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*Agency of Natural Resources*

# Online Application Submittal Instructions

Wastewater System & Potable Water Supply Permit Application

## 1.0 System Overview

### 1.1 Background

The online version of the Wastewater System and Potable Water Supply permit application form has been designed to simplify the process of preparing and submitting the application form, application fees, and supporting materials. The online system assists in completing the application by providing:

- the information you enter on the form gets validated as you move from one page to the next,
- completion of some sections of the application based on information entered in previous sections,
- help text to assist with completion of certain fields or sections of the form,
- links to internet resources to create a project location map in PDF format, obtain center of parcel GPS coordinates, and to identify wetlands, hazardous waste sites, and water source protection areas near the project,
- online payment of application fees by credit card or electronic check,
- electronic submission of application supporting materials, and
- ability to monitor the status of your application through Administrative Complete status.

### 1.2 Projects Which Cannot be Submitted Online

Applications for the following types of projects ***cannot*** be submitted using the online application:

- applications for projects located in delegated towns (currently Charlotte and Colchester),
- applications for project involving construction and/or modification of Indirect Discharge Systems,
- applications that include municipal systems being constructed that were reviewed and funded by the DEC Facilities Engineering Division and projects connecting as part of that process, and
- applications where the Applicant's address is a country other than the United States or Canada.

### 1.3 Context Sensitive Help

There is context-sensitive help available to assist you with completing the application wherever you see this icon ?. Some of this help includes links to information/resources on Agency websites such as the Environmental Interest Locator. The Environmental Interest Locator is an Agency GIS application that can be used to create a location map in PDF format, identify center of property GPS coordinates, and identify any mapped wetlands, water source protection areas, or hazardous waste sites near your project.

## 2.0 Creating and Managing an Account

### 2.1 Creating an Account

All users of the electronic submittal system (eDEC) need to register and create an account before using the system. The account creation process is simple and takes only a few minutes. To get started, go to the eDEC website at http://www.securevtanr.com. In the Login area of the left-hand navigation, click on the "New User Registration" link…

The New User Registration form will open. There are three parts to the registration form; Personal Information, Login Information, and Identification Information. All required fields on the registration form are identified by a red asterisk *****. The red asterisk is used as a required field indicator throughout the eDEC system.

In the Personal Information section you must enter your first and last names, your email address (and enter it a second time to confirm it), and your telephone number, completing the other fields is optional. ***It is important that you keep your account email address updated since it is used by the system and Drinking Water & Groundwater Protection Division Regional Office Program staff to contact you about your applications.*** Instructions for editing your account information are provided below.

In the Login Information section you will choose a username and a password for your account. The username can include any combination of letters (upper and lower case), numbers, and special characters. It is important to note that usernames are case sensitive. Passwords must be at least six characters in length and can include any combination of letters (upper and lower case), numbers, and special characters. It is important to note that passwords are also case sensitive. You will need to enter the password a second time to confirm it.

In the Identification Information section you will indicate whether you want your account to be capable of electronically signing applications in the system. If you are a licensed designer and want to be able to electronically sign applications, answer Yes (if you will only be preparing applications in eDEC and not signing them, answer No). If you answer Yes, the Identification Information area will expand to show additional fields and an electronic signature agreement. You will need to enter your driver's license number (and enter it a second time to confirm it) and indicate the state that issued the license. Then read the Electronic Signature Agreement and check the checkbox indicating that you accept the agreement. Click the Register button to submit the registration form.

