Completing the Hazardous Materials Inventory

To submit your hazardous materials inventory electronically, follow the steps below.

1. Click "**Start**"

2. Click **"Add Material"**.

3. The following search box is available to help you select the right material. You may enter the material name, CAS number or CERS Chemical Library ID to search the CERS chemical library.

   Click **"Search"**.

If the material you are looking for does not show up, click "**Unable to Find Material/Add New Chemical**" to enter all of its information manually, otherwise, review the search results and select the material that matched your inventory.

4. Click "**Add**" next to the line item you would like to include in your inventory.

5. A page displaying several components of the chemical will appear. Review the "**Chemical Identification and Physical Properties**" section as well as the "**Chemical Hazard Classification**" portion to ensure the information matches the hazardous material in your facility. **Please Note that all fields must be completed.**

6. Fill out the "**Inventory Location and Quantity**" section

   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

7. Complete the "**Inventory Storage Information**" and review any "**Mixture Components**" that may have been populated by the CERS chemical library for this material.

8. When you are done entering the details for the material, click "**Save**". If you would like to add another material click "**Save and Add Another Material**". Repeat this process until your entire inventory has been entered and saved.

   When your inventory list is complete click "**Done**".

   CERS will direct you to the "**Prepare Draft Submittal**" page to continue

9. Add a Site Map

   As of January 2015, Site Map requirements have changed. Before uploading your Site Map, be sure that it includes the following requirements.

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
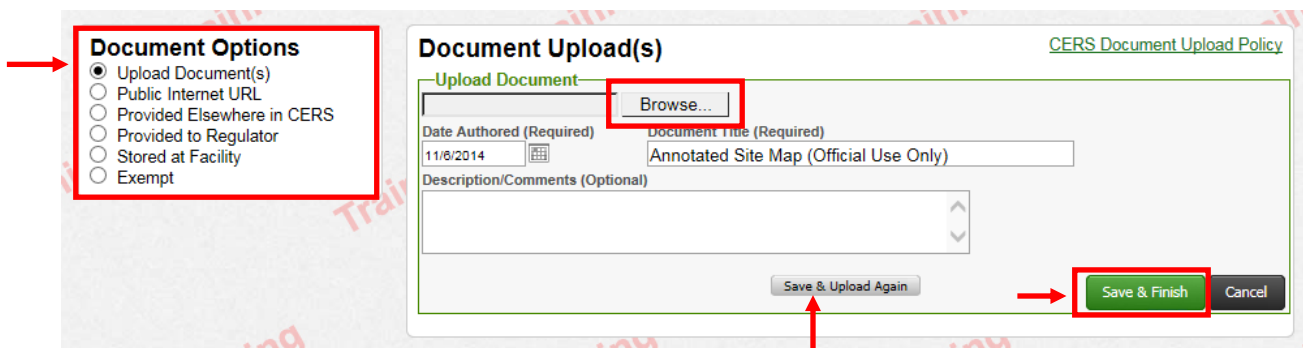- Emergency response equipment, **including locations of fire extinguishers.**

Save your finished site map on your computer as a PDF document.

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**")

Once you're finished uploading, click "**Save and Finish**".

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