

# NEBRASKA

**DEPT. OF ENVIRONMENT AND ENERGY**

**ONBASE**

**ONSITE WASTEWATER TREATMENT – TECHNICAL GUIDE FOR APPLICATIONS**

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With the passage of LB302, on July 1, 2019, the Nebraska Department of Environmental Quality and the Nebraska Energy Office merged into the Nebraska Department of Environment and Energy (NDEE).

## 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://dee.ne.gov/NDEQProg.nsf/OnWeb/Browser>

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

<https://ecmp.nebraska.gov/DEQ-OWT/Account/Login?ReturnUrl=%2fdeq-owt>

3. You should now be at the NDEE 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 NDEE 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 page is enclosed in a black border with a white background. Red boxes and letters 'a', 'b', 'c', and 'd' are overlaid on the image to highlight specific elements: 'a' is over the 'NEW USERS' section, 'b' is over the 'LOGIN' section, 'c' is over the 'Reset Password' link, and 'd' is over the 'Update User Account Information' link. 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.....'

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 is titled 'Email Address Information' and features an information icon (a lowercase 'i' in a blue circle). The text inside reads: '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?'. At the bottom of the dialog, there are two buttons: 'Yes' and '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 the users' 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 NDEE login page.

Official Nebraska Government Website



**NEBRASKA**  
Good Life. Great Environment.

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

### LOGIN

**Onsite Wastewater Septic System Registration**

**User Name**

**Password**

[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.....

### 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://dee.ne.gov/NDEQProg.nsf/OnWeb/Browser>

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

<https://ecmp.nebraska.gov/DEQ-OWT/Account/Login?ReturnUrl=%2fdeq-owt>



**LOGIN**

**Onsite Wastewater Septic System Registration**

**User Name**

**Password**

Login

[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.....

**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)

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 in to the portal. Please refer to the next section **“How to Create a New Application.”**

## ONSITE WASTEWATER TREATMENT SYSTEM REGISTRATIONS

### Getting Started

Select "New Application: Start Here!" below to begin the application process which will create a new application submission for review.


 [New Applications: Start Here!](#)

**1**

### Applications awaiting submission to NDEQ are listed below **2**

Select a link to continue an existing application.

	Form ID	Facility Name	Facility Address
---	---------	---------------	------------------

 No previously started applications were found.

### Applications rejected by NDEQ are listed below **3**

Select a rejected application to continue and address any issues.

Form ID	Facility Name	Facility Address	
---------	---------------	------------------	---


 No rejected applications were found.

1. Create new applications
2. Access previously created and saved applications that were saved but not submitted. (Applications are only saved for 30 days)
3. Access previously submitted applications that were sent back for modification.



🌿 Applications awaiting payment to NDEQ are listed below **4**

Select an application to view the payment slip associated with it.

Form ID	Facility Name	Facility Address	
80817122	ASD	1200	<a href="#">Open Payment Slip</a>
80817114	NO	123	<a href="#">Open Payment Slip</a>

🌿 Applications with confirmed payment are listed below **5**

Select an application to view signed version.

Form ID	Facility Name	Facility Address	
---------	---------------	------------------	---

🌿 No applications with confirmed payment were found.

🌿 Completed applications are listed below **6**

Select an application to view signed version.

Form ID	Facility Name	Facility Address	
---------	---------------	------------------	---

🌿 No completed applications were found.

- 4. Submitted Applications that are waiting for payment
- 5. Applications submitted with confirmation of payment
- 6. Completed Applications

## Filling Out an Application

After starting a new application, you will be asked a series of questions to determine eligibility. Images and questions may vary from the examples depending on how the questions are answered.

1. Answer the qualifying questions to determine if you are eligible to register (required fields are marked with a **\***) :

### SYSTEM REGISTRATION FOR ONSITE WASTEWATER TREATMENT SYSTEM - SEPTIC SYSTEM

**\* Are you certified or a Professional Engineer?**

YES  NO

**\* Is this request for an Endorsed Mound, Holding Tank, Household Lagoon or Permit Systems?**

YES  NO

**\* Certificate/License Number**

**\* Is this dwelling or non-dwelling?**

Dwelling  Non-Dwelling

**\* Is the Depth to Seasonal High Groundwater equal to or greater than four (4) feet?**

YES  NO

\* Is the design flow 1000 gallons per day or less?

