Resubmitting Emergency Response and Training Plan Element

If you submitted an Emergency Response and Training Plan with your last submittal and no revisions need to be made you can use the same document.

1. Click "**Start**"
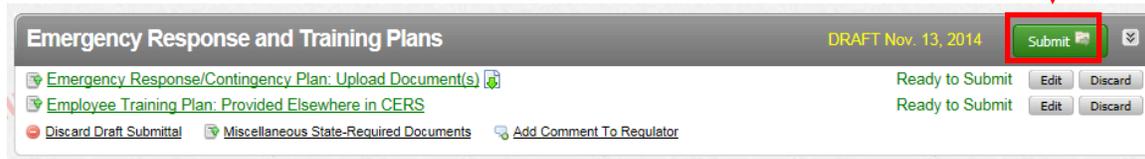
2. Click the option "**Based on my last submittal of**" and click "**Start**"
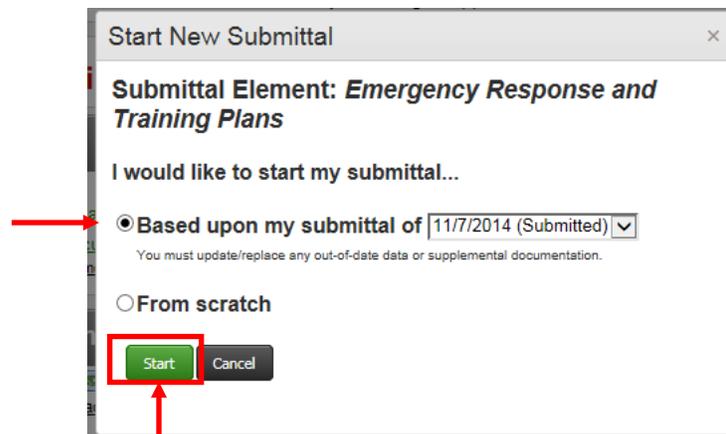
If you will be using the same Emergency Response and Training plan you do not need to upload another document unless there are changes.

Your submittal will be highlighted in green, and will contain your prior submittal (either the PDF document, or the date you provided it Regulator). Your Emergency Response and Training Plans element is ready to submit.*
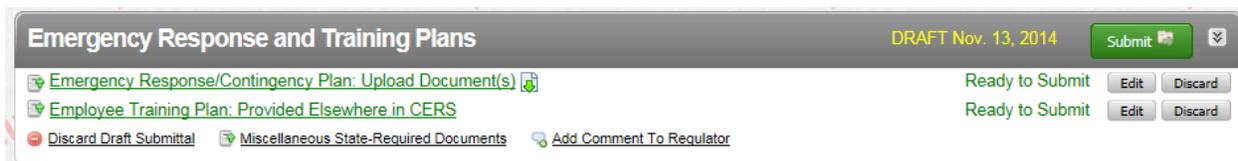
*Please note that if Regulators determine that your plan needs revision, your submittal may not be accepted.

If your facility has made changes to the Emergency Response & Training Plan, save it as a PDF on your computer and continue to Step 3.

If you need a new Emergency Response/Contingency Plan, you may download it here: **Consolidated Emergency Response/Contingency Plan**

3. To upload a new PDF, you will need to click the grey "**Discard**" button to remove the document from the previous submittal.

Click "**Document Needed**"

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"**
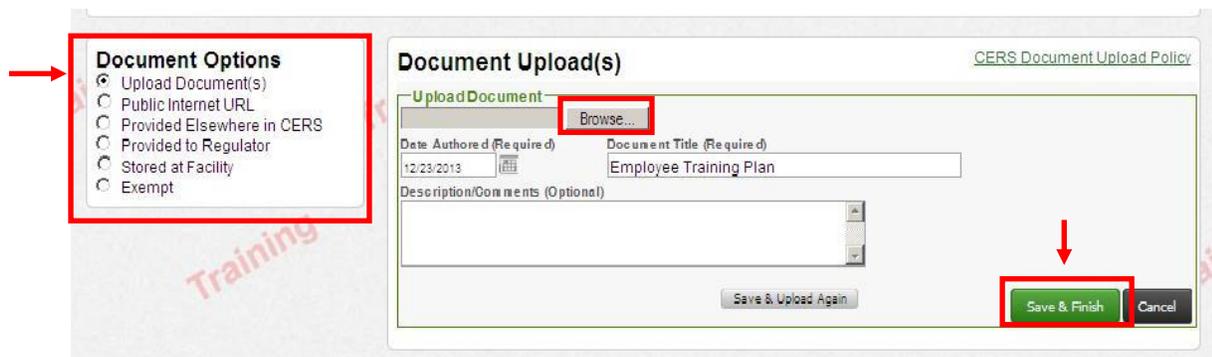
To Upload a new Employee Training Plan, click the "Discard" button, then click "**Document Needed**"
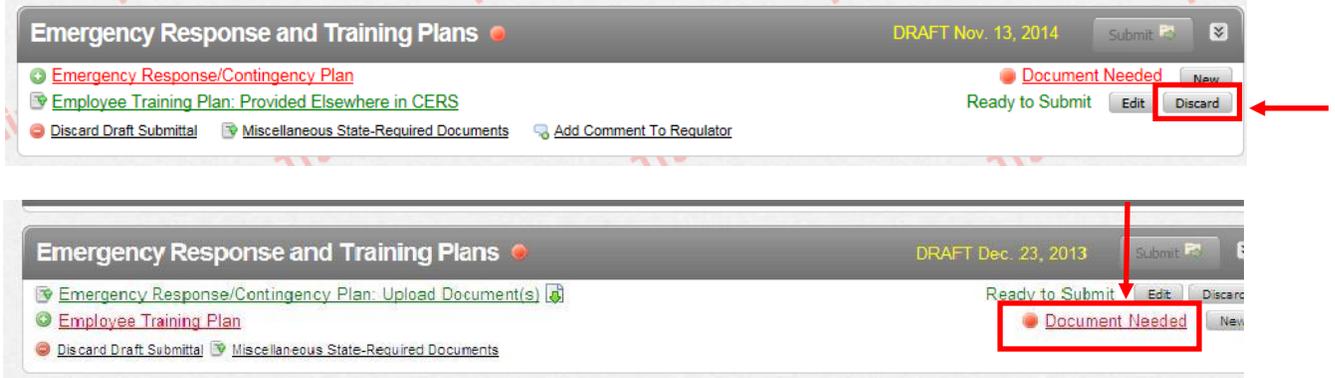
NOTE: If you uploaded an updated Consolidated Emergency Response/Contingency Plan above, you should select "**Provided Elsewhere in CERS**" in the "**Document Options**" box. Then select "**Emergency Response and Training Plans**". Then click "**Save**"