

## Online submission management for environmental programs

Environmental agencies receive a wide range of submissions from regulated entities and the public, including permitting, compliance reporting, complaints, and other requests. These are often processed through paper forms, email attachments, and spreadsheets. This can slow processing and delay program work.

Online forms capture information as electronic data from the start, making it easier for staff to review, track, and process submissions.



Design



Publish



Submit



Automate

## What is nFORM?

nFORM is a software solution that allows environmental agencies to create many types of forms and manage program submissions and data. Program staff design and publish forms online, allowing regulated entities and the public to submit information through a clear, intuitive process.

### How it works:

1. **Design.** Staff build form fields, organize sections, and define rules for how information is entered.
2. **Publish.** Staff publish the form through your agency's website, allowing users to easily access and complete forms online.
3. **Submit.** Users complete the form, with the needed information checked before submission.
4. **Automate.** Using automated workflows, staff review submissions, communicate with the submitter, request clarification if needed, and track progress.

*nFORM can operate as a standalone solution* for collecting and processing program submissions. *When used with the nVIRO platform, submission data connects across the regulatory lifecycle*, including permits, facilities, inspections, and other activities.

## Why agencies choose nFORM

### **Built for environmental regulatory programs**

Many online form tools focus only on collecting information. nFORM was developed specifically for environmental regulatory programs and supports the data, form design, and workflows used to manage permits, facilities, inspections, and compliance activities.

### **Enables program staff to manage forms**

With minimal training, program staff can create and update forms themselves—without relying on IT support.

### **Captures the information each program needs**

Forms can draw on existing program data and capture new information aligned with how agencies manage regulatory records. This helps ensure submissions arrive with the information staff need and can be reviewed and processed more efficiently.

### **Streamlines submission review and processing**

Staff can easily build workflows tied to each form that automate the review and processing of submissions, routing tasks and notifications while maintaining a clear record of submission activity and communicating with submitters.

## Key features

### **Program-driven form design**

Trained program staff can create and update forms using intuitive tools that build out the desired information.

### **Guided online submissions**

Users complete forms through a clear step-by-step process, helping ensure all the information is included before submission.

### **Form-based workflows**

Automated workflows support the review and processing of submissions while maintaining a clear record of each step.

### **Forms connected to program data**

Forms can use existing program data and capture new information aligned with permits, facilities, inspections, and other regulatory records.

### **Integration with agency systems**

nFORM can integrate with payment systems, databases, and other agency technologies, allowing submission data to move seamlessly between systems.

### **Secure electronic submissions**

Electronic signatures and submission tracking support CROMERR-compliant electronic reporting where required.

## Contact us

For more than 25 years, Windsor Solutions has focused exclusively on building software solutions for environmental regulatory programs. Interested in learning more about nFORM? Contact us to start a conversation about how it can support your agency's programs.

[windsorsolutions.com](https://www.windsorsolutions.com)

[info@windsorsolutions.com](mailto:info@windsorsolutions.com)

(503) 675-7833