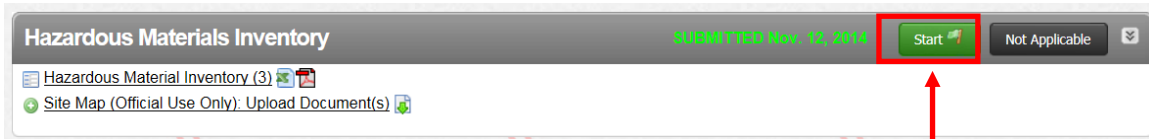


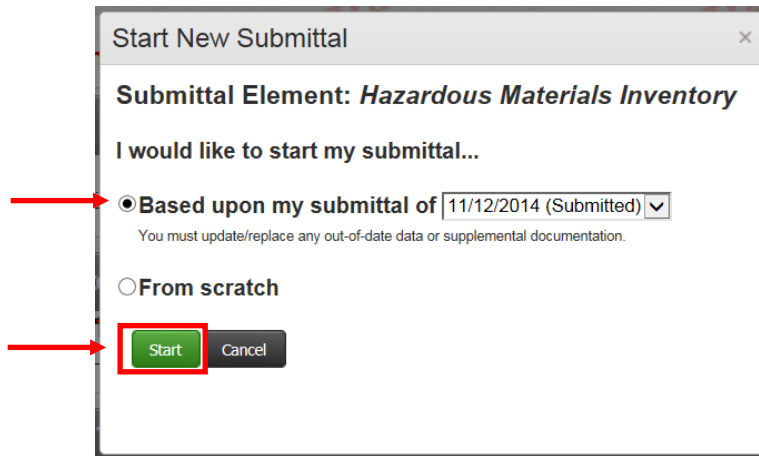
Resubmitting the Hazardous Materials Inventory

Follow the steps below to resubmit your Hazardous Materials Inventory.

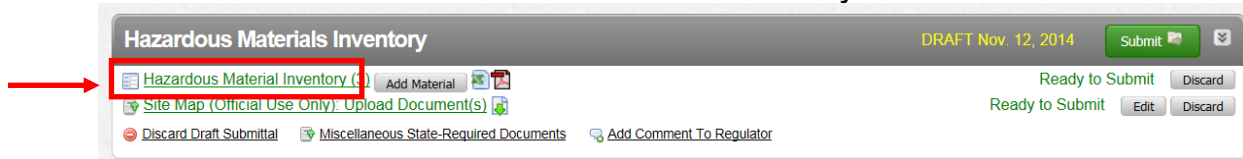
1. Click “Start”



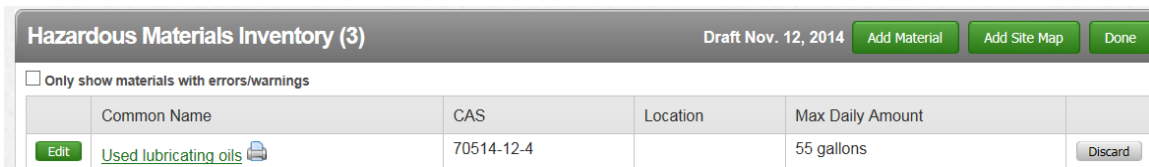
2. Select the “Based upon my submittal of...” then click “Start”



3. Click on the Hazardous Materials Inventory link



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





The screenshot shows the 'Hazardous Materials Inventory (3)' page with the status 'Draft Nov. 12, 2014'. There are buttons for 'Add Material', 'Add Site Map', and 'Done'. A checkbox is labeled 'Only show materials with errors/warnings'. Below is a table with one row of data.

