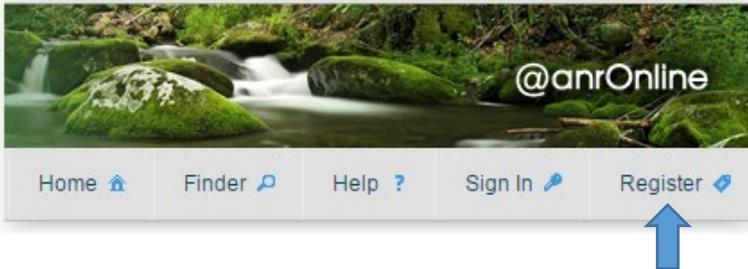


Completing and Submitting a Well Drilling Report in ANR Online

Follow these steps if you have not previously established an ANR Online account. Each person who will be using the system should set up their own account.

Preferably using Chrome  as your Web browser, navigate to: <http://anronline.vermont.gov/>

Click on the 'Register' tab and follow through with entering the required information.



The Register button is only for use to establish an account in the ANR Online system; afterwards, you will need to 'Sign In' using your username (email) and password that you have set up.

Set up the users at your firm that will have the authorization necessary for completing your reports.

The Well Driller forms are structured to allow only the necessary users with access to a specific QI's information. Please send an email to ANR.OnlineServices@vermont.gov, letting us know what usernames (email addresses) should be associated with the QI at your firm. Instructions for other staff members to begin a form and then share it for submission by the QI are found on the individual forms.

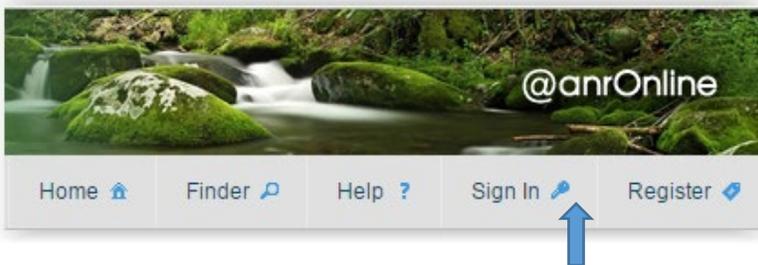
Once your ANR Online account is set up and the necessary permissions are in place for your staff, follow these steps to submit one of the Well Drilling Reports:

Preferably using Chrome  as your Web browser, navigate to the Report you need to complete and sign in:

[Well Completion Report](#) – to report the drilling (and hydrofracturing if appropriate) of a new well.

[Well Deepening and Hydrofracturing Report](#) – to report subsequent expansion of an existing well.

[Well Closure Report](#) – to report the closure/abandonment of a well.



Begin by reviewing the information on the Instructions page of the form.

Well Completion Report

VERSION 1.1

INSTRUCTIONS

Welcome to the new online form for reporting well completions.

Please take note:

- Wells must be tagged within 30 days of completing the well
- This form must be completed and submitted within 90 days of well completion.

All new drinking water wells require Permits and plans showing the well location (with only one exemption, see below). **The well must be constructed at this location, unless the owner obtains an amended permit showing a different location.** It is the owner's responsibility to have the well location accurately located on the site and clearly marked for the well driller to easily find.

Exemption – The ONLY exemption from needing a Permit is when a single family residence on its own lot needs to replace a failed potable water supply. The installation of the well needs to comply with the Wastewater System and Potable Water Supply Rules and the Vermont Water Supply Rule as closely as the site allows. The well isolation distances, the final well location, and the use of additional protective measures shall be discussed with the well owner, and agreed to, before well construction. The well owner and the well driller shall both sign the following form: "Exemption Form for Construction of a Replacement Water Supply Serving Only One Single Family Residence on its Own Individual Lot".

Dept of Health Fact Sheet: The Dept. of Health has available 'Testing Drinking Water from Private Water Supplies' handout sheets.

CONTACT INFORMATION

Contact

Vermont Department of Environmental Conservation
Drinking Water and Groundwater Protection Division
1 National Life Drive, Main 2
Montpelier, VT 05620-3521

CONTACTS

Heather Campbell : Heather.Campbell@vermont.gov
Phone : 802-585-4893
Scott Stewart : Scott.Stewart@vermont.gov
Phone : 802-585-4910
Rodney Pingree : Rodney.Pingree@vermont.gov
Phone : 802-585-4912

ADDITIONAL LINKS

DEC Well Drillers Licensing and Reporting
Well Completion Report Instructions
Using ANR Online - General Guide

For Well Completion Reports, your submission is started when you enter your QI license number in the box provided. For Well Deepening or Well Closure Reports, you will provide the number of the original Well Completion Report, and then select the town in which the well is located. This initial entry of an identifying number will pre-fill further sections of the form for you with either your QI information (Well Completion) or the prior information submitted about the well's location and construction (Deepening and Closure).