YES  NO

\* Design Flow

gal/day

\* Percolation Rate

min/inch

\* Septic Tank Capacity

gallons

\* Total Effective Trench Bottom Area

sq. ft.

\* Garbage Grinder

YES  NO

\* Large Capacity Tub

YES  NO

Next

2. Enter Owner Information:

## SYSTEM REGISTRATION FOR ONSITE WASTEWATER TREATMENT SYSTEM - SEPTIC SYSTEM

### Owner Information

Facility Number

Search

\* First Name

Middle Initial

\* Last Name

Phone Number

Email Address

Business or Legal Entity  
Name

\* Mailing Address

\* City

\* State

\* Zip

×

3. Enter System Information:

**System Information**

**Previous System Registration Number**

**\* Registration Type**  **New System**  
 **Modification of Existing System (Tank or Trench)**  
 **Inspection Only**  
 **Temporary Modification**

**\* Design Flow**  gal/day

**# of Bedrooms**

**\* Depth to Seasonal High Groundwater**  feet

**\* Percolation Rate**  min/inch

**Loamy Sand Liner Installed**

**\* Septic Tank Capacity**  gallons

**Septic Tank Manufacture/Model**

**Garbage Grinder**

**Large Capacity Tub**

\* Number of Trenches

\* Width of Trenches

inches

\* Total Length of All Trenches

feet

Total Effective Trench Bottom Area

**500 sq. ft.**

\* Soil Absorption System Description

- Gravelless chambers without filter material
- Gravelless chambers with filter material
- Pipe with filter material
- Gravelless pipe without filter material
- Gravelless pipe with filter material
- Bundled expanded polystyrene synthetic aggregate without filter material
- Bundled expanded polystyrene synthetic aggregate with filter material
- Other

If multiple need to be selected, please contact NDEE at [ndee.onsite@nebraska.gov](mailto:ndee.onsite@nebraska.gov) or call 402-471-4285.

4. Enter Installer Information:

**Installer Information**

<b>* First Name</b>	<input type="text"/>
<b>Middle Initial</b>	<input type="text"/>
<b>* Last Name</b>	<input type="text"/>
<b>* Email Address</b>	<input type="text"/>
<b>* Confirm Email Address</b>	<input type="text"/>
<b>* Mailing Address</b>	<input type="text"/>
<b>* City</b>	<input type="text"/>
<b>* State</b>	<input type="text"/>
<b>* Zip</b>	<input type="text"/>
<b>* Date of Inspection or Completion of Construction</b>	<input type="text"/>

5. After you have reviewed your application and have ensured everything is correct click the Next button to continue. You can use the Back button to go back and make changes or Save to save and finish at another time. Please note that applications are only saved for 30 days from the day that they are created:



- As a courtesy, NDEE 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.
- For an application to be marked complete, it must be submitted and signed electronically by the Installer and an application fee received by NDEE.



Contact Us: [ndee.onsite@nebraska.gov](mailto:ndee.onsite@nebraska.gov)



6. Upload Supporting Documents, if applicable:

### SUPPORTING DOCUMENTS

Attach Supporting Documentation. (As an image, PDF, Word document, or Excel document)

1

2 \* Document Type

3

Document ID	Document Type
No attached documents were found.	

4

- 1) Click Browse to locate the desired document
- 2) Select the type of document that you are attaching
- 3) After selecting the document click Upload to upload the document
- 4) When finished click Next to continue with the application

7. Select your payment option. Registration fee is automatically calculated based on construction completion date with late fees added accordingly:

### Payment Options

[Click to Mail Payment](#) [Click to make Credit Card Payment](#) [Click to make Electronic Check Payment](#)

**Mail Payment** Click on the Mail Payment button to view and print the payment slip, mail the payment slip and a check to the address provided on the payment slip.

