VERMONT
DEPARTMENT OF ENVIRONMENTAL CONSERVATION

ANR Online How-To Guide

A Guide to Service Line Inventory Submissions via ANR Online

Table of Contents

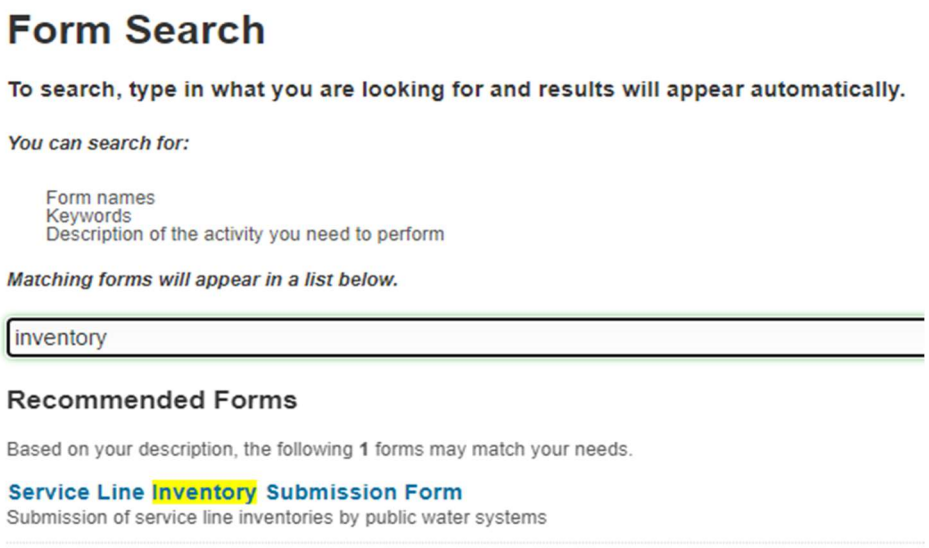
Accessing ANR/NRB Online Service Portal 1

Submitting a Service Line Inventory 2

Reviewer Comments on SLI Submissions: How to Revise a Submission 7

Accessing ANR/NRB Online Service Portal

1. Visit the ANR/NRB Online Service Portal
    a. If this is your first time on ANR Online, register by clicking “Register” in the top right-hand corner.
    b. Once you are registered with ANR Online, your name will appear in the top right-hand corner.
2. Access the Service Line Inventory Submission Form on ANR Online
    a. Or, click the “Form Finder” button on the left of the home page and type in “Inventory” in the “Form Search” box.

