

A Guide to Service Line Inventory Submissions via ANR Online

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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.

Form Search

To search, type in what you are looking for and results will appear automatically.

You can search for:

Form names
Keywords
Description of the activity you need to perform

Matching forms will appear in a list below.

Recommended Forms

Based on your description, the following 1 forms may match your needs.

[Service Line Inventory Submission Form](#)

Submission of service line inventories by public water systems

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'.

Service Line Inventory Submission Form

VERSION 1.2

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:

 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”.

FORH VERSION 1.2

Water System and Lead Service Line Inventory Information

Water System ID (WSID)
VT9999999

Water System Name
TEST WATER SYSTEM

Person who completed inventory

Date of Service Line Inventory

Total number of Service lines

Number of Lead Service Lines

Number of Galvanized Lines Requiring Replacement

4. 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

Comment

5. 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

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.

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

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	
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

7. Click 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.

8. 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 the revision is "Revision 1".

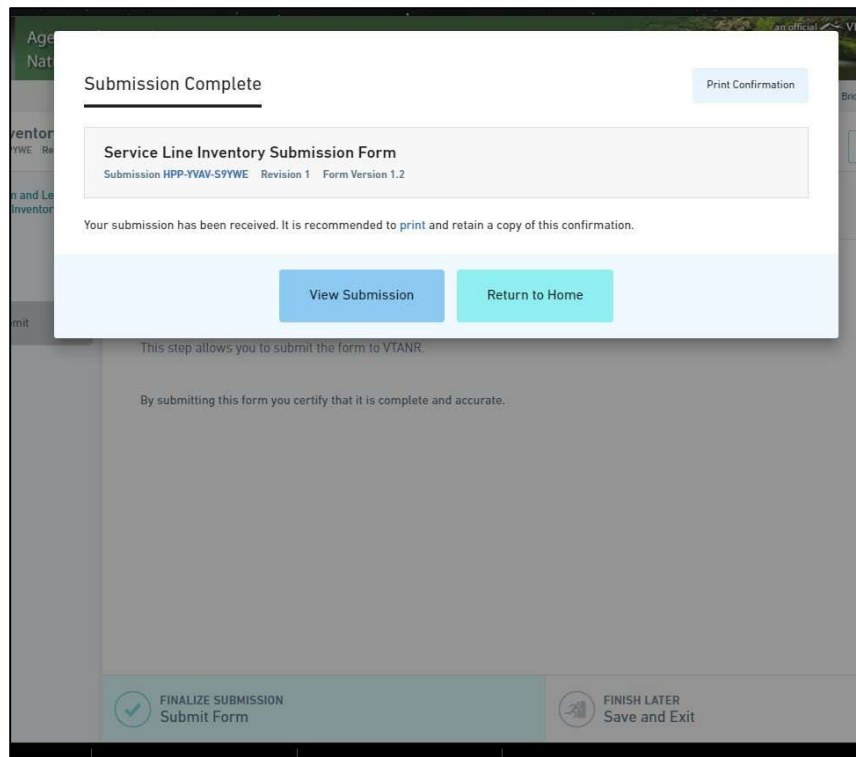
The form is divided into three sections:

- Water System and Lead Service Line Inventory Information:** The first section, which is completed.
- Review:** The second section, which is also completed.
- Certify & Submit:** The current section. It contains the text: "This step allows you to submit the form to VTANR. By submitting this form you certify that it is complete and accurate."

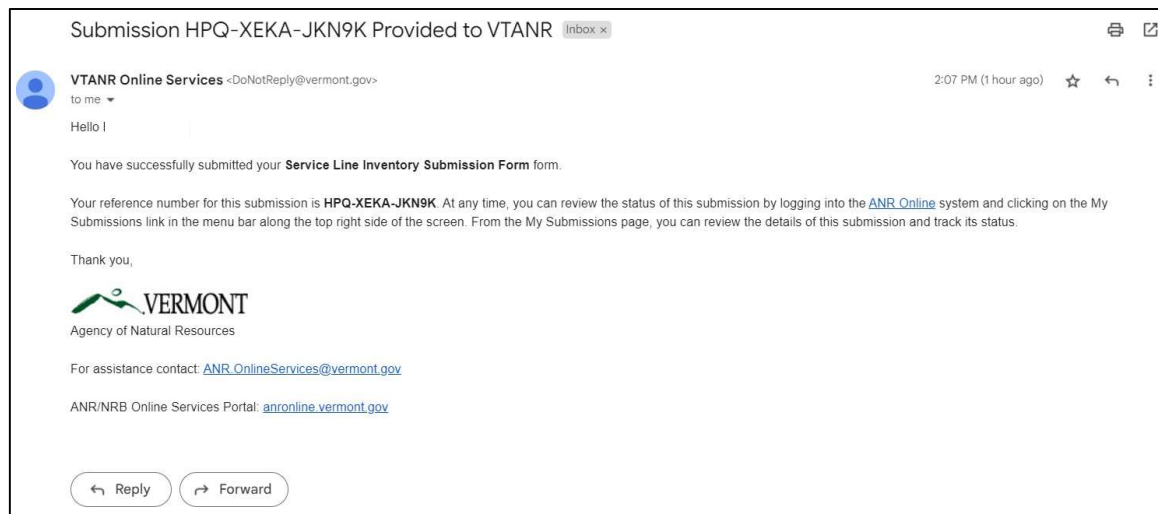
At the bottom of the form, there are two buttons:

