

# NEBRASKA

DEPT. OF ENVIRONMENTAL QUALITY

ONBASE

AIR BURN PERMITS – TECHNICAL GUIDE FOR APPLICATIONS

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## How to Register for an Account

To start the online permit process, you must first register for an account. Please read all of the steps carefully:

**\*Images in this guide may not appear exactly as they do on your screen\***

1. To use the online Permitting application, you need internet access and must be using one of the following internet browsers listed in this link:

<http://deq.ne.gov/NDEQProg.nsf/OnWeb/Browser>

2. From your internet browser, go to the DEQ portal for registration or click the following link:

<https://ecmp.nebraska.gov/DEQ-BRN/Account/Login?ReturnUrl=%2fDEQ-brn>

3. You should now be at the DEQ portal

- a. To create a new account – click on [Register Here](#) under NEW USERS on the right side of the screen.
- b. If you have a User Name – type in your User Name and Password to verify your authorization to the application.
- c. If you need to reset your Password – click on the Reset Password option.
- d. If you need to update other account information – click on the Update User Account Information.

The screenshot shows the DEQ portal interface. On the left, there is a 'LOGIN' section with fields for 'User Name' and 'Password', and a 'Login' button. On the right, there is a 'NEW USERS' section with a link to 'Register Here (Non-State Employees)'. Below the login section, there are links for 'Reset Password (Non-State Employees)' and 'Update User Account Information (Non-State Employees)'. The entire interface is enclosed in a red border with letters 'a', 'b', 'c', and 'd' pointing to the respective sections.

LOGIN

User Name

Password

Login

NEW USERS

If you are a first time user and have not yet registered for an account, click the following link and follow the instructions [Register Here \(Non-State Employees\)](#)

[Reset Password \(Non-State Employees\)](#)

[Update User Account Information \(Non-State Employees\)](#)

THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION.....

If you have previously registered an account with the same email address you will receive the message below. If you would like to have the other usernames associated with the email address you entered, click **Yes** on this message.

The dialog box has a title bar 'Email Address Information' and an information icon. The text inside asks: 'The email address you have entered is already registered with at least one other account, would you like to have the other usernames associated with this address sent to your email account?'. There are 'Yes' and 'No' buttons at the bottom.

**Email Address Information**

The email address you have entered is already registered with at least one other account, would you like to have the other usernames associated with this address sent to your email account?

Yes No

4. After clicking on the Register Here option, you will be at the New Account Registration Page. You will need to complete all of the fields on this page. If you would like to view details on requirements for specific fields such as Username and Password, click the Field Requirements link. The following list will guide you through the fields you will need to complete:
  - a. **First Name** – enter your first name
  - b. **Last Name** – enter your last name
  - c. **Email Address** – enter the email address that will be associated with this account and grant applications
  - d. **Confirm Email** – re-enter the email address typed above
  - e. **Username** – Create a username for this account (no spaces)
  - f. **Password** – Create a password for this account\*

**PLEASE NOTE:** The password must be at least eight characters and contain at least one uppercase letter, one lowercase letter, and one digit with no spaces. Click the Field Requirements or Password Rules link for more information on password requirements.

- g. **Password Reminder Questions** – You must select three password reminder questions and supply an answer for each question. These questions will be used to authenticate your identify if you need to change your password or account information.
      - i. Select a security question from the drop-down box
      - ii. Type your answer in the Your Answer field. This field is not case sensitive

# NEBRASKA ENTERPRISE SELF REGISTRATION

## NEW ACCOUNT REGISTRATION

\* Required

### User Information

[Field Requirements](#)

First Name \* Tom

Last Name \* Sample

Email Address \* tsample@hotmail.com

Confirm Email \* tsample@hotmail.com

### Login Information

Username \* tsample001

Password \* ●●●●●●

Confirm Password \* ●●●●●● [Password Rules](#)

### Password reminder questions

Question One \* What was your childhood nickname? ▼

Your Answer \* buddy

Question Two \* In what city or town did your mother and father meet? ▼

Your Answer \* Hastings

Question Three \* In what town was your first job? ▼

Your Answer \* Lincoln

[Register Account](#)

5. Prior to completing your registration, **please note or record your User Name, Password, Security Questions and Answers.** The Help Desk does not have access to this information and cannot reset passwords. This is a user responsibility.
6. To complete your registration click the **Register Account** button.
7. After successfully creating an account, a message will appear stating that your account has been created, and that you are being redirected to the sign in page. If you do not see the sign in page within 10 seconds, click the link that says [here](#).




