

## Drinking Water and Groundwater Protection Division File Transfer Protocol (FTP) Site Instructions

The Water Supply program of the Drinking Water and Groundwater Protection Division (Division) has created a new way to transfer large electronic documents through use of an FTP site. The FTP site allows consultants, drinking water system representatives, and members of the regulated community to easily submit large electronic applications and documents and to avoid paper copies, mail, CDs, third party document hosting sites, or thumb drives. **The FTP site is the Division's preferred method for receiving large electronic files.**

The FTP site is designed to be a data throughway; files will **NOT** be stored long-term on this site. Files submitted to the FTP site will be downloaded and processed daily by Division administrative staff. It is crucial, therefore, to provide sufficient information to make clear what the nature of the submission is, what water system or project it is for, and who the intended recipient of the application or document is. **These documents are for public drinking water or groundwater withdrawal-related projects only, not wastewater system or potable water supply projects.**


**For each submission, the following information must be clearly stated either within the cover page of the document, the folder name, and/or the document title, otherwise the submission cannot be accepted:**

1. Water System WSID number;
2. Water System Name;
3. Construction Permit number (if available);
4. Source Permit number (if available);
5. PID number (if available);
6. The intended recipient's name (if known);
7. The author of the document;
8. Author's contact information.

### How it works:

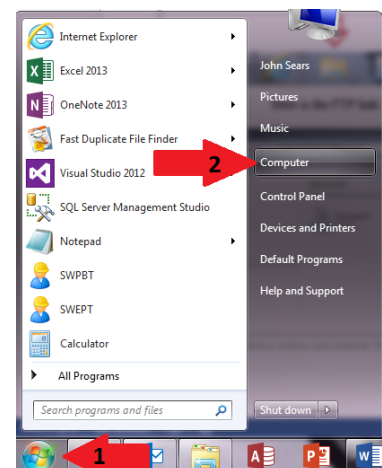
If using Windows, the best and simplest way to submit documents to the FTP site is to paste the following link <ftp://ftp.anr.state.vt.us/Public%20Water%20Supply/> into the Windows Explorer address bar (**NOT** Internet Explorer or some other web browser). If using a MAC, paste the link into the address bar in Finder.

### **Using Windows Explorer:**

On your keyboard press the "Windows" key  and "E" at the same time.

or

Follow the picture on the right and click the Start Button (1) and then click "Computer" (2)



This link: <ftp://ftp.anr.state.vt.us/Public%20Water%20Supply/> now needs to be pasted into the address bar of Windows Explorer (see the image below).



Use the following credentials to log onto the FTP site when prompted:

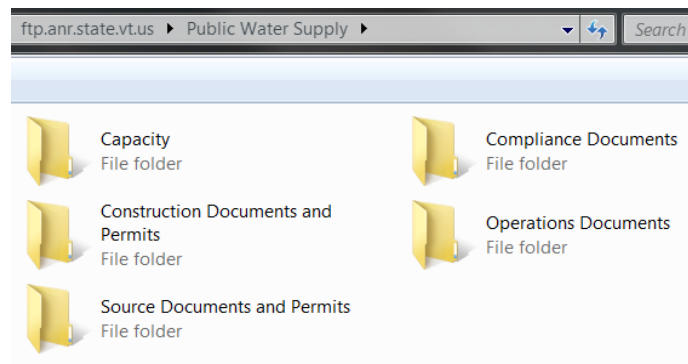
**User:** watersupply **Password:** C0mm@nd (note the **zero** in the password, not the letter “O”)

Uploading or submitting files to the FTP site is as easy as “copying and pasting” or “clicking and dragging” as you would with any document and folder on your own computer.

**Note:** you can copy and paste the FTP link into a web browser to view or download from the FTP site only; this will not let you add anything to the FTP (**Important:** you must “copy and paste” the link, not just click on the link above).

Following the steps above should take you to the FTP site (which should look like the image below). You will add your document(s) to one of the four drinking water-related folders identified below. Please make sure to submit documents using the correct folder for the given project. You may create a single new sub-folder within one of the existing folders shown below for your specific project if you are submitting multiple, ordered documents. If you create a sub-folder, please be sure to identify the new folder name clearly.

**Please be sure that submissions on the FTP appear as complete and ordered submissions.** Combined, single document submissions are preferred, however, if you are not able to submit applications/reports/plans, etc. as one document, you must identify the order the documents are required to appear and be reviewed by placing numbers 1,2,3, etc. within the document file names. **Do not include multiple sub-folders within submissions or expect Division staff to organize and weed out essential information from large submissions.** Incomplete or unorganized submissions or submissions that are time-intensive for Division personnel to process and review will be returned and required to be re-ordered and re-submitted. It is a manual process for Division staff to review submissions and assume the required order of large submissions.



**IMPORTANT:** Once a document is placed into the FTP folder, it likely **CAN NOT** be opened from that location, so please make sure the submission is correct and complete before copying it to the FTP site. Division staff will remove the document from the FTP site and open it on their own computers in order to view and process the documents.

Contact John Sears at [john.sears@vermont.gov](mailto:john.sears@vermont.gov) or 802-585-4887 if you have questions or problems pertaining to use of the Division FTP site.