

# Resubmitting the Recyclable Materials Report

You are required to submit a Recyclable Materials Report for each recyclable material if you answered “YES” to Excluded and/or Exempted Materials on the Business Activities page.

## 1. Fill out the [Recyclable Materials Report](#)

If you are having trouble filling out the form, please refer to the [Instructions for Recyclable Materials Report](#)

## 2. Once you have completed your forms and saved them to your computer, click “Start”.

Facility Information DRAFT Nov. 24, 2014 [Submit](#)

[Business Activities](#) [Ready to Submit with warnings](#) [Edit](#)

[Business Owner/Operator Identification](#) [Ready to Submit](#) [Edit](#)

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#) [Add Comment To Regulator](#)

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Hazardous Materials Inventory DRAFT Nov. 21, 2014 [Submit](#)

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Emergency Response and Training Plans DRAFT Nov. 21, 2014 [Submit](#)

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Underground Storage Tanks DRAFT Nov. 21, 2014 [Submit](#)

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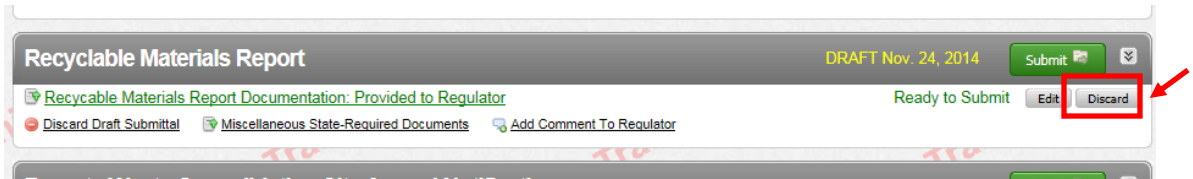
Tiered Permitting DRAFT Nov. 21, 2014 [Submit](#)

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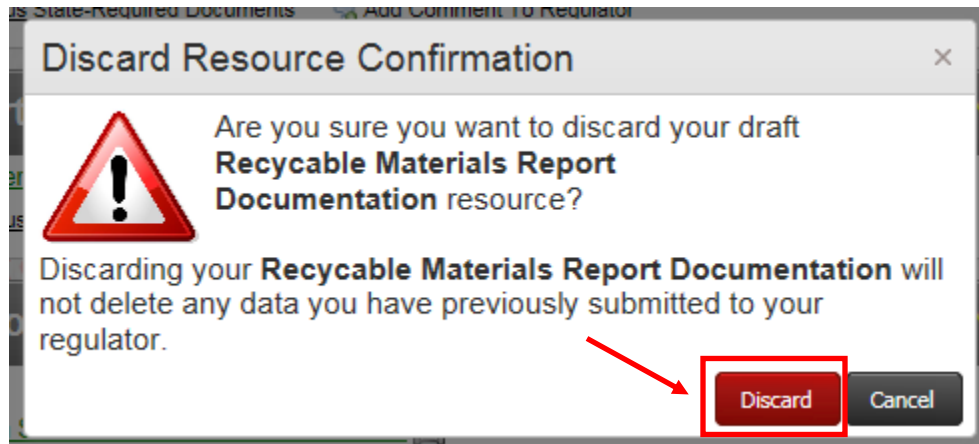
Recyclable Materials Report SUBMITTED Nov. 24, 2014 [Start](#) [Not Applicable](#)

[Recyclable Materials Report Documentation: Provided to Regulator](#)

The information provided from your last submittal will remain in CERS. To upload the updated Recyclable Materials Report form, you must discard the PDF from your previous submittal. Click the gray **“Discard”** button



Click the red **“Discard”** button to confirm.



3. CERS will take you to the next screen to upload your 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”**