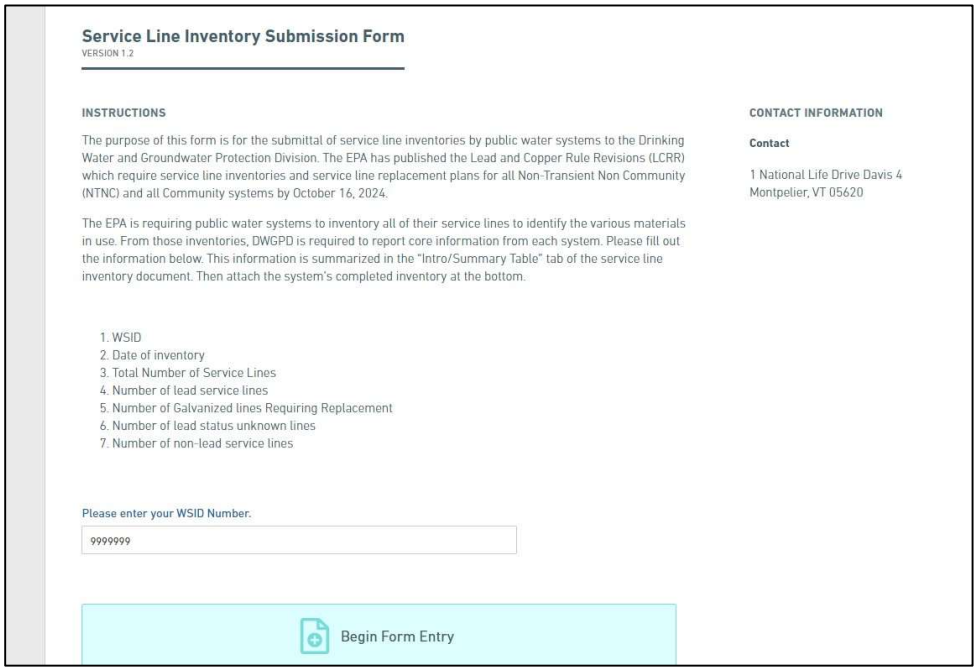


Submitting a Service Line Inventory

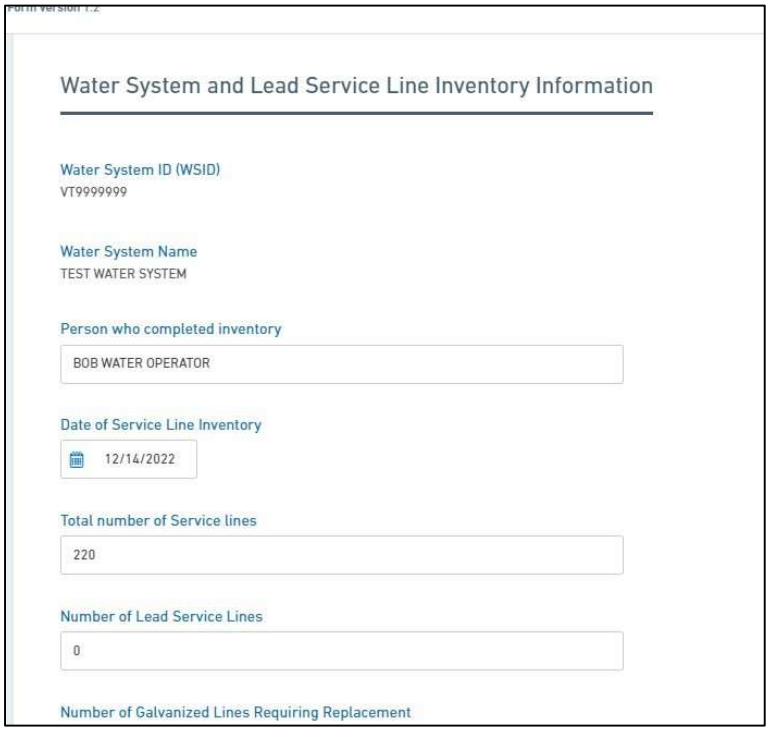
1. Type in the WSID of the Public water system you will be submitting a service line inventory for. You only need to type in the last four or five digits.

   a. For example, to submit an inventory for 'VT0006098', only type in '6098', and to submit an inventory for 'VT0020945', only type in '20945'.

2. Select 'Begin Form Entry'.

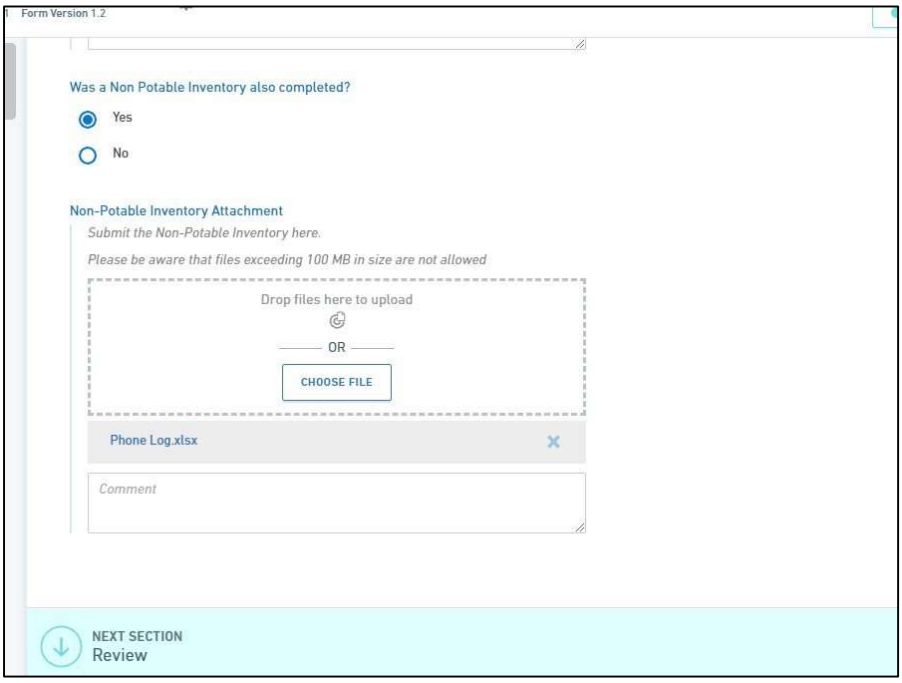


3. Fill out the form with the name of the person who completed the inventory, date, and the numbers from the bottom section of the inventory template in the table titled “The following section will auto-fill upon completion of the inventory”.

