your Campus Band

Managing the Spreadsheets

Once you have exported all spreadsheets, you will need to transfer the data into the CERS spreadsheet which is found on the CERS website. The columns from the RSS spreadsheets match those from the CERS report.

1. Download the CERS spreadsheet from https://cers.calepa.ca.gov/
2. Add data from spreadsheets # 1,2,3, & 5 (if you have custom bands)
3. For spreadsheet #4, you first need to sort by Maximum Daily Amount (descending) and then by Physical State (column V), then compare it to the Extremely Hazardous Substance Report
       a. Identify all chemicals hitting or exceeding the Total Reportable Quantity per your CUPA's requirements
       b. Remove all lines that fall within the threshold
       c. Add remaining lines to the CERS spreadsheet
4. If your CUPA requires an Average Daily Amount, you will need to manually enter the data into the CERS spreadsheet

Note: If you notice errors in the data, return to RSS and correct errors. If you are unable to correct the errors, please submit a ticket to service@riskandsafety.com

Submitting the CERS Report

Please note that RSS does not manage or monitor the CERS reporting website, and these steps may change.

1. Return to https://cers.calepa.ca.gov/
2. Login and upload the report
3. Correct any errors and re-upload or correct errors within the CERS reporting website
4. Submit

Creating Custom Bands (Optional)

Depending on your reporting requirements, you may need to create a custom band that is specific to your organization. Complete the following steps to create a custom band. This can only be done by chemical admins.

1. From the platform home page, select "Apps", then select "Chemicals"
2. Select "Chemical Admin"
3. Under "Campus Inventory," select "Manage Custom Bands"
4. Select the blue icon in the bottom right corner
5. Select the round blue + button in the bottom right corner
6. Enter a name for the custom band
7. List all chemicals that need to be included or excluded from the custom band
8. After all chemicals have been added, select the three-dot button in the bottom right corner and select "save"