ENB Public Training Manual

A. Background Information

1. Based upon legislation passed as Act 150, the DEC has redesigned and enhanced the Environmental Notice Bulletin (ENB), an external website for public notices. DEC issues many different types of permits, and the ENB is meant to streamline public noticing across programs as well as increase transparency and public engagement during the review process.

The ENB will post environmental proposals, draft decisions and final decisions made by DEC. Most notices will represent environmental permits, however, the ENB will also notice important issues not requiring a permit, such as corrective action plans and dam safety orders. ENB refers to all applications as “activities”.

Applicants and members of the public will be able to view any activity on public notice as well as make comments and follow activities step-by-step throughout the review process. The ENB will be the exclusive form of public noticing for most programs within the Department.

2. Act 150 created five different activity types or categories:

   a. Type 1: Federal Individual and General Permits under Clean Air and Clean Water Acts
      i. Applicant provides notices to adjoining property owners and program receives certification of this with the application;
      ii. Minimum 30-day public comment period;
      iii. Meetings can be requested any time during the comment period.
      iv. Public meeting must be announced for at least 30 days prior to the meeting date.
      v. Post meeting public comment period lasts at least 7 days after the meeting.
      vi. Notice is posted to ENB with the final decision and response to public comments if comments were received.

   b. Type 2: State Individual Permits
      i. Applicant provides notices to adjoining property owners and program receives certification of this with the application;
      ii. Minimum 30-day public comment period;
      iii. Meetings can be requested within 14 days of draft decision;
      iv. Public meeting must be announced for at least 14 days prior to the meeting date.
      v. Post meeting public comment period lasts at least 7 days after the meeting;
      vi. Notice is posted to ENB with the final decision and response to public comments if comments were received.

   c. Type 3: State General Permits & Certain Listed Individual Permits
      i. No notice to adjoining property owners required;
      ii. Minimum 30-day public comment period;
iii. Meetings can be requested within 14 days of draft decision;
iv. Public meeting must be announced for 14 days+ prior to meeting date;
v. Post meeting public comment period lasts at least 7 days after the meeting;
vi. Notice is posted to ENB with the final decision and response to public comments if comments were received.

d. Type 4: Notices of Intent under General Permits & Certain “Minor” Individual Permits
   i. No notice to adjoining property owners required;
   ii. Minimum 14-day public comment period;
   iii. Public cannot request a public meeting;
   iv. Notice is posted to ENB with the final decision and response to public comments if comments were received.

e. Type 5: Emergency Permits and Registrations
   i. Notice is posted to ENB with the final decision.
   ii. Public meetings and comments are not applicable.

B. ENB Website Overview

1. ENB is designed to publicly post a permit, certification or registration application when it is deemed administratively complete by DEC staff. An administratively complete application means an application for a permit or notice of intent under a general permit for which all initially required documentation has been submitted, and any required permit fee paid, and the information submitted initially addresses all application requirements but has not yet been subjected to a complete technical review.

2. Applications deemed administratively complete after January 1, 2018 will be published on the new ENB: enb.vermont.gov.

3. Notices for activities will appear in the following phases:
   a. In Review- For Types 1-4 notices come on the ENB when they are deemed administratively complete. For Type 5, notices will appear when a final decision has been issued.
   b. Draft Decision/Comments- When the technical review has been completed and a draft decision has been reached, the Draft Decision/Permit will be published to the ENB and the Public Comment Period will begin.
      i. The length of time between Administratively Complete and Draft Decision will vary by program and activity type.
   c. Final Decision/Appeal- final decisions are posted to ENB at the time they are issued. The appeal period is 30 days past the final decision date. After the appeal period, records will no longer be visible on ENB. Please visit the program’s website to find information on applications for which a final decision was issued over 30 days ago.
C. ENB Search Home

1. Any public user can search for activities from the ENB home page - you do not have to be logged in.

2. The page will open with the search results in the lower part of the screen and show all activities on public notice.

   a. You can sort the results using the column headers. The results below are sorted by Project/Activity Name.

