NEBRASKA
DEPT. OF ENVIRONMENTAL QUALITY

ONBASE   AIR BURN PERMITS – TECHNICAL GUIDE FOR APPLICATIONS

Form #: 07-285

Contents

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.

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.

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

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:
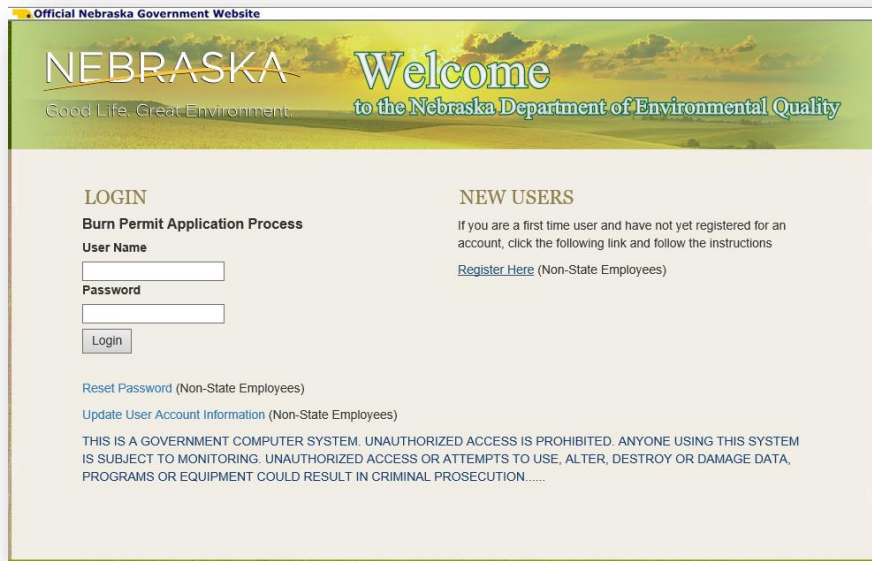
How to Login

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://deq.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

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"**.

Portal Home Page

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
View Document	100	Approved
View Document	100	Unit Supervisor Review
View Document	100	Approved
View Document	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.
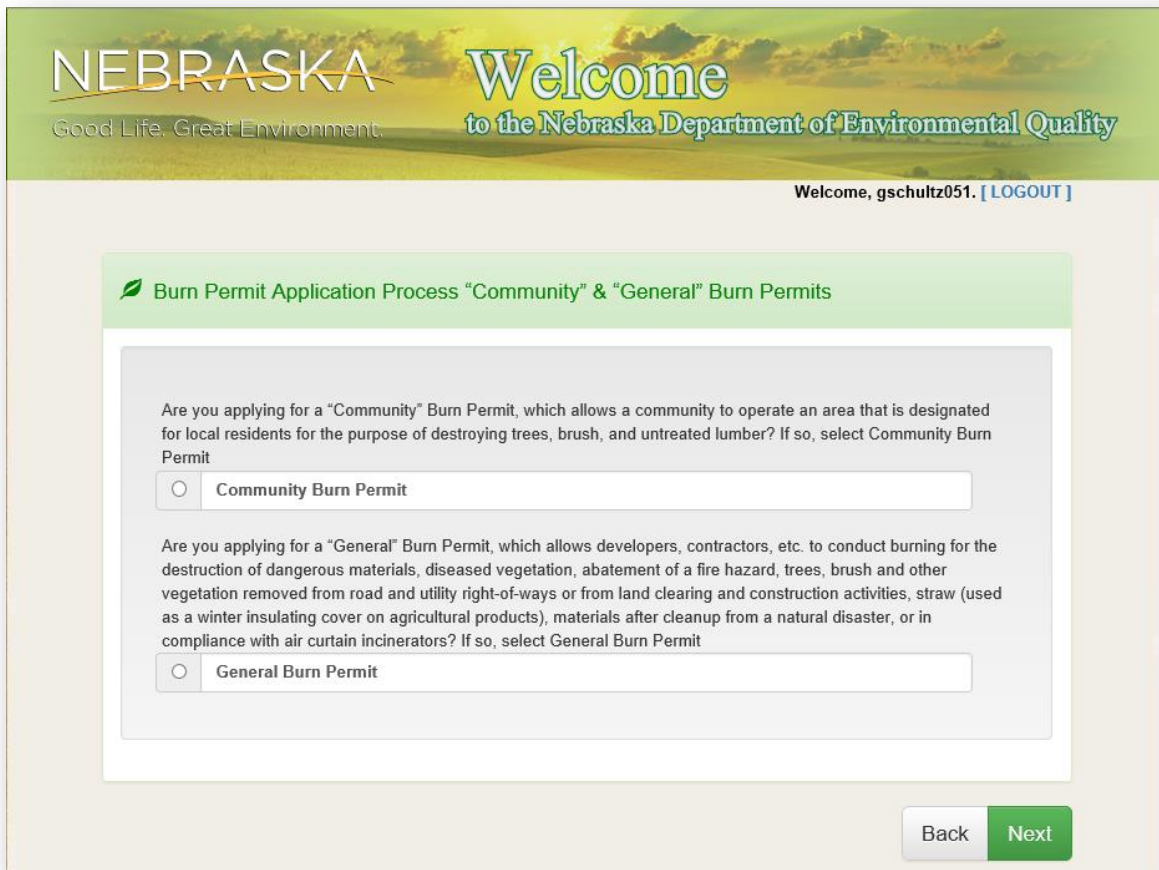
In order for an application to be marked complete, it must be submitted and signed electronically by the Certifying Official.

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:

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:

4. Upload Supporting Documents, if applicable:

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):