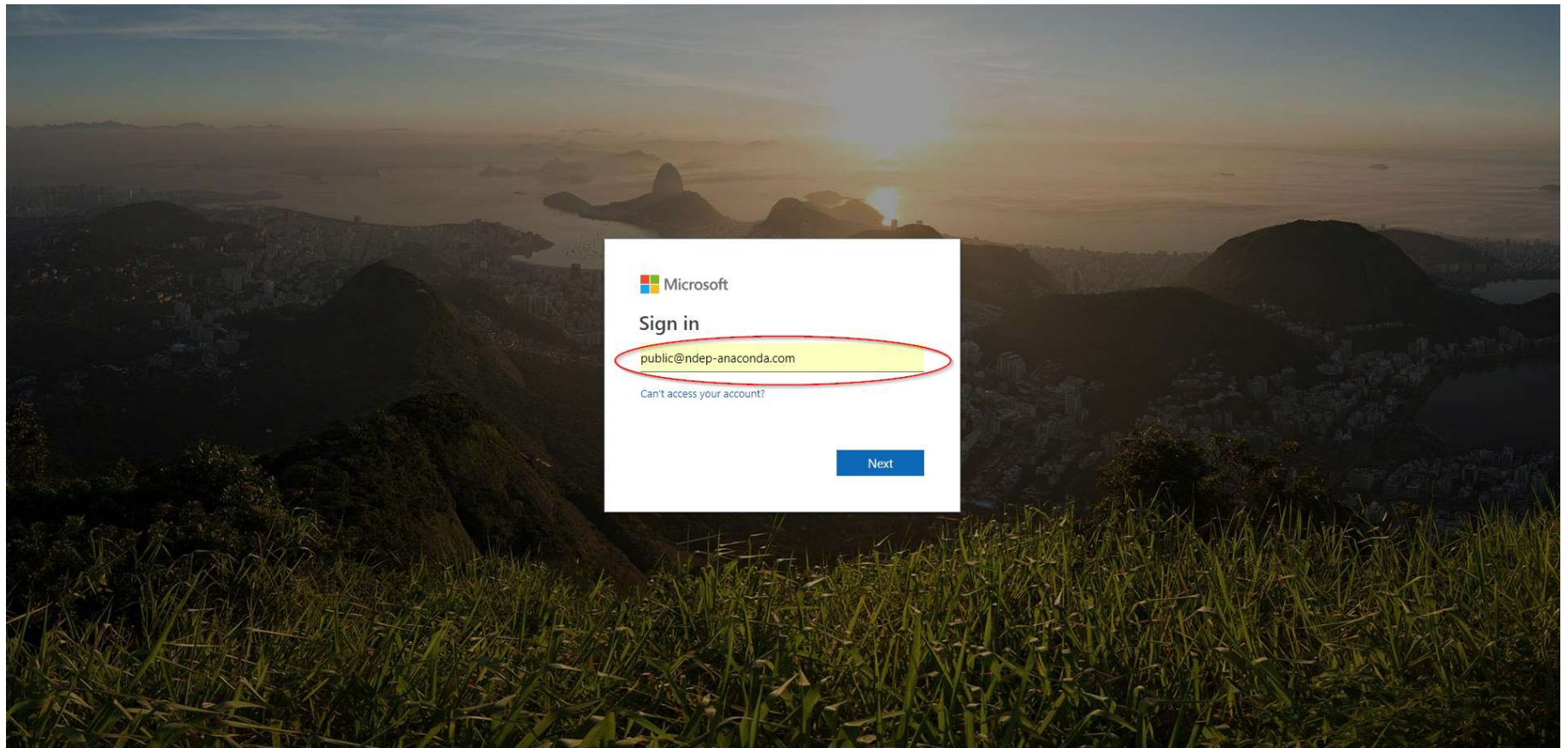


SOP for accessing NDEP Anaconda Public Records Library

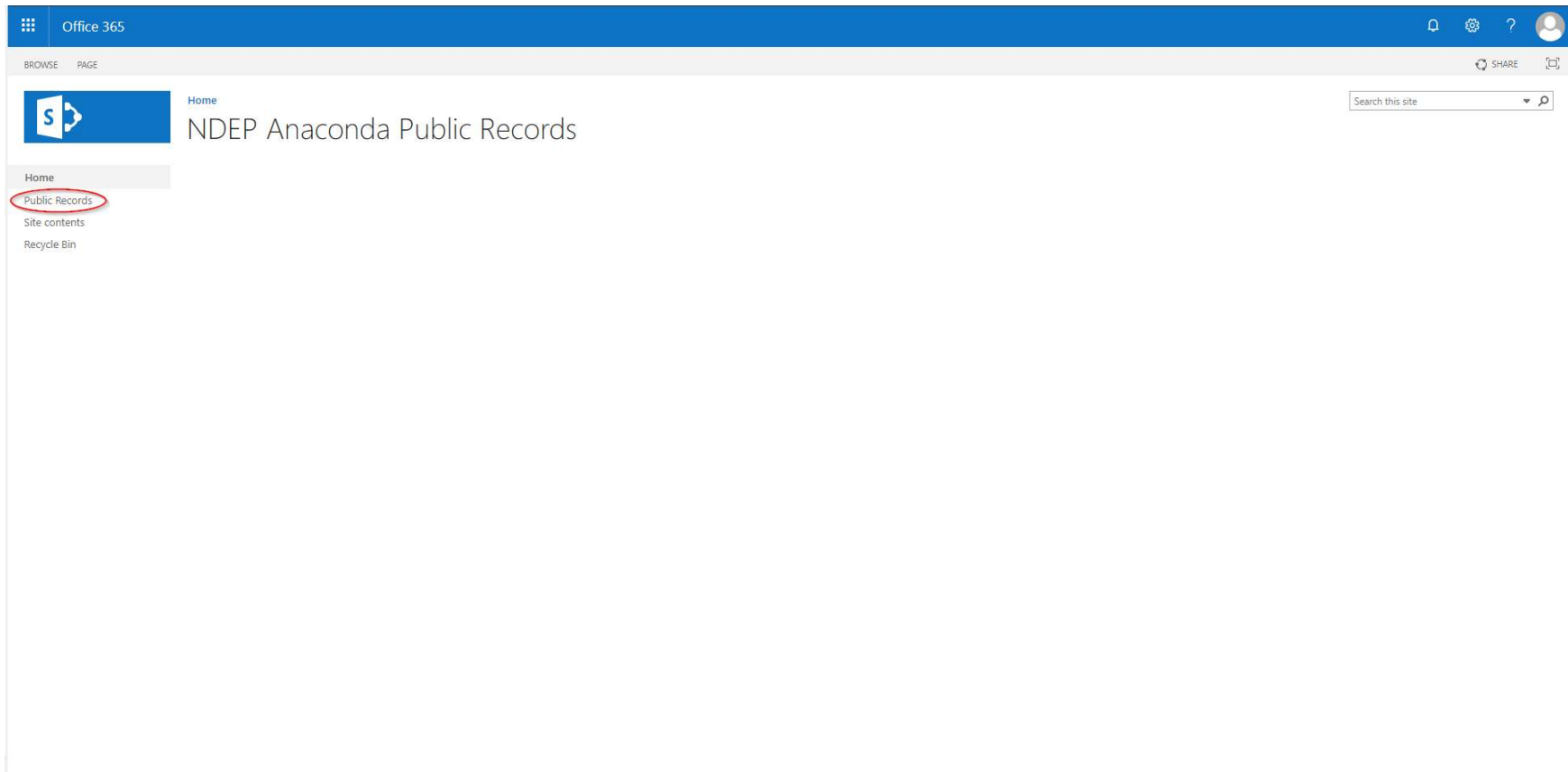
1. Navigate to the [NDEP Anaconda SharePoint site](#) and log-in using the public access credentials

