
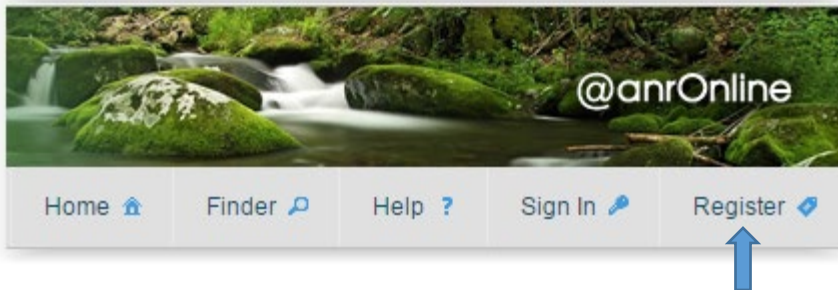


Completing and Submitting a Waste Transportation Vehicle Report Form

Follow these steps if you have never before logged in to ANR Online


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

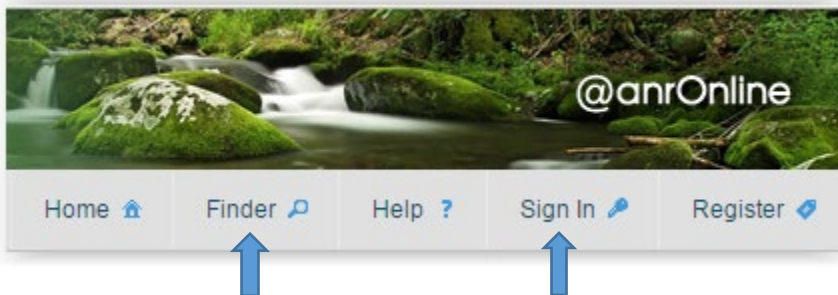
Click on the 'Register' tab and follow through with entering the required information. Once your account is established and you have received a verification email, you will use the 'Sign In' tab to access the site and the forms you need to file.



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.

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

Preferably using Chrome  as your Web browser, navigate to the ANR Online Waste Transportation Vehicle Report Form and sign in. You may use the Finder tab to search for the form.



Begin by reviewing the information on the Instructions page of the form, as seen on the following page. Enter the DEC ID number for your Waste Transportation business. If you are registering a new business, do not enter an ID number; just click the blue 'Begin Form Entry' button.

INSTRUCTIONS

Permitting of Waste Transportation Vehicles

PLEASE NOTE: If your firm has multiple vehicles and you have not yet provided the Waste Hauler program with a spreadsheet listing your current vehicles, you should do so before starting a submission of this form. The list submitted will provide the information for prefilling this form with your vehicle information, and save you the task of individually entering all the information for each vehicle. [Download the spreadsheet here](#) and follow the instructions included. (You will need to click the 'Enable Content' button in the yellow band along the top of the page when you first open the workbook.) Email the completed spreadsheet to Carol.Chamberlin@vermont.gov

Commercial haulers are required to obtain and maintain a waste transportation permit. A commercial hauler is defined as (a) any person that transports regulated quantities of hazardous waste; and (b) any person that transports solid and residual (septage or sewage) waste for compensation.

The Agency of Natural Resources issues five-year waste transportation permits for hauling hazardous, solid, and residual wastes on Vermont roadways. These five-year permits are required to be renewed on an annual basis by submitting an updated version of the vehicle report form and an annual statement. These permits are also required to be modified if vehicles are added at any time during the five years that the permit is in effect.

Potential solid waste haulers should check with their local solid waste management district for additional permit requirements, if any.

Supporting Documentation

There is additional documentation that is required to be completed, notarized, and submitted with this form, you may download the necessary forms by using the links below.

For New Five-year Permits and for each Five-Year Renewal:

[Personal History Disclosure](#)
[Business Disclosure Statement](#)

For each Annual Renewal:

[Annual Statement](#)

For Additions and Modifications:

No additional documentation is required when submitting information for additional vehicle(s) or a change in vehicle registration information, just submit the form and fee.

There is a fee associated with each permit application, renewal, or addition. This fee will be calculated once your application is complete, and may be paid online using a credit card or check (account/routing number) when the application is submitted. Mailing a paper check (to the address on the right side of this page) will hold up the processing of your application. No fee is associated with the reporting of new registration information for an already-permitted vehicle.

