

Completing the Hazardous Materials Inventory

To submit your hazardous materials inventory electronically, follow the steps below.

1. Click "Start"

The screenshot shows the 'Prepare Draft Submittal' page for 'Karine's Turbo Jets'. The page has a dark header with the title and a breadcrumb trail: Home >> Prepare Submittal (10153631). Below the header is an 'Instructions/Help' link. A prominent warning banner reads: 'Training Use Only! Perform Official Submittals Here'. The main content area is divided into sections: 'Facility Information' (with a 'Submit' button and 'Ready to Submit' status for 'Business Activities' and 'Business Owner/Operator Identification'), 'Hazardous Materials Inventory' (with 'No Previous Submittals', a 'Start' button highlighted by a red box and arrow, and 'Not Applicable'), and 'Emergency Response and Training Plans' (with 'No Previous Submittals', a 'Start' button, and 'Not Applicable').

2. Click "Add Material".

The screenshot shows the 'Hazardous Material Inventory' page for 'Karine's Turbo Jets'. The page has a dark header with the title and a breadcrumb trail: Home >> Prepare Submittal (10153631) >> HazMaterials Inventory: Hazardous Material Inventory (Draft). Below the header is an 'Instructions/Help' link. The main content area features an 'Inventory Actions' box with links for 'Upload Inventory', 'Download Inventory', 'Search Facility's Inventory', 'Inventory Reports', and 'CERS Chemical Library'. At the bottom, there is a 'Hazardous Materials Inventory (0)' section with a 'Draft Dec. 23, 2013' status and buttons for 'Add Material' (highlighted by a red box and arrow), 'Add Site Map', and 'Done'. Below this is a table with columns for 'Common Name', 'CAS', 'Location', and 'Max Daily Amount', which is currently empty. There are also buttons for 'Validate My Inventory', 'HMIS Matrix Report', and 'Export To Excel', along with a pagination control showing 'Page 1 of 0' and 'Displaying items 0 - 0 of 0'.

3. The following search box is available to help you select the right material. You may enter the material name, CAS number or CERS Chemical Library ID to search the CERS chemical library.

Click **“Search”**.

The screenshot shows the search interface with the following details:

- Header: Search for Your Hazardous Material/Waste (with a link to 'Unable to Find Material/ Add New Material')
- Section: Search for your Chemical/Material in the CERS Chemical Library
- Form fields: Chemical/Material Name (with a dropdown 'Starts with' and 'Motor Oil' entered), CAS Number, CERS Chemical Library ID (CCLID), Exclude Synonyms, and Exclude Mixtures.
- Buttons: Search (highlighted with a red box and arrow) and Cancel.
- Radio buttons: CERS Chemical Library (selected), Materials for this Facility, Any Materials for any Facility.
- Table: A table with columns Material Name, CAS #, Type, and CCLID. It shows 'No records to display.'
- Footer: Page 1 of 1, Displaying items 0 - 0 of 0.

If the material you are looking for does not show up, click **“Unable to Find Material/Add New Chemical”** to enter all of its information manually, otherwise, review the search results and select the material that matched your inventory.

4. Click **“Add”** next to the line item you would like to include in your inventory.

The screenshot shows the search interface with the following details:

- Header: Search for Your Hazardous Material/Waste (with a link to 'Unable to Find Material/ Add New Material')
- Section: Search for your Chemical/Material in the CERS Chemical Library
- Form fields: Chemical/Material Name (with a dropdown 'Starts with' and 'motor oil' entered), CAS Number, CERS Chemical Library ID (CCLID), Exclude Synonyms, and Exclude Mixtures.
- Buttons: Search and Cancel.
- Radio buttons: CERS Chemical Library (selected), Materials for this Facility, Any Materials for any Facility.
- Table: A table with columns Material Name, CAS #, Type, and CCLID. It contains five rows of results for 'Motor Oil' and its synonyms. The 'Add' button in the first row is highlighted with a red box and arrow.
- Footer: Page 1 of 1, Displaying items 1 - 5 of 5.
- Legend: bold = Chemical Name, regular = Common Name, italic = Chemical Synonym.

