Completing the Emergency Response and Training Plan Element

You are <u>required</u> to submit an Emergency Response/Contingency Plan and Employee Training Plan if you answered "**YES**" to Hazardous Materials on the Business Activities page.

1. Click "**Start**"

2. Complete and upload your Emergency Response & Training Plans.

If you facility has already prepared an Emergency Response & Training Plan, and it is saved as a PDF on your computer, please go to Step 3.

If you do not have an Emergency Response/Contingency Plan, you may download and complete the Consolidated Emergency Response/Contingency Plan here: **Consolidated Emergency Response/Contingency Plan**

Depending on your version of Adobe, you may need to save the document on your computer prior to filling it out, then "Save As" a PDF document. Once the document is complete, move on to the next step.

3. Upload your PDF document. Click "**Document Needed**"
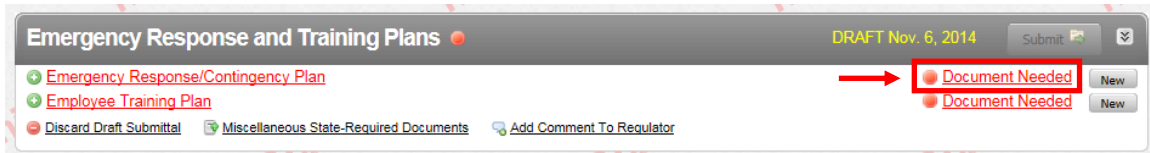
a. Select "**Upload Document**"
b. Click "**Browse**" (or "**Choose File**") and select the desired file.
   The Document Title is automatically entered.
c. Click "**Save & Finish**"
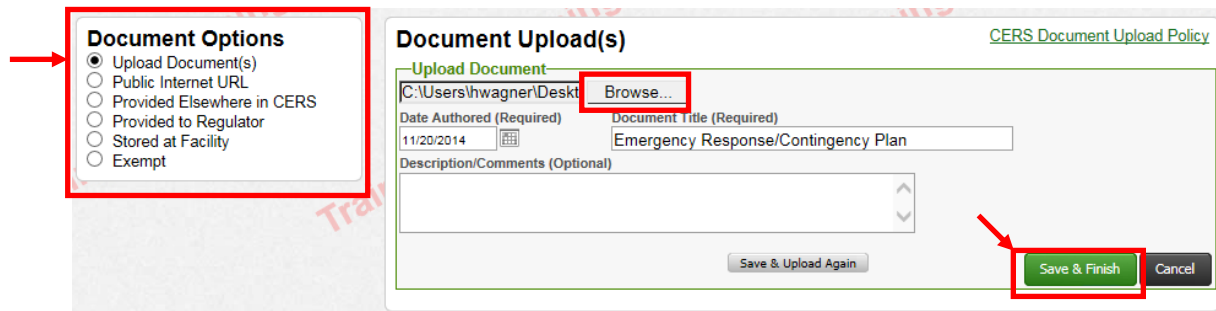
CERS will take you back to the "**Prepare Draft Submittal**" page to continue.

To Upload your Employee Training Plan, Click "**Document Needed**" and repeat the uploading steps above to upload your document*.

*If you uploaded the Consolidated Emergency Response/ Contingency Plan above, the training plan is included. Select "**Provided Elsewhere in CERS**" in the "**Document Options**" box. Then select "**Emergency Response and Training Plans**". Click "**Save**"

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