	Common Name	CAS	Location	Max Daily Amount	
Edit	Used lubricating oils	70514-12-4		55 gallons	Discard

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

Hazardous Materials Inventory (3) Draft Nov. 12, 2014 [Add Material](#) [Add Site Map](#) [Done](#)

Only show materials with errors/warnings

	Common Name	CAS	Location	Max Daily Amount	
	Used lubricating oils 	70514-12-4		55 gallons	Discard

Chemical Identification and Physical Properties

Chemical Name: Lubricating oils, used CERS Chemical Library ID: CCL-236045
 Common Name: Used lubricating oils CAS Number: 70514-12-4
 US EPA SRS ID: 777573

Physical State: Solid Liquid Gas
 Hazardous Material Type: Pure Mixture Waste
 Trade Secret: Yes No

Chemical Hazard Classification

EHS: Yes No
 Radioactive: Yes No
 Curies:

Fire Code Hazard Classes (by priority): Combustible Liquid, Class III-B
 Federal Hazard Categories: Fire, Reactive, Pressure Release, Acute Health, Chronic Health
 DOT Hazard Class: 3 - Flammable and Combustible Liquids
 State Waste Code: [Lookup Code](#)

Inventory Location and Quantity

Chemical Location: See Site Map
 Average Daily Amount: 30
 Maximum Daily Amount: 55
 Chemical Location Confidential EPCRA: Yes No
 Largest Container:
 Annual Waste Amount:
 Units: gallons, cubic feet, pounds, rounds

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

Inventory Location and Quantity

Chemical Location:
 Chemical Location Confidential EPCRA: Yes No
 Map# (Optional): Grid# (Optional):
 Average Daily Amount: Maximum Daily Amount:
 Largest Container: Annual Waste Amount:
 Days on Site:

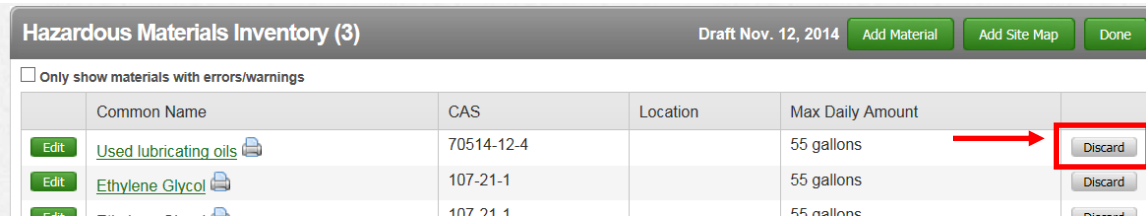
Units (Inventory): gallons, cubic feet, pounds, tons

If you are reporting an EHS material, you must report in pounds.

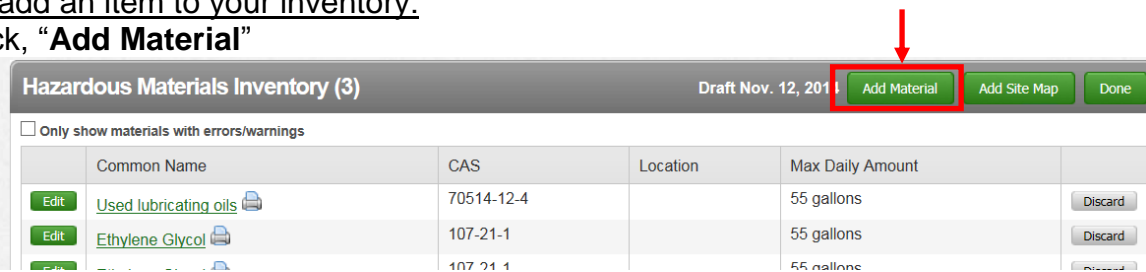
Physical State	Units
Liquids	Gallons
Compressed gasses	Cubic feet
Solids	Pounds

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

To delete an item from your inventory:
Click “**Discard**”