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

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

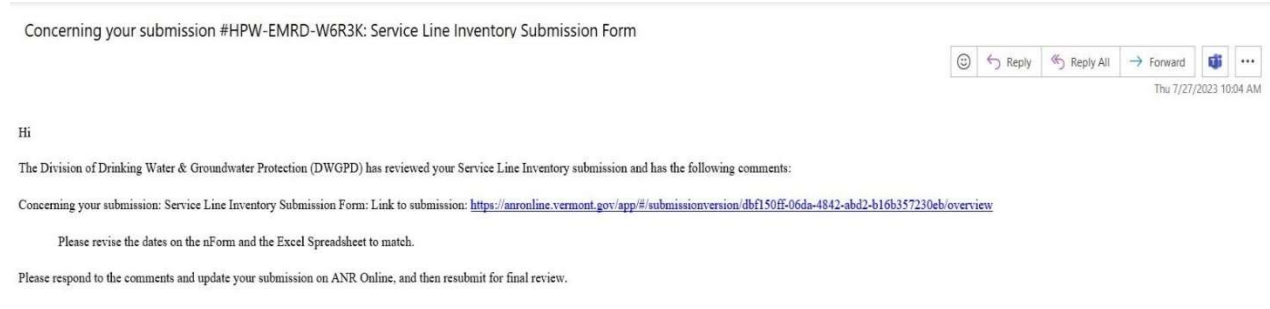


10. A confirmation email that the submission was successful will be sent to the email used to register for ANR Online.

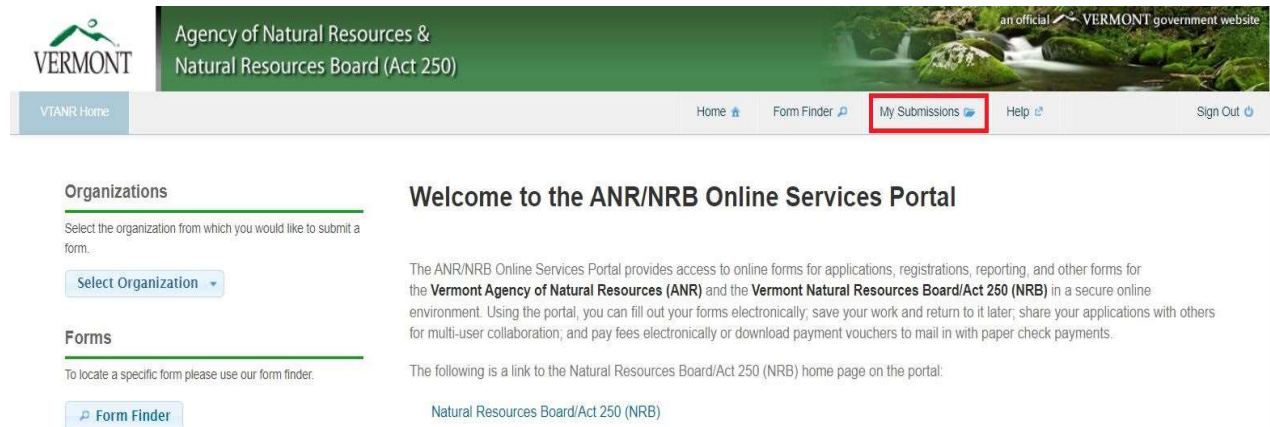


Reviewer Comments on SLI Submissions: How to Revise a Submission

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.



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.