Username: public@ndep-anaconda.com

Password: C0pper12#



2. Once logged in, access the Public Records library by clicking on the link on the left side of the screen.



3. On the Public Records page, users have multiple controls for finding, viewing, and downloading files

Office 365

Home

Public Records

Site contents

Recycle bin

Search

Home

NA NDEP Anaconda Public Records

Open Share Copy link Download Copy to

1 selected

Columns can be sorted by clicking these arrows

Click here for additional filtering options

This icon designates a multi-file report

Select a file and then click download to download a copy to your hard drive

This icon designates a single file

Single files can be viewed directly in the browser by clicking on the name

Name	Title	Author (Company a...	Date Created	Document Type	Topic	Submission Date	File Size	Submitted by
20140731_OU-4 Phase 1 FSAP T...	OU-4 Phase 1 FSAP TM	Brown and Caldwell	July 31, 2014	Tech Memo	OU-4	4 days ago	27.3 MB	Jeryl Gardner
Q2 2018 Quarterly Report	Q2 2018 Quarterly Report	Atlantic Richfield Company	6 days ago	Quarterly Status Report	Site-wide	4 days ago		Cristal Hibbard
20180604 ACMS OU2 RI FSAP.pdf	ACMS OU-2 RI FSAP	ARC	June 4	Tech Memo	OU-2	5 days ago	35.4 MB	Jeryl Gardner
20180709 2017 Annual Ground...	2017 Annual Groundwater Monitoring Report	Copper Environmental Consulting	July 9	Monitoring Report	OU-1	July 9		Cristal Hibbard
20180205 ACMS_IAOC_App_D...	ACMS IAOC App D FMS Work Plan	ARC and NDEP	February 5	NPL Deferral	Site-wide	June 12	8.04 MB	Jeryl Gardner
20180205 ACMS_IAOC_App_C...	ACMS IAOC App C RDRA SOW	ARC and NDEP	February 5	NPL Deferral	Site-wide	June 12	185 KB	Jeryl Gardner
20180205 ACMS_IAOC_App_B...	ACMS IAOC App B RIFS SOW	ARC and NDEP	February 5	NPL Deferral	Site-wide	June 12	5.79 MB	Jeryl Gardner
20180205 ACMS_NPL_DA_and...	ACMS NPL DA and Attachments Signed	USEPA and NDEP	February 5	NPL Deferral	Site-wide	June 12	5.28 MB	Jeryl Gardner
20180420 OU-3_SLERA_WP_Dra...	OU-3 SLERA WP - Draft	Arcadis Design & Consultancy	April 20	Work Plan	OU-3	June 12	5.47 MB	Jeryl Gardner
20180424 ARC Request to Elimi...	Radionuclide Elimination Request	Atlantic Richfield Company	April 24	Transmittal	OU-1	June 12	567 KB	Jeryl Gardner
20180507 Draft Plume Stability ...	Plume Stability TM - Draft	S.S. Papadopoulos & Associates, Inc.	May 7	Tech Memo	OU-1	June 12	146 MB	Jeryl Gardner
20180507_CIPP_FINAL DRAFT.pdf	CIPP FINAL DRAFT	NDEP	May 7	Community Involvement Plan (CIP)	Site-wide	June 12	999 KB	Jeryl Gardner
20180507 DRAFT RDRA Work Pl...	RDRA Work Plan Appendices - Draft	Wood PLC	May 7	Work Plan	OU-8	June 12	41.0 MB	Jeryl Gardner
20180507 DRAFT RDRA Work Pl...	REMEDIAL DESIGN/REMEDIAL ACTION WORK PLA...	Wood PLC	May 7	Work Plan	OU-8	June 7	16.1 MB	Sam

Return to classic SharePoint

Feedback

4. Multiple files can be downloaded at once if necessary

The screenshot displays the Office 365 SharePoint interface for a library named "NDEP Anaconda Public Records". The interface includes a search bar, a navigation pane on the left with options like "Home", "Public Records", "Site contents", and "Recycle bin", and a main content area showing a list of records. At the top of the main area, there are "Download" and "Copy to" buttons, with the "Download" button circled in red. A status bar indicates "5 selected" items. The list of records has several rows highlighted in grey, and red arrows point to the selection checkboxes of these rows. A "Feedback" button is visible in the bottom right corner.

Name	Title	Author (Company a...	Date Created	Document Type	Topic	Submission Date	File Size	Submitted by
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Q2 2018 Quarterly Report	Q2 2018 Quarterly Report	Atlantic Richfield Company	6 days ago	Quarterly Status Report	Site-wide	4 days ago		Cristal Hibbard
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20180709 2017 Annual Ground...	2017 Annual Groundwater Monitoring Report	Copper Environmental Consulting	July 9	Monitoring Report	OU-1	July 9		Cristal Hibbard
20180205 ACMS_IAOC_App_D...	ACMS IAOC App D FMS Work Plan	ARC and NDEP	February 5	NPL Deferral	Site-wide	June 12	8.04 MB	Jeryl Gardner
20180205 ACMS_IAOC_App_C...	ACMS IAOC App C RDRA SOW	ARC and NDEP	February 5	NPL Deferral	Site-wide	June 12	185 KB	Jeryl Gardner
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20180420 OU-3 SLERA_WP_Dra...	OU-3 SLERA WP - Draft	Arcadis Design & Consultancy	April 20	Work Plan	OU-3	June 12	5.47 MB	Jeryl Gardner
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20180507 Draft Plume Stability ...	Plume Stability TM - Draft	S.S. Papadopoulos & Associates, Inc.	May 7	Tech Memo	OU-1	June 12	146 MB	Jeryl Gardner
20180507_CIPP_FINAL DRAFT.pdf	CIPP FINAL DRAFT	NDEP	May 7	Community Involvement Plan (CIP)	Site-wide	June 12	999 KB	Jeryl Gardner
20180507 DRAFT RDRA Work Pl...	RDRA Work Plan Appendices - Draft	Wood PLC	May 7	Work Plan	OU-8	June 12	41.0 MB	Jeryl Gardner

5. Multifile reports can be downloaded (same process as single files) or browsed by clicking on the name of the report. This will open a new browser window.

