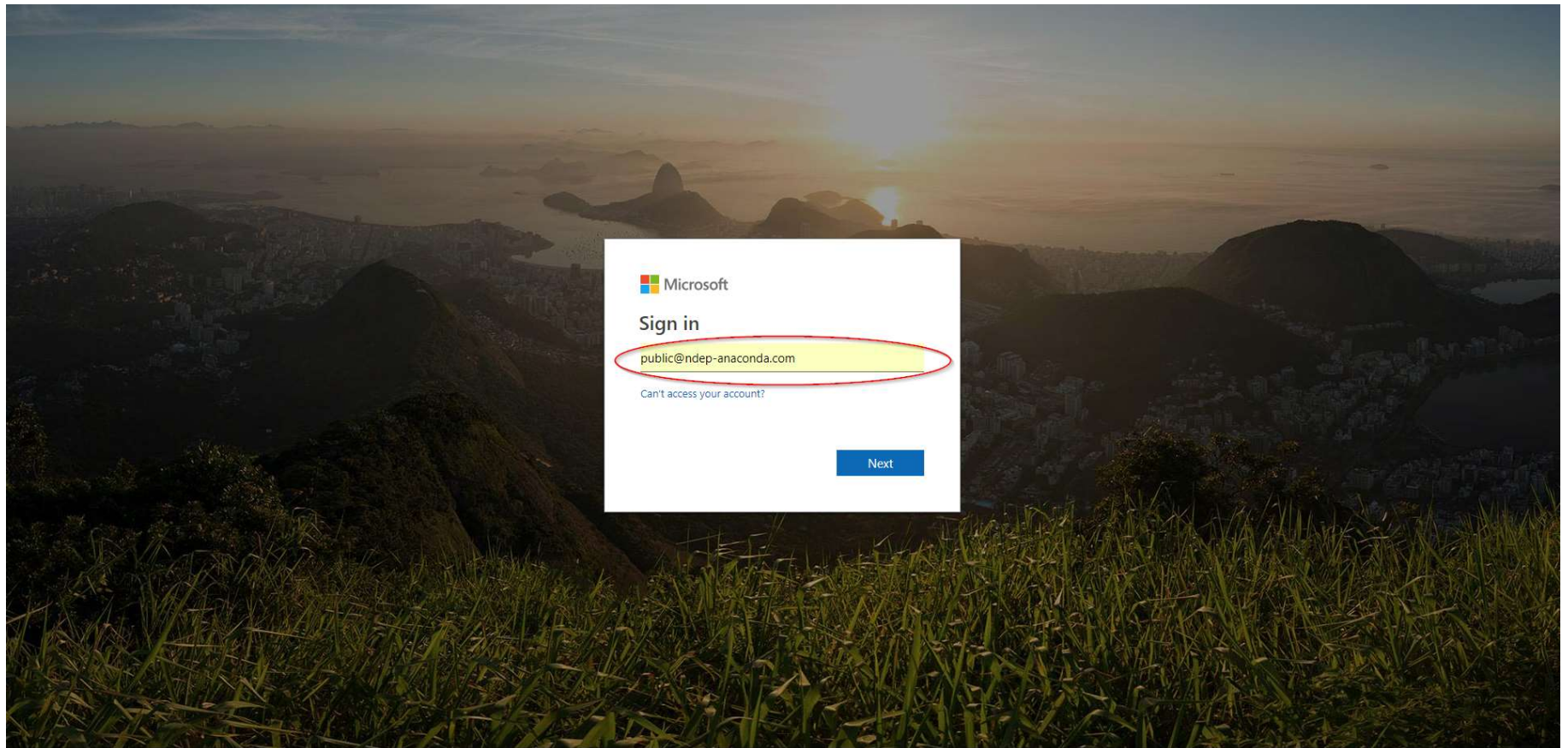


## SOP for accessing NDEP Anaconda Public Records Library

