



The Vermont Hauler Notification System Users Guide

What is it?

The [Vermont Hauler Notification System](#) is designed to allow operators of wastewater treatment facilities to send notifications to waste haulers and to other facility operators about the facility's capacity to receive hauled wastes.

Why use it?

As an example, if a wastewater facility must shut down septage receiving due to maintenance, the operator can send a notification to septage haulers, as well as to other wastewater operators, who have signed up to receive notifications via text or email. This will hopefully help haulers reroute or avoid arriving at a facility only to learn the facility cannot accept their waste load. It may also help other facility operators prepare for increased demand if a facility in their region is not accepting wastes.

Who should sign up?

- Waste Haulers who transport to Vermont Wastewater Treatment Facilities
- Septage Haulers operating in Vermont
- Operators/regs of Vermont Wastewater Treatment Facilities that accept hauled wastes

How to sign up? Follow the attached [User's Guide](#) for instructions on how to:

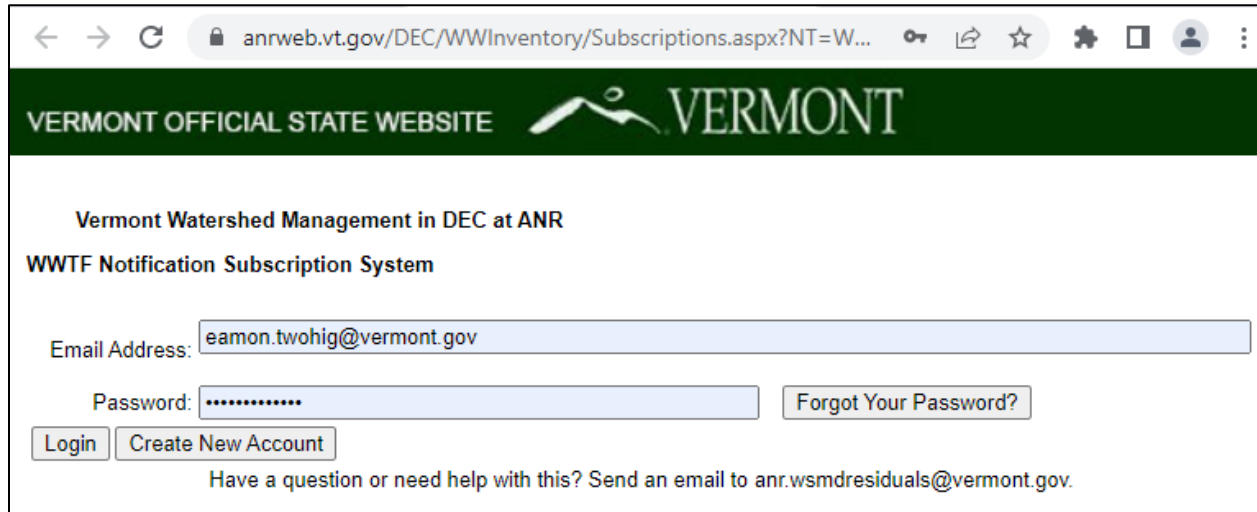
1. Register as a hauler/operator to receive notifications
2. Register as wastewater treatment facility operator to be able to sign up to send notifications for your facility
3. Instructions on how to send notifications

Need assistance? Contact the Vermont DEC Residuals Management Program at 802-490-6189 or via email at ANR.WSMDResiduals@vermont.gov

How to Register to Receive Notifications (for Haulers and WW operators):

1. Use this link or type into web browser:

<https://anrweb.vt.gov/DEC/WWInventory/Subscriptions.aspx?NT=WWTF>



The screenshot shows a web browser window with the URL anrweb.vt.gov/DEC/WWInventory/Subscriptions.aspx?NT=W.... The page header includes "VERMONT OFFICIAL STATE WEBSITE" and the Vermont state logo. The main content area is titled "Vermont Watershed Management in DEC at ANR" and "WWTF Notification Subscription System". It features a login form with the following fields and buttons:

- Email Address:
- Password:
- Forgot Your Password?
- Login
- Create New Account

Below the form, there is a link: "Have a question or need help with this? Send an email to anr.wsmresiduals@vermont.gov."

2. This is the login page to the WWTF Septic Hauler Subscription area.

- If you have an existing Subscription to receive Notifications for Public Alerts, Sewage Overflows and/or Unpermitted Discharges, you just reuse that email address and password and click LOGIN.
- If have already setup a Subscription for WWTF Septic Hauler Notifications, just enter the email address and password and click LOGIN.
- If you have a Subscription and have forgotten your password, click FORGOT YOUR PASSWORD and follow the instructions.
- If you don't have a Subscription, click "CREATE NEW ACCOUNT" and follow the instructions.

3. Once you have successfully logged in, you will see a list of Wastewater Facilities that accept hauled waste. Click the check box next to any facilities you wish to receive notifications from.

