1. Select Start/Edit Submittal, Edit the ‘Business Activities’, ‘Business Owner/Operator Identification’, ‘Emergency Response and Training Plans’, Select ‘Save’



1. Select ‘Underground Storage Tanks’ – ‘Add Tank’
* Enter tank ID # - Tank ID # is an identifying number that is created by the CERS User for tank tracking.
* Complete all other fields on screen pertinent to the facility.
1. Select ‘Save’
2. Complete ‘UST Monitoring Plan:’ Select ‘Save’
3. Notice the Unique Tank ID# was assigned to the element (see screen below)
* Unique Tank ID will allow better tracking/reporting for USTs and reduce or eliminate occurrences of duplicate USTs in CERS
	+ Tank ID will never change, even if the tank changes owners or facilities via Split Facility process
	+ The number will be non-editable and can only be generated by CERS, similar to a facility CERS ID
	+ Format: Current facility CERS ID + 3 digit incremental number
		- CERS ID 10023456 Tank 1: 10023456-001
		- CERS ID 10023456 Tank 2: 10023456-002



1. Select ‘Save’ and complete remaining UST elements if necessary for reporting.

*Process completed*