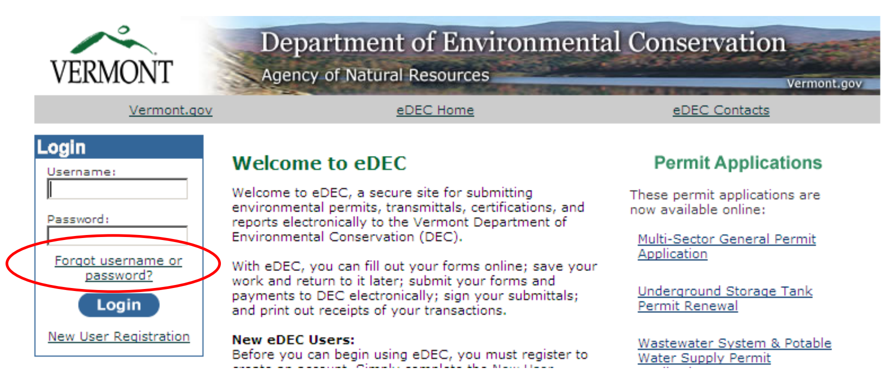
Once the registration form has been submitted, the system will send a message to the email address you specified on the registration form. The message will include a link that you will need to click to validate your email address and activate your account. You should receive this email message within minutes of submitting your registration form. If you don't receive this message, contact the eDEC System Administrator at greg.lutchko@state.vt.us. Once you have clicked on the link to validate/activate your account you can log in and begin using eDEC.

### 2.2 Managing Your Account

There may be times when you want to modify your account information (e.g. change your account email address, telephone number, etc.). To edit your account information, login to eDEC. Then, in the My Account area of the left-hand navigation, click the "Edit Account" link. The My Account page will open displaying your current account information. You can edit any of the information related to your account. You must enter your current password to make any changes to your account information. Once you have made your changes, click the "Change" button at the bottom of the screen. ***Again, it is important that you keep your account email address updated since it is used by the system and Drinking Water & Groundwater Protection Division Regional Office Program staff to contact you about your applications.***

### 2.3 Forgotten Account Username and/or Password

If you forget your account username or password you can have them send to your account email address. To retrieve your username and password, in the Login area of the left-hand navigation, click the "Forgot username or password" link…



The Request Login Information page will open. Enter your eDEC account email address and click the "Submit" button. The system will send your username and password to your account email address. You can then return to the eDEC home page and log in.

## 3.0 Completing and Submitting an Application Online

### 3.1 Creating a New Wastewater System and Potable Water Supply Permit Application

To begin a new Wastewater System and Potable Water Supply permit (WW) application you will first need to login to eDEC. Once logged in, in the New Applications area of the left-hand navigation, click on the "Start a New Application" link. That will take you to the Start a New Application page. Click the "Create a new Wastewater System & Potable Water Supply Permit Application" link. That will take you to the Introduction page for the WW application.

### 3.2 Introduction Page

The first page you see when beginning a Wastewater System & Potable Water Supply permit application online is the Introduction page. This page includes some instructions for using the application and lists the types of projects which cannot be submitted using the online application. You should check that before starting an application for your project. The page also includes a list of six questions that are used to setup the application form for the project.

Question 1 asks which Town the project is located in. The value you enter here is used to pre-fill a couple of fields in the application and it also associates the application with the regional office responsible for reviewing it.

Question 2 asks if the project is exempt from the fee. If you are submitting an application for a project which is fee exempt, check this box. The Fee Amount field on the application will be prefilled with a value of $0.00 and the Fee Details field will be prefilled with a value of "Fee Exempt". You will not be able to change these values on the application.

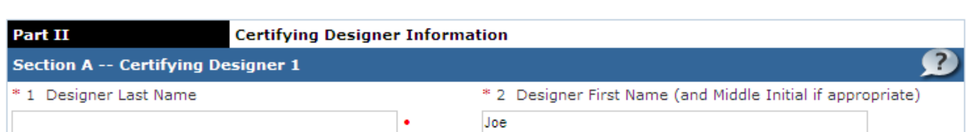
Question 3 asks if the application requires a design certification. The default response to this question is set to "Yes" since most projects require a design certification. If your project doesn't require a design certification, change the response to "No". This will turn off the validation in the form that requires Designer information to be entered.

Question 4 asks if plans are required to be submitted with the application. The default response to this question is set to "Yes" since most projects require plans. If your project doesn't require any plans be submitted, change the response to "No". This will turn off the validation in the form that requires project plan information to be entered.

Question 5 asks if you are ready to validate the application. Most users answer "No" to this question when beginning a new application. This turns off the application's validation, allowing you to skip around to different pages of the application without having to enter all of the required information at once.

