

## How to Submit Electronic Documents to ECM

This guide has been produced by the Nebraska Department of Environment and Energy (NDEE) to provide instructions on how to submit documents to NDEE via email submission to the Enterprise Content Management (ECM) system. An example submission is included at the end of this document.

Documents are submitted by email to [NDEE.ECMupload@nebraska.gov](mailto:NDEE.ECMupload@nebraska.gov)

The subject line of the email should be as follows:

Facility ID – Program – Program ID – Description

Only the following information should be included in the body of the email:

Facility ID: (Also called an IIS number, it is a unique NDEE ID)

Program: (Example: RCR, IWM)

Program ID: (i.e. a NDEE assigned permit number or EPA ID)

Originator: (Who is submitting the document)

Recipient: (Who the document needs to go to, i.e. inspector name or Waste Compliance Section)

Description: (What is the document, i.e. gas report, etc.)

Documents may be submitted without all of the requested information if some fields are not applicable or if the information is unknown. All known information should be included.

Documents must be submitted as an attachment to the email in PDF format and only one document should be submitted per email. A document can be saved as a PDF by selecting the “Save As” function and changing the “Save as type” to PDF from the drop-down list. All pages of a document should be contained in the PDF. For example, if you are submitting a gas report that is 13 pages in length, all 13 pages of the report should be in the PDF and the PDF will be attached to the email as one document.

## **Example Submission**

To: [NDEE.ECMupload@nebraska.gov](mailto:NDEE.ECMupload@nebraska.gov)

Email subject line:

12345 – IWM – NE0123456 – Gas Report

Body of email:

Facility ID: 12345  
Program: IWM  
Program ID: NE0123456  
Originator: John Doe  
Recipient: Waste Compliance Section  
Description: Gas Report

## **RESOURCES:**

- NDEE Home Page <https://dee.nebraska.gov/>

## **Contacts:**

- NDEE Main Number (402) 471-2186
- NDEE Toll Free Number (877) 253-2603
- NDEE Hazardous Waste Compliance Assistant (402) 471-8308
- Email questions to: [NDEE.moreinfo@nebraska.gov](mailto:NDEE.moreinfo@nebraska.gov)

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