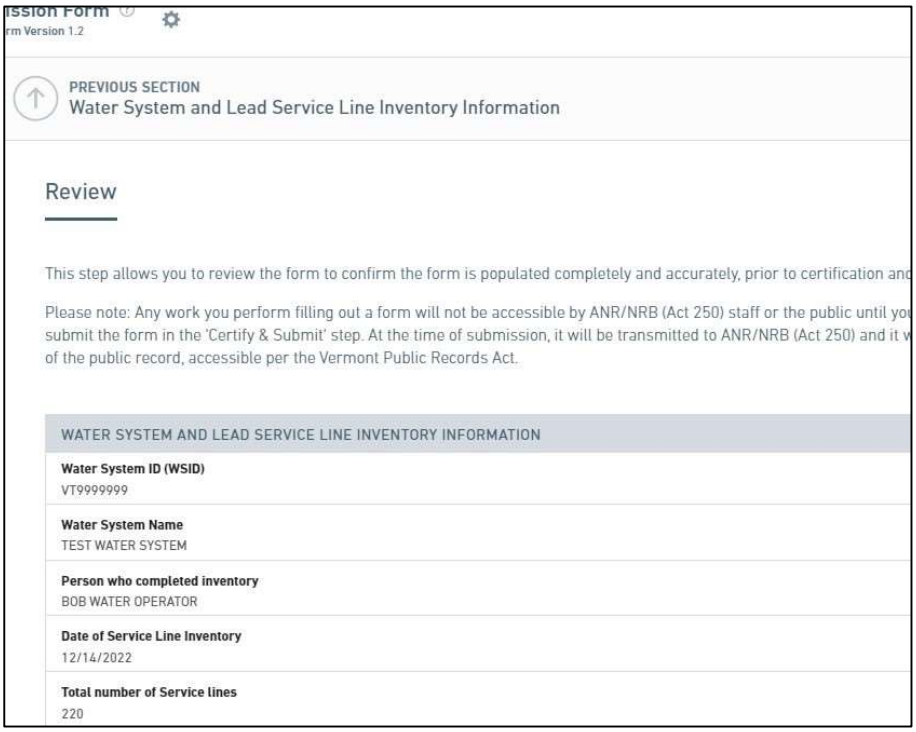


4. Upload the completed Public water system service line inventory file using the “Choose File” button.

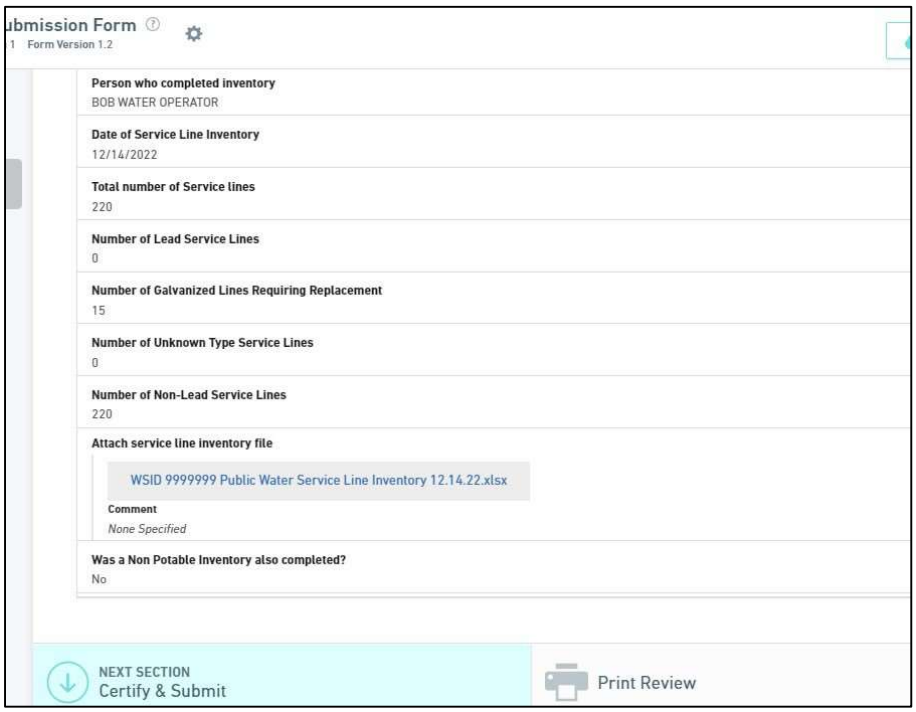
5. If a Non-Potable Inventory was completed, select “Yes”, and upload the second inventory file using the “Choose File” button.