Before the application can be submitted, you will need to answer "Yes" to Question 5 and pass through all of the application pages in validate mode. This sets the application up to validate the information you have entered on the form. As you move from one page to the next, the system will validate the information you entered on that page. If any errors are found, they will be displayed on the top of the page in red text and the associated application form fields will have a red dot next to them. You will not be able to proceed to the next page until all of the errors on the page are corrected. This is an example of error text at the top of a page…


This is an example of the associated application form field with the red dot to the right of it…



Question 6 asks what your role is relative to the application. If you are a licensed designer who will be certifying the application, select “Certifying Designer”. This will allow you to electronically sign the application form. If you are preparing the application form but are not a licensed designer who will be certifying the application, select “Form Preparer”. That will allow you to complete and submit the application even though you will not be certifying it.

Once you have answered all six of these questions you can proceed to the first page of the application by clicking the “Next” button at the bottom of the screen. If you decide you don’t want to create the application, just click the “Cancel” button.

### 3.3 Saving and Returning to Your Application

Once you answer the 6 questions on the Introduction page and click the “Next” button at the bottom of the page, the application is created and saved in the system. You can save your changes and close the application at any time by clicking the “Save and Return Later” button at the bottom of any page of the application. To return to an application that you have created and saved, in the New Applications area of the left-hand navigation, click on the “View/Edit Applications” link. This will open your My Applications page which lists all of the applications you have created in the system. To open a saved application, either click the application ID link in the ID column or select Edit from the drop down in the Actions column for the application you want to edit…

| ID | Type | Name | Created By | Last Modified | Status | Actions |
|---|---|---|---|---|---|---|
| 2254 | Wastewater Management | Simpson | Lutchko, Greg | 7/13/2011 | Open | Choose Action<br>Choose Action<br>Edit<br>Attachments |
| 2260 | Wastewater Management | | Lutchko, Greg | 7/13/2011 | Open | |

### 3.4 Attaching Supporting Documents to an Application

At any time after you create and save an application you can begin attaching supporting documents to it. Supporting documents can be submitted by any of the following methods:

- electronically by uploading the files using the online system,
- in paper form sent by postal mail or hand delivered to the appropriate regional office.

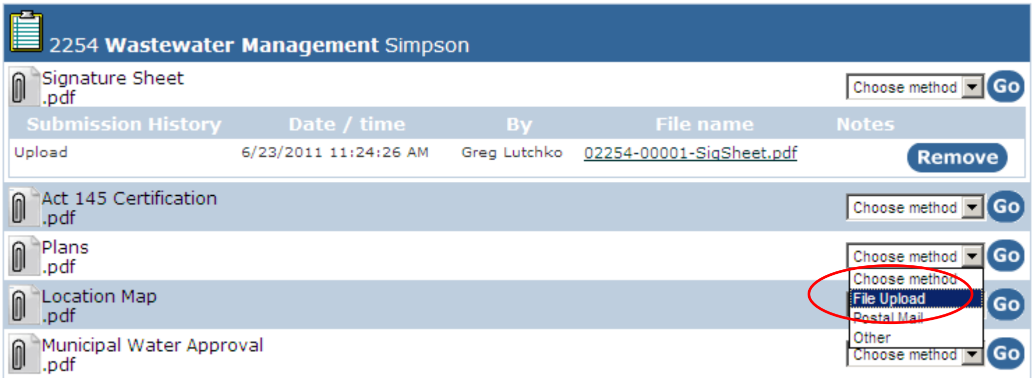
***Before you submit an application, you must either upload any required supporting documents or indicate how those supporting documents will be submitted.*** Supporting documents can be added to an application by accessing the Attachments page for the application. To access the Attachments page, first click the “View/Edit Applications” link in the New Applications area of the left-hand navigation. The My Applications page will open displaying all of your applications in the system. In the Actions column for the specific application you want to add an attachment to, select “Attachments” from the drop down in the Actions column…

| ID | Type | Name | Created By | Last Modified | Status | Actions |
|---|---|---|---|---|---|---|
| 2254 | Wastewater Management | Simpson | Lutchko, Greg | 6/30/2011 | Open | Choose Action<br>Choose Action<br>Edit<br>Attachments |
| 2238 | Wastewater Management | Franklin | Lutchko, Greg | 6/30/2011 | Open | |

