

EXTERNAL USE - ELECTRONIC DOCUMENT SUBMITTAL TO NEBRASKA DEPT OF ENVIRONMENT AND ENERGY (NDEE)

A. Purpose

Instructions on how to submit facility related electronic documents to the NDEE (Nebraska Department of Environment and Energy) via the NDEE.ECMupload@nebraska.gov email address for upload to the ECM (Electronic Content Management) system.

B. Instructions

If you intend to also submit a Paper working copy of this document, INDICATE THIS IN THE BODY OF THE EMAIL AND ATTACH THE DUPLICATE DOCUMENT FORM (LOCATED ON PAGE 2) TO THE PAPER DOCUMENT PRIOR TO MAILING TO THE AGENCY

- 1) Submit documents via email for upload to: NDEE.ECMupload@nebraska.gov
- 2) Document must be submitted as an attachment to the email in PDF format.
- 3) Please submit only 1 document per email. If a cover letter is included, it should be attached to the main document and not as a separate submittal.
- 4) Name the email (i.e., the Subject Line) using the format below.
 - a) **FACILITY ID – PROGRAM – PROGRAM ID (i.e. Permit number, spill number) – BRIEF DESCRIPTION (i.e. 62076 – LST - 120194-GW-0830 – Tier 1)**
- 5) Copy the form below in the body of the email and complete all fields. If you do not know some of the information, leave it blank and we will contact you if additional information is needed.
 - a) If you intend to also submit a Paper copy of this document, **PLEASE INDICATE THIS IN THE BODY OF THE EMAIL AND PUT A NOTE ON THE PAPER DOCUMENT PRIOR TO MAILING TO THE AGENCY.**
 - b) **No other information should be included in the email.**

Facility ID:	
Program:	
Program ID:	
Originator:	
Recipient:	
Description:	

- 6) If the PDF is too large to send in one email, then the document should be split into smaller PDFs and titled following the format below.

“FACILITY ID – PROGRAM – PROGRAM ID – BRIEF DESCRIPTION 1 of ___”,
“FACILITY ID – PROGRAM – PROGRAM ID – BRIEF DESCRIPTION 2 of ___”, etc





An exact copy of this document was submitted to NDEE on _____.

The documentation enclosed should be routed to the program as a working copy.





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