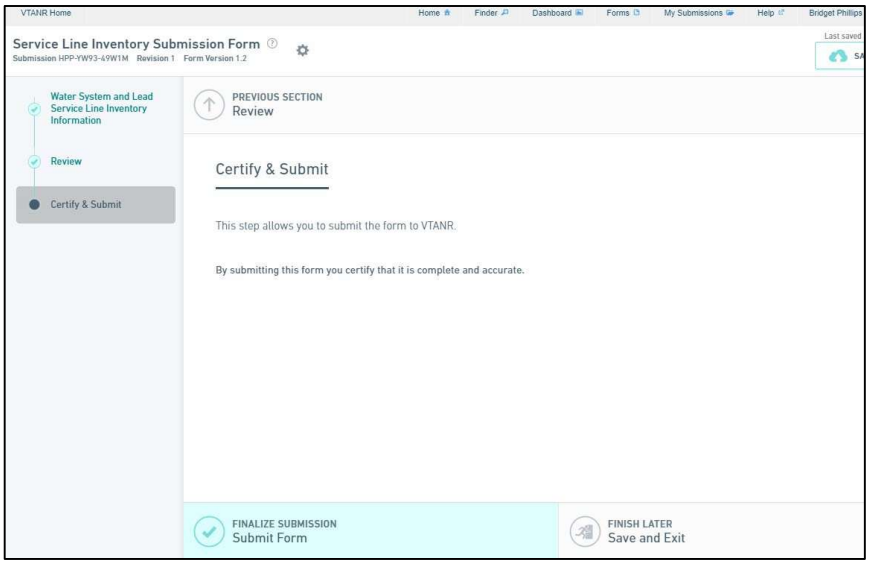
6. Click the “Next Section – Review” button at the bottom of the page and review the information that was filled out on the previous page.



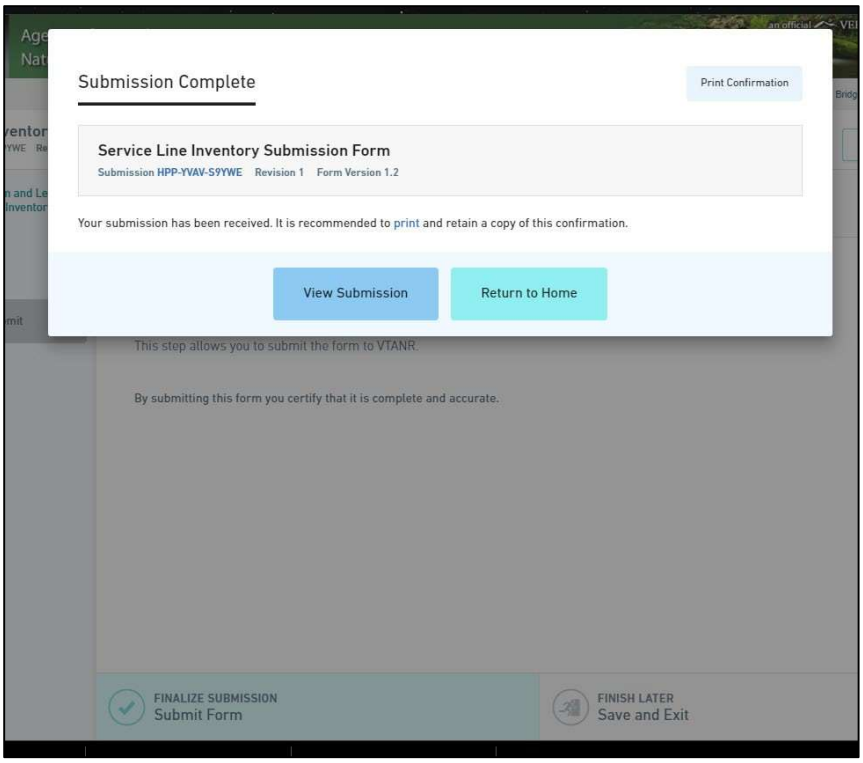
7. Click the “Next Section – Certify & Submit” button after reviewing the form information.