Your account has been successfully created, you will be redirected to the sign in page in 5 seconds...

If you are not redirected, please click [here](#)

8. You will be redirected/returned to the DEQ login page:

Official Nebraska Government Website



**NEBRASKA**  
Good Life. Great Environment.

**Welcome**  
to the Nebraska Department of Environmental Quality

### LOGIN

**Burn Permit Application Process**

**User Name**

**Password**

[Reset Password](#) (Non-State Employees)

[Update User Account Information](#) (Non-State Employees)

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### NEW USERS

If you are a first time user and have not yet registered for an account, click the following link and follow the instructions

[Register Here](#) (Non-State Employees)

## How to Login

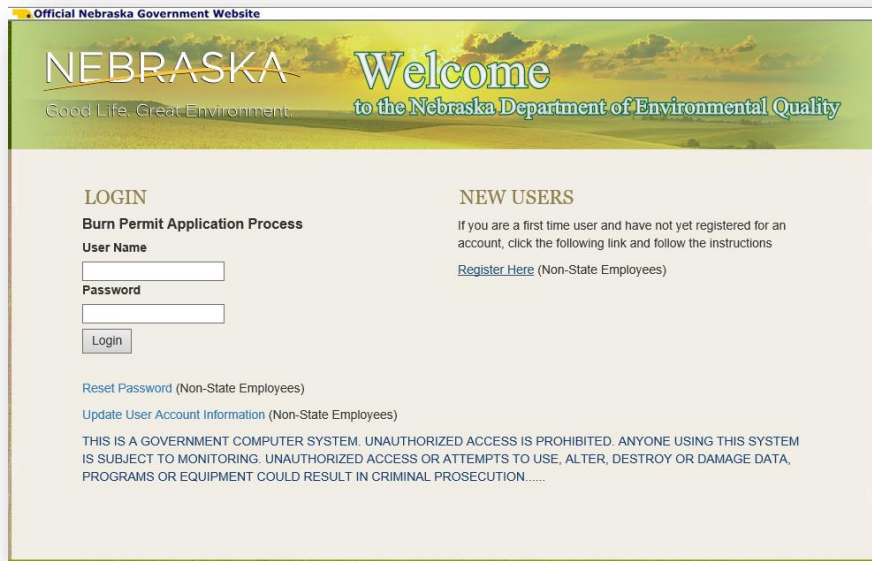
The following steps only apply to accounts that have been successfully created. If you have not yet successfully created an account, please refer to the previous section: *How to Register for an Account*.

To use the online Permitting application, you must have internet access and you must use one of the following internet browsers described in this link:

<http://deg.ne.gov/NDEQProg.nsf/OnWeb/Browser>

1. To access the application open your internet browser and go to:

<https://ecmp.nebraska.gov/DEQ-BRN/Account/Login?ReturnUrl=%2fDEQ-brn>




The screenshot shows the login page for the Nebraska Department of Environmental Quality. The page has a green header with the text "NEBRASKA Good Life. Great Environment." and "Welcome to the Nebraska Department of Environmental Quality". Below the header, there are two main sections: "LOGIN" and "NEW USERS". The "LOGIN" section is titled "Burn Permit Application Process" and contains a "User Name" field, a "Password" field, and a "Login" button. Below the login fields are links for "Reset Password (Non-State Employees)" and "Update User Account Information (Non-State Employees)". The "NEW USERS" section contains a message: "If you are a first time user and have not yet registered for an account, click the following link and follow the instructions" and a link "Register Here (Non-State Employees)". At the bottom of the page, there is a disclaimer: "THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION....."


2. In the second field, enter your User Name (this will automatically display in all caps)
3. Enter your Password
4. Click on the Login button


You should now be logged into the portal. Please refer to the next section **“Portal Home Page”**.

### BURN PERMIT APPLICATION PROCESS

 **Burn Permit**


Select "Start Here!" below to begin the request process which will create a burn permit application.

 [Start Here!](#) **1**

 **Community Open Burn Permit Application** **2**

Select a Community Open Burn Permit link to review the permit request information below.

Status	Name	NDEQ Facility Number
<a href="#">Pending</a>	ECM Test Facility	100
<a href="#">Pending</a>	ECM Test Facility	100
<a href="#">Pending</a>	Test	123

 **General Open Burn Permit Application** **3**

Select a General Open Burn Permit link to review the permit request information below.

