



## Instructions for Withdrawing a Proposed SARA Policy Modification During an Amendment Period

### **Step 1:**

From the [Participate in SARA Policy Modifications webpage](#), select “SARA POLICY PORTAL”.



### **Step 2:**

On the next screen, log in to the portal by selecting “Log in” in the upper right corner of the page. Use the same login credentials you used when you submitted your proposal.

- If you are a regional compact staff member or a SARA State Portal Entity staff member, use your regular SARA Portal username and password.

### **Step 3:**

After logging in, select the drop-down arrow on the left side of the screen next to “Current Cycle: Active Policy Proposals” and select “All Cycles: My Proposals.” You will see a listing of the proposal(s) you have submitted. You may withdraw any of the proposals on this list that are from the current Policy Modification Process cycle and have not been previously cancelled or withdrawn.

### **Step 4:**

- Select the name of the proposal you wish to withdraw.

### **Step 5:**

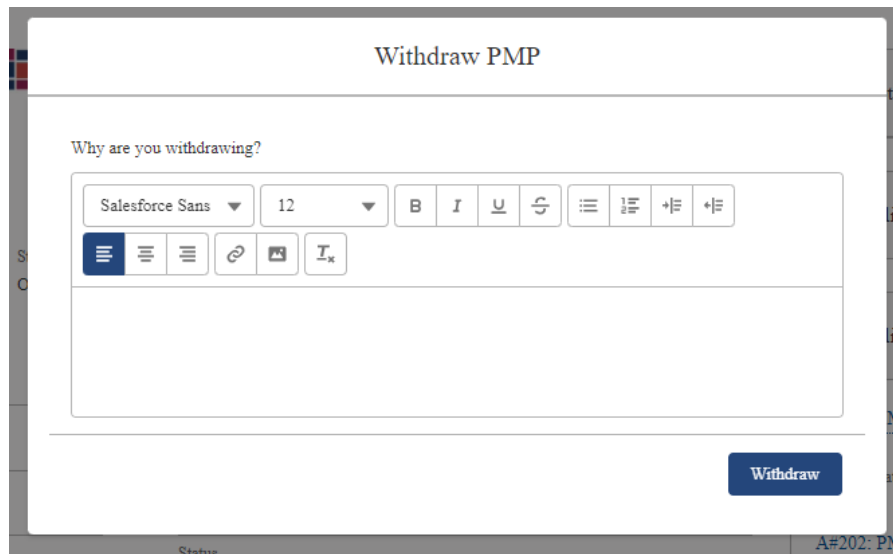
- Select “**Withdraw PMP**” in the upper right corner.

**Step 6:**

- Review the information in the pop-up screen and, if you wish to proceed, select **“I Understand.”**

**Step 7:**

- On the next screen, provide a reason for the withdrawal and select **“Withdraw.”**



The screenshot shows a web form titled "Withdraw PMP". The form asks "Why are you withdrawing?". Below the question is a rich text editor with a toolbar. The toolbar includes a font dropdown set to "Salesforce Sans", a size dropdown set to "12", and buttons for bold (B), italic (I), underline (U), link (G), bulleted list, numbered list, indent, and outdent. Below the toolbar is a large text area for entering the reason for withdrawal. At the bottom right of the form is a blue button labeled "Withdraw".