License Number of the Qualified Individual reporting this well's completion



NUMBER OF ORIGINAL WELL COMPLETION REPORT

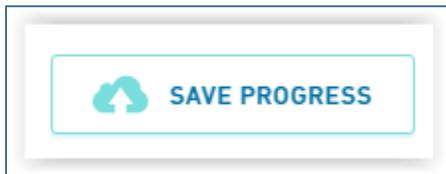
WELL TOWN



The form is now ready for entering necessary information. You may wish to save the submission and rename it so that it is easier to distinguish each report. To do so, note the submission number, save the

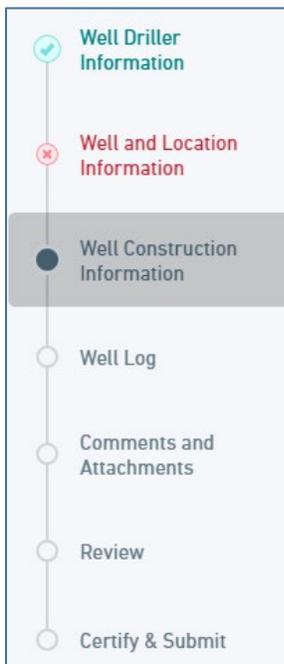
form, and then open your 'History' tab. You can sort on the 'Created' column until the most recently begun submission is at the top of the list. Simply click on the Description ('Well...Report') and the name becomes editable. You may then rename in a way that will help you determine which report each one is – this is for your use only and will not affect the submission name generally seen by the Well Drilling Program staff.

Submission #	Alternate ID	Created	Submitted	Submission Name	Status	Locked	Actions
HNQ-VSGF-5W0RN		06/28/2019 09:25 AM		Well Completion Report	Draft	No	  
HNQ-VSGF-5W0RN		06/28/2019 09:25 AM		Jones Well Completion Report	Draft	No	  

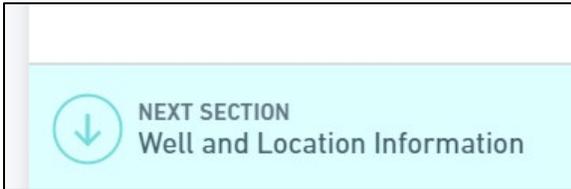


You can use the 'Save Progress' button at any point during completing the form; even without using this button, your changes are automatically saved as you navigate between the form sections.

Form Navigation is controlled through two possible interfaces. One is the 'Form Sections' list on the left of the screen, which indicates sections visited and complete (blue check), sections visited but not yet complete (red x), and sections not yet visited (white circle). The section you are on will be indicated by a filled-in gray circle.



The other way to navigate through the form is by scrolling to the bottom of the screen and clicking on the 'Next Section' or 'Previous Section' buttons.



If you leave the form and return to finish it later, you will sign into [ANR Online](#) and use your 'History' tab to locate the submissions that you have created. Both your 'draft' and 'submitted' forms will be listed.

History

Total records: 299 Filtered total: 52 Page total: 10

Filter: well

Submission #	Alternate ID	Created	Submitted	Submission Name	Status	Locked	Actions
HNQ-VSGF-5W0RN		06/28/2019 09:25 AM		Jones Well Completion Report	Draft	No	  
HNP-SBAH-HQ43D		05/15/2019 01:27 PM		Well Closure Report	Draft	No	  
HNP-S80Y-BGSSG	KENNETH C LYNDE	05/15/2019 10:18 AM	05/15/2019 10:46 AM	Well Completion Report	Deemed Complete	No	

Use the 'Edit' button to continue completing your 'draft' Well Report.



Once submitted, the report will be listed in your history without the "Edit" or "Delete" icons available.

Once you have submitted a Well Report, you may find it in your 'History' list and use the 'View' button to see where it is in the approval process. In the example above, the submitted report has been reviewed and finalized, as noted by the 'Deemed Complete' status.