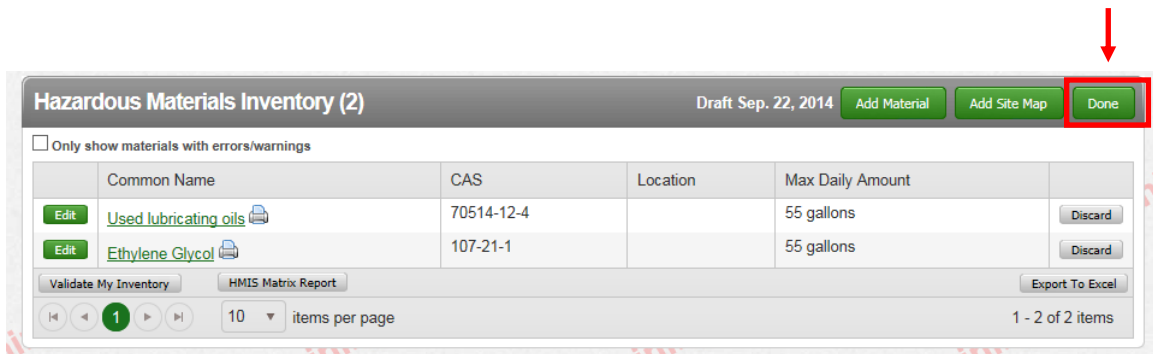


To add an item to your inventory:
Click, “**Add Material**”



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.

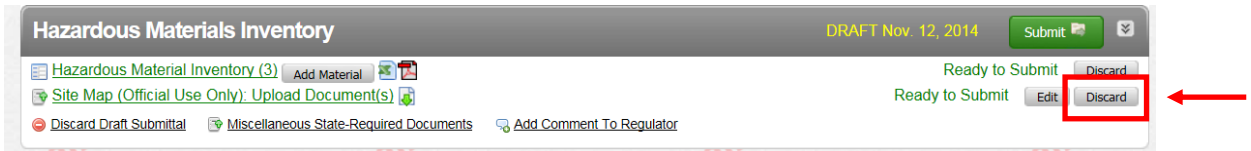
If you uploaded a Site Map in your last submittal, and it meets the following requirements you can use the same Site Map. **If your Site Map does not include the following, your Submittal will NOT BE ACCEPTED.**

Your Site Map **MUST** include the following:

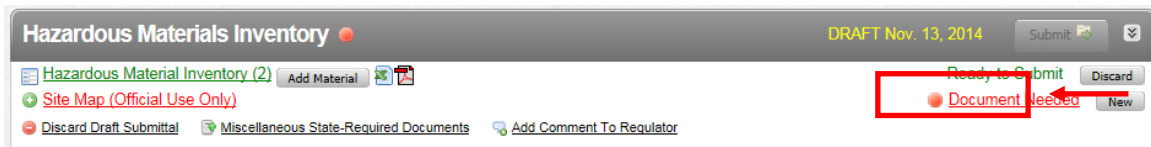
- North orientation
- Loading areas
- Internal roads
- Adjacent streets
- Storm and sewer drains
- Access and exit points
- Emergency shut offs
- Evacuation staging areas
- Hazardous materials handling and storage areas
- Emergency response equipment, **including locations of fire extinguishers.**

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”**

The screenshot shows a web form titled "Document Upload(s)" with a link to "CERS Document Upload Policy". On the left, a "Document Options" section contains radio buttons for "Upload Document(s)", "Public Internet URL", "Provided Elsewhere in CERS", "Provided to Regulator", "Stored at Facility", and "Exempt". The "Upload Document(s)" option is selected. The main form area includes a "Browse..." button, a "Date Authored (Required)" field with the value "11/8/2014", a "Document Title (Required)" field with the value "Annotated Site Map (Official Use Only)", and a "Description/Comments (Optional)" text area. At the bottom, there are three buttons: "Save & Upload Again", "Save & Finish", and "Cancel". Red arrows and boxes highlight the "Document Options" section, the "Browse..." button, the "Save & Upload Again" button, and the "Save & Finish" button.

(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 [Faxing Required Documents](#).