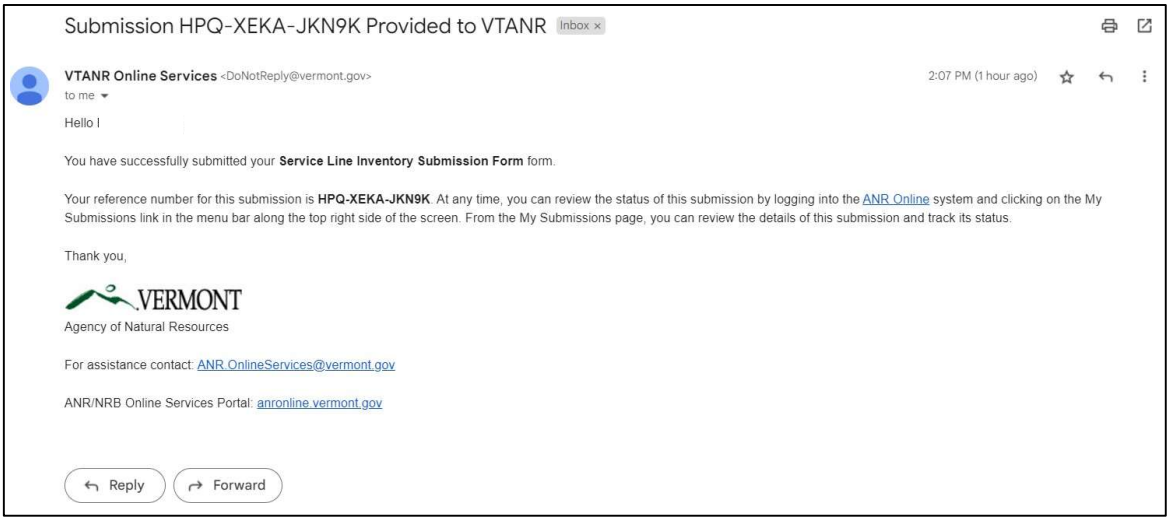
8. Click the Finalize Submission – Submit Form button.



9. You will receive a message that your submission is complete.



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



Reviewer Comments on SLI Submissions:

How to Revise a Submission

1. If a reviewer identifies an error or has a comment on an SLI submission spreadsheet, you will receive an email that indicates what items need to be revised.

Concerning your submission #HPW-EMRD-W6R3K: Service Line Inventory Submission Form

Reply | Reply All | Forward

Thu 7/27/2023 10:04 AM

Hi

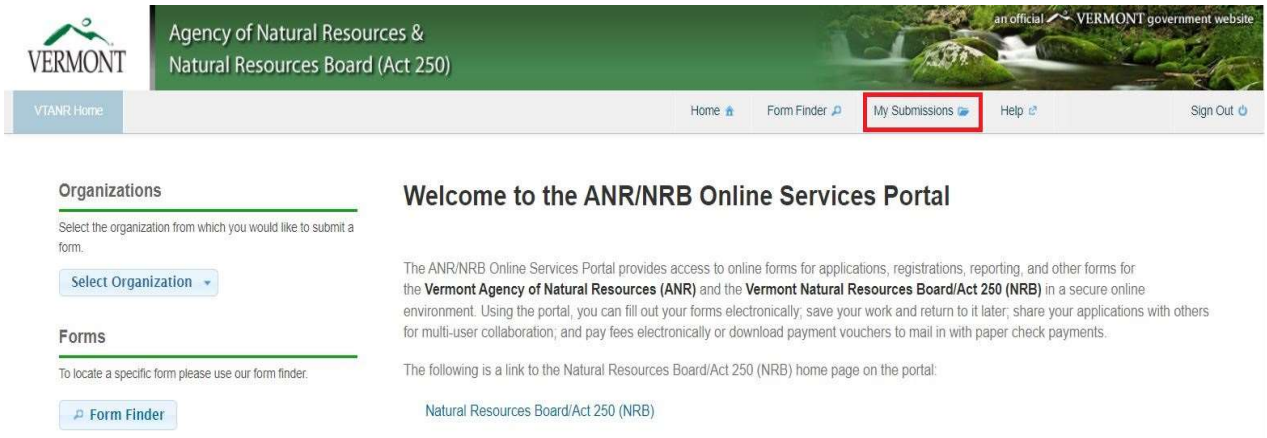
The Division of Drinking Water & Groundwater Protection (DWGPD) has reviewed your Service Line Inventory submission and has the following comments:

Concerning your submission: Service Line Inventory Submission Form: Link to submission: https://anronline.vermont.gov/app/#/submissionversion/dbf150ff-06da-4842-abd2-b16b357230eb/overview

Please revise the dates on the nForm and the Excel Spreadsheet to match.

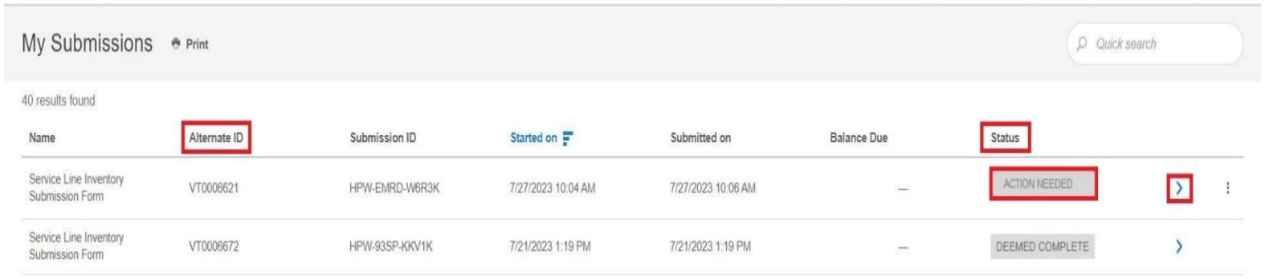
Please respond to the comments and update your submission on ANR Online, and then resubmit for final review.