**Step 8:**

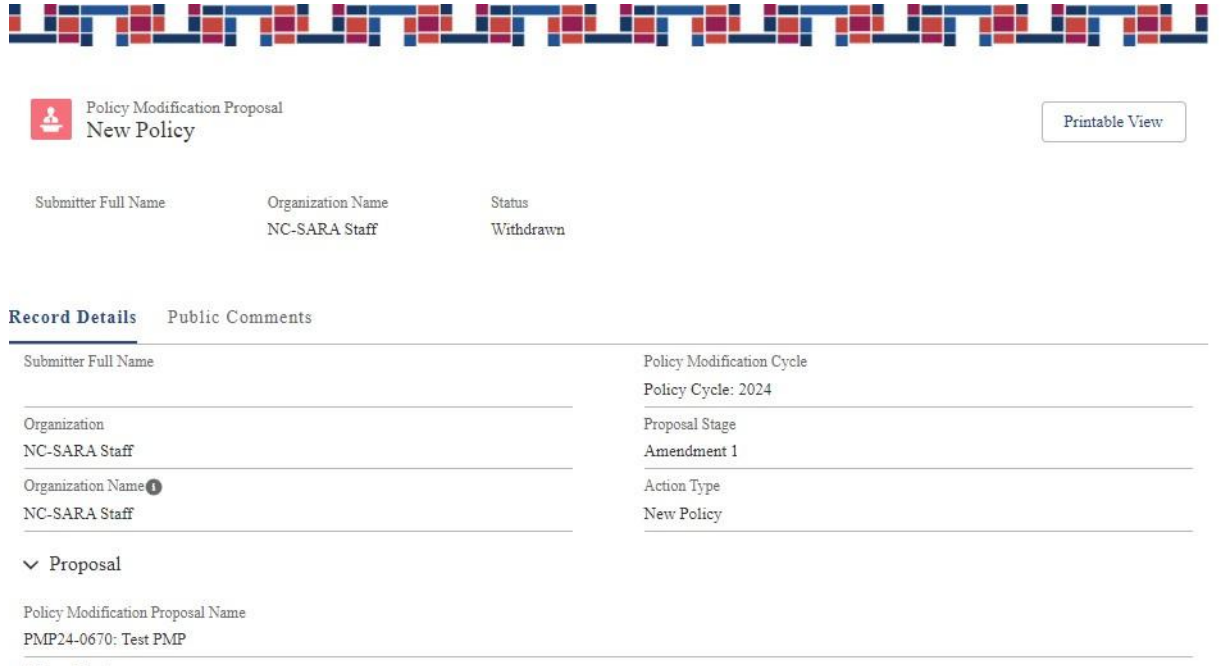
- After selecting **“Withdraw,”** you’ll be taken back to the SARA Policy Portal landing page. Once again, select the drop-down arrow on the left side of the screen next to **“Current Cycle: Active Policy Proposals”** and select **“All Cycles: My Proposals.”**

**Step 10:**

- Once again, select the name of the proposal you just withdrew.

### Step 11:

- In the “Status” field you will see that your proposal has been withdrawn.



The screenshot shows a web interface for a "Policy Modification Proposal" titled "New Policy". A "Printable View" button is located in the top right. Below the title, a summary table displays the following information:

Submitter Full Name	Organization Name	Status
	NC-SARA Staff	Withdrawn

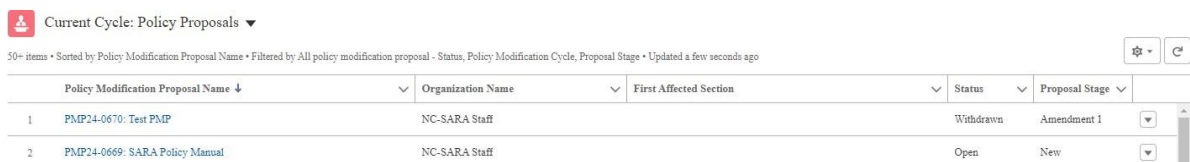
Below the summary table, there are two tabs: "Record Details" (selected) and "Public Comments". The "Record Details" section is divided into two columns:

Submitter Full Name	Policy Modification Cycle
	Policy Cycle: 2024
Organization	Proposal Stage
NC-SARA Staff	Amendment 1
Organization Name <sup>(1)</sup>	Action Type
NC-SARA Staff	New Policy

Below the details, there is a section for the proposal:

Policy Modification Proposal Name  
PMP24-0670: Test PMP

- Your proposal will no longer appear on the SARA Policy Portal landing page under “Current Cycle: Active Policy Proposals.” Instead, it will appear under Current Cycle: Withdrawn,” and the status will show as “Withdrawn.”



The screenshot shows a table titled "Current Cycle: Policy Proposals" with 50+ items. The table is sorted by "Policy Modification Proposal Name" and filtered by "All policy modification proposal - Status, Policy Modification Cycle, Proposal Stage". The table has the following columns: "Policy Modification Proposal Name", "Organization Name", "First Affected Section", "Status", and "Proposal Stage".

Policy Modification Proposal Name	Organization Name	First Affected Section	Status	Proposal Stage
1 PMP24-0670: Test PMP	NC-SARA Staff		Withdrawn	Amendment 1
2 PMP24-0669: SARA Policy Manual	NC-SARA Staff		Open	New

**For further assistance with, or questions about, this process, please email [info@nc-sara.org](mailto:info@nc-sara.org).**