Enter your DEC Transporter ID number below. If you do not know your firm's ID number, you may look it up easily in the [List of Permitted Transporters](#). Enter your company name, last name, or town in the search box on that page. Then enter your ID in the box below and click 'Begin Form Entry' in order to review, update, or add any vehicle information and to apply for your hauler permit.

Enter your DEC Transporter ID here: (If you are registering as a new waste transporter, leave this box blank.)



Begin Form Entry

Contact

You may pay your fees online or remit to DEC at this address:

Department of Environmental Conservation
Waste Management & Prevention Division
Attn: Cheryl Hamilton
1 National Life Drive, Davis 1
Montpelier, VT 05620-3704

CONTACTS

Cheryl Hamilton : 802-522-5949
Email : Cheryl.Hamilton@vermont.gov

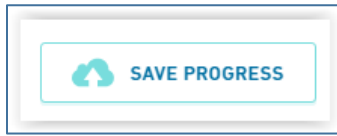
ADDITIONAL LINKS

[ANR Online User Guide](#)

For established Transporters, your submission is started when you enter your DEC ID number in the box provided and click on the 'Begin Form Entry' button. Entering your ID number works to prefill the form with your business information, and also your vehicle information if you have provided it in the spreadsheet that was distributed in late 2019/early 2020. If you have a large number of vehicles and have not yet provided the Program staff with that spreadsheet, you should do so before beginning your renewal through this online form.

New Transporters applying for their first permit should leave this box empty and just click the 'Begin Form Entry' button. New Transporters with a large number of vehicles should contact Cheryl.Hamilton@vermont.gov to obtain a copy of the vehicle spreadsheet to provide information to be uploaded into the form.

The form contains several sections to be completed, the sections available will depend upon the type of report you are completing. After completing the required sections, you will be able to review your entries before submitting the Vehicle Report and related Permit documentation.



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.

Registration Information (checked)
Transporter Information (checked)
Waste Information (red x)
Vehicles Which Were Permitted for 2019-2020 - Renewals (filled circle)
 New Vehicles To Be Permitted (white circle)
 Required Documentation (white circle)
 Fee Summary (white circle)
 Review (white circle)
 Certify & Submit (white circle)

PREVIOUS SECTION: Waste Information

Vehicles Which Were Permitted for 2019-2020 - Renewals [CLEAR SECTION]

Use the table or tables below to review information for vehicles which have previously been permitted. There is a section for Hazardous Waste Vehicles and three sections for Non-Hazardous Waste Vehicles - a section for 2-axle vehicles, a section for 3- and 4-axle vehicles, and a section for all other larger type vehicles. If any vehicle is no longer in use, select 'No' in the right-hand column. If any information presented is incorrect, please include an explanation of needed changes in the box below that section. New vehicle information should be entered in the Additional Vehicles section of the form.

All Vehicles Used to Haul Hazardous Waste - This table includes all currently permitted vehicles of any size which are used to haul hazardous waste at any time. The annual permit fee for each of these vehicles is \$125.

YEAR	MAKE	MODEL	BODY TYPE	AXLES	COLOR	VIN	PLATE #	STATE	IN USE?

All Other Larger Vehicles In Use - This table includes all larger vehicles, e.g. tractors, trailers. The annual permit fee for each of these vehicles is \$100.

YEAR	MAKE	MODEL	BODY TYPE	AXLES	COLOR	VIN	PLATE #	STATE	IN USE?

Three- and Four-Axle Vehicles In Use - This table includes all 3- and 4-axle vehicles, e.g. packer, dump trucks, roll-offs. The annual permit fee for each of these vehicles is \$75.

YEAR	MAKE	MODEL	BODY TYPE	AXLES	COLOR	VIN	PLATE #	STATE	IN USE?

Two-Axle Vehicles In Use - This table includes 2-axle vehicles, e.g. pickups, stake-bodies, utility trailers. The annual permit fee for each of these

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 appropriate Regional Office for review.

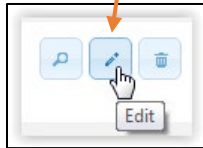
If you leave the form and return to finish it later, you will sign into [ANR Online](#) and use your 'History' tab to locate the submissions that you have created. Both your 'draft' and 'submitted' forms will be listed.

