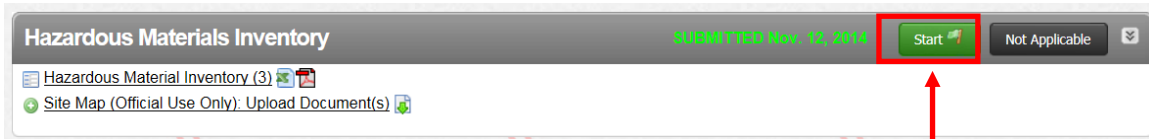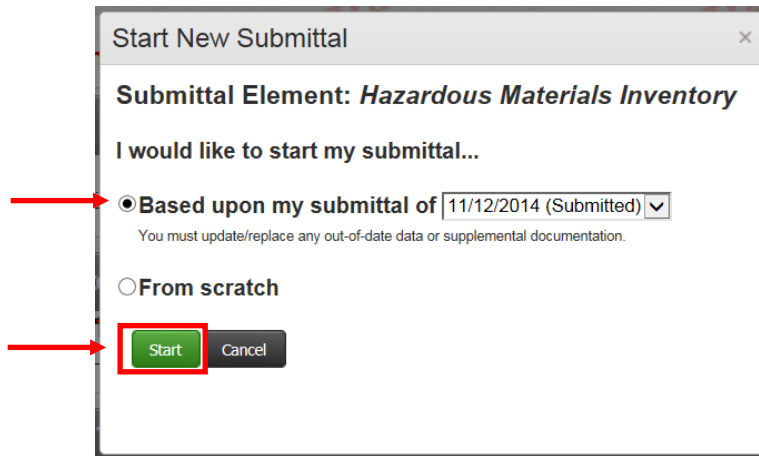# Resubmitting the Hazardous Materials Inventory

Follow the steps below to resubmit your Hazardous Materials Inventory.
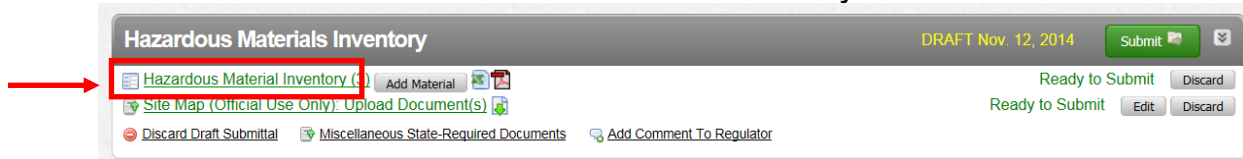
1. Click "**Start**"

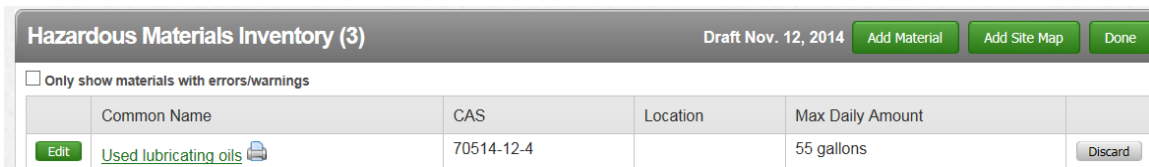2. Select the "**Based upon my submittal of…**" then click "**Start**"

3. Click on the Hazardous Materials Inventory link

On the next page, you will see the inventory from the previous submittal.

4. Click on the "**Edit**" button to start updating the information for each item.

- Be sure that you select the correct unit of measurement for your material:

If you are reporting an EHS material, you <u>must</u> report in pounds.

Physical State	Units
Liquids	Gallons
Compressed gasses	Cubic feet
Solids	Pounds

Change any other necessary information and click "**Save**" at the bottom of the form.

To delete an item from your inventory:
Click "**Discard**"
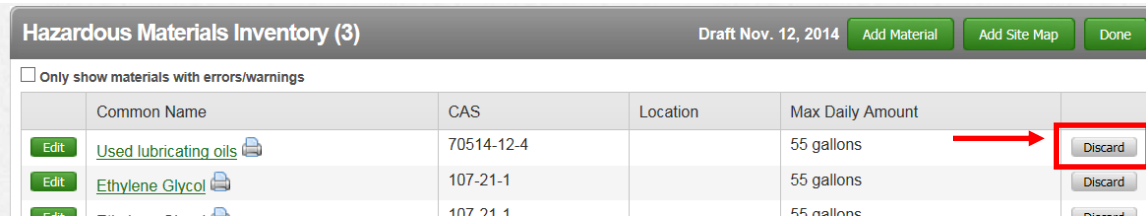
To add an item to your inventory:
Click, "**Add Material**"
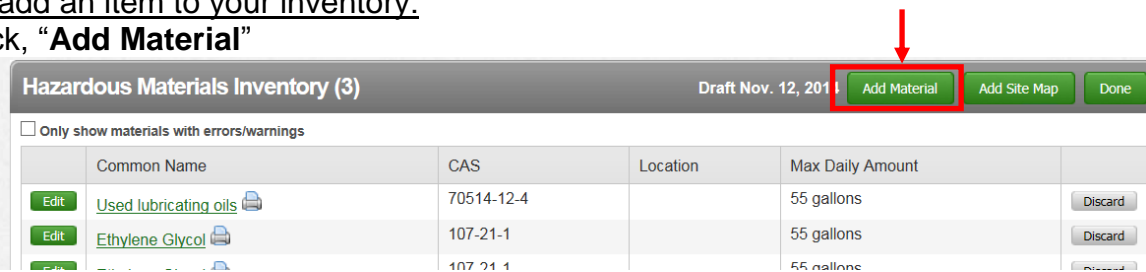
If you fail to include all of the necessary fields in your inventory form, CERS will not allow you to continue or submit.