The My Attachments page for that application will open. On the My Attachments page, you can either upload supporting documents or indicate how supporting documents will be submitted (e.g. by postal mail or drop off at a regional office). Any supporting documents you want to upload must be in PDF format and follow the [file naming and other guidelines for electronic submittals](). The My Attachments page includes a list of possible attachment types for a WW application (there are more than are displayed in this example)…

| 2988 Wastewater Management | |
|---|---|
| Signature Sheet .pdf | Choose method Go |
| Act 145 Certification .pdf | Choose method Go |
| Plans .pdf | Choose method Go |
| Location Map .pdf | Choose method Go |
| Municipal Water Approval .pdf | Choose method Go |

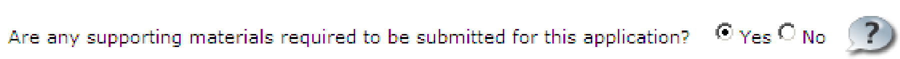
To upload a supporting document, select “File Upload” from the drop down list to the right of the attachment type you want to upload and click the “Go” button. For example, if you want to upload a plan file, select File Upload from the drop down list to the right of the Plans attachment type…




The process for indicating that you will be submitting a supporting material by postal mail or some other method is that same as that used to upload a file except that you will be choosing either Postal Mail or Other rather than File Upload from the drop down to the right of the attachment type.

If you need to remove an attachment that you have added to an application you can do so by clicking the “Remove” button to the right of the attachment. Once an application has been determined to be Administratively Complete by Regional Office administrative staff, you can no longer remove attachments you have added to your application.


Before you submit an application, the system checks to see if any supporting documents have been attached. This check occurs when you leave the Fee Entry page of the application while in validate mode. If no supporting documents have been attached to the application (by any of the three attachment methods of File Upload, Postal Mail, or Other) the system will display an error message indicating that no attachments have been added. In order to complete the application submittal process, you will need to go to the My Attachments page for the application and attach any necessary supporting documents by either uploading them or indicating how they will be submitted. If you are submitting an application for a project that doesn’t require the submittal of any supporting documents, you will still need to access the My Attachments page and indicate that no supporting documents are required to be submitted with the application by changing the response to this question to No…




Supporting documents which are being submitted by postal mail or dropped off at a regional office (including application fees if being paid by check), must be delivered in a single package and include a copy of the Application Submission Receipt. The Application Submission Receipt (ASR) is included as the last page of the PDF version of the application that is available after an application is submitted (see below for how to access the application PDF and associated ASR). Staff in the regional offices will need the ASR to match the supporting documents received via postal mail or dropped off at regional office with the application that was submitted online.

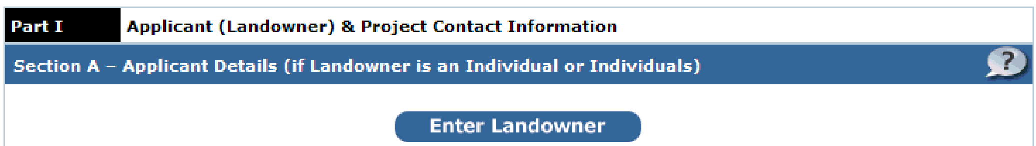
## 3.5 Navigating Through the Application Form

Once you get past the Introduction page, the online application form is the same as the paper form from a content standpoint. Due to its length, the application form has been broken up into a number of pages. When you leave the Introduction page you will be taken to the first page of the actual application. At the top of each page, there is a list of what parts of the form are included on that page. Some pages also include instructions at the top. The following group of buttons is included at the bottom of most pages of the application…

