

## Service Line Inventory Submission via ANR Online – a Guide

1. 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. You will need to input the following fields to create an account.

2. Once you are registered with ANR Online, your name will appear in the top righthand corner.

Please select ‘Form Finder’ below ‘Forms’ on the bottom lefthand corner, then type in “service line” in the ‘Form Search’.

Alternatively, [click here for the Service Line Inventory Submission Form.](#)

3. Type in the WSID of the public water system you will be submitting a service line inventory 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’.
4. Select ‘Begin Form Entry’.

### Service Line Inventory Submission Form

VERSION 1.2

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#### INSTRUCTIONS

The purpose of this form is for the submittal of service line inventories by public water systems to the Drinking Water and Groundwater Protection Division. The EPA has published the Lead and Copper Rule Revisions (LCRR) which require service line inventories and service line replacement plans for all Non-Transient Non Community (NTNC) and all Community systems by October 16, 2024.

The EPA is requiring public water systems to inventory all of their service lines to identify the various materials in use. From those inventories, DWGPD is required to report core information from each system. Please fill out the information below. This information is summarized in the “Intro/Summary Table” tab of the service line inventory document. Then attach the system’s completed inventory at the bottom.

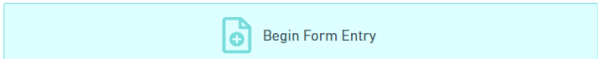
1. WSID
2. Date of inventory
3. Total Number of Service Lines
4. Number of lead service lines
5. Number of Galvanized lines Requiring Replacement
6. Number of lead status unknown lines
7. Number of non-lead service lines

#### CONTACT INFORMATION

**Contact**

1 National Life Drive Davis 4  
Montpelier, VT 05620

Please enter your WSID Number.



5. Fill out the form with the name of the person who completed inventory, date, and the numbers from the bottom section of the inventory template in the table titled “The following section will auto-fill upon completion of the inventory”

Water System and Lead Service Line Inventory Information

Water System ID (WSID)  
VT9999999

Water System Name  
TEST WATER SYSTEM

Person who completed inventory  
BOB WATER OPERATOR

Date of Service Line Inventory  
12/14/2022

Total number of Service lines  
220

Number of Lead Service Lines  
0

Number of Galvanized Lines Requiring Replacement

6. Upload the completed Public water system service line inventory file using the “Choose File” button.

\* Attach service line inventory file

Attach inventory file

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

Drop files here to upload

OR

CHOOSE FILE

Comment

7. If a Non-Potable Inventory was completed, select “Yes” and upload the second inventory file using the “Choose File” button.

Form Version 1.2

Was a Non Potable Inventory also completed?

Yes

No

**Non-Potable Inventory Attachment**

Submit the Non-Potable Inventory here.

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

Drop files here to upload

OR

CHOOSE FILE

Phone Log.xlsx

Comment

NEXT SECTION Review

8. Click the “Next Section – Review” button at the bottom of the page and review the information that was filled out on the previous page.

MISSION FORM Form Version 1.2

PREVIOUS SECTION Water System and Lead Service Line Inventory Information

**Review**

This step allows you to review the form to confirm the form is populated completely and accurately, prior to certification and submission.

Please note: Any work you perform filling out a form will not be accessible by ANR/NRB (Act 250) staff or the public until you submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to ANR/NRB (Act 250) and it will be of the public record, accessible per the Vermont Public Records Act.