WWTF Notification Subscription System

Email Address: Eamon.twohig@vermont.gov

Receive Notifications From:

<input checked="" type="checkbox"/>	Facility Name
<input checked="" type="checkbox"/>	Barre City
<input type="checkbox"/>	Bellows Falls
<input checked="" type="checkbox"/>	Bennington
<input type="checkbox"/>	Brattleboro
<input checked="" type="checkbox"/>	Burlington North
<input type="checkbox"/>	Burlington River
<input checked="" type="checkbox"/>	Canaan
<input type="checkbox"/>	Castleton
<input checked="" type="checkbox"/>	Essex Junction
<input type="checkbox"/>	Hartford - WRJ
<input checked="" type="checkbox"/>	Middlebury
<input type="checkbox"/>	Milton
<input checked="" type="checkbox"/>	Montpelier
<input type="checkbox"/>	Newport City
<input checked="" type="checkbox"/>	Orwell
<input type="checkbox"/>	Pownal
<input checked="" type="checkbox"/>	Richmond
<input type="checkbox"/>	Rutland
<input checked="" type="checkbox"/>	Shelburne 2 (Harbor Rd)
<input type="checkbox"/>	South Burlington - Airport Parkway
<input checked="" type="checkbox"/>	Springfield
<input type="checkbox"/>	St Albans City
<input checked="" type="checkbox"/>	St Johnsbury
<input type="checkbox"/>	Whitingham

4. At the bottom of the SAME page, choose how you wish to receive notifications (via email or via text message). Click the box next to your email to receive email. Click “Enter Phone Number” to set up notifications via text message. You may choose both options. Remember to click the SAVE button at the bottom of the page to update your preferences.

Send Me Notifications Via

Email Address: at Eamon.twohig@vermont.gov

Text Message: NOTE: To receive notifications via text messages, you need to enter a phone number.

Have a question or need help with this? Send an email to ANR.WSMD@vermont.gov.

5. To receive Text Messages, enter your mobile phone number into the field, select your wireless service carrier from the drop-down menu, and click “Send Phone Confirmation Code” and to receive a code via text to your mobile phone. Enter the Confirmation Code into the field and click “Save”.

Vermont Watershed Management in DEC at ANR

WWTF Notification Subscription System

To add a phone number to your account you must confirm access to this number. After entering your phone number and carrier press the SEND PHONE CONFIRMATION CODE and a text message will be sent to this number. Enter that code in the confirmation code field and SAVE. If you leave this page you will need to request a new confirmation code.

Phone Number To Send Text Messages To:

Carrier:

Confirmation Code

Have a question or need help with this? Send an email to ANR.WSMD@vermont.gov.

6. You have now completed the registration process to RECEIVE notifications. At any time, you can log back into your Subscription and adjust the facilities you receive notifications for and how you receive them (email/text message).

**To SEND Notifications as a Representative of a Vermont Wastewater Facility,
proceed to the next page.**

How to Register to Send Notifications (for WW operators/ reps):

1. Follow Steps 1-4 on pages 2 and 3 in the previous “How to Register to Receive Notifications” Users Guide. At the bottom of the page as show below in the screen shot, click on the “Set Facility I Can Send Notifications For” button.

Send Me Notifications Via

Email Address: at Eamon.twohig@vermont.gov

Text Message: NOTE: To receive notifications via text messages, you need to enter a phone number.

Have a question or need help with this? Send an email to ANR.WSMD@vermont.gov.

2. Use the Drop-down list to select the facility you will be sending notifications for and click the “Request Authorization” button.

Vermont Watershed Management in DEC at ANR

WWTF Notification Subscription System

To Send Notifications For a Facility You Have To Be Authorized (A Vermont State Employee Needs To Confirm You Should Be Allowed To Do This).

To Obtain Authorization, Select Your Facility And Press The Request Authorization Button

Facility Authorized To Send Notifications For: Last Notification Sent =

Have a question or need help with this? Send an email to ANR.WSMD@vermont.gov.

3. A request will be sent to Vermont DEC who will confirm your affiliation with the wastewater treatment facility. If you are deemed to be a representative of the facility selected, you will receive an email indicating that authorization has been granted.
4. After receiving an email confirming your authorization, log back into the system and follow Step 1 above to return to the page with the list of facilities. At the BOTTOM of the page, click the link for “Create Notification to Send”

Send Me Notifications Via

Email Address: at Eamon.twohig@vermont.gov

Text Message: NOTE: To receive notifications via text messages, you need to enter a phone number.

Have a question or need help with this? Send an email to ANR.WSMD@vermont.gov.

5. Select the Notification Category from the drop-down list (see screen shot below):
 - a. Not Currently Accepting Septage
 - b. Not Currently Accepting Any Hauled Wastes
 - c. Not Currently Accepting Portable Toilet Waste
 - d. Not Currently Accepting High Strength Wastes
 - e. New Information From Facility

6. Select the Notification Type from the drop-down list (see screen shot below):
 - a. Daily Capacity Reached
 - b. Daily Capacity nearly reached – call WWTP prior to delivery of waste
 - c. Facility Closure – Planned Maintenance
 - d. Facility Closure – Unplanned Maintenance
 - e. Other Restrictions

7. Select the “Anticipated ReOpening” based on the drop-down menu (hours, days, unknown) and enter in the number of days/hours, if known (see screen shot below):

8. Use the text box to communicate additional information.

Vermont Watershed Management in DEC at ANR

WWTF Notification Subscription System

This Notification Will Be Prefixed With => WWTF Montpelier Sends Notification:

Standard Notification Category:

Standard Notification Type:

Anticipated ReOpening In:

Append To Bottom of Notification To Send:

The septage receiving tank is undergoing maintenance due to "X" and will reopen to receive septage tomorrow morning at 7am.

Have a question or need help with this? Send an email to ANR.WSMD@vermont.gov.

9. Click “Send Notification to Recipients”