

Groundwater Monthly Operations Report Submission via ANR Online – a Guide

Definitions for Terms used in this Document

Administrative Contact: The individual who receives all communications regarding the water system. This individual should already be designated as the administrative contact through an Officials Contact Form on file with the Division.

Designated Operator: The water system's designated and certified operator who is responsible for water system operations.

MORs: Monthly Operations Reports

Owner: The individual or valid legal entity that is legally and financially responsible for the water system. This individual should be already listed as the owner through an Officials Contact Form on file with the Division.

Subscriber: The individual who has been granted authority through the Subscriber Agreement to sign and submit MORs. Must be the Administrative Contact, Owner, Designated Operator, or Operator at the Water System.

Signatory Authority: The person who fills out the Subscriber Agreement to grant others the ability to sign and submit MORs. Must be either the Owner or Administrative Contact for the water system and an individual who is authorized to sign permit applications, reports and other documents on behalf of a regulated entity.

Subscriber Agreement: The agreement that must be completed by anyone signing and submitting filings electronically.

Filling out an MOR: May be done by anyone onsite at the water system

Signing an MOR: Must be completed by a Subscriber

Submitting an MOR: Must be completed by a Subscriber

Visit [ANR Online](#) to find the ANR/NRB Online Service Portal.

If this is your first time on ANR Online, please make sure to register by clicking “Register” in the top righthand corner.

Before you begin: An important note about signing and submitting Monthly Operations Reports

The Monthly Operations Report form must be submitted by the Subscriber for the water system which has been designated by the Signatory Authority through a Subscriber Agreement. A Subscriber Agreement verifying identity must be completed by anyone wishing to sign and submit this filing electronically. If you have not already done so, please visit the link to the Agreement in the Instructions section of the MOR form and submit your application.

VERMONT Natural Resources Board (Act 250)

VTANR Home Home Finder Dashboard Forms My Submissions Help Bridget Phillips

Monthly Operations Report for Groundwater Systems and Systems Purchasing Water (New Version with Spreadsheet Upload)

VERSION 1.9

INSTRUCTIONS

This form must be submitted by the **Owner or Authorized Representative*** of the water system for which the report is prepared. In addition, a **Subscriber Agreement** verifying identity must be completed by anyone wishing to sign and submit this filing electronically. If you have not already done so, please visit the link to the Agreement and submit your application.

***Owner** means the person who owns or has an ownership interest in a Public or Non-public water system. An Owner may designate an **Authorized Representative** that has the authority to act on the owner's behalf in all matters regarding the Public or Non-public water system, and is designated to be the contact person in place of the owner for all communications from the Secretary regarding the water system. A form designating an **Authorized Representative** and signed by the Owner must be on file with the Drinking Water and Groundwater Protection Division.

Please submit this form within 10 days after the end of each month.

Please enter your WSID number, up to five digits. Example: 123 This will pre-fill some information for you on the next page.

*

CONTACT INFORMATION

Contact

Vermont Department of Environmental Conservation
Drinking Water and Groundwater Protection Division
Davis Building - 4th Floor
One National Life Drive
Montpelier, VT 05620-3521

CONTACTS

For questions regarding the form : Contact Lucy Couture
Email : Lucy.Couture@vermont.gov
Phone : 802-585-4899

For questions regarding the ANR Online system :
Contact ANROnline Services
Email : ANR.OnlineServices@vermont.gov
Phone : 802-272-4529

ADDITIONAL LINKS

*Owner means the person who owns or has an ownership interest in a Public or Non-public water system. An Owner may designate an Authorized Representative that has the authority to act on the owner's behalf in all matters regarding the Public or Non-public water system, and is designated to be the contact person in place of the owner for all communications from the Secretary regarding the water system. A form designating an Authorized Representative and signed by the Owner must be on file with the Drinking Water and Groundwater Protection Division.

Steps for Monthly Operations Report Submission on ANR Online

1. Once you are registered with ANR Online, your name will appear in the top righthand corner. Once you have your water system name and associated with your personal ANR Online account through the Subscriber Agreement you can search for the form in ANR Online. Please select 'Form Finder' below 'Forms' on the bottom lefthand corner, then type in "Monthly" in the 'Form Search'.

