



Agency of Natural Resources
Department of Environmental Conservation

REQUEST FOR ELECTRONIC REPORTING WAIVER

FOR AGENCY/DEPT. USE ONLY

Date Received

FACILITY/BUSINESS/INDIVIDUAL INFORMATION

Facility/Business/Organization Name (if applicable)		Program-provided ID (if applicable):	
Physical Address:	City	State	Zip
Contact First Name	Contact Last Name	Phone Number	
Mailing Address (if different from above):	City	State	Zip

REASON for WAIVER REQUEST (See next page for waiver request criteria and descriptions)

Please check the reason(s) from the list below and provide a brief statement as appropriate explaining the basis for requesting a waiver.

- a. Equipment or software
 b. Connectivity
 c. Religious and/or cultural
 d. Limited English proficiency
 e. Limited digital or technological proficiency
 f. No credit card or bank account
 g. Other (MUST include narrative explanation below)

SIGNATURE of FACILITY or BUSINESS OPERATOR/OWNER or Individual:

RETURN COMPLETED APPLICATION TO: Vermont Department of Environmental Conservation [Division/Program information, mailing address]	I certify under penalty of law that this document and any attachments (if applicable) were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.	
	Printed Name	Title
	Signature	Date

**THIS WAIVER IS EFFECTIVE FOR XXXX YEAR(S) FOLLOWING THE APPROVAL DATE,
 BUT MAY BE REVOKED IF THE BASIS FOR THE WAIVER HAS CEASED OR
 THE WAIVER CONFLICTS WITH A CHANGE IN APPLICABLE FEDERAL OR STATE LAW
 MUST BE RENEWED ON AN XXXX BASIS, IF WAIVER IS STILL NEEDED**

WAIVER REQUEST CRITERIA

The Vermont Department of Environmental Conservation (VT DEC) will review each request, approve or reject the request **within X days**, and provide notification of its decision. Facilities/businesses/individuals for which waivers are approved will still be required to submit hard copies of any required permit or submittal information.

Any of the following criteria may be reasons to obtain a waiver and should be noted in the form above:

- a. Equipment or software
 - i. The investment in equipment (e.g. computer, mobile device, large format scanner) or software required for electronic submittal would constitute an undue financial burden; and
 - ii. Insufficient reasonable alternative means to access the equipment or software required for electronic submittal.
- b. Connectivity
 - i. Insufficient internet, electrical, or other service required for electronic submittal.
- c. Religious and/or cultural consideration
- d. Limited English language proficiency
- e. Limited digital or technological proficiency
- f. No credit card or bank account
- g. Other (must include narrative explanation)

NOTE: Not all DEC Programs will have a need for this section below and therefore may be removed if appropriate.

The VT DEC will not issue waivers to the following categories of facilities/businesses:

Example: For the VT DEC Wastewater Program, the following types of dischargers are not eligible for waivers:

- Any facility currently reporting Discharge Monthly Reports via eDMR
- Facilities classified as major dischargers
- Individual Non-Publicly Owned Treatment Works (e.g., industrial facilities, commercial facilities, power plants, coal mines)