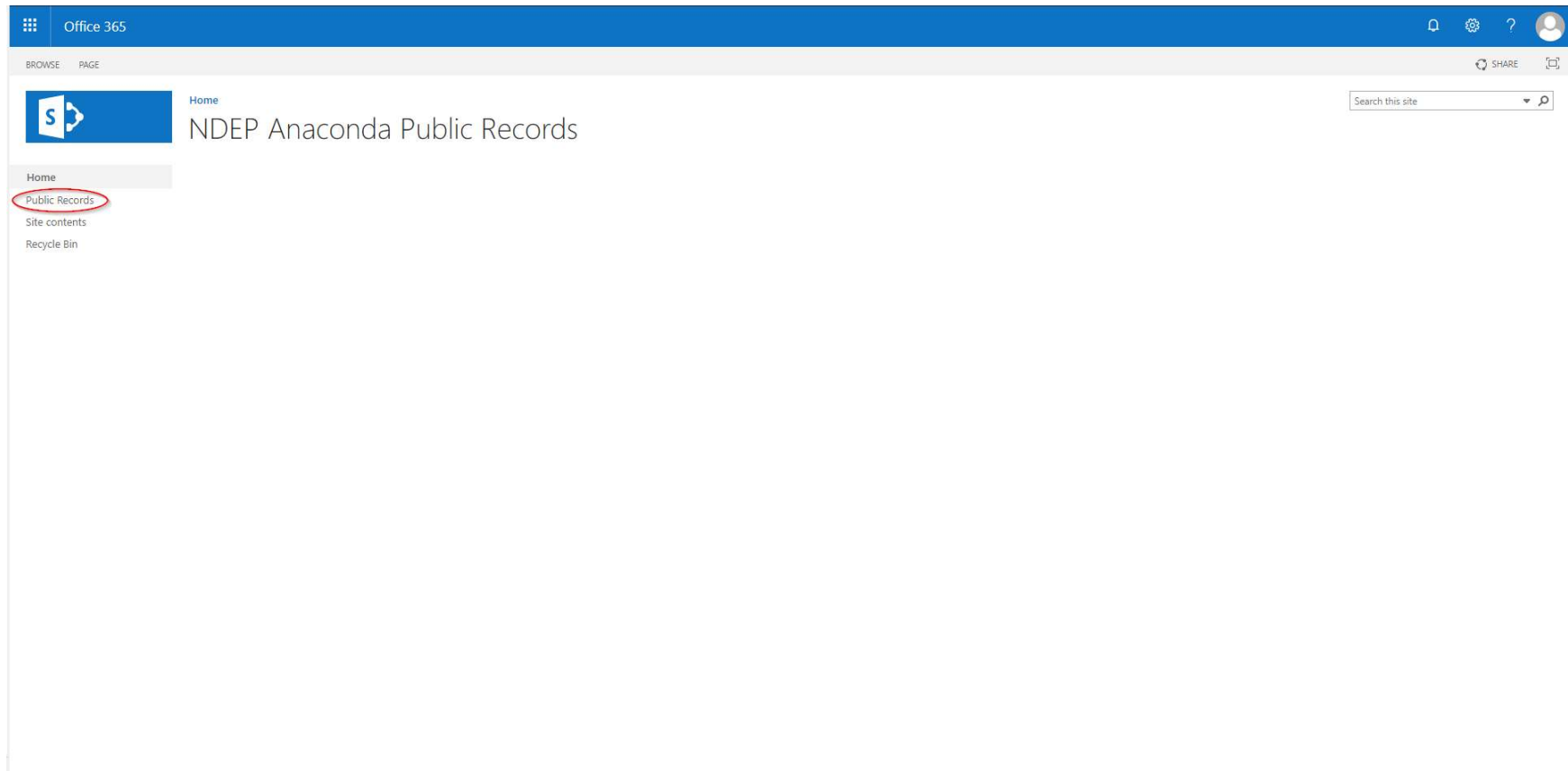
1. Navigate to the [NDEP Anaconda SharePoint site](#) and log-in using the public access credentials