Alternatively, [click here for the Monthly Operation Report Submission Form.](#)

2. Type in the WSID of the public water system you will be submitting a Monthly Operating Report for. Only the last four or five digits are needed. For example, to submit an inventory for 'VT0006098', only type in '6098', and to submit an inventory for 'VT0020945', only type in '20945'. NOTE: If the form will not let you type your WSID # this means you have yet to complete the step of having your

WSID number(s) associated to your account. Contact greg.lutchko@vermont.gov if you are not sure if this has been completed.

3. Select 'Begin Form Entry'.

The screenshot shows the Vermont Agency of Natural Resources & Natural Resources Board (Act 250) website. The page title is "Monthly Operations Report for Groundwater Systems and Systems Purchasing Water (New Version with Spreadsheet Upload)" with a sub-header "VERSION 1.9". The page is divided into two main sections: "INSTRUCTIONS" and "CONTACT INFORMATION".

INSTRUCTIONS:

- This form must be submitted by the **Owner or Authorized Representative*** of the water system for which the report is prepared. In addition, a Subscriber Agreement verifying identity must be completed by anyone wishing to sign and submit this filing electronically. If you have not already done so, please visit the link to the Agreement and submit your application.
- *Owner** means the person who owns or has an ownership interest in a Public or Non-public water system. An Owner may designate an **Authorized Representative** that has the authority to act on the owner's behalf in all matters regarding the Public or Non-public water system, and is designated to be the contact person in place of the owner for all communications from the Secretary regarding the water system. A form designating an Authorized Representative and signed by the Owner must be on file with the Drinking Water and Groundwater Protection Division.
- Please submit this form within 10 days after the end of each month.**
- Please enter your WSID number, up to five digits. Example: 123 This will pre-fill some information for you on the next page.

A text input field contains "9999999". Below it is a large blue button with a document icon and the text "Begin Form Entry".

CONTACT INFORMATION:

Contact

Vermont Department of Environmental Conservation
Drinking Water and Groundwater Protection Division
Davis Building - 4th Floor
One National Life Drive
Montpelier, VT 05620-3521

CONTACTS

For questions regarding the form : Contact Lucy Couture
Email : Lucy.Couture@vermont.gov
Phone : 802-585-4899
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Contact ANROnline Services
Email : ANROnlineServices@vermont.gov
Phone : 802-272-4529

ADDITIONAL LINKS

Using ANR Online - General Guide

4. Fill out the Water System Information section with the Report Year and the month being reported. Select the month that the report represents, not the current month. Reports are due on the 10th following the month of the report, so in early April the report being submitted would be for March. Then add any notes to share about the report if there are any.

The screenshot shows the Vermont Agency of Natural Resources & Natural Resources Board (Act 250) website, specifically the "Water System Information" section of the form. The page title is "Monthly Operations Report for Groundwater Systems and Systems Purchasing Water (New Version with Spreadsheet...)". The page is divided into two main sections: "Water System Information" and "Daily Data Detail Table".

Water System Information:

- Water System ID: VT9999999
- Name of Water System: TEST WATER SYSTEM
- Report Year: 2023
- Month Being Reported (the month the report represents, not the current month): A dropdown menu is open, showing the following options: January, February, **March** (selected), April, May.

A "SAVE PROGRESS" button is visible in the top right corner. A "CLEAR SECTION" button is visible in the top right corner of the "Water System Information" section.

5. Water System Information section continued- Meter Readings and Usage.

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VTNR Home Home Finder Dashboard Forms My Submissions Help Bridget Phillips Sign Out

Monthly Operations Report for Groundwater Systems and Systems Purchasing Water (New Version with Spreadsheet...)

ID VT9999999 undefined Submission HPS-M7Y1-3YORD Revision 1 Form Version 1.8

Water System Information

Any notes to share?

Is a master meter which measures total water production of the system installed and functioning?