2. Login to the ANR Online Portal. In the top task bar, click on “My Submissions”.

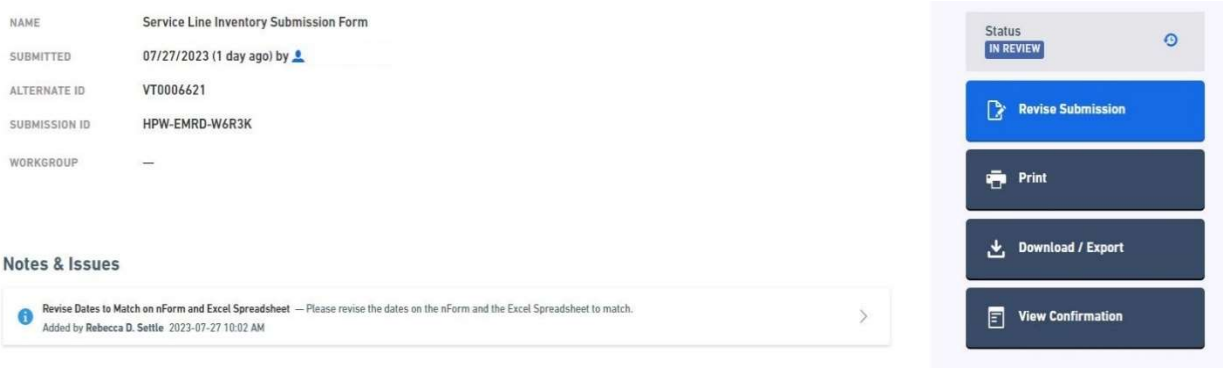


3. All submissions to date will be displayed. You can find the entry that needs to be revised by looking at the “Alternate ID” which is the WSID number associated with the submission, and the “Status” column which will indicate that there is “Action Needed”.

4. Click on the arrow on the far right.

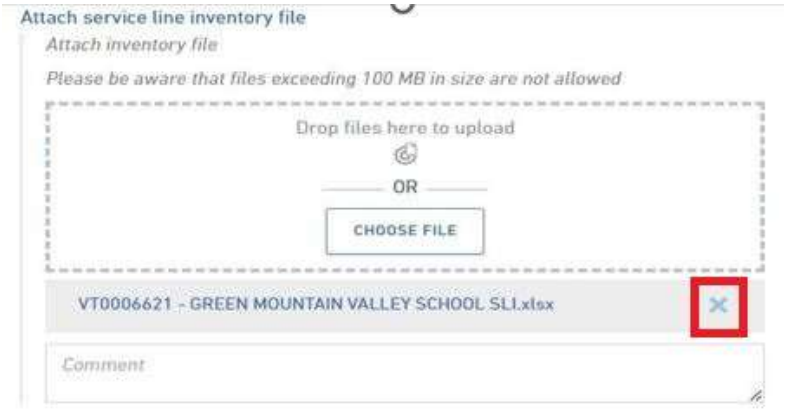


5. In the "Notes & Issues" section, you will see the edits that need to be made to the submission, also called the "nForm".



6. Click on the blue button on the right to "Revise Submission".
   a. Scroll down to the box where you can see the SLI submission.
   b. Click on the submission; it will open in Excel where you can make the required edits.
   c. Save the newly edited spreadsheet on your computer.