   ![Search Results Table]

<table>
<thead>
<tr>
<th>Project/Activity Name</th>
<th>Address</th>
<th>Town</th>
<th>Activity Type</th>
<th>Status</th>
<th>ENB ID</th>
<th>Permit #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addison County Asphalt Products</td>
<td>Pond Lane Industrial Park</td>
<td>Middlebury</td>
<td>Air Pollution Control Subchapter X Operating Permit</td>
<td>In Review</td>
<td>PN17.0002402</td>
<td>AOP-27-017</td>
</tr>
<tr>
<td>Amerson Oilfield Hydroy</td>
<td>2 Riverside Ave</td>
<td>Lunenburg</td>
<td>Wastewater Discharge Individual Permit</td>
<td>In Review</td>
<td>PN17.003783</td>
<td>3-5123.1703</td>
</tr>
<tr>
<td>Alexander Johnson Inc</td>
<td>192 Industrial Avenue</td>
<td>Williston</td>
<td>Air Pollution Control Subchapter X Operating Permit</td>
<td>In Review</td>
<td>PN17.0003460</td>
<td>AOP-06-035</td>
</tr>
<tr>
<td>ATU Ryegate LLC</td>
<td>247 Wasser Drive</td>
<td>Ryegate</td>
<td>Air Pollution Control Title V Operating Permit</td>
<td>In Review</td>
<td>PN17.0002457</td>
<td>AOP-15-005</td>
</tr>
<tr>
<td>Barre City WWTF</td>
<td>69 Treatment Plant Dr</td>
<td>Barre City</td>
<td>Wastewater Discharge Individual Permit</td>
<td>In Review</td>
<td>PN17.0003468</td>
<td>3-1272.1103</td>
</tr>
</tbody>
</table>
3. You can also narrow the search results by using the filters:
   a. Project/Activity Name (typically the applicant’s personal name, facility or organization);
   b. Address (this can be a full or partial street address- note that some activities will only use the road or route name);
   c. Town/City (this is the primary town listed on the application);
   d. Activity Type (which is organized by Program);
   e. Activity Status (In Review, Draft Decision/Comment, Final Decision/Appeal);
   f. ENB ID and;
   g. Permit #/Other ID.

4. The screen show below represents a search using the activity type filter and the status filters.

   a. You can type in a key word then check the applicable boxes next to the activity types.
   b. To check all boxes, click
   c. To clear the filter, click
   d. Click Search to bring up the results.
e. In the screen shot below, the search results include all Stormwater activities that are In Review and Draft Decision/Comment phases.

<table>
<thead>
<tr>
<th>Project/Activity Name</th>
<th>Address</th>
<th>Town</th>
<th>Activity Type</th>
<th>Status</th>
<th>ENB ID</th>
<th>Permit #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1775 Shelburne Road Development</td>
<td>1775 Shelburne Road</td>
<td>South Burlington</td>
<td>Individual Stormwater Discharge Permit</td>
<td>In Review</td>
<td>PN17.0000157</td>
<td>7019-INDS</td>
</tr>
<tr>
<td>2005 Addition to National Manor</td>
<td>276 Water Street</td>
<td>Bennington</td>
<td>Previously Permitted Stormwater Discharges General Permit 2-0010: Notice of Intent</td>
<td>Draft Decision / Comment</td>
<td>PN17.0000160</td>
<td>3955-9910</td>
</tr>
<tr>
<td>Addiion Natural Gas Project</td>
<td>Mill Pond Road, VT Route 2A and CCCCH, Redmond Road, US Route 2, US Route 2A, Charlotte Road, Pond Road, Plant Road, VT Route 17, US Route 7</td>
<td>Colchester</td>
<td>Individual Construction Stormwater Permit (INDS)</td>
<td>In Review</td>
<td>PN17.0000158</td>
<td>6946-INDC.1</td>
</tr>
<tr>
<td>AIC Biomedical facility</td>
<td>172 Bishop Drive</td>
<td>Newport City</td>
<td>New Stormwater Discharges General Permit 3-0015: Notice of Intent</td>
<td>Draft Decision / Comment</td>
<td>PN17.0000114</td>
<td>7227-9915.A</td>
</tr>
<tr>
<td>AOT District 4 White River Junction Office Building</td>
<td>Beswick Drive</td>
<td>Hartford</td>
<td>Individual Stormwater Discharge Permit</td>
<td>In Review</td>
<td>PN17.0000144</td>
<td>7830-INDS</td>
</tr>
<tr>
<td>AOT Sharon 1-99 S Salt Shed</td>
<td>Interstate 89- Sharon Rest Area</td>
<td>Sharon</td>
<td>New Stormwater Discharges General Permit 3-0015: Notice of Intent</td>
<td>In Review</td>
<td>PN17.0000178</td>
<td>3141-9915.1</td>
</tr>
</tbody>
</table>