My Submissions [Print](#)

40 results found

Name	Alternate ID	Submission ID	Started on	Submitted on	Balance Due	Status	
Service Line Inventory Submission Form	VT0006621	HPW-EMRD-W6R3K	7/27/2023 10:04 AM	7/27/2023 10:06 AM	—	ACTION NEEDED	>
Service Line Inventory Submission Form	VT0006672	HPW-93SP-KKY1K	7/21/2023 1:19 PM	7/21/2023 1:19 PM	—	DEEMED COMPLETE	>

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

NAME Service Line Inventory Submission Form
SUBMITTED 07/27/2023 (1 day ago) by
ALTERNATE ID VT0006621
SUBMISSION ID HPW-EMRD-W6R3K
WORKGROUP —

Notes & Issues

Revise Dates to Match on nForm and Excel Spreadsheet — Please revise the dates on the nForm and the Excel Spreadsheet to match.
Added by Rebecca D. Settle 2023-07-27 10:02 AM

Status
IN REVIEW

Revise Submission

Print

Download / Export

View Confirmation

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.

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

VT0006621 - GREEN MOUNTAIN VALLEY SCHOOL SLI.xlsx

Comment

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.

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

VT0006621 - GREEN MOUNTAIN VALLEY SCHOOL SLI.xlsx

Comment

Was a Non Potable Inventory also completed?


Yes

No

Has this inventory been made publicly accessible to water system users?

Yes

No

 NEXT SECTION
Review

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

Attach service line inventory file

WSID 9999999 Public Water Service Line Inventory 12.14.22.xlsx

Comment
None Specified



Was a Non Potable Inventory also completed?
No


 **NEXT SECTION**
Certify & Submit

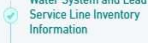
 **Print Review**


10. Click the Finalize Submission – Submit Form button.


VTANR Home Home Finder Dashboard Forms My Submissions Help Bridget Phillips


Service Line Inventory Submission Form  

Submission HPP-YW93-49W1M Revision 1 Form Version 1.2 Last saved  SA

 Water System and Lead Service Line Inventory Information

 Review


 **Certify & Submit**


 **PREVIOUS SECTION**
Review

Certify & Submit

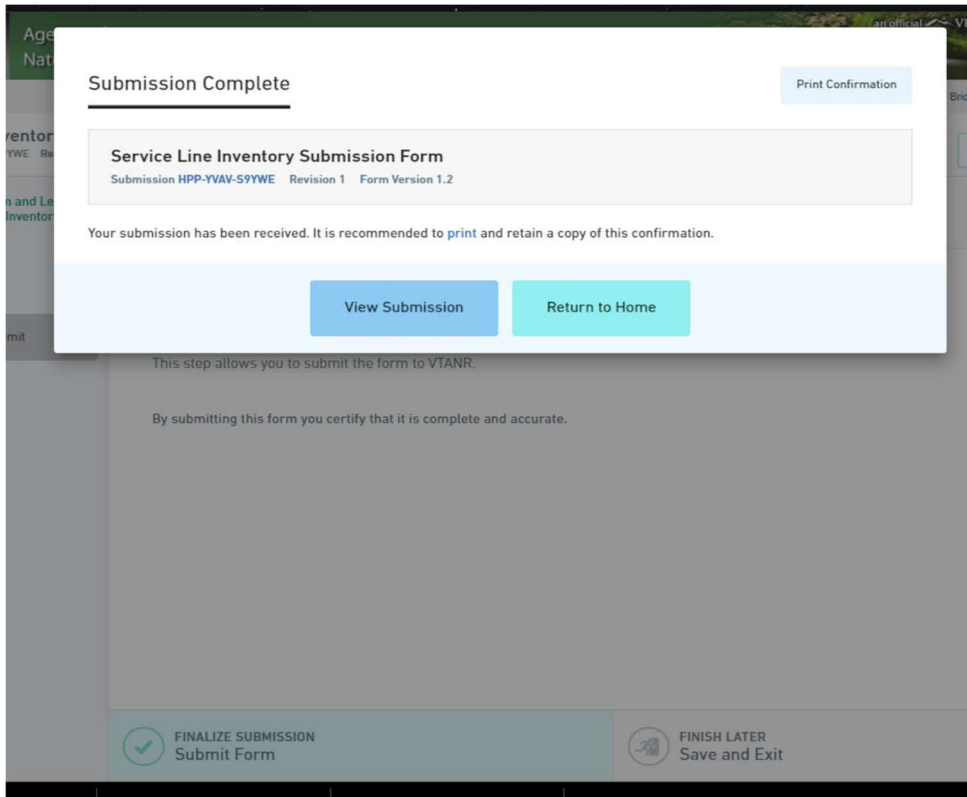
This step allows you to submit the form to VTANR.

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

 **FINALIZE SUBMISSION**
Submit Form

 **FINISH LATER**
Save and Exit

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



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