Revising a Previously Submitted Well Report

There may be instances where, during Program review, further information is needed and a revised Report must be submitted. You will receive an email letting you know that a revision is required. Follow these instructions if this become necessary.



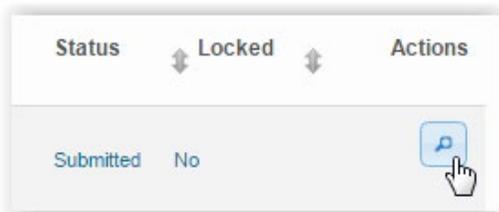
History

Total records: 299 Filtered total: 1 Page total: 1

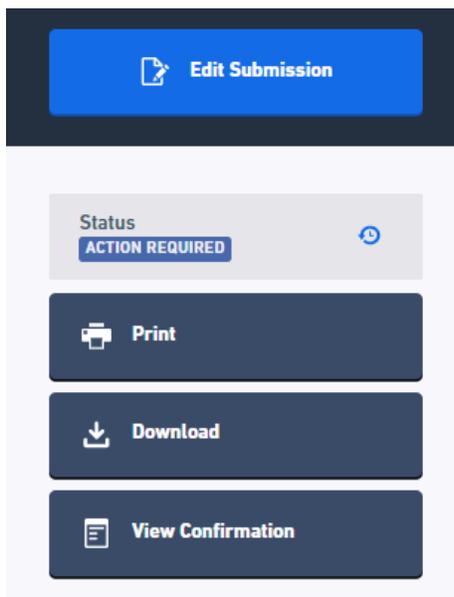
Filter: HNJ-P4QB-62PBJ x

Submission #	Alternate ID	Created	Submitted	Submission Name	Status	Locked	Actions
HNJ-P4QB-62PBJ	321	11/29/2018 01:09 PM	11/29/2018 01:10 PM	Well Deepening or Hydrofracturing Report	Action Required	No	

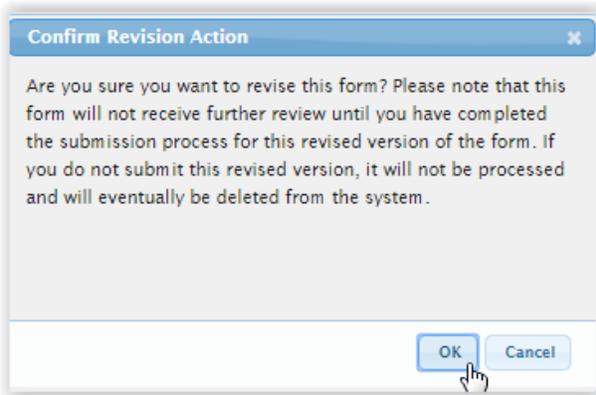
Use your history tab and the subsequent access to filtering your submissions to locate the submission in need of revision. The submission # will be in the email you receive.



Click on the 'View' icon.

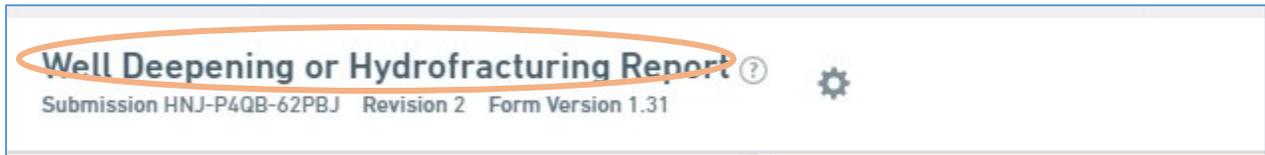


Click on the 'Edit Submission' button.



You will see a confirmation notice.

You will receive an email related to creating the revision.



Notice that when you are working on the Revision, you will see the same Submission #, followed by the revision you are working on.

Submission #	Alternate ID	Created	Submitted	Submission Name	Status	Locked	Actions
HNR-EVH3-CE62P	366	08/29/2019 04:09 PM		Well Closure Report	Draft	No	 

The revision number will not show up in your history list, but when you view the Submission, you will see the revision history and be able to compare the different versions.

Well Closure Report
ID # HNR-EVH3-CE62P **REVISION 2 (DRAFT)** [Continue Editing Submission](#)

Summary	Revisions	Compare
Review	Revision 2 (viewing) 08/29/2019	Compare
Revisions	Revision 1 08/29/2019	VIEW
Processing		