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

The screenshot shows the Office 365 interface for the NDEP Anaconda Public Records page. The page includes a left-hand navigation pane with links to Home, Public Records, Site contents, and Recycle bin. The main content area displays a table of public records. Annotations with red boxes and arrows highlight various features:

- Download button:** A red circle highlights the 'Download' button in the top action bar, with a callout stating: "Select a file and then click download to download a copy to your hard drive".
- Multi-file report icon:** A red circle highlights a folder icon next to the file '20180205 ACMS\_IAOC\_App\_D...', with a callout stating: "This icon designates a multi-file report".
- Single file icon:** A red circle highlights a document icon next to the file '20180205 ACMS\_IAOC\_App\_B...', with a callout stating: "This icon designates a single file".
- Sorting arrows:** Red arrows point to the sort icons (downward arrow) in the 'Name', 'Date Created', and 'Document Type' columns, with a callout stating: "Columns can be sorted by clicking these arrows".
- Filtering options:** A red circle highlights the filter icon (funnel) in the top right corner, with a callout stating: "Click here for additional filtering options".
- Single file view:** A red circle highlights the file name '20180507\_CIPP\_FINAL DRAFT.pdf', with a callout stating: "Single files can be viewed directly in the browser by clicking on the name".

The table of public records is as follows:

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

At the bottom of the page, there is a 'Return to classic SharePoint' link and a 'Feedback' button.

## 4. Multiple files can be downloaded at once if necessary

Office 365

Search

Home

Public Records

Site contents

Recycle bin

NA NDEP Anaconda Public Records

Download Copy to

5 selected

Public Records

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
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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 RDRA Work Pl...	RDRA Work Plan Appendices - Draft	Wood PLC	May 7	Work Plan	OU-8	June 12	41.0 MB	Jeryl Gardner

Return to classic SharePoint

Feedback

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.

Office 365

Search

Home

Public Records

Site contents

Recycle bin

Home

NA NDEP Anaconda Public Records

Share Copy link Download Copy to ...

1 selected

Public Records

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 OU-2 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
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20180507 DRAFT BRRA WP - L...	BRRA WP - L...	Work Plan	May 7	Work Plan	OU-1	June 12	41.0 MB	Jeryl Gardner

Return to classic SharePoint

https://ndepanaconda.sharepoint.com/sites/anacondapublicrecords/\_layouts/15/DocSetHome.aspx?id=/sites/anacondapublicrecords/Public%20Records/Q2%202018%20Quarterly%20Report

Feedback

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

The screenshot shows the Office 365 interface. The top navigation bar includes 'BROWSE', 'PAGE', 'FILES', 'LIBRARY', and 'MANAGE'. The 'FILES' tab is selected. Below the navigation bar, there is a toolbar with various actions like 'New Document', 'Upload Document', 'New Folder', 'Edit Document', 'Check Out', 'Check In', 'Discard Check Out', 'Open & Check Out', 'View Properties', 'Edit Properties', 'Shared With', 'Delete Document', 'Share', 'Alert Me', 'Popularity Trends', 'Follow', 'Download a Copy', 'Send To', 'Manage Copies', 'Go To Source', 'Workflows', 'Publish', 'Unpublish', 'Approve/Reject', 'Cancel Approval', 'Tags & Notes', and 'Share'. A red box labeled '2. Click here' points to the 'FILES' tab. A red box labeled '3. Download a copy' points to the 'Download a Copy' button in the toolbar. Below the toolbar, there is a section for '20180709 2017 Annual Groundwater Monitoring Report' with links for 'View All Properties' and 'Edit Properties'. A red box labeled '1. Select a file' points to the first item in the list, '2017 Annual Groundwater Monitoring Report'.

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](mailto:jgardner@ndep.nv.gov))