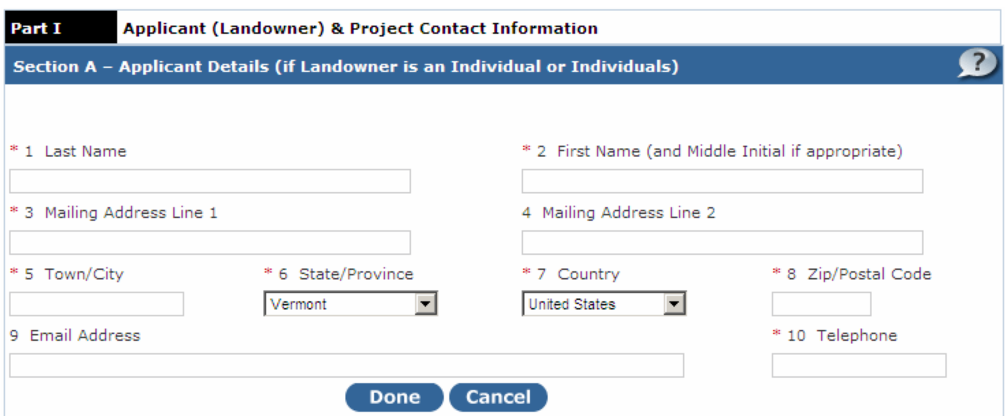

Clicking on the “Back” button will return you to the previous page. Clicking on the “Save and Return Later” button will save and close the application you are currently working on and bring you to your My Applications page. The “Next” button moves you to the next page in the application. When you click on any of these three buttons any data you have entered on the page you are on is saved. It is important that you use these buttons to move through the application and not the Back and Forward buttons in your browser. ***Using the browser buttons may result in the loss of data entered on a page.*** The “Open PDF of Application” button will open a PDF copy of the application that will include all of the data that has been entered in the application form up to that time.

## 3.6 Collapsing Sections

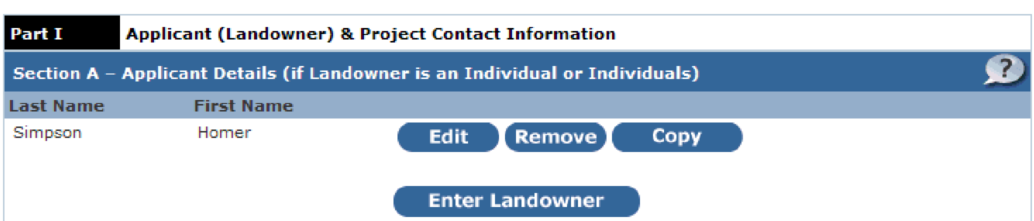
In order to reduce the length of some pages, certain sections of the application form are collapsed, before and after information is entered. For example, this is what the Applicant Details section looks like before any data is entered…




To enter information in this collapsed section, you would click the “Enter Landowner” button. The section will expand to display all of the fields, like this…




When you have finished completing the information, click the “Done” button. If for some reason you don’t want to save the information you entered, click the “Cancel” button. When you click “Done”, the section will collapse and only a limited amount of the information entered will be displayed, for example…



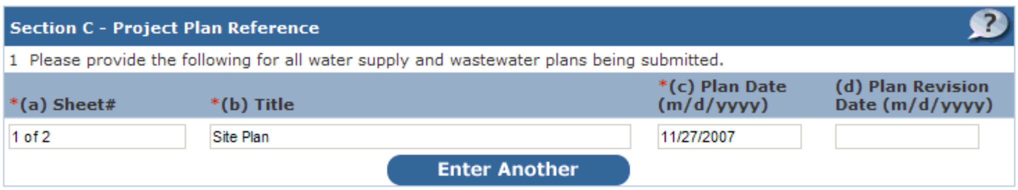

## 3.7 Copy Feature

The online version of the application form includes the ability to copy information you have already entered. For example, if you have a project where the Applicants are spouses, you can enter the first applicant (as shown in the example above) and then copy that applicant’s information by clicking the “Copy” button to the right of that applicant’s name. This will expand the section to display the information entered for the first applicant. Change only the information that is different, in this case first name, and click the “Done” button to add the new Applicant. The section will collapse like this:

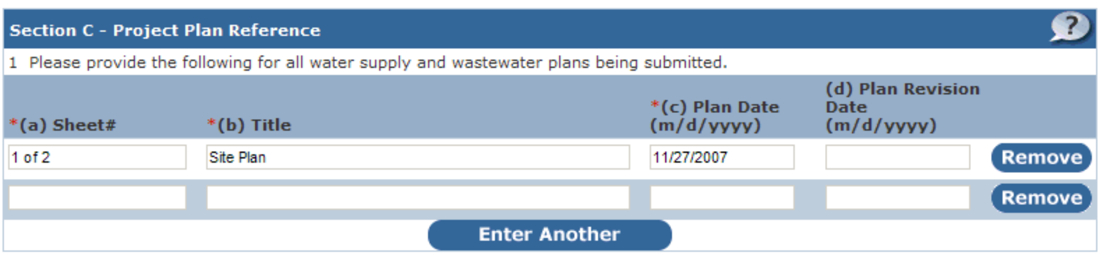

The “Edit” and “Remove” buttons to the right of each entry can be used to modify or remove the information that has been entered.

### 3.8 Add a Row or Field

Some sections provide a single row for information to be entered and allow you to add additional rows as needed, for example…




If you need to add rows to enter additional plans, click the “Enter Another” button. An empty row will be added...




To remove a row, click the “Remove” button.

### 3.9 Screening Questions

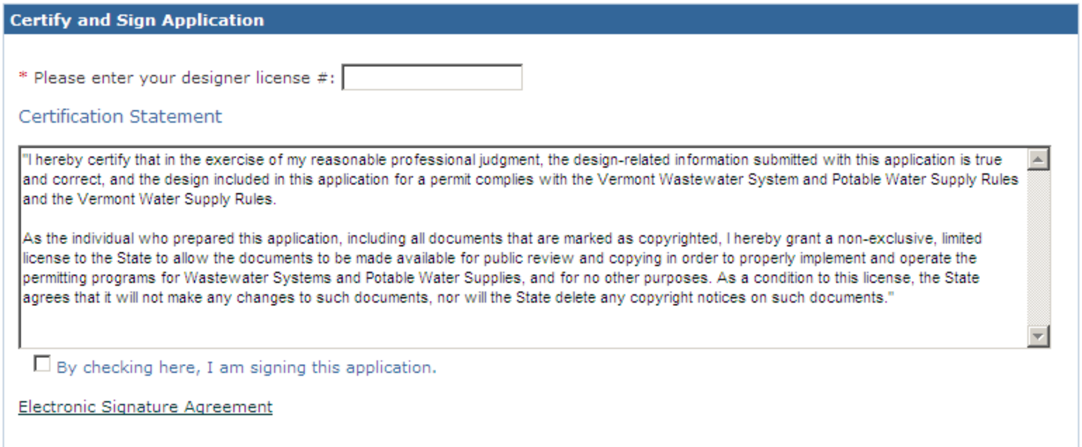
There are three screening questions at the beginning of Parts V and VI where the project’s water supply and wastewater systems are described. If, for example, you answer “No” to all of the screening questions in the water supply part because the project doesn’t involve any water supplies, the system skips the water supply part of the application form and takes you to the wastewater systems part. If you answer “No” to all of the screening questions in the wastewater systems part, the system skips that part and takes you to the Fee Entry page.

### 3.10 Auto Completion

The system completes Parts V and VI, Section D of the application form for you based on the flow information you enter in Section C of Parts V and VI, so you only have to enter the information once.

### 3.11 Designer Certification

If you indicated in Question 6 on the Introduction page of the application that your role for the application was that of “Certifying Designer”, when you click the Next button on the Fee Entry page of the application you will be taken to a page where you can electronically sign the application (if you identified your role as Form Preparer, you will skip the Certification step and move to the Payment page). The certification page looks like this…




You will need to enter your Designer License Number and then check the box under the Certification Statement indicating your intention to sign the application. When you click the "Next" button from the Certification page (or the Fee Entry page if your role for the application is Form Preparer) you will be taken to the Payment page.

### 3.12 Application Fee Payment

The application fee can be paid by credit card, electronic check, or you can choose to send a paper check by postal mail. If you choose to pay by either credit card or electronic check, when you click the "Submit Payment" button you will not only be submitting the payment for the application but also the application form and any supporting materials you have uploaded.