**Credit Card Payment** Click on the Credit Card Payment button and follow the instructions for Credit Card payment. The online payment process is provided by a PCI certified third party provider.

**Electronic Check Payment** Click on the Electronic Check Payment button and follow the instructions for Electronic Check payment. The online payment process is provided by a PCI certified third party provider.

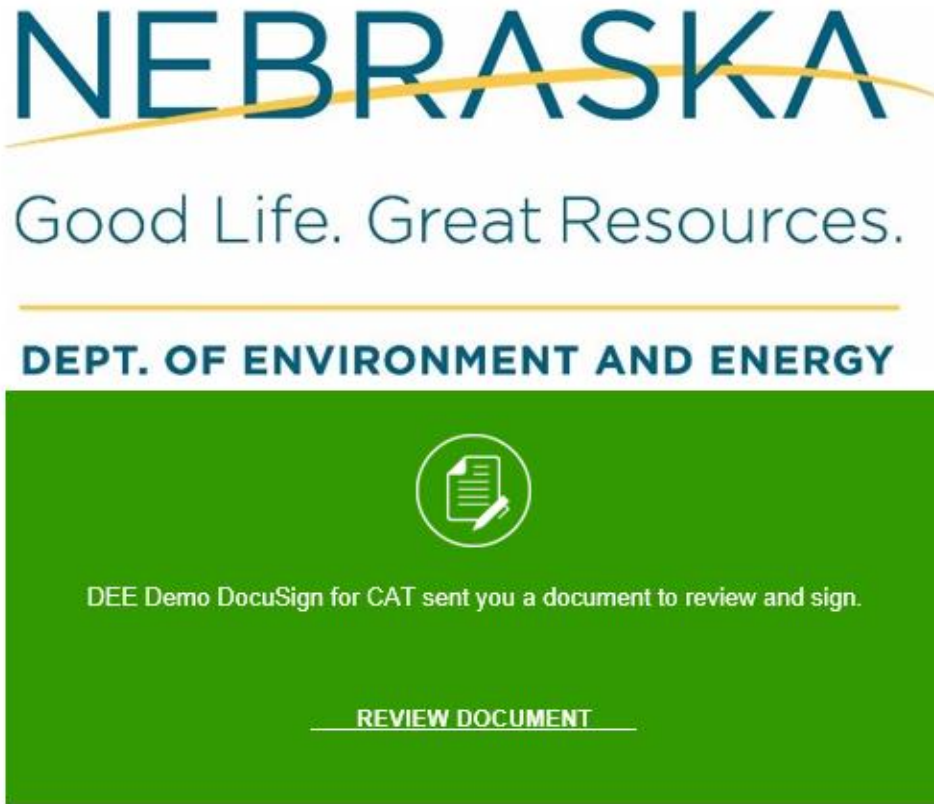
Each option will open another window to perform the related payment steps. When you've completed the payment steps, return to the previous page and click on the Submit button below to initiate the electronic application signing steps.

[Cancel / Home](#) **Application Status: AWAITING PAYMENT**

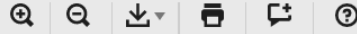
1. Choose your payment type
2. When finished click Submit to submit your application for review

## DocuSign

Shortly after submitting your application, you will receive an email from DocuSign with instructions on how to sign your application.



1. Click Review Document in the email to open the application in DocuSign in your browser



DocuSign Envelope ID: 99D470CE-3EF8-485F-BE17-1EED5B4B5FD6

START



## System Registration For Onsite Wastewater Treatment System - Septic System

030

I swear or affirm that the system complies with Title 124 requirements and that the registration information and documentation submitted are true, complete and accurate.

TRICIA SCOTT

1234

*Application #*

OWT-202200080



8/25/2022

*Signature of Certified Professional, Professional Engineer, or Registered Environmental Health Specialist*

1. Click Start to start the signing process
2. Click Sign to electronically enter your signature to the document
3. When you're done reading through and signing the document click Finish to submit the signed copy to NDEE