5. From the list presented you can click the link under Project/Activity Name to learn more information about the activity.

6. To clear all filter boxes- click **Clear**

7. You can also search for projects by Geographic Location- click **By Location**
   
a. Clicking on this button will open a map that will display all DEC activities on public notice.

   b. Red markers represent activities in that specific location.
c. Blue circles with numbers represent the total number of activities in that area. You can zoom in to reveal the red markers.

d. Hover over the red marker to learn activity name.

e. Click on the red marker for more information then click the Activity Name link to open the activity profile.
D. Activity Profile Page - this is the individual activity page which displays all related activity information.

From this page users can:

1. Review basic information related to an activity, including Project Description;

2. Retrieve a unique link to share electronically;

3. Submit a comment;

4. View related documents and;

5. View the project location on a map and connect to the ANR Atlas.

6. Users who are logged in can also:

   a. Request a public meeting (Note that if a public meeting has already been scheduled, the public meeting button will no longer be active);

   b. RSVP to a meeting that has been scheduled;

   c. Select to follow an activity to receive status updates via email;

   d. Upload attachments with their comments.
7. Users who are not logged in can contact the staff person listed on the page to request a public meeting.

E. Public Comment Submission

1. Once the comment period is open, the Comment button will be visible. When the comment period has closed, the button will be deactivated.

2. To submit a comment, click the button and a separate window will open.

3. You can type your comment directly into the text box provided.

4. Users who are logged in can also upload their comment as an attachment by clicking Attach a File.
a. Click in the white space of the document box to bring up the file directory.

b. Select the file to be uploaded. You can upload up to 5 files with a maximum of 100 MB total for all files combined.

c. Click OK when finished.

d. Files that have been uploaded will appear in the right-hand side under the text box.

e. To remove the files click **Clear All Attached Files**.
5. For users who are logged in, the name and email address fields will auto-fill.

6. If you are not logged in, you will be required to enter your name and email address.

7. To submit the comment, click **Save**. You will receive a confirmation that your comment has been submitted.

8. Responses to comments are included with the Final Decision documents.

9. Users who have commented will receive an email stating that a final decision has been reached and the response to comments will be posted to the ENB.

F. RSVP to public meeting

1. Once a meeting has been scheduled, users who are logged in can RSVP by clicking the link as shown below.

2. You will receive a confirmation once you have clicked the link and the staff contact for the activity is notified.
G. User Registration

1. To create a new account click **Register** on the right-hand side of the menu on the search page.

![User Registration Form](image1)

2. Enter your name, email address and password. Note there is no length or security requirements for the password, but you should choose something difficult for others to guess.

3. When you click **Register** a confirmation email is sent to the email address with a confirmation link.

![Account Confirmation](image2)
4. From there, users can log into the ENB.

![Log in form]

5. Please be sure to add \texttt{ANR.ENBAdministrator@vermont.gov} to your safe list for incoming mail. All emails sent from ENB will come from this address!

**H. User Subscription- Activity Alerts**

1. ENB is designed to send a daily email notification to users who have signed up to receive activity alerts.

2. An alert is triggered when a \texttt{NEW} activity is first posted to the ENB.

3. To configure your alerts, select \textbf{My Subscription} from the menu on the search page.
a. Click **Modify Alerts** to set up.

b. The alert page will open to three blank alerts (which is the default # of alerts for all users).

c. Click **Edit** to add or change your alerts.