7. Click the “x” to erase the old submission. Then “Choose File” to upload the recently updated spreadsheet.



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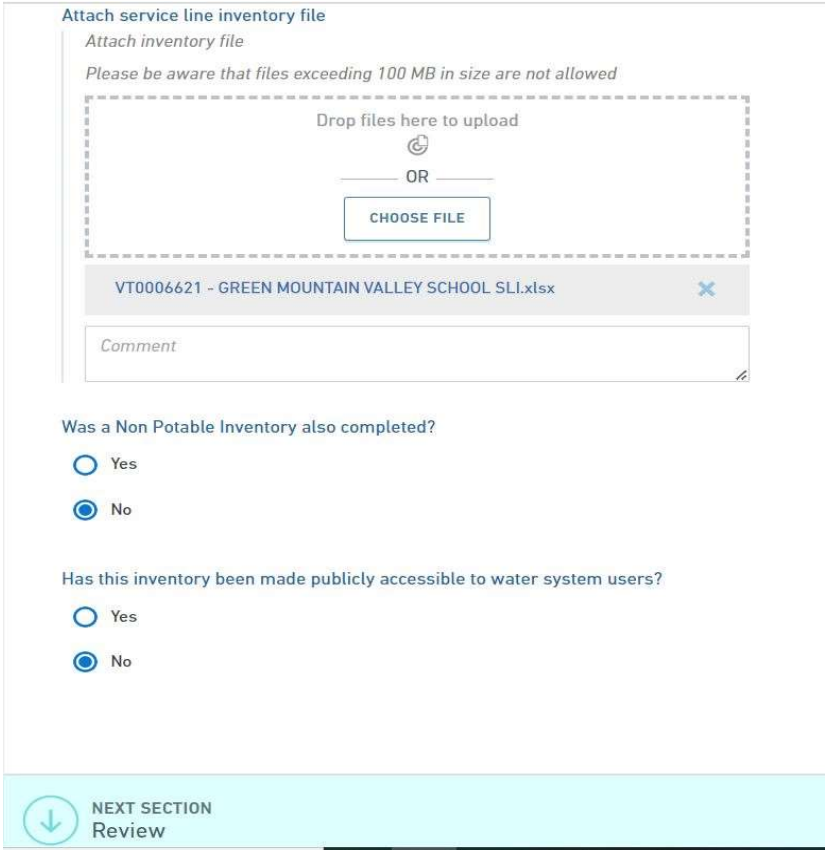

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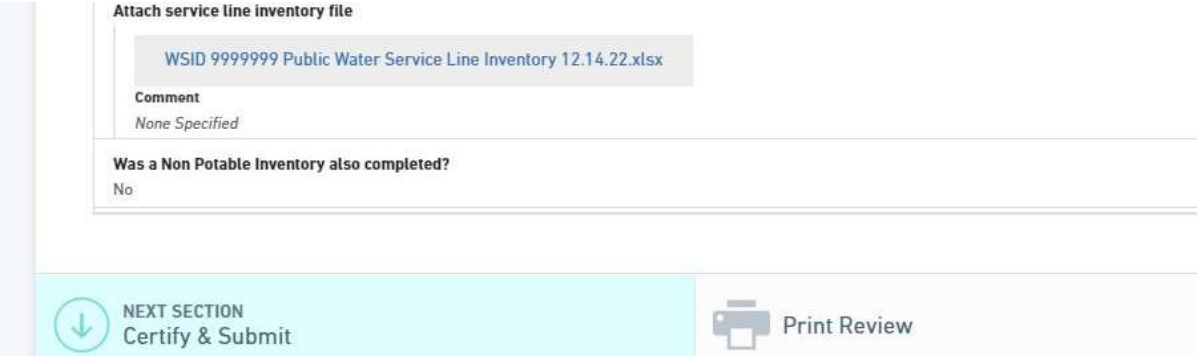

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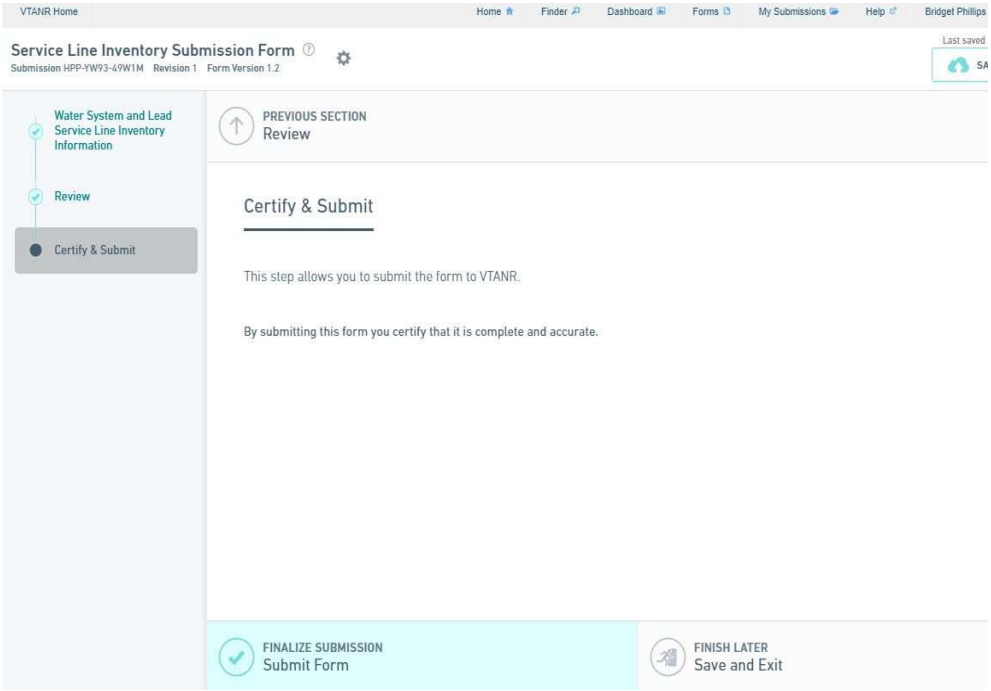