History

Total records: 350 Filtered total: 350 Page total: 10

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	[Refresh] [Edit] [Delete]
HNZ-0FT8-2PV2B	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	[Refresh]
HNZ-0FNX-JC9BA	509 - Transport Ro - Annual	04/14/2020 10:09 AM	04/14/2020 10:18 AM	Waste Transportation Vehicle Report Form	Deemed Complete (Paid)	No	[Refresh]

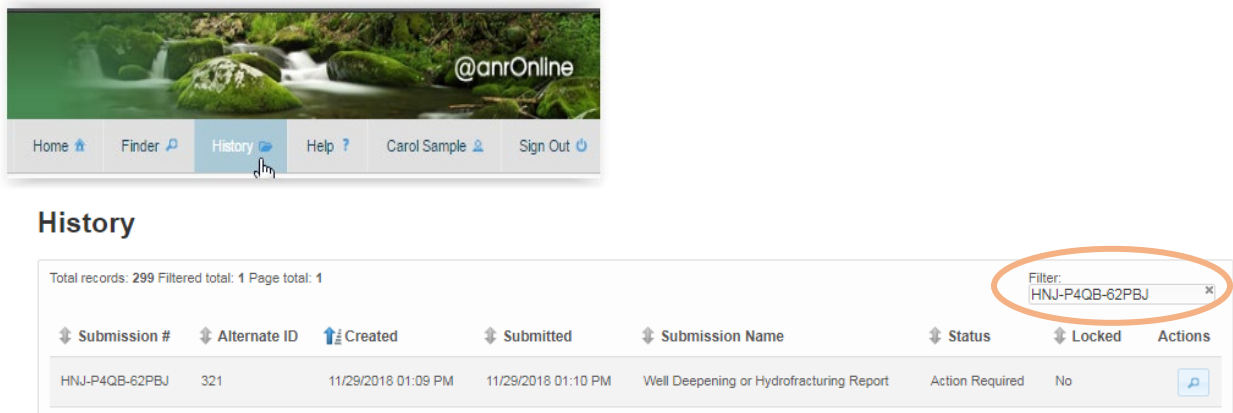
Use the 'Edit' button to continue completing your 'draft' Vehicle Report Form.



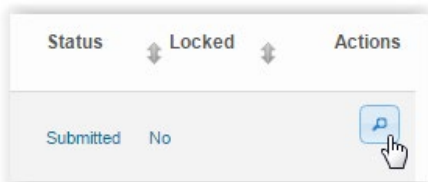
Once submitted, the Submission will be listed in your history without the "Edit" or "Delete" icons available.

Revising a Previously Vehicle Report

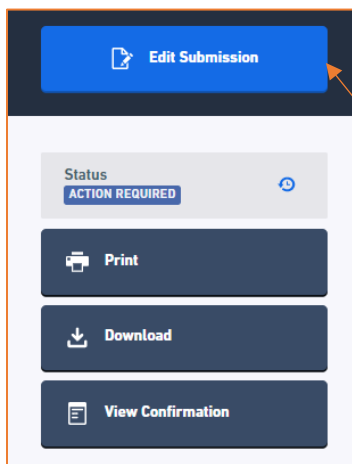
There may be instances where, during Program review, further information is needed and a revised Report must be submitted. You will receive an email letting you know that a revision is required. Follow these instructions if this become necessary.



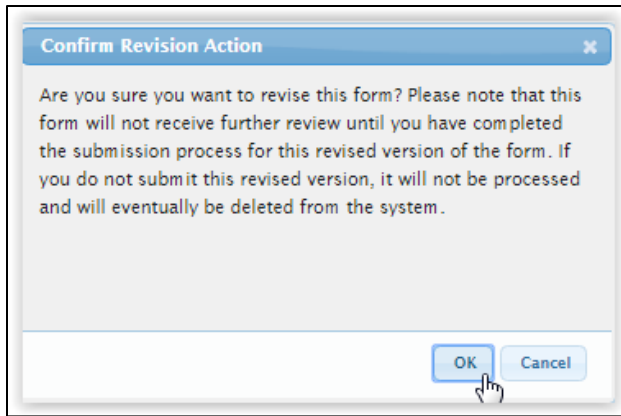
Use your history tab and the subsequent access to filtering your submissions to locate the submission in need of revision. The submission # will be in the email you receive.



Click on the 'View' icon.



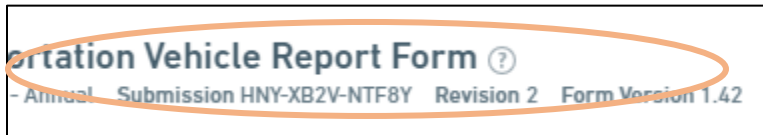
Click on the 'Edit Submission' button.



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.



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.