WATER SYSTEM AND LEAD SERVICE LINE INVENTORY INFORMATION	
<b>Water System ID (WSID)</b>	VT9999999
<b>Water System Name</b>	TEST WATER SYSTEM
<b>Person who completed inventory</b>	BOB WATER OPERATOR
<b>Date of Service Line Inventory</b>	12/14/2022
<b>Total number of Service lines</b>	220

9. Hit the “Next Section – Certify & Submit” button after reviewing the form information.

The screenshot shows a web form titled "Submission Form" with a version number of 1.2. The form contains the following fields:

- Person who completed inventory:** BOB WATER OPERATOR
- Date of Service Line Inventory:** 12/14/2022
- Total number of Service lines:** 220
- Number of Lead Service Lines:** 0
- Number of Galvanized Lines Requiring Replacement:** 15
- Number of Unknown Type Service Lines:** 0
- Number of Non-Lead Service Lines:** 220
- Attach service line inventory file:** A file named "WSID 9999999 Public Water Service Line Inventory 12.14.22.xlsx" is attached.
- Comment:** None Specified
- Was a Non Potable Inventory also completed?:** No

At the bottom of the form, there is a light blue button labeled "NEXT SECTION Certify & Submit" with a downward arrow icon, and a "Print Review" button with a printer icon.

10. Click the Finalize Submission – Submit Form button.

The screenshot shows the "Service Line Inventory Submission Form" interface. The top navigation bar includes "VTANR Home", "Home", "Finder", "Dashboard", "Forms", "My Submissions", "Help", and "Bridget Phillips". The form title is "Service Line Inventory Submission Form" with a version number of 1.2. The submission ID is "HPP-YW93-49W1M" and it is Revision 1.

The form is divided into sections:

- Water System and Lead Service Line Inventory Information:** Completed (indicated by a checkmark).
- Review:** Completed (indicated by a checkmark).
- Certify & Submit:** The current step, indicated by a dot.

The "Certify & Submit" section contains the following text:

**Certify & Submit**

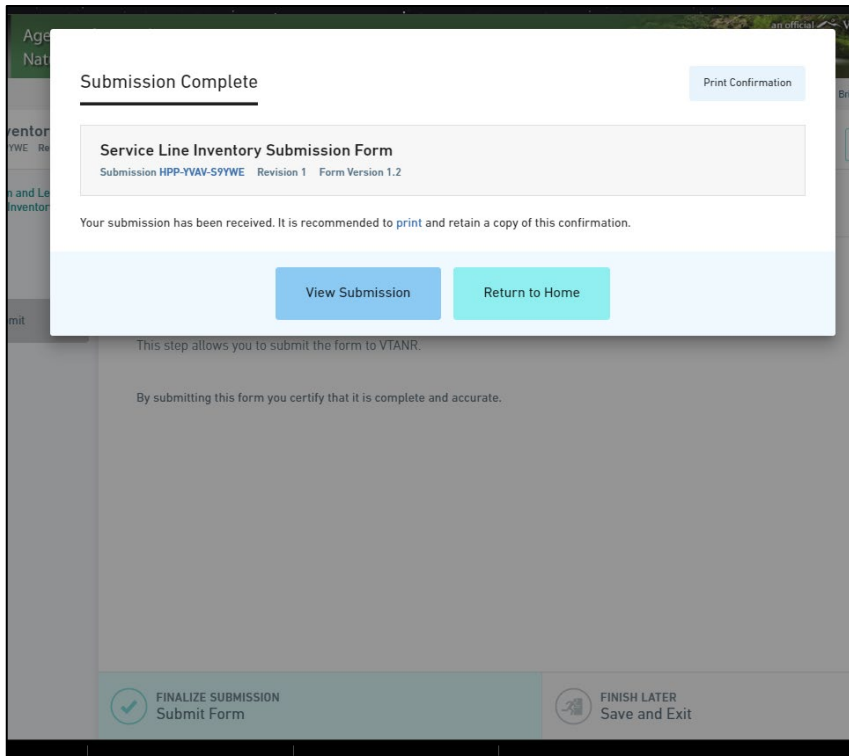
This step allows you to submit the form to VTANR.

By submitting this form you certify that it is complete and accurate.

At the bottom of the form, there are two buttons:

- FINALIZE SUBMISSION Submit Form:** A light blue button with a checkmark icon.
- FINISH LATER Save and Exit:** A button with a clock icon.

You will receive a message that your submission is complete.



A confirmation email that the submission was successful will be sent to the email used to register for ANR Online.

