

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

NDEE's Online Application for Air General Permit Coverage

The Nebraska Department of Environment and Energy (NDEE) has available an online streamlined application process for eligible applicants willing to comply with the requirements of any one of several standardized Air General Permits. This process can significantly shorten the time needed for an eligible facility to obtain permit coverage for an activity covered by an air general permit.

One significant difference between a general permit and an individually issued permit is that the general permit has already gone through the permit process, including the public comment period. Consequently, the owner or operator of an eligible facility who is willing to comply with all the requirements in a general permit can apply for coverage under the general permit through the online process, significantly reducing the permitting timeframe for those eligible.

General Construction Permits and General Operating Permits are provided for by Chapter 7 of [Nebraska Administrative Code Title 129 – Nebraska Air Quality Regulations](#). Currently, [Air General Construction Permits](#) are available in the following categories to eligible applicants (please review each permit for details on limitations, applicable requirements, and restrictions):

- Aggregate Processing Operations,
- Asphalt Plants – Batch Mix Hot Mix
- Asphalt Plants - Drum Mix Hot Mix,
- Concrete Batch Plants – Truck Mix (Controlled Loadout)
- Concrete Batch Plants – Truck Mix (Uncontrolled Loadout)
- Emergency Engine 1 – total capacity up to 10,000 hp for 2014 or later diesel models,
- Emergency Engine 2 – total capacity up to 5,000 hp diesel,
- Surface Coating – surface coating, welding, sawing, and abrasive blasting operations, and
- Incinerator (controlled).

An [Air General Operating Permit](#) is currently available in the following category to eligible applicants:

- Incinerator Operating (with limited exceptions, Title 129 requires both construction and operating permits for incinerators.)

Before you can apply for an online air general permit, you must first register for an online account with the NDEE. From your internet browser, go to the NDEE portal for registration and application

authorization: <https://ecmp.nebraska.gov/DEE-AIR/>. Create a new user ID by following the instructions under *NEW USERS* on the right side of the screen.

General permits are not suitable for all activities requiring an air permit so please review the guidance materials or contact the NDEE if you have questions about your eligibility. Coverage under one of these general permits is only available through the online application process.

The following screen shots are provided as an example. These may not look exactly the same as the screens you will see for a particular general permit application.

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AIR QUALITY GENERAL PERMITTING

Log In

User Name
AIRSchultz051

Password

Login

Reset Password

Update User Account Information

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](#)

Fill in the required information in order to create your account.