Status	Name	NDEQ Facility Number
<a href="#">Pending</a>	adsf	123

1. Create new applications
2. Access previously created and saved Community Burn Permit Applications or Community Burn Permit Applications that were sent back for modification. (Applications are only saved for 30 days)
3. Access previously created and saved General Open Burn Permit Applications or General Open Burn Permit Applications that were sent back for modification. (Applications are only saved for 30 days)



#### Listing of Completed Requests 4

Select a link to review the burn permit request information below.

Document	NDEQ Facility Number	Status
<a href="#">View Document</a>	100	Approved
<a href="#">View Document</a>	100	Unit Supervisor Review
<a href="#">View Document</a>	100	Approved
<a href="#">View Document</a>	100	Unit Supervisor Review



As a courtesy, NDEQ will allow you to save an incomplete application for up to thirty (30) calendar days from initial application creation. After thirty days, the application will be marked invalid and removed from the system.

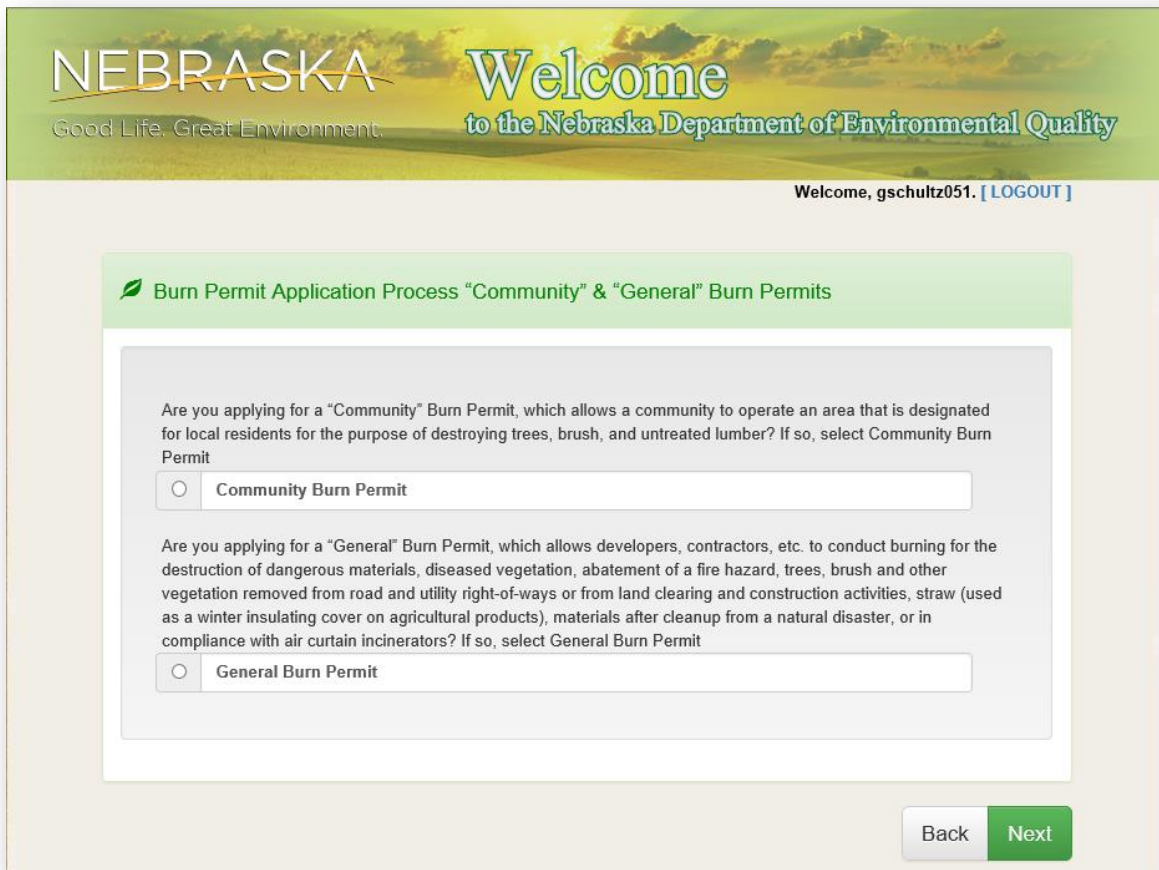
In order for an application to be marked complete, it must be submitted and signed electronically by the Certifying Official.