Yes

Meter Readings and Usage

*****If your system has multiple sources each with their own meter, or has multiple distribution systems, leave these two meter read fields empty. Simply do the calculations offscreen and write the total water production for this WSID water system in the Total Water Production for the Reporting Period field below.*****

Online Calculator

Select how your usage is reported

Select...

6. If the master meter is not functioning correctly, provide an explanation.

Is a master meter which measures total water production of the system installed and functioning?

No

If a master meter is not installed and/or functioning, please explain:

* Provide explanation

Meter Readings and Usage

*****If your system has multiple sources each with their own meter, or has multiple distribution systems, leave these two meter read fields empty. Simply do the calculations offscreen and write the total water production for this WSID water system in the Total Water Production for the Reporting Period field below.*****

7. Enter the meter reading and usage information. If you have only one meter, fill in the start and end meter reading for the month in question. If you have multiple sources with separate meters, do not fill in the start and end meter reading boxes/fields. Instead, add up the water usage from the water meters by doing a subtraction among each meter's start and end reading using a calculator. Add up the results for each meter to get the total water production for the entire water system. Here is an online calculator for your use. Report the total water

production for the entire water system in the ***Total Water Production for the Reporting Period*** field.

Note: Report all values in the same measurement. For instance, if the meter records usage in gallons, report the start and end meter readings, and the total, in gallons.

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an official VERMONT government website

VTANR Home Home Finder Dashboard Forms My Submissions Help Bridget Phillips Sign Out

Monthly Operations Report for Groundwater Systems and Systems Purchasing Water (New Version w...
ID VT99999999 March Submission HPS-M7Y1-3Y0RD Revision 1 Form Version 1.8

Last saved 31 minutes ago
SAVE PROGRESS

Water System Information

Daily Data Detail Table 1

Review

Certify & Submit

Meter Readings and Usage

*****If your system has multiple sources each with their own meter, or has multiple distribution systems, leave these two meter read fields empty. Simply do the calculations offscreen and write the total water production for this WSID water system in the Total Water Production for the Reporting Period field below.*****

Online Calculator

Select how your usage is reported

Gallons

Meter reading on last day of previous month

9000

Meter reading on last day of reporting month

9562

Total Water Production for the Reporting Period

562

8. The form will show you the previous figure from the most recent month reported (giving you a quick clue (# of digits) that your calculations are mostly in line with the previous month's # of digits) and will then ask a question about continuous monitoring for free chlorine residuals.

Certify & Submit

Displayed below is your usage (in gallons) for the most recent period for which you submitted a report. This is provided for informational purposes only.

Prior Report Total Water Production

424

Continuous Monitoring of Free Chlorine Residuals

For systems with a population greater than 3300, continuous monitoring for free chlorine residuals is required. Those systems should also respond to the following questions:

Did continuous monitoring fail at any time this month?

No

9. If the continuous monitoring failed during the month being reported, select Yes and then answer the follow up questions.

VTANR Home Home Finder Dashboard Forms My Submissions Help Bridget Phillips Sign Out

Monthly Operations Report for Groundwater Systems and Systems Purchasing Water (New Version with Spreadsheet Upload) Last saved 41 minutes ago SAVE PROGRESS

ID V199999999 March Submission HPS-M7Y1-3YORD Revision 1 Form Version 1.8

Water System Information

Daily Data Detail Table 1

Review

Certify & Submit

Prior Report Total Water Production
424

Continuous Monitoring of Free Chlorine Residuals

For systems with a population greater than 3300, continuous monitoring for free chlorine residuals is required. Those systems should also respond to the following questions:

Did continuous monitoring fail at any time this month?

Yes

When continuous monitoring failed, were samples collected every 4 hours until monitoring equipment was restored?

Select...

Grab samples collected?

Date of Equipment Failure

Enter the date the continuous monitoring equipment failed.

Time of Equipment Failure

Enter the time the continuous monitoring equipment failed. Click the AM/PM box to change.

Date of Return to Service

Enter the date the continuous monitoring equipment was returned to service.

Time of Return to Service

Enter the time the continuous monitoring equipment was returned to service. Click the AM/PM box to change.

