

## CERS Submittal Help Guide

First, review facility information, make any changes that are required. Then make sure all submittal elements are the green submit button next to them. If they don't hit the start button. See photo below

The screenshot shows three submittal sections, each with a 'Submit' button circled in red:

- Facility Information**: DRAFT Jan. 12, 2021. Includes links for Business Activities, Business Owner/Operator Identification, and Discard Draft Submittal. Status: Ready to Submit.
- Hazardous Materials Inventory**: DRAFT Jan. 12, 2021. Includes links for Hazardous Material Inventory, Site Map (Official Use Only), and Discard Draft Submittal. Status: Ready to Submit.
- Emergency Response and Training Plans**: DRAFT Jan. 12, 2021. Includes links for Emergency Response/Contingency Plan and Employee Training Plan. Status: Ready to Submit.

Next, click any of the green submit element buttons... this will take you to the next screen below, where it will ask if you want to submit all elements.

The screenshot shows the 'Submit Selected Elements' confirmation page:

- Final Submittal Checklist**: Lists requirements such as including Facility Information, submitting all elements, and having proper CERS account permissions.
- Confirm, Certify, and Submit Your Facility Submittal**: A green button circled in red.
- Certification Statement**: A text box for the user to certify the information is true and complete.
- Submittal Elements**: A list of elements (Facility Information, Hazardous Materials Inventory, Emergency Response and Training Plans) all marked as 'Ready To Submit' with a blue checkmark.

Click the "Submit Selected Elements" button which will process the submittal and send it to Environmental Health... this could take a little bit to submit all the information. When it is complete the confirmation page will load, shown below.

The screenshot shows the 'Submittal Finished' confirmation page:

- Submittal Finished: Test1**: A green checkmark icon and a list of submitted elements: Underground Storage Tanks, Facility Information, Hazardous Materials Inventory, and Emergency Response and Training Plans.
- What's Next?**: A list of instructions: Return to the Draft Submittal page and Return to Facility Home.

At this point the CERS submittal has been sent and you can close the page.