Once you have updated all of your inventory items, and made any appropriate deletions or additions, click "**Done**"

5. Include your Site Map

As of January 2015, Site Map requirements have changed.
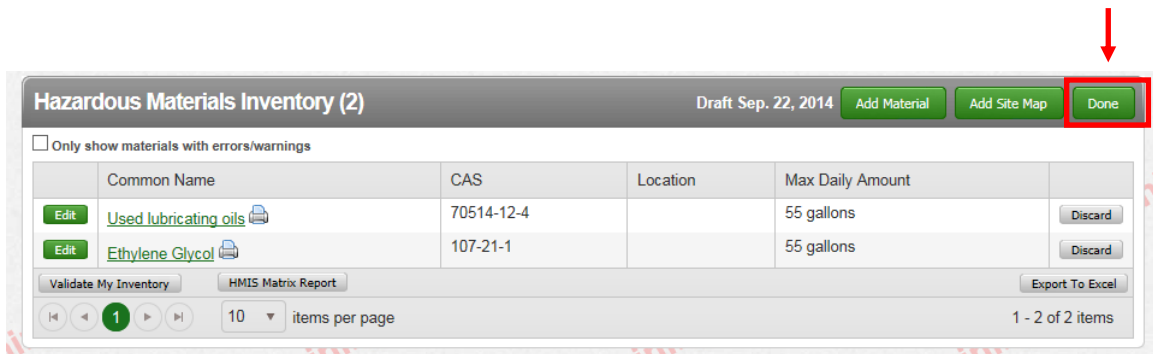If you uploaded a Site Map in your last submittal, and it meets the following requirements you can use the same Site Map. If your Site Map does not include the following, your Submittal will NOT BE ACCEPTED.

Your Site Map **MUST** include the following:
- North orientation
- Loading areas
- Internal roads
- Adjacent streets
- Storm and sewer drains
- Access and exit points
- Emergency shut offs
- Evacuation staging areas
- Hazardous materials handling and storage areas
- Emergency response equipment, **including locations of fire extinguishers**.

If your existing Site Map meets the above requirements, your Hazardous Materials Inventory is ready to Submit.

If you are uploading a new Site Map, click the grey "**Discard**" button to remove it from your submittal draft.
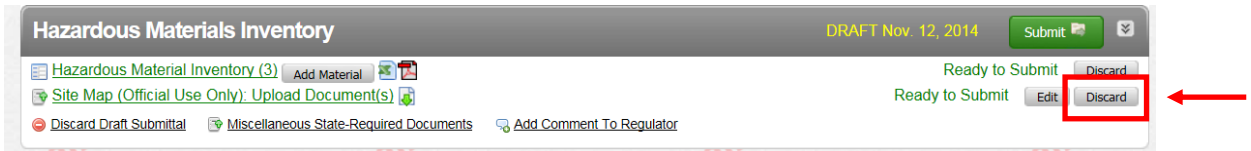
To upload your new PDF, click "**Document Needed**"
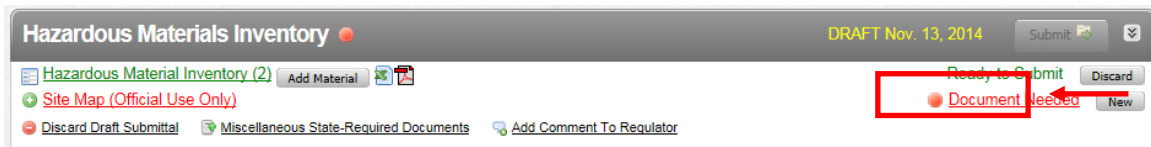
Upload your PDF document.
   a. Select "**Upload Document**" in the "**Document Options**" box
   b. Click "**Browse**" (or "**Choose File**") and select the desired file.
      The Document Title is automatically entered.
   c. Click "**Save & Finish**"

(If you are uploading multiple Site Maps, you can click "**Save & Upload Again**")

If you are unable to upload your document, you may also fax it to us. Please refer to the Instructions for <u>Faxing Required Documents.</u>