Miscellaneous Attachments

Attach documentation of multiple meter readings or other necessary information below.

10. Add documentation of multiple meter readings or other information in the attachments section below. **Note: this attachment section is not for the data that is required for systems with treatment to report.** That table, called the Daily Data Detail Table, will be filled out on the next page.

Daily Data Detail Table 1

Review

Certify & Submit

Miscellaneous Attachments

Attach documentation of multiple meter readings or other necessary information below.

Please be aware that files exceeding 100 MB in size are not allowed

Drop files here to upload

OR

CHOOSE FILE

Comment

Active Facilities For Reference When Adding Daily Data

FACILITY NAME	FACILITY ID
TREATMENT PANT 2	TP002
DISTRIBUTION SYSTEM	DS001
TEST TREATMENT PLANT	TP001
WELL 1 - TEST	WL001
MAIN HOUSE PUMP STATION	PF001

Are you submitting a daily detail table?

Yes

NEXT SECTION
Daily Data Detail Table

11. Answer the question regarding if you are submitting a daily detail table. If you disinfect, fluoridate, or otherwise treat your water on any day of the month, or if your operating permit requires that you report daily values or flow (or other data like pH, chlorine residuals), you must select yes and complete the Daily Data Detail Table on the next page.

VERMONT Agency of Natural Resources & Natural Resources Board (Act 250)

Monthly Operations Report for Groundwater Systems and Systems Purchasing Water (New Version with Spreadsheet Upload)

Water System Information

Daily Data Detail Table

Review

Certify & Submit

1 Daily Data Detail Table

CLEAR DUPLICATE

Current Month's Daily Data Table

Step 1. Identify the Facility
Step 2. Identify if the Facility utilized chlorine disinfection or other treatment
Step 3. Upload your report with the daily data

- Click "Download" to download the Excel spreadsheet template
- Save the template to a safe place on your computer
- Enter your data into the template. This can be typed or copy/pasted from another spreadsheet.
- Click "Upload." Click "Choose File" and navigate to your file location. Select the file and click "Upload."
- If you have another Facility to submit data for, click "Add New Daily Data Detail Table." If you don't have another report to submit, click "Review."

Facility

WL001 - WELL 1 - TEST

Did the facility utilize chlorine disinfection at any point during this reporting period?

Yes

Daily Data Table

> Next Error Upload Download Add Delete Fullscreen

Row ...	Day of Month	Daily Meter Reading	Entry Point Free Chlor...	Fluoride (mg/L)	pH Av
1	1				

12. You will be downloading as many blank tables as you will need. You will need a table for each source, well, distribution, etc. for which you are required to provide data. Identify each source in the facility dropdown menu (one at a time). Click the "Download" button to download the excel template. Save it to your desktop/computer. You can copy data from another spreadsheet into this template, but the template we provide is what must be uploaded back into the MOR. Once you have copied (or input) your data into the template, save the file to your desktop/computer and click the "Upload" button.

VERMONT Agency of Natural Resources & Natural Resources Board (Act 250)

Monthly Operations Report for Groundwater Systems and Systems Purchasing Water (New Version with Spreadsheet Upload)

Water System Information

Daily Data Detail Table

Review

Certify & Submit

Facility

WL001 - WELL 1 - TEST

Did the facility utilize chlorine disinfection at any point during this reporting period?

Yes

Daily Data Table

Row	Day of Month	Daily Meter Reading	Entry Point Free Chlorine	Fluoride (mg/L)	pH
1	1	21885775	1.2		
2	2	21894574	1.2		
3	3	21903703	1.2		
4	4	21918296	0.8		
5	5	21929522	0.8		
6	6	21946268	0.8		

Download RLS Template

MonthlyOperation...xlsx

Show all

- If there are multiple facilities to submit data for, click the “Add New Daily Data Detail Table”. If you do not have another report to submit, click “Review”.

