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**"
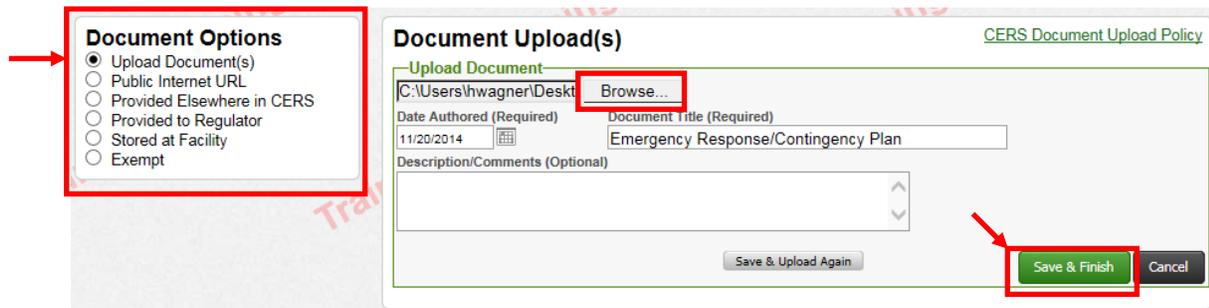
CERS will take you back to the "**Prepare Draft Submittal**" page to continue.

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**"

Document Options
- ○ Upload Document(s)
- ○ Public Internet URL
- ● Provided Elsewhere in CERS
- ○ Provided to Regulator
- ○ Stored at Facility
- ○ Exempt

Provided Elsewhere in CERS

If requirements for this supplemental documentation can be satisfied by another document you have provided in CERS, please indicate the submittal element where the document can be found and provide the submittal date or other comments to assist your regulator in locating this document in your current/previous CERS facility submittals.

Supplied in Submittal Element...
- ○ Facility Information
- ○ Hazardous Materials Inventory
- ● Emergency Response and Training Plans
- ○ Underground Storage Tanks
- ○ Tiered Permitting
- ○ Recyclable Materials Report
- ○ Remote Waste Consolidation Site Annual Notification
- ○ Hazardous Waste Tank Closure Certification
- ○ Aboveground Petroleum Storage Act

Indicate submittal date or other explanation...

[Save] [Cancel]