4. Alerts can be configured by Activity Types of Interest and location. Note that at least one activity type and one location type are required for the alert to have enough information.
5. In the screen show below, the user has chosen Town as the location type and three different activity types.

6. To save an alert click Save and you will be returned to the subscription menu.
7. Alerts are active by default. To de-activate an alert, un-check the Activate Alert box on the individual alert page. This will discontinue your email notifications for this specific type of alert.

![My Subscription](image1.png)

a. This change will be reflected on the main subscription page and the active box will no longer be checked.

![My Subscription](image2.png)

b. To reactivate the alert at any time, click **Edit** again and check the **Activate Alert** box. Email notifications will resume when a new activity that matches the alert criteria posts to ENB.

8. Alerts can also be configured by distance from a certain point by clicking the **Distance from a Point** tab when editing an alert.

   a. You can enter the latitude and longitude and miles directly on this tab, or click the map to use a specific address.

![Select Activity Types of Interest](image3.png)

![Select Location by](image4.png)

b. You can enter an address, or move the radius to the desired location on the map.
c. You can enter the distance in miles in the top right-hand corner, or drag the outer points of the circle to reach the desired distance.

d. Click **OK** to return to the individual alert page.

e. Click **Save** to return to the alert menu.

f. Your alert will appear with the distance from the point you selected.
9. Alerts can also be configured by Watershed by clicking on the **Watershed** tab.

   a. To select a watershed double click directly on the map.

   b. To make a different selection, click **Reload Map**.

   c. Click **Save** to return to the alert menu.

   d. Click **OK** to return to the subscription menu.

10. Once Alerts have been configured, the user will receive an email notification when a new activity that meets the alert criteria is posted to ENB.

   a. Multiple alerts are compiled in a single email.

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**New Activities**

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Activity/Project Name</th>
<th>Permit # / ID</th>
<th>Applicant</th>
<th>Town</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Stormwater Discharge Offset Permit (INDO)</td>
<td>Town of Williston Fire Station Pump</td>
<td>0780-INDO.R</td>
<td>Town of Williston</td>
<td>Williston</td>
</tr>
<tr>
<td>Individual Stormwater Discharge Permit</td>
<td>Retreat Farm</td>
<td>5108-INDS</td>
<td>Retreat Farm, Ltd. Wildham Foundation, Inc.</td>
<td>Brattleboro</td>
</tr>
<tr>
<td>Stormwater General Permit (CRP) NO for Low Risk Projects</td>
<td>Monument View Apartments</td>
<td>4828-0010-2</td>
<td>Appleridge Development</td>
<td>Bennington</td>
</tr>
</tbody>
</table>

You are receiving this message because you have subscribed to receive email notifications via the Vermont Agency of Natural Resources’ Environmental Notice Bulletin (ENB). Below are environmental activities meeting your subscription criteria.

To view the details of these activities or to modify your subscription, please log in to the ENB.

If you’ve received alerts for new activities and would like to follow those step-by-step throughout the review process you can select the follow button for the individual activity on the ENB.

Regrets,
ENB Support
Vermont Agency of Natural Resources
11. Once an activity has posted to ENB that matches the search criteria, it will appear on your subscription page.

   a. Users can choose to follow an activity step by step throughout the review process. To follow directly from the subscription page click **Follow**.

   b. When the followed activity is updated, a user will receive an email notification reflecting the changes.

   c. The changes will also appear in the user’s subscription page.

   d. Users can un-follow the activity at any time by clicking **Un-Follow**. When an activity is no longer followed, email notifications will be discontinued.
12. Deactivating an Account

a. Users should ONLY select this option when they no longer wish to be registered with ENB- this will delete the full account not just the subscription information!

b. To Deactivate your account click Deactivate Account on the subscription landing page.

c. A confirmation pop-up window will appear to confirm the deletion of your account. If you are sure, click OK. If you have clicked the link in error, click Cancel.

I. User Support

1. For technical questions or issues please don’t hesitate to contact the ENB Administrator:
   ANR.ENBAdministrator@vermont.gov.