VERMONT Agency of Natural Resources & Natural Resources Board (Act 250)

Monthly Operations Report for Groundwater Systems and Systems Purchasing Water (New Version with Spreadsheet Upload)

Water System Information

Daily Data Detail Table

Review

Certify & Submit

Facility

WL001 - WELL 1 - TEST

Did the facility utilize chlorine disinfection at any point during this reporting period?

Yes

Daily Data Table

Row	Day of Month	Daily Meter Reading	Entry Point Free Chlorine	Fluoride (mg/L)	pH
1	1	21885775	1.2		
2	2	21894574	1.2		
3	3	21903703	1.2		
4	4	21918296	0.8		
5	5	21929522	0.8		
6	6	21946268	0.8		

DUPLICATE DAILY DATA DETAIL TABLE

ADD NEW DAILY DATA DETAIL TABLE

- Review what has been entered in the form and ensure all information is accurate before scrolling down to the “Certify and Submit” button.

WATER SYSTEM INFORMATION			
Water System ID			
VT9999999			
Name of Water System			
TEST WATER SYSTEM			
Report Year			
2023			
Month Being Reported (the month the report represents, not the current month)			
March			
Any notes to share?			
None Specified			
Is a master meter which measures total water production of the system installed and functioning?			
Yes			
Meter Readings and Usage			

3	3	21903703	1.2
4	4	21918296	0.8
5	5	21929522	0.8
6	6	21946268	0.8

[NEXT SECTION](#)
[Certify & Submit](#)

Print Review

- After the form has been reviewed, click the Certify & Submit button which will bring you to the final page of the form. The form may be submitted by the Subscriber(s) that has been previously designated. Please see the beginning of this guide for information on the different roles involved in the MOR submission process.

[Water System Information](#)
[Daily Data Detail Table](#)
[Review](#)
[Certify & Submit](#)

[PREVIOUS SECTION](#)
[Review](#)

Certify & Submit
 This step allows you to submit the form to VTANR.

FINALIZE SUBMISSION
 Submit Form

FINISH LATER
 Save and Exit

16. A message will appear notifying you that the submission is complete. A confirmation email indicating that the submission was submitted will be sent to the email used to register for ANR Online. (Please note: Receiving a confirmation email means the MOR was *submitted*. It does not mean the MOR was *accepted*). After some time (minutes/hours), do check the status column of your “My Submissions” tab to see the status of each of your submissions. A status of “Deemed Complete” = the submission was accepted (success!) by ANR Online. A status of “Action Required” = the submission did not go through due to some error and requires that you Revise it and Resubmit it. A status of “Draft” = the form was *started*, but not *submitted*. Perhaps you will utilize this Draft feature if you are the completer of the form and someone else is the signer/submitter.

The screenshot shows a web application interface for the Vermont Agency of Natural Resources. A central modal window titled "Submission Complete" is displayed. The modal contains the following text: "Monthly Operations Report for Groundwater Systems and Systems Purchasing Water (New Version with Spreadsheet Upload)", "ID VT9999999 March Submission HPS-TMTV-BP88N Revision 1 Form Version 1.9", and "Your submission has been received. It is recommended to [print](#) and retain a copy of this confirmation." There are two buttons at the bottom of the modal: "View Submission" and "Return to Home". A "Print Confirmation" button is located in the top right corner of the modal. The background shows a sidebar with a progress bar indicating steps: "Water System Information", "Daily Data Detail Table", "Review", and "Certify & Submit". The bottom of the screen has two buttons: "FINALIZE SUBMISSION Submit Form" and "FINISH LATER Save and Exit".

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Agency of Natural Resources

VTANR Home

Monthly Operations Report for
ID VT9999999 March Submission HPS-TMTV-BP88N

Water System Information

Daily Data Detail Table

Review

Certify & Submit

Submission Complete

Print Confirmation

Monthly Operations Report for Groundwater Systems and Systems Purchasing Water (New Version with Spreadsheet Upload)

ID VT9999999 March Submission HPS-TMTV-BP88N Revision 1 Form Version 1.9

Your submission has been received. It is recommended to [print](#) and retain a copy of this confirmation.

View Submission

Return to Home

FINALIZE SUBMISSION
Submit Form

FINISH LATER
Save and Exit