Official Nebraska Government Website

NEBRASKA ENTERPRISE
SELF REGISTRATION

NEW ACCOUNT REGISTRATION

* Required

User Information

Field Requirements

First Name *

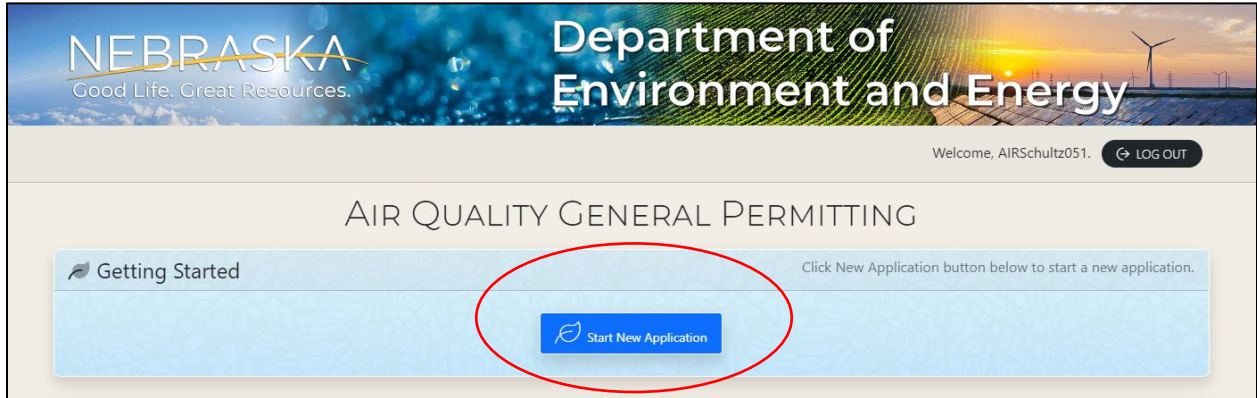
Last Name *

Email Address *

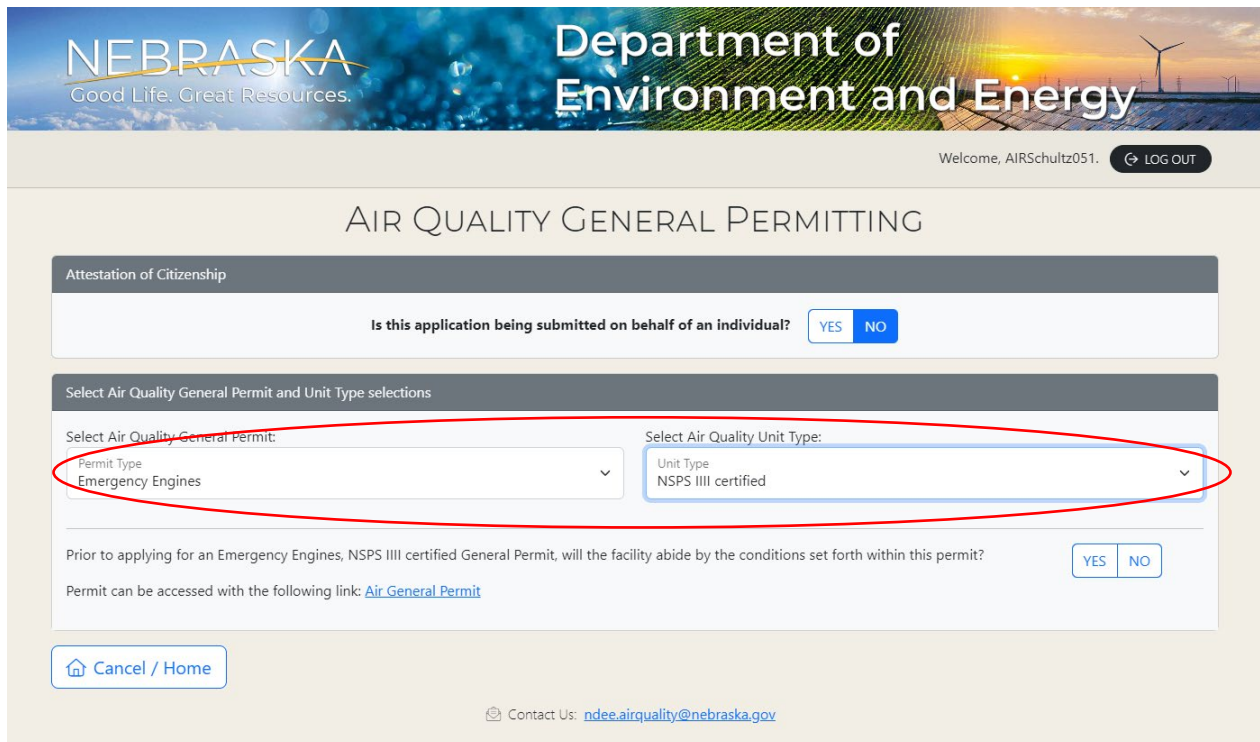
Confirm Email *

Login Information

Once you have created your account, or if you already have an existing account, type in your User Name (user ID) and password to get started on the online questionnaire as to whether or not you can apply for general air permit coverage for your facility. NDEE's online permitting program does not have a means of reminding you what your User Name and password are. Be sure to record these so you have them for future applications.



Once you have begun the online process, your first step will be to choose an Air Quality General "Permit Type" you wish to apply for and select a "Unit Type".



You should also be able to review a list of your saved applications, if you have any.

The screenshot shows the 'AIR QUALITY GENERAL PERMITTING' dashboard. It has three main sections: 'Getting Started' with a 'Start New Application' button; 'Awaiting Payment' with a message 'Submitted applications awaiting payment to NDEE.' and a table with columns 'Options', 'Application #', 'Facility Name', 'Facility ID', 'DEE Program ID', and 'Status', containing the message 'No submitted applications waiting for payment were found.'; and 'Awaiting Submission' with a message 'Incomplete applications awaiting submission to NDEE.' and a table with the same columns. The table in 'Awaiting Submission' has one row for application AIR-202200073 for 'Dale's Bug Out Bunker' with status 'Incomplete'. The 'View' and 'Continue' buttons for this application are circled in red.

You will need to click on “Yes” to confirm that you agree to follow the conditions laid out in the permit.

The screenshot shows the application form for 'AIR QUALITY GENERAL PERMITTING'. It includes a header for the Nebraska Department of Environment and Energy. The form has several sections: 'Attestation of Citizenship' with a question 'Is this application being submitted on behalf of an individual?' and 'YES'/'NO' buttons; 'Select Air Quality General Permit and Unit Type selections' with dropdown menus for 'Permit Type' (Emergency Engines) and 'Unit Type' (NSPS III certified); a question 'Prior to applying for an Emergency Engines, NSPS III certified General Permit, will the facility abide by the conditions set forth within this permit?' with a circled 'YES'/'NO' button; and a question '* Is this application for an existing or new air pollution facility?' with 'Existing'/'New' buttons. A 'Cancel / Home' button is at the bottom left, and contact information is at the bottom center.

You also need to indicate whether the application is for an existing facility or a new facility.

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AIR QUALITY GENERAL PERMITTING

Attestation of Citizenship

Is this application being submitted on behalf of an individual?

Select Air Quality General Permit and Unit Type selections

Select Air Quality General Permit:
Permit Type
Emergency Engines

Select Air Quality Unit Type:
Unit Type
NSPