

## USER'S GUIDE:

### Completing and Submitting a Residuals Quarterly Report Form

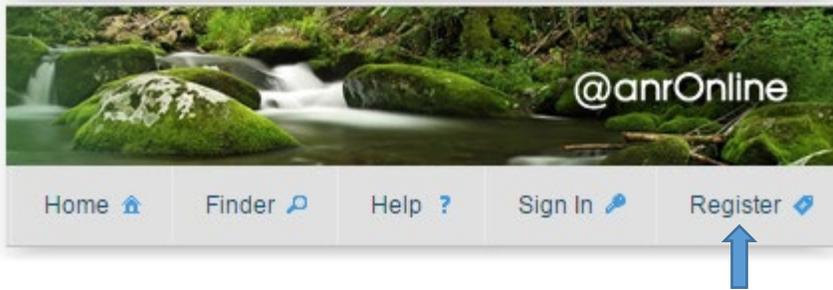
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Follow these steps if you have not yet registered to use ANR Online:

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

Other browsers that are supported are Microsoft Edge and Mozilla Firefox. **Internet Explorer may NOT be used for these forms.**

Click on the 'Register' tab and enter the required information. Once your account is established and you have received a verification email, you will use the 'Sign In' tab to access the site and the forms you need to file.

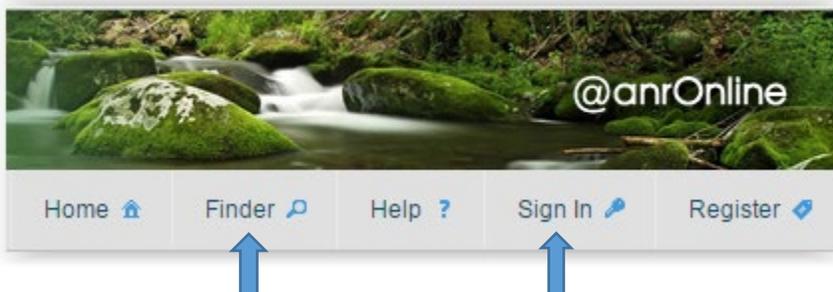


The ANR Online Registration process is for your initial use of the system; afterwards, you will need to 'Sign In' using your username (email) and password that you have set up.

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Once your ANR Online account is set up, follow these steps to submit a Residuals Report:

Using Google Chrome, Microsoft Edge, or Mozilla Firefox as your Web browser, navigate to the ANR Online [Residuals Quarterly Report Form](#) and sign in. You may also use the Finder tab to search for the form once you are signed in.



Begin by reviewing the information on the Instructions page of the form, as seen in the screen shot below. Enter your Facility ID number. Use the online list of [Facility IDs](#) to find the unique number for your facility/business. **Your Facility ID is NOT your Solid Waste ID (SW-XXX) or your NPDES ID (3-XXXX).**

### Residuals Management Quarterly Report

VERSION 1.6

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#### INSTRUCTIONS

The authority for requiring submittal of these reports is established under §6-702 of the Vermont Solid Waste Management Rules. The Vermont Residuals Management Reports are used to report receipt, stabilization, and final disposal of residual wastes within Vermont. Residual wastes include, but are not limited to, materials such as sewage sludge, biosolids, septage, wood ash, and paper fiber managed under the Vermont Solid Waste Management Rules.

Complete only those Parts of the form (Parts A, B, C, D) which are applicable to a given quarter. **Be sure to attach the corresponding laboratory reports to this quarterly report in Part D of this form.**

Your **Facility ID Number** (required below) can only be found on the [Facility ID Listing](#) page.

Quarterly Reports are due on or before the 15th day of the month following the end of each quarter, i.e.:

- First Quarter - Due April 15
- Second Quarter - Due July 15
- Third Quarter - Due October 15
- Fourth Quarter - Due January 15

**NOTE:** If you will be late submitting the report, please email [anr.wsmresiduals@vermont.gov](mailto:anr.wsmresiduals@vermont.gov) and inform the residuals management program **BEFORE** the due date.

**Please Note: The ANR Online system is compatible with the following web browsers:**

- Google Chrome
- Microsoft Edge
- Mozilla Firefox

**Internet Explorer (IE) is no longer supported by ANR Online.**

FACILITY ID NUMBER

REPORTING QUARTER

 Begin Form Entry

#### CONTACT INFORMATION

##### Contact

Vermont Department of Environmental Conservation  
Residuals Management Program

##### Payment Remittance Address

Department of Environmental Conservation  
Waste Management and Prevention Division  
Davis Building - 1st Floor  
One National Life Drive  
Montpelier, VT 05620-3704  
Attn: Residuals Program

#### CONTACTS

For Residuals Program Assistance :  
Lisa.Brassard@vermont.gov  
Phone : 802.522.4395  
OR : Miquelle.Thurber@vermont.gov  
Phone : 802.461.6256  
OR : Eamon.Twohig@vermont.gov  
Phone : 802.490.6189  
For Technical Issues/ANR Online :  
Carol.Chamberlin@vermont.gov  
Or Phone : 802.477.2982

#### ADDITIONAL LINKS

[Residuals Quarterly Report User Guide](#)  
[ANR Online User Guide](#)  
[Residuals Management Program](#)

Your submission is started when you enter your Facility ID number in the box provided, select the quarter that you are reporting for, and then click on the 'Begin Form Entry' button. Entering your Facility ID number will result in a prefilled form with your information, as well as the names of the entities you received waste from in the past year. Again, if you don't know your Facility ID number, you may search the online list of [Facility IDs](#).

The form contains several sections to be completed (these generally follow the same logic as the previous quarterly report forms Part A-D). The sections available will depend upon your responses to the questions asked in the initial section. After completing the required sections, you will be able to upload analytical reports or other documents and review your entries before submitting the report for that quarter.

### Initial Set-up Questions

The first question on the form is used to establish whether additional information needs to be reported. If your business is only transporting residual wastes from one location to another, answer "Yes". For example, if you are contracted to haul wastewater sludge between two wastewater facilities, or, from a wastewater facility to a landfill, then you will answer "Yes." Answering "yes" bypasses the other

sections of the form, but you will still be able to provide comments or add attachments prior to final submission.

**Question 1: Are you a waste transporter who SOLELY hauls wastes between the point of generation/origin to a facility for final management or disposal?**

\*  Yes

No

If your business is a septage hauler, or if your facility received residual waste materials for final management or is reporting final management or disposal of residual materials during the quarter, answer Question 1 “No” and further questions will be presented. Your responses to these additional questions will open the appropriate sections of the form to be completed. If you did not actually perform any of your usual residual waste management activities, Question 2 and Question 3 should be answered “No” to indicate that you are reporting No Activity for the quarter. Again, you will still be able to provide comments or attach documentation, including any Monitoring Reports which are necessary.

**Question 2: Were wastes received from other waste managers during this reporting quarter? (Septage haulers should not report locations where septage was pumped from.)**

\*  Yes

No

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**Question 3: Were there any final waste management or disposal activities performed in this reporting quarter?**

\*  Yes

No

If either of these responses is “Yes,” further questions about the residual waste management completed during the quarter will be presented and must be answered appropriately in order to open the related sections of the form.

### Form Navigation

You can use the ‘Save Progress’ button (top right of screen) 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 highlighted and indicated by a filled-in gray circle.

The screenshot shows a vertical navigation menu on the left with sections: Part A - Facility/Report Information (white circle), Part B - Wastes Received from Other Waste Managers (white circle), Part C - Final Waste Management - Biosolids (red X), Part C - Final Waste Management - Sludge (filled gray circle), Part D - Comments and Attachments (white circle), Review (white circle), and Certify & Submit (white circle). The main content area is titled 'Part C - Final Waste Management - Sludge' and contains a question: '\* Which methods were used for managing or disposing of sludge?' with four checkboxes: Landfill Disposal, Transfer to Material Manager, Wastewater Treatment Facility, and Incineration.

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

Once all the sections have been completed and you have reviewed the information entered for accuracy, the 'Finalize Submission – Submit Form' button in the Certify and Submit section may be clicked. This will send the form to the DEC Residuals Program staff for review.

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

Submission #	Alternate ID	Created	Submitted	Submission Name	Status	Locked	Actions
HNZ-0HGM-0QJ3F		04/14/2020 11:54 AM		Waste Transportation Vehicle Report Form	Draft	No	[Edit] [Delete]
HNZ-0FT8-ZPV2B	959 - Barrett Truc - Annual	04/14/2020 10:17 AM	04/14/2020 10:19 AM	Waste Transportation Vehicle Report Form	Deemed Complete (Due)	No	[Edit]
HNZ-0FNX-JC9BA	509 - Transport Ro - Annual	04/14/2020 10:09 AM	04/14/2020 10:16 AM	Waste Transportation Vehicle Report Form	Deemed Complete (Paid)	No	[Edit]

Use the 'Edit' button to continue completing your 'draft' Residuals Quarterly Report Form.



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

### Adding New Waste Haulers or Final Management Locations (Parts B and C)

If you have Waste Received (under Part B) to report from a hauler/facility that is not listed in the drop down list available, select 'Other – Not Listed' (the list is alphabetical) and provide the name of the

hauler/facility. Additionally, provide what information you have available for that entity in the table at the bottom of the section.

Similarly, if you use a new final waste management location or transfer waste to a manager not listed in the drop down list, select **'Other – Not Listed'** and provide the information available for that location.

## Sharing a Submission

There may be occasions where you would like to have another person review a submission or help to complete the information for a report. Follow these steps to make the submission available to another ANR Online user. The person with whom you are sharing will need to register for an ANR Online account in advance.

Near the top of your form there is a gear icon:



When clicked, you will have the option to 'Manage Shared Access.' Click the link, and enter the email address of the ANR Online user with whom you would like to share the submission:

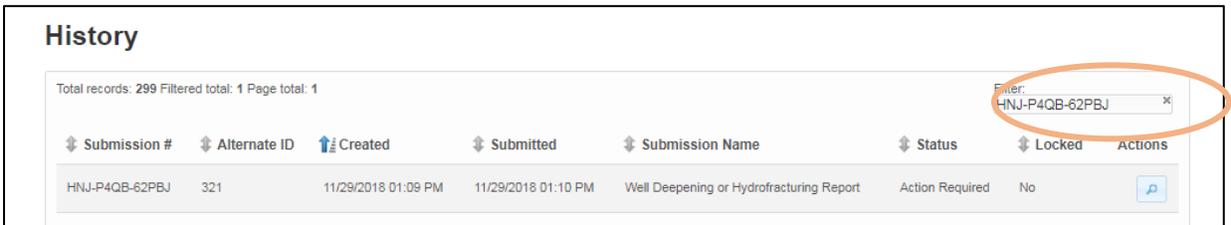
A screenshot of a web form titled "Manage Access to the Submission" with the subtitle "(Submission #: HP4-7Y9P-PDBJ6, v1)". The form contains a text input field with the placeholder text "Enter the email address for the user you would like to authorize:". Below the input field is a small note: "Adding a user will allow them to access, modify and view this submission. The user must be registered with the system to be eligible." There is a checkbox labeled "Can Manage Access to Submission?". In the bottom right corner of the form is a blue button with a plus sign and the text "Add".

**\*\*Note:** Only check the 'Can Manage Access to Submission' box if you would like the new person to be able to have full control of the submission, including the ability to submit it or delete it!

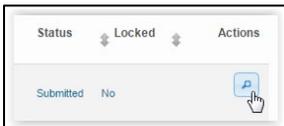
Once you are finished, click 'Add' and the system will send an email to the person with whom you are sharing. They will then be able to access the submission through their 'History' tab.

## Revising a Previously Submitted Report

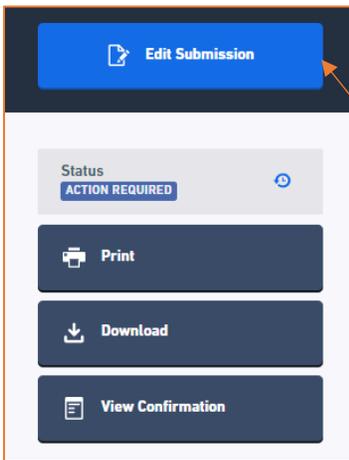
There may be instances where, after submission of the form, additional information is needed, and a revised Report must be submitted. If, after review of the submission, DEC Residuals Program staff deem that additional information is required, you will receive an email letting you know that a revision is required. Follow these instructions if this become necessary. You may also use these instructions if you realize after submission that you need to modify the data you entered.



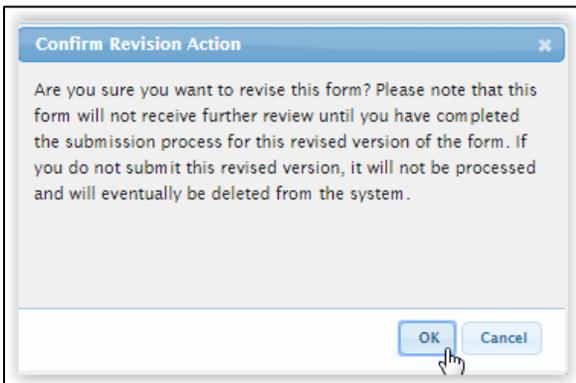
Use your history tab and the subsequent access to filter your submissions to locate the submission in need of revision. The submission # will be in the email you receive.



Click on the 'View' icon.



Click on the 'Edit/Revise Submission' button.



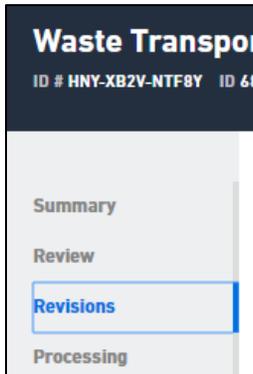
You will see a confirmation notice.

You will also receive an email notifying you that a revision has been initiated.

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



The revision number will not show up in your history list, but when you view the Submission (magnifying glass icon), you will see the revision history and be able to compare the different versions by clicking on the 'Revisions' link in the left-hand menu.



### Technical Support:

If you require assistance and/or have feedback on this Users Guide or the Residuals Management Quarterly Report Form, please contact us:

For Residuals Program Assistance:

[Lisa.Brassard@vermont.gov](mailto:Lisa.Brassard@vermont.gov), Phone: 802.522.4395

[Miquelle.Thurber@vermont.gov](mailto:Miquelle.Thurber@vermont.gov), Phone: 802.461.6256

[Eamon.Twohig@vermont.gov](mailto:Eamon.Twohig@vermont.gov), Phone: 802.490.6189

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