The screenshot displays the Office 365 SharePoint interface for the 'NDEP Anaconda Public Records' site. The left-hand navigation pane includes 'Home', 'Public Records', 'Site contents', and 'Recycle bin'. The main content area shows a list of public records with columns for Name, Title, Author, Date Created, Document Type, Topic, Submission Date, File Size, and Submitted by. The 'Q2 2018 Quarterly Report' is selected, and a tooltip is visible over its name. The URL at the bottom of the browser window is [https://ndepanaconda.sharepoint.com/sites/anacondapublicrecords/_layouts/15/DocSetHome.aspx?id=/sites/anacondapublicrecords/Public Records/Q2 2018 Quarterly Report](https://ndepanaconda.sharepoint.com/sites/anacondapublicrecords/_layouts/15/DocSetHome.aspx?id=/sites/anacondapublicrecords/Public%20Records/Q2%2018%20Quarterly%20Report).

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20140731 OU-4 Phase 1 FSAP T...	OU-4 Phase 1 FSAP TM	Brown and Caldwell	July 31, 2014	Tech Memo	OU-4	4 days ago	27.3 MB	Jeryl Gardner
Q2 2018 Quarterly Report	Q2 2018 Quarterly Report	Atlantic Richfield Company	6 days ago	Quarterly Status Report	Site-wide	4 days ago		Cristal Hibbard
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20180709 2017 Annual Ground...	2017 Annual Groundwater Monitoring Report	Copper Environmental Consulting	July 9	Monitoring Report	OU-1	July 9		Cristal Hibbard
20180205 ACMS_IAOC_App_D...	ACMS IAOC App D FMS Work Plan	ARC and NDEP	February 5	NPL Deferral	Site-wide	June 12	8.04 MB	Jeryl Gardner
20180205 ACMS_IAOC_App_C...	ACMS IAOC App C RDRA SOW	ARC and NDEP	February 5	NPL Deferral	Site-wide	June 12	185 KB	Jeryl Gardner
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20180420 OU-3 SLERA_WP_Dra...	OU-3 SLERA WP - Draft	Arcadis Design & Consultancy	April 20	Work Plan	OU-3	June 12	5.47 MB	Jeryl Gardner
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20180507_CIPP_FINAL DRAFT.pdf	CIPP FINAL DRAFT	NDEP	May 7	Community Involvement Plan (CIP)	Site-wide	June 12	999 KB	Jeryl Gardner
20180507_DRAFT_CIPP_FINAL...	CIPP FINAL DRAFT	NDEP	May 7	Work Plan	OU-1	June 12	41.0 MB	Jeryl Gardner

6. Files within the multi-file reports can be viewed in the browser or downloaded one at a time.

The screenshot displays the Office 365 interface. At the top, the 'Office 365' header is visible. Below it, the 'FILES' tab is selected, and the 'Download a Copy' button is circled in red. A red box labeled '3. Download a copy' points to this button. In the main content area, the title '20180709 2017 Annual Groundwater Monitoring Report' is shown. A red box labeled '2. Click here' points to the 'FILES' tab. Below the title, a table lists files. A red box labeled '1. Select a file' points to the first row of the table, which is highlighted in blue. The table has the following columns: Name, Title, Author (Company and/or Individual), Date Created, Document Type, Topic, Submission Date, File Size, and Submitted by.

Name	Title	Author (Company and/or Individual)	Date Created	Document Type	Topic	Submission Date	File Size	Submitted by
2017 GMR Appendix K	...					July 9		
2017 GMR Appendix J	...					July 9		
2017 GMR Appendix I	...					July 9		
2017 GMR Appendix H	...					July 9		
2017 GMR Appendix G	...					July 9		
2017 GMR Appendix F	...					July 9		
2017 GMR Appendix E	...					July 9		
2017 GMR Appendix D	...					July 9		
2017 GMR Appendix C	...					July 9		
2017 GMR Appendix B	...					July 9		
2017 GMR Appendix A	...					July 9		
2017 Annual Groundwater Monitoring Report	...	Copper Environmental Consulting	July 9	Monitoring Report	OU-1	July 9	1613 KB	Cristal Hibbard

7. If files are incomplete or missing, or for any other errors, please reach out to the NDEP SharePoint administrative team (jgardner@ndep.nv.gov)