5. A page displaying several components of the chemical will appear. Review the **“Chemical Identification and Physical Properties”** section as well as the **“Chemical Hazard Classification”** portion to ensure the information matches the hazardous material in your facility. **Please Note that all fields must be completed.**

Chemical Identification and Physical Properties

Chemical Name CERS Chemical Library ID
 Common Name CAS Number US EPA SRS ID
 Physical State Solid Liquid Gas Hazardous Material Type Pure Mixture Waste Trade Secret Yes No

Chemical Hazard Classification

EHS Yes No Fire Code Hazard Classes (by priority) Federal Hazard Categories Fire Reactive Pressure Release Acute Health Chronic Health DOT Hazard Class
 Radioactive Yes No State Waste Code [Lookup Code](#)
 Curies [View/Edit Additional Firecodes](#)

6. Fill out the **“Inventory Location and Quantity”** section

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

Inventory Location and Quantity

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

- Complete the “**Inventory Storage Information**” and review any “**Mixture Components**” that may have been populated by the CERS chemical library for this material.

Inventory Storage Information

Aboveground Tank Can Box Tank Truck, Tank Wagon
 Underground Tank Carboy Cylinder Tank Car, Rail Car
 Tank Inside Building Silo Glass Bottle Other
 Steel Drum Fiber Drum Plastic Bottle
 Plastic/Non-Metallic Drum Bag Tote Bin

Storage Pressure Ambient Above Ambient Below Ambient

Storage Temperature Ambient Above Ambient Below Ambient Cryogenic

Mixture Components

Hazardous Component Name	CAS Number	% by Weight	EHS
VARIOUS LUBRICATING BASE OILS	6474X-XX-X	85.00	<input type="radio"/> Yes <input checked="" type="radio"/> No
ADDITIVE PACKAGE, INCLUDING	MIXTURE	15.00	<input type="radio"/> Yes <input checked="" type="radio"/> No
ZINC ALKYL DITHIOPHOSPHATE	68649-42-3	2.00	<input type="radio"/> Yes <input checked="" type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

Additional Mixture Components

- When you are done entering the details for the material, click “**Save**”. If you would like to add another material click “**Save and Add Another Material**”. Repeat this process until your entire inventory has been entered and saved.

When your inventory list is complete click “**Done**”.

Hazardous Materials Inventory (2) Draft Sep. 22, 2014 Add Material Add Site Map Done

Only show materials with errors/warnings

	Common Name	CAS	Location	Max Daily Amount	
Edit	Used lubricating oils	70514-12-4		55 gallons	Discard
Edit	Ethylene Glycol	107-21-1		55 gallons	Discard

Validate My Inventory HMIS Matrix Report Export To Excel

◀ ▶ 1 ▶ ▶▶ 10 items per page 1 - 2 of 2 items

CERS will direct you to the “**Prepare Draft Submittal**” page to continue

- Add a Site Map

As of January 2015, Site Map requirements have changed. Before uploading your Site Map, be sure that it includes the following requirements.

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.

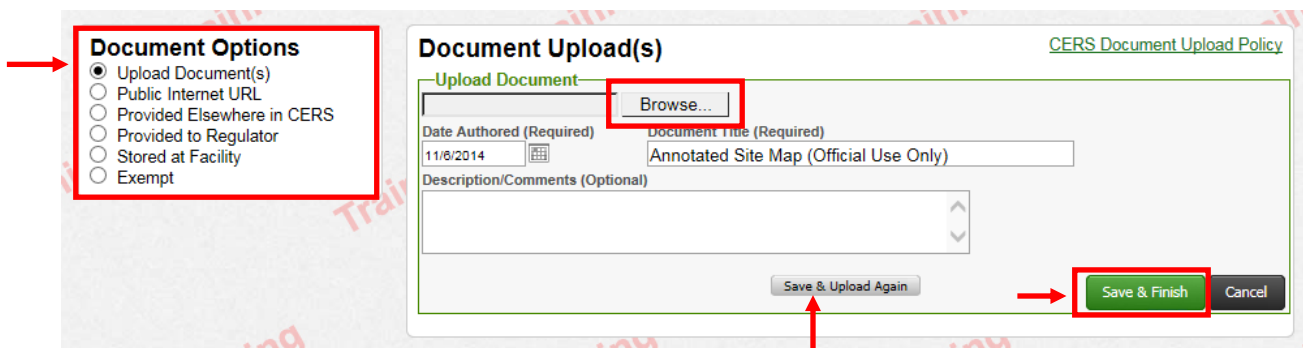
Save your finished site map on your computer as a PDF document.

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”**



(If you are uploading multiple Site Maps, you can click **“Save & Upload Again”**)

Once you're finished uploading, click **“Save and Finish”**.

If you are unable to upload your document, you may also fax it to us. Please refer to the Instructions for [Faxing Required Documents](#).