### 3.13 Accessing Your Submitted Application and Uploaded Supporting Documents

After you submit your application you can access a PDF copy of it at any time. A PDF of the application is available on the Summary page (the page displayed right after you submit an application) by clicking the "Open PDF of Application" button. A copy of the application can also be accessed from your My Applications page at any time by clicking the "View/Edit Applications" link in the New Applications area in the left-hand navigation. Once you get to the My Applications page you can access a copy of the application by clicking the ID link in the first column or by selecting "View" from the drop down list in the Actions column. Either of these methods will open a PDF file that contains the application as it was submitted, the Signature Sheet and the Application Submission Receipt. The PDF file opens in a new window so you will need to turn off or bypass any popup blockers you are using before opening the file.

| ID | Type | Name | Created By | Creation Date | Status | Actions |
|---|---|---|---|---|---|---|
| 2778 | Wastewater Management | Simpson | Lutchko, Greg | 8/7/2007 | Pending | Choose Action |

You can also access any supporting documents you have uploaded for an application by selecting "Attachments" from the drop down list in the Actions column.

### 3.14 Signature Sheet

The system produces a Signature Sheet once an application has been submitted. The Signature Sheet will be the second to last page of the PDF of the application form that is available after submittal (see above for how to access the application PDF). Signatures need to be obtained for both the Applicant(s) and Certifying Designer(s). The system provides for a single Certifying Designer to sign the application electronically. If a designer is completing an application and chooses "Certifying Designer" as their role for the application in question 6 on the Introduction page, the system will include that designer's electronic signature on the Signature Sheet. The system will also write the names of the second Certifying Designer (if any) and all Applicants listed in the application on the Signature Sheet. The necessary signatures should be obtained on the sheet and then the sheet can be either uploaded as an attachment to the application, submitted via postal, or dropped off at the appropriate regional office. The preferred method of submittal is for the Signature Sheet to be scanned and attached to an application as a file upload. Again, if the Signature Sheet is being submitted by postal mail or dropped off at a regional office a copy of the Application Submission Sheet should be included so that Regional Office administrative staff can match the Signature Sheet up with its associated application.

# 4.0 Application Review

## 4.1 Administrative Review

Once you have submitted your application it will be reviewed for administrative completeness by regional office administrative staff. ***It is important to note that an application will not be reviewed until all of the necessary supporting materials have been received including all applicant signatures, any necessary supporting documents and the application fee.*** If a problem is found with your application during administrative review you will typically be notified via email so it is important that you keep your account email address current in the system. If the problem is with something you entered incorrectly on the application (e.g. fee amount), the application can be re-opened by Regional Office administrative staff and you can correct the application and resubmit it. Once the application has been reviewed and determined to be administratively complete, the administrative staff will accept the application and the application status will change from “Pending” to “Administratively Complete” (see below for checking the status of your application). Once the status changes to Administratively Complete the application can no longer be reopened and edited.

## 4.2 Checking the Status of Your Application

You can check the status of your application in the eDEC system at any time by going to your My Applications page. To get to your My Applications page, in the New Applications area of the left-hand navigation, click on the “View/Edit Applications” link. An application in the system can be in one of the following three states:

- **Open** – The application has either been created and not yet submitted, or has been submitted but re-opened by Regional Office administrative staff due to a problem with the application (e.g. the fee amount is incorrect).
- **Pending** – The application has been submitted but has yet to be determined Administratively Complete by Regional Office administrative staff. This is either because all of the required materials haven’t been received or these materials have been received but Regional Office administrative staff have not yet reviewed the package.
- **Administratively Complete** – The application, signature sheet, supporting materials and fee have all been received and reviewed by Regional Office program staff and the application package has been determined to be Administratively Complete and ready for technical review.

## 4.3 Regional Office Contact Information

If you have questions about your application please contact the regional office covering the town in which your project is located.

| Office | Phone | Fax |
|---|---|---|
| Barre | 802-476-0190 | 802-476-0131 |
| Essex | 802-879-5656 | 802-879-3871 |
| Rutland | 802-786-5900 | 802-786-5915 |
| Springfield | 802-885-8855 | |
| St. Johnsbury | 802-751-0130 | 802-748-6687 |