Environmental Notice Bulletin (ENB)
Public Training Manual

A. Important Links for More Information:
1. Department of Environmental Conservation ENB website-
   http://dec.vermont.gov/permits/enb

2. ENB Frequently Asked Questions website- http://dec.vermont.gov/permits/enb/general

B. Background Information

1. Based upon legislation passed as Act 150, the DEC has redesigned and enhanced the Environmental Notice Bulletin (ENB2), an external website for public notices. DEC issues many different types of permits, and the ENB2 is meant to streamline public noticing across programs as well as increase transparency and public engagement during the review process.

   The ENB2 will post environmental proposals, draft decisions and final decisions made by DEC. Most notices will represent environmental permits, however, the ENB2 will also notice important issues not requiring a permit, such as corrective action plans and dam safety orders. ENB refers to all applications as "activities".

   Applicants and members of the public will be able to view any activity on public notice as well as make comments and follow activities step-by-step throughout the review process. The ENB2 will be the exclusive form of public noticing for most programs within the Department.

2. Act 150 created five different activity types or categories:

   a. *Type 1: Federal Individual and General Permits under Clean Air and Clean Water Acts*
      i. Applicant provides notices to adjoining property owners and program receives certification of this with the application;
      ii. Minimum 30-day public comment period;
      iii. Meetings can be requested any time during the comment period.
      iv. Public meeting must be announced for at least 30 days prior to the meeting date.
      v. Post meeting public comment period lasts at least 7 days after the meeting.
      vi. Notice is posted to ENB with the final decision and response to public comments if comments were received.

   b. *Type 2: State Individual Permits*
      i. Applicant provides notices to adjoining property owners and program receives certification of this with the application;
      ii. Minimum 30-day public comment period;
      iii. Meetings can be requested within 14 days of draft decision;

   iv. Public meeting must be announced for at least 14 days prior to the meeting date.
   v. Post meeting public comment period lasts at least 7 days after the meeting;
   vi. Notice is posted to ENB with the final decision and response to public comments if comments were received.

  c. *Type 3: State General Permits & Certain Listed Individual Permits*
   i. No notice to adjoining property owners required;
   ii. Minimum 30-day public comment period;
   iii. Meetings can be requested within 14 days of draft decision;
   iv. Public meeting must be announced for 14 days+ prior to meeting date;
   v. Post meeting public comment period lasts at least 7 days after the meeting;
   vi. Notice is posted to ENB with the final decision and response to public comments if comments were received.

  d. *Type 4: Notices of Intent under General Permits & Certain "Minor" Individual Permits*
   i. No notice to adjoining property owners required;
   ii. Minimum 14-day public comment period;
   iii. Public cannot request a public meeting;
   iv. Notice is posted to ENB with the final decision and response to public comments if comments were received.

  e. *Type 5: Emergency Permits and Registrations*
   i. Notice is posted to ENB with the final decision.
   ii. Public meetings and comments are not applicable.

C. ENB Website Overview

1. ENB is designed to publicly post a permit, certification or registration application when it is deemed administratively complete by DEC staff. An administratively complete application means an application for a permit or notice of intent under a general permit for which all initially required documentation has been submitted, and any required permit fee, and the information submitted initially addresses all application requirements but has not yet been subjected to a complete technical review.

2. Applications deemed administratively complete after January 1, 2018 will be published on the new ENB: enb.vermont.gov.

3. Notices for activities will appear in the following phases:

  a. **In Review-** For Types 1-4 notices come on the ENB when they are deemed administratively complete. For Type 5, notices will appear when a final decision has been issued.

  b. **Draft Decision/Comments-** When the technical review has been completed and a draft decision has been reached, the Draft Decision/Permit will be published to the ENB and the Public Comment Period will begin.

i. The length of time between Administratively Complete and Draft Decision will vary by program and activity type.

   c. **Final Decision/Appeal-** final decisions are posted to ENB at the time they are issued. The appeal period is 30 days past the final decision date. After the appeal period, records will no longer be visible on ENB. Please visit the program's website to find information on applications with a final decision issued for over more than 30 days.

D. ENB Search Home

1. Any public user can search for activities from the ENB home page- you do not have to be logged in.

2. Users can navigate to the home page any time by clicking [HOME]

3. The page will open with the search results in the lower part of the screen and show all activities on public notice.

a. You can sort the results using the column headers. The results below are sorted by Project/Activity Name.

Search Results

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Project/Activity Name ▲	Address	Town	Activity Type	Status	ENB ID	Permit #
Addison County Asphalt Products ⬀	Pond Lane Industrial Park	Middlebury	Air Pollution Control Subchapter X Operating Permit	In Review	PN17.0003483	AOP-07-017
Ampersand Gilman Hydro, LP ⬀	2 Riverside Ave	Lunenburg	Wastewater Discharge Individual Permit	In Review	PN17.0003783	3-1523.1703
AstenJohnson Inc ⬀	192 Industrial Avenue	Williston	Air Pollution Control Subchapter X Operating Permit	In Review	PN17.0003460	AOP-06-035
ATC Ryegate LLC ⬀	247 Weesner Drive	Ryegate	Air Pollution Control Title V Operating Permit	In Review	PN17.0003457	AOP-15-005
Barre City WWTF ⬀	69 Treatment Plant Dr	Barre City	Wastewater Discharge Individual Permit	In Review	PN17.0003848	3-1272.1103

4. You can also narrow the search results by using the filters:

   a. Project/Activity Name (typically the applicant's personal name, facility or organization);

   b. Address (this can be a full or partial street address- note that some activities will only use the road or route name);

   c. Town/City (this is the primary town listed on the application);

   d. Activity Type (which is organized by Program);

   e. Activity Status (In Review, Draft Decision/Comment, Final Decision/Appeal);

   f. ENB ID and;

   g. Permit #/Other ID.

5. The screen show below represents a search using the activity type filter and the status filters.
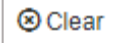

a. You can type in a key word then check the applicable boxes next to the activity types.

b. To check all boxes, click [checkbox icon]

c. To clear the filter, click [square icon]

d. Click **Search** to bring up the results.

e. In the screen shot below, the search results yield all Stormwater activities that are In Review and Draft Decision/Comment phases.

Search Results

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Project/Activity Name ▲	Address	Town	Activity Type	Status	ENB ID	Permit #
1775 Shelburne Road Development ⬚	1775 Shelburne Road	South Burlington	Individual Stormwater Discharge Permit	In Review	PN17.0000157	7819-INDS
2005 Addition to National Hanger ⬚	276 Water Street	Bennington	Previously Permitted Stormwater Discharges General Permit 3-9010: Notice of Intent	Draft Decision / Comment	PN17.0000160	3958-9010
Addison Natural Gas Project ⬚	Mill Pond Road, VT Route 2A and CCCH, Redmond Road, US Route 2, US Route 2A, Charlotte Road, Pond Road, Plank Road, VT Route 17, US Route 7	Colchester	Individual Construction Stormwater Permit (INDS)	In Review	PN17.0000158	6949-INDC.1
AnC Biomedical facility ⬚	172 Bogner Drive	Newport City	New Stormwater Discharges General Permit 3-9015: Notice of Intent	Draft Decision / Comment	PN17.0000114	7227-9015.A
AOT District 4 White River Junction Office Building ⬚	Beswick Drive	Hartford	Individual Stormwater Discharge Permit	In Review	PN17.0000044	7839-INDS
AOT Sharon 1-89 S Salt Shed ⬚	Interstate 89- Sharon Rest Area	Sharon	New Stormwater Discharges General Permit 3-9015: Notice of Intent	In Review	PN17.0000176	3141-9015.1

6. From the list presented you can click the link under Project/Activity Name to learn more information about the activity.

7. To clear all filter boxes- click ⊗ Clear

8. You can also search for projects by Geographic Location- click 📍 By Location

   a. Clicking on this button will open a map that will display all DEC activities on public notice.

   b. Red markers represent activities in that specific location.

c. Blue circles with numbers represent the total number of activities in that area. You can zoom in to reveal the red markers.
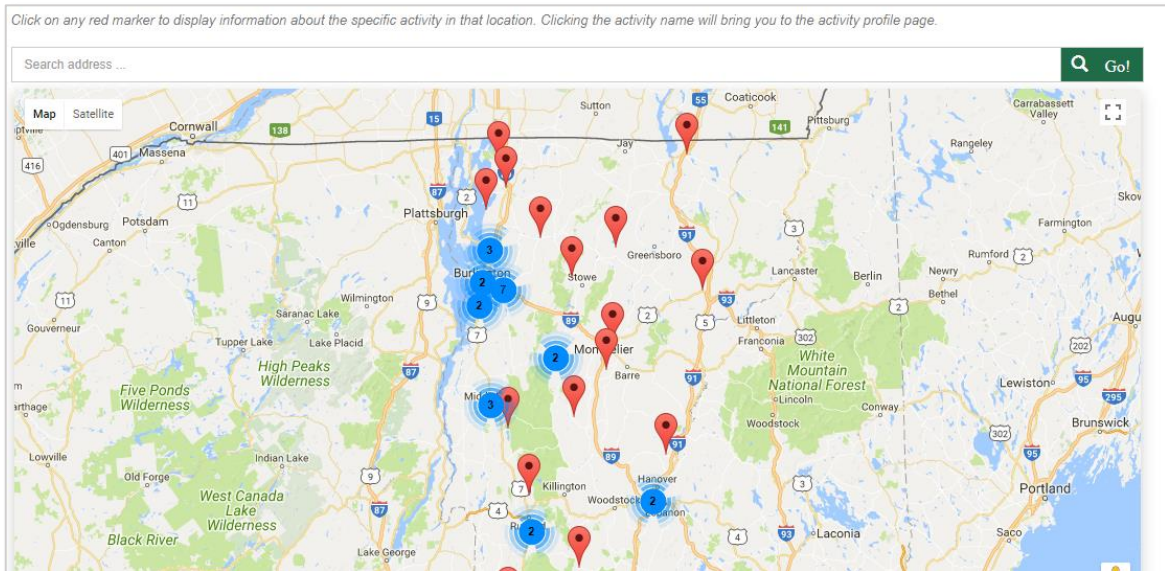
d. Hover over the red marker to learn the activity name.
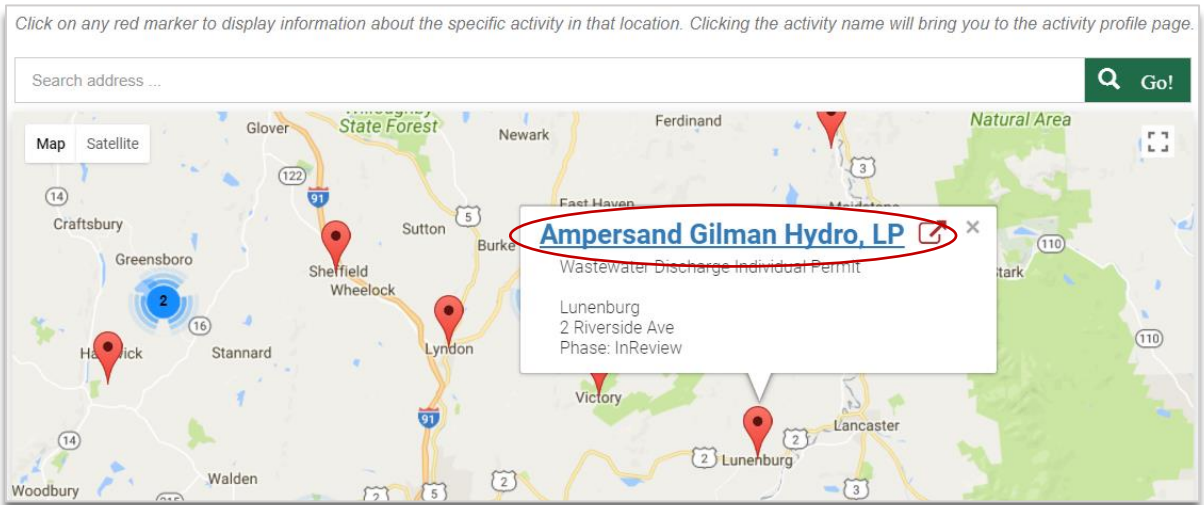
e. Click on the red marker for more information then click the Activity Name link to open up the activity profile.

E. Activity Profile Page- this is the individual activity page which displays all related activity information.

From this page users can:

1. Review basic information related to an activity, including Project Description;

2. Retrieve a unique link to Share electronically;

3. Submit a comment;

4. View related documents and;

5. View the project location on a map and connect to the ANR Atlas.

6. Users who are logged in can also:

   a. Request a public meeting (Note that if a public meeting has already been scheduled, the public meeting button will no longer be active);

   b. RSVP to a meeting that has been scheduled;

   c. Select to Follow an activity to receive status updates via email;

   d. Upload attachments with their comments.

7. Users who are not logged in can contact the staff person listed on the page to request a public meeting.

F. Public Comment Submission

1. Once the comment period is open, the **Comment** button will be visible. When the comment period has closed, the button will be deactivated.

2. To submit a comment, click the **Comment** button and a separate window will open.

3. You can type your comment directly into the text box provided (note that we recommend saving the text of your comment separately to your computer files for your future reference)

4. Users who are logged in can also upload their comment as an attachment by clicking **Attach a File** which opens another window**.**

   a. Click in the white space of the document box to bring up the file directory.

   b. Select the file to be uploaded. You can upload up to 5 files with a maximum of 100 MB total for all files combined.

   c. The upload takes place in two steps:

      i. Click the **Upload Files** button to upload the file. Once the upload is complete, a checkmark will appear above the file.

      ii. Click **OK** when finished.

   d. To remove an individual file, click **Remove File on the document icon.**

   e. To Cancel the upload completely, click **Cancel Document Upload.**

   f. Files that have been uploaded will appear in the right-hand side under the text box.

Thank you for choosing to participate in the public commenting process for this activity. Please follow the instructions to submit your comment:
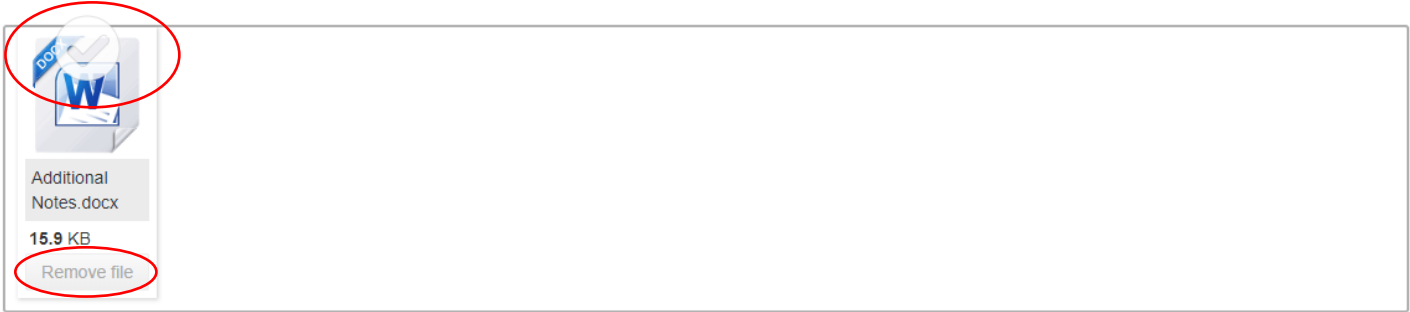
1. Enter your comment in the text box provided. We recommend saving your comment to your computer files for future reference.
2. If you have an account and are logged in, you also have the option of attaching files.
3. Enter your first name, last name, and your email address.
4. If you are not logged in, you must enter the numbers you see in the picture.
5. Click "Submit Comment" to submit your comment.
6. You will receive a confirmation email that your comment was submitted.
7. If you do not receive a confirmation email, please contact the ENB Administrator at ANR.ENBAdministrator@Vermont.gov.
8. Your comment will be reviewed by staff and a response to comments received will be uploaded with the final decision.

✕ Clear All Attached Files   **⬆ Attach a File**   **Attached Files:**   Additional Notes.docx

Note that when files have been attached successfully they will appear beneath the text box as a confirmation.
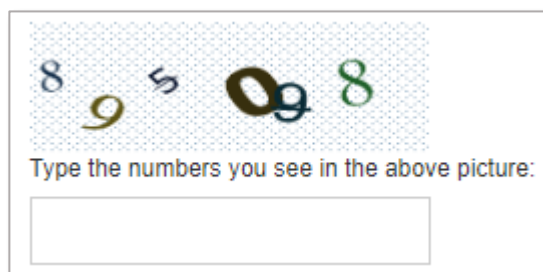
| Your Name | Jessica Mendizabal |
| Your Email | jessica.mendizabal@vermont.gov |

✉ Submit Comment   **⤾ Cancel**

g. To remove the files click **Clear All Attached Files**.

5. For users who are logged in the name and email address will auto-fill.

6. If you are not logged in, you will be required to enter your name and email address.

7. If you are not logged in, you will be required to type the numbers you see in the picture (a new picture will be generated each time you submit a comment).

Type the numbers you see in the above picture:

8. To submit the comment, click **Submit Comment**.
9. You will receive a confirmation pop-up window that your comment has been submitted.

> Thank you for submitting your comment. You should receive a confirmation email shortly.
>
> **OK**

10. You will also receive an email confirmation. If you do not receive this confirmation in your email, please contact the ENB Administrator as soon as possible anr.enbadministrartor@vermont.gov.

11. When a final decision has been reached, users who have commented will receive an email notification that a final decision has been reached and the response to comments received will be posted to the ENB.

G. RSVP to public meeting

1. Once a meeting has been scheduled, users who are logged in can RSVP by clicking the link as shown below.

2. You will receive a confirmation once you have clicked the link and the staff contact for the activity is notified.

Public Meeting(s)**

Date	Start	Location	RSVP
09/15/2017	10:00AM - 11:00AM	Department of Environmental Conservation, 1 National Life Drive, Montpelier Room, Basement Level, Montpelier	RSVP

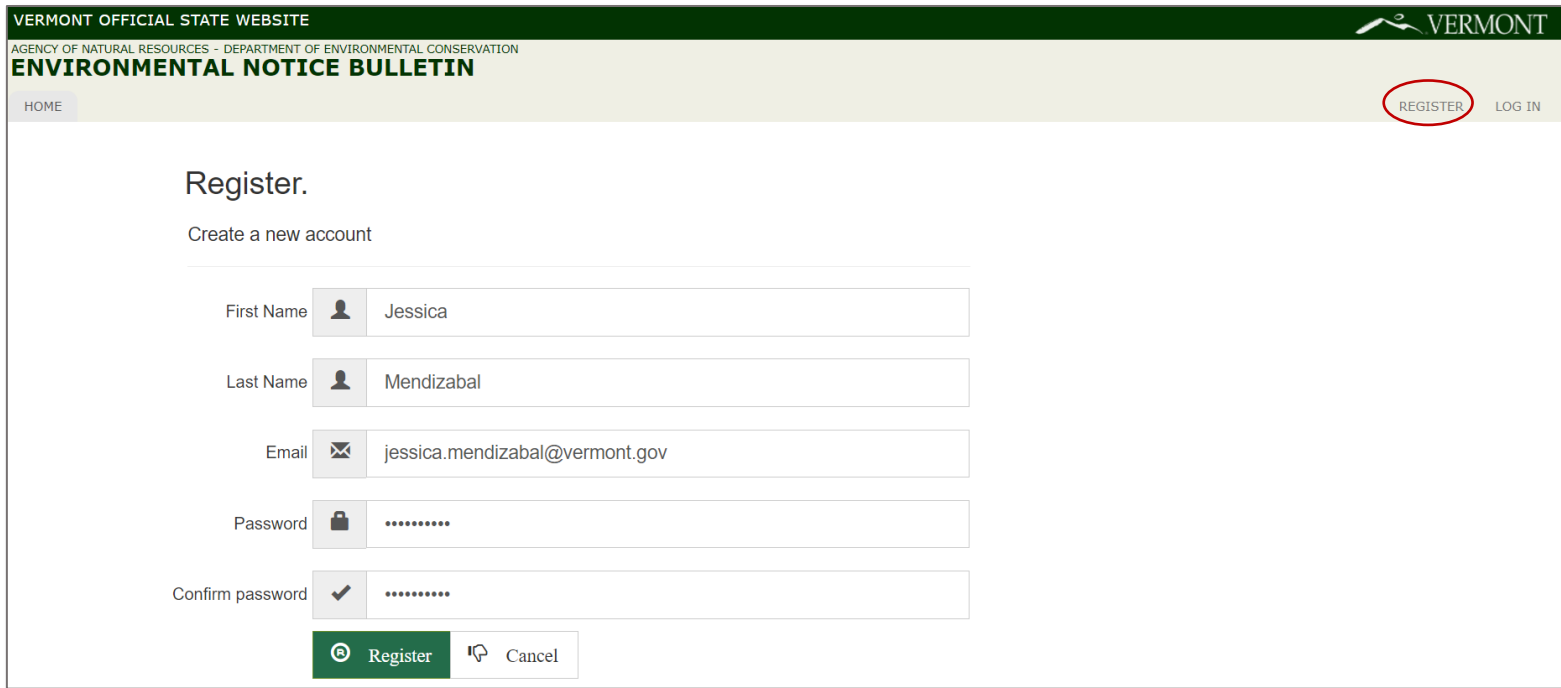**Meetings can only be requested within the 14 days following the draft decision date.

Public Meeting(s)**

Date	Start	Location	RSVP
09/15/2017	10:00AM - 11:00AM	Department of Environmental Conservation, 1 National Life Drive, Montpelier Room, Basement Level, Montpelier	You RSVP'd on: 09/01/2017

**Meetings can only be requested within the 14 days following the draft decision date.

H. User Registration

1. To create a new account click **Register** on the right-hand side of the menu on the search page.
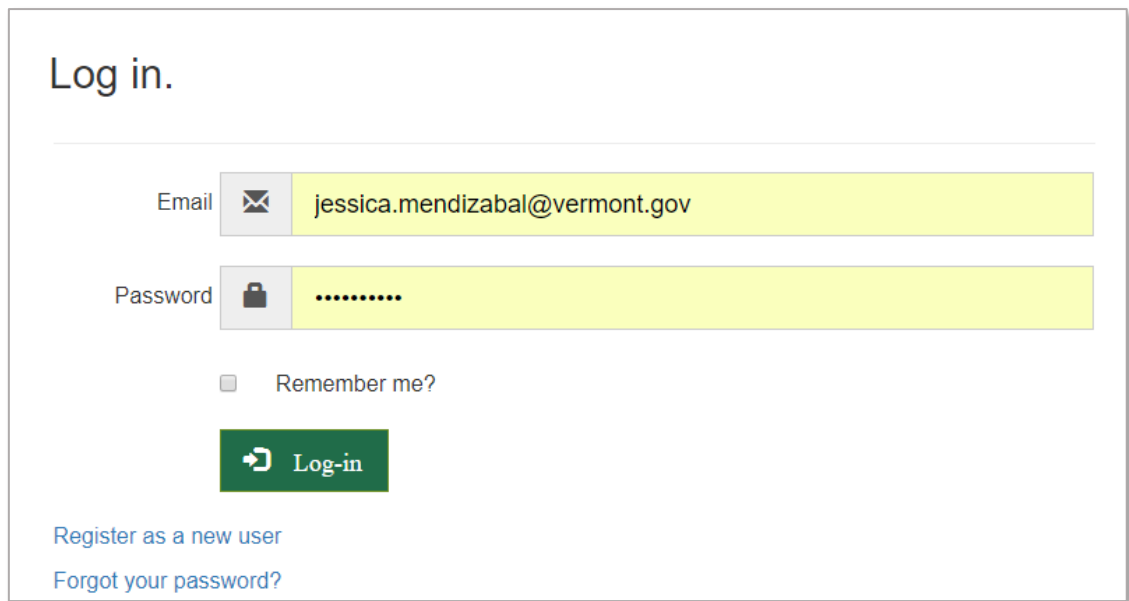

2. Enter you name, email address and password. Note the password requirement is at least six (6) characters, but there are no other security restrictions for the password. Users should choose something difficult for others to guess.

3. When you click **Register** a confirmation email is sent to the email address with a confirmation link.
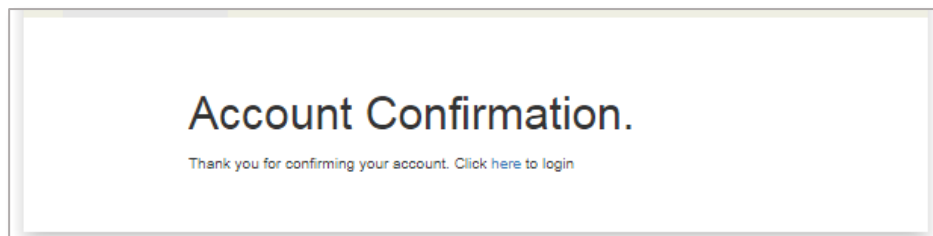
4. From there, users can log into the ENB.

5. Please be sure to add ANR.ENBAdministrator@vermont.gov to your safe list for incoming mail. All emails sent from ENB will come from this address!

I. User Subscription- Activity Alerts

1. ENB is designed to send a daily email notification to users who have signed up to receive activity alerts.

2. An alert is triggered when a NEW activity is first posted to the ENB.

3. To configure your alerts select **My Subscription** from the menu on the search page.

a. Click **Modify Alerts** to set up.

My Subscription

Welcome to the subscription configuration page! By clicking the Modify Alerts button below, you will be able to set yourself up to receive email notifications for different types of activities (with geographical regions designated for each).

Email notifications of new activities are compiled and sent daily. Once you have configured an alert, you will receive notification when any relevant activity has been posted on the ENB.

If you would like to follow any activities step-by-step throughout the review process, you can select the follow button.

New Activities of Interest (based on your alert criteria) [🖊 Modify Alerts]

Activities I'm Following

By following an activity, you will receive a notification by email daily when there is an update or change to be reported. This allows you to stay informed at each step of the review process. Listed below are all activities you are following.

Once the appeal period has ended, the activity will be removed from this list. You can manually un-follow the activity here at any time.
Your email notification will only show activities you're following that have been changed since the previous email.

Activity Type ▲	Project/Activity Name	Applicant Name(s)	Changes/Updates	Actions
No Records Available				

b. The alert page will open to three blank alerts (which is the default # of alerts for all users).

c. Click **Edit** to add or change your alerts.

My Subscription

In order to notify you of new activities, you must first let us know what types of activities are of interest to you through the use of alerts. Each alert is composed of the types of activities you're interested in, and where those activities are located.

By default, there are three alerts you can configure. To configure or deactivate an individual alert, click the edit button.

	Alert #	Activity Types(s)	Location	Active
🖊 Edit	1			☑
🖊 Edit	2			☑

4. Alerts can be configured by Activity Types of Interest and location. Note that at least one activity type and one location type are required for the alert to have enough information.

5. In the screen show below, the user has chosen Town as the location type and three different activity types.

My Subscription

☑ **Activate Alert**

To select your alerts, choose from a combination of the Activity Type and Geographic Location below. Each alert may contain one or more activity types. For the location you may select: one or more Towns/Counties; a Distance from a Point; or a specific Watershed. You must select at least one activity type and one location to receive the alert.

If you are interested in being notified about projects that may cover multiple locations/towns such as water systems or indirect discharges, be sure to select a large enough geographic area to capture those projects as the notification criteria will be the primary town listed on the application.

Select Activity Types of Interest

Air

☐ Air Quality and Climate Division Engineering Services
  ☑ Air Pollution Control Major Source Construction / Subchapter X Operating Permit
  ☑ Air Pollution Control Major Source Construction / Title V Operating Permit
  ☑ Air Pollution Control Major Source Construction Permit
  ☐ Air Pollution Control Minor Source Construction / Subchapter X Operating Permit
  ☐ Air Pollution Control Minor Source Construction / Title V Operating Permit
  ☐ Air Pollution Control Minor Source Construction Permit
  ☐ Air Pollution Control Subchapter X Operating Permit
  ☐ Air Pollution Control Title V Operating Permit

Select Location by...

Towns of Interest | Distance from a Point | Watershed

Search town

  ☐ West Rutland
☐ Washington
  ☑ Barre City
  ☑ Barre Town
  ☑ Berlin
  ☐ Cabot
  ☐ Calais
  ☐ Duxbury
  ☑ East Montpelier

6. To save an alert click **Save** and you will returned to the subscription menu.

My Subscription

In order to notify you of new activities, you must first let us know what types of activities are of interest to you through the use of alerts. Each alert is composed of the types of activities you're interested in, and where those activities are located.

By default, there are three alerts you can configure. To configure or deactivate an individual alert, click the edit button.

	Alert #	Activity Types(s)	Location	Active
✏Edit	1	Air Pollution Control Major Source Construction / Subchapter X Operating Permit || Air Pollution Control Major Source Construction / Title V Operating Permit || Air Pollution Control Major Source Construction Permit	Barre City, Barre Town, Berlin, East Montpelier, Montpelier, Northfield, Plainfield	☑
✏Edit	2			☑
✏Edit	3			☑

7. Alerts are active by default. To de-activate an alert, un-check the Activate Alert box on the individual alert page. This will discontinue your email notifications for this specific type of alert.

a. This change will be reflected on the main subscription page and the active box will no longer be checked.

	Alert #	Activity Types(s)	Location	Active
✏ Edit	1	Air Pollution Control Major Source Construction / Subchapter X Operating Permit || Air Pollution Control Major Source Construction / Title V Operating Permit || Air Pollution Control Major Source Construction Permit || Air Pollution Control Minor Source Construction / Subchapter X Operating Permit || Air Pollution Control Minor Source Construction / Title V Operating Permit || Air Pollution Control Minor Source Construction Permit || Air Pollution Control Subchapter X Operating Permit || Air Pollution Control Title V Operating Permit	Within 25.00 miles of 96 Nameless Rd, Roxbury (Lat: 44.0407, Lng: -72.7093)	☐

b. To reactivate the alert at any time, click **Edit** again and check the **Activate Alert** box. Email notifications will resume when a new activity that matches the alert criteria posts to ENB.

8. Alerts can also be configured by distance from a certain point by clicking the **Distance from a Point** tab when editing an alert.

a. You can enter the latitude and longitude and miles directly on this tab, or click the map to use a specific address.

b. You can enter an address, or move the radius to the desired location on the map.

c. You can enter the distance in miles in the top right-hand corner, or drag the outer points of the circle to reach the desired distance.
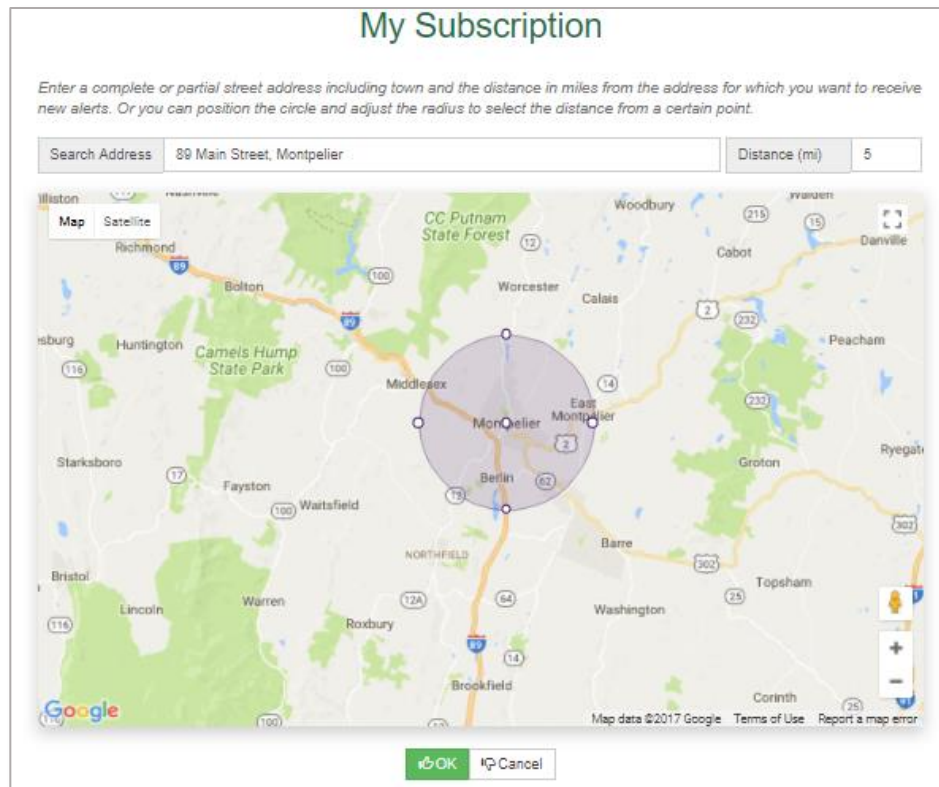
d. Click **OK** to return to the individual alert page.

e. Click **Save** to return to the alert menu.

f. Your alert will appear with the distance from the point you selected.

✏Edit	2	Public Water System Construction Permit || Public Water System Construction Permit - New Type of Chemical Disinfectant || Public Water System Individual Permit to Operate || Public Water System-Emergency Construction Permit	Within 5.00 miles of 89 Main Street, Montpelier (Lat: 44.0407, Lng: -72.7093)	☑

9. Alerts can also be configured by Watershed by clicking on the **Watershed** tab.

      a. To select a watershed double click directly on the map.

      b. To make a different selection, click **Reload Map**.
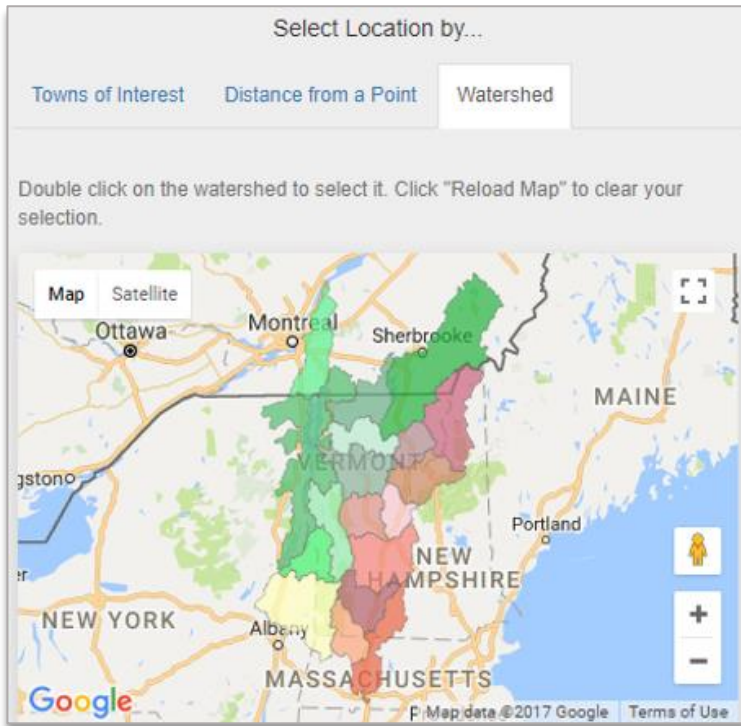
      c. Click **Save** to return to the alert menu.

      d. Click **OK** to return to the subscription menu.

10. Once Alerts have been configured, the user will receive an email notification when a new activity that meets the alert criteria is posted to ENB.

      a. Multiple alerts are compiled in a single email.

You are receiving this message because you have subscribed to receive email notifications via the Vermont Agency of Natural Resources' Environmental Notice Bulletin (ENB). Below are environmental activities meeting your subscription criteria.

To view the details of these activities or to modify your subscription, please log in to the ENB.

If you've received alerts for new activities and would like to follow those step-by-step throughout the review process you can select the follow button for the individual activity on the ENB.

Regards,
ENB Support
Vermont Agency of Natural Resources

New Activities

Activity Type	Activity/Project Name	Permit # / ID	Applicant	Town
Individual Stormwater Discharge Offset Permit (INDO)	Town of Williston Fire Station Pond	6780-INDO.R	Town of Williston	Williston
Individual Stormwater Discharge Permit	Retreat Farm	5108-INDS	Retreat Farm, Ltd. Windham Foundation, Inc	Brattleboro
Stormwater General Permit 3-9020 (CGP) NOI for Low Risk Projects	Monument View Apartments	4826-9020.2	Appleridge Development	Bennington

11. Once an activity has posted to ENB that matches the search criteria, it will appear on your subscription page.

New Activities of Interest (based on your alert criteria) ✏️ Modify Alerts

Activity Type ▲	Project/Activity Name	Applicant	Town	
Indirect Discharge Permit - Individual	Changed Activity Alert Test	JM	Addison	🔊 Follow

a. Users can choose to follow an activity step by step throughout the review process. To follow directly from the subscription page click **Follow.**

b. When the followed activity is updated, a user will receive an email notification reflecting the changes.

You are receiving this message because you have subscribed to receive email notifications via the Vermont Agency of Natural Resources' Environmental Notice Bulletin (ENB). Below are environmental activities meeting your subscription criteria.

To view the details of these activities or to modify your subscription, please log in to the ENB.

If you've received alerts for new activities and would like to follow those step-by-step throughout the review process you can select the follow button for the individual activity on the ENB.

Regards,
ENB Support
Vermont Agency of Natural Resources

Changes to Activities I'm Following

Activity Type	Activity/Project Name	Permit # / ID	Applicant	Most Recent Update	Date
Wetlands Individual Permit	JM Test for Email Messages	12-26-17	Jessica Mendizabal	A final Action for this activity has been reached and may be reviewed by visiting the ENB. The administrative record set for this activity has been modified. Please visit the ENB to view the activity profile.	2017-12-26

c. The changes will also appear in the user's subscription page.

Activities I'm Following

By following an activity, you will receive a notification by email daily when there is an update or change to be reported. This allows you to stay informed at each step of the review process. Listed below are all activities you are following.

Once the appeal period has ended, the activity will be removed from this list. You can manually un-follow the activity here at any time.
Your email notification will only show activities you're following that have been changed since the previous email.

Activity Type ▲	Project/Activity Name	Applicant Name(s)	Changes/Updates	Actions
Indirect Discharge Permit - Individual	Changed Activity Alert Test	JM	(08/29/2017) - A final Action for this activity has been reached and may be reviewed by visiting the ENB. (07/24/2017) - Due to a material change in the activity the public notice process must be restarted.	⊘ Un-Follow

d. Users can un-follow the activity at any time by clicking **Un-Follow**. When an activity is no longer followed, email notifications will be discontinued.

12. **Deactivating an Account**

    a. Users should ONLY select this option when they no longer wish to be registered with ENB- **this will delete the full account not just the subscription information**!

    b. To Deactivate your account click **Deactivate Account** on the subscription landing page.

    c. A confirmation pop-up window will appear to confirm the deletion of your account. If you are sure, click **OK**. If you have clicked the link in error, click **Cancel**.

J. User Support

1. For technical questions or issues please don't hesitate to contact the ENB Administrator: ANR.ENBAdministrator@vermont.gov.