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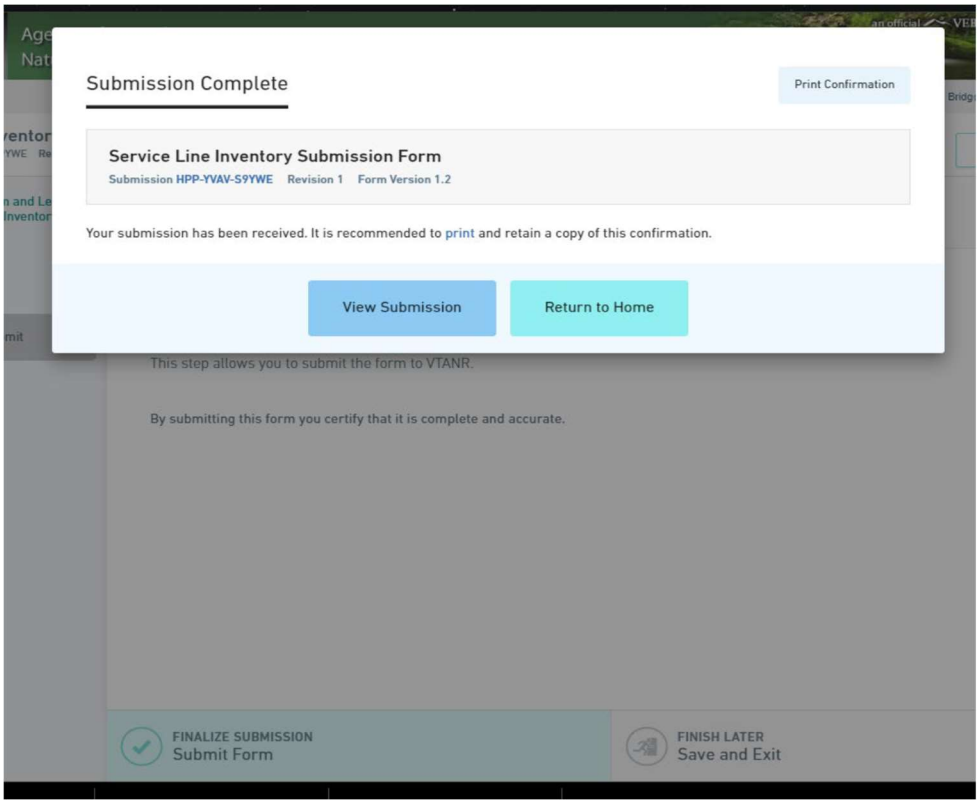
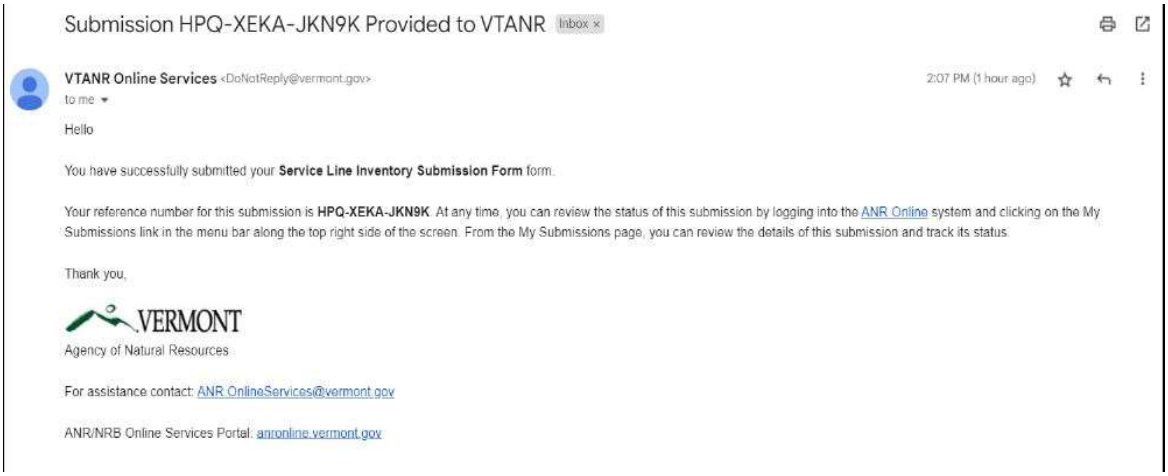
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