#### 4. List of completed applications with current status

## Filling Out an Application

After starting a new application you will be asked a series of questions to determine the permit type needed and eligibility. (Images and questions may vary from the examples depending on the permit type applying for and how questions are answered)

1. Select the desired permit type:



The screenshot shows a web application interface for the Nebraska Department of Environmental Quality. At the top, there is a header with the Nebraska logo and the text "Welcome to the Nebraska Department of Environmental Quality". Below the header, a user is logged in as "gschultz051" with a "LOGOUT" link. The main content area is titled "Burn Permit Application Process 'Community' & 'General' Burn Permits". It contains two questions with radio button options:

Are you applying for a "Community" Burn Permit, which allows a community to operate an area that is designated for local residents for the purpose of destroying trees, brush, and untreated lumber? If so, select Community Burn Permit

Community Burn Permit

Are you applying for a "General" Burn Permit, which allows developers, contractors, etc. to conduct burning for the destruction of dangerous materials, diseased vegetation, abatement of a fire hazard, trees, brush and other vegetation removed from road and utility right-of-ways or from land clearing and construction activities, straw (used as a winter insulating cover on agricultural products), materials after cleanup from a natural disaster, or in compliance with air curtain incinerators? If so, select General Burn Permit

General Burn Permit

At the bottom right, there are two buttons: "Back" and "Next".

2. Answer the qualifying questions to determine if you are eligible for a Burn Permit (Qualifying questions will vary depending on the type of permit you are applying for):

**COMMUNITY OPEN BURN PERMIT INITIAL QUALIFICATION QUESTIONS**

Are you applying for a "Community Open Burn Permit" on behalf of a Nebraska Village, City or Homeowners Association?  YES  NO

Has your Village, City or Homeowners Association been issued a "Community Open Burn Permit" previously?  YES  NO

Does your Village, City or Homeowners Association only allow the burning of trees and brush (i.e. no untreated wood)?  YES  NO

Does your Village, City or Homeowners Association prohibit the burning of leaves, grass clippings, creosoted wood, treated lumber, painted wood, demolition materials, structures and other banned items?  YES  NO

Does your Village, City or Homeowners Association inspect and remove any prohibited items prior (i.e. less than 24 hours) to any burning that takes place?  YES  NO

Does your Village, City or Homeowners Association receive a burn permit from the local fire chief prior to burning?  YES  NO

Do you acknowledge that NDEQ staff may conduct inspections of the burn piles to determine compliance with the permit requirements and that a violation of the permit or regulations can result in revocation of the permit and/or civil penalties of up to \$10,000 per day?  YES  NO

[Reset](#)

[Go to Home](#) [Next](#)

3. If eligible to apply for a permit, you will see a screen similar to the following where you will fill out the application. Fields marked with an \* or highlighted in red are required fields:

### COMMUNITY OPEN BURN PERMIT

NDEQ Facility Number

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*Fields marked with \* is a required field*

**Name of Applicant \***

**Contact Person \***

**Address \***

**City \***  **State \***  **Zip Code \***

**Email \***

**Confirm Email \***

**Telephone \***  **County of Burn-site \***

Narrative Description of the burn site location (I.e. please do not state "northeast of town" – please be as descriptive as possible – for example, from the intersection of Genoa and Grand Avenue, take Genoa Street (which becomes 370th Road) 1.5 miles east and the burn site is on the left) \*

#### Legal Description of the burn-site

Section  Township  N Range

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### CERTIFICATION

I certify under penalty of law that I have examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment.

**Name of Applicant or Authorized Representative \***

(Mr./Mrs./Ms./Miss)

4. Upload Supporting Documents, if applicable:

Optional - Here you can attach additional information such as: a cover letter describing your proposed plans or an aerial image indicating the area of the proposed site or expansion. This is not required but will help make the process more efficient.

1 Browse... 2 Upload

Accepted file types: PDF, JPG, GIF, and TIFF.

Document ID	Document Type
No attached documents were found.	

### EMERGENCY DECLARATION

Here you can attach additional information such as: a cover letter describing your proposed plans or an aerial image indicating the area of the proposed site or expansion. This is not required but will help make the process more efficient.

Browse... Upload

Accepted file types: PDF, JPG, GIF, and TIFF.

Document ID	Document Type
No attached documents were found.	

3

Back Submit

- 1) Click Brows to locate the desired document
- 2) After selecting the document click Upload to upload the document
- 3) When finished click Submit to submit your application for review

5. If submitted successfully you should receive the following message stating that the application has been submitted for review (it may take up to 24 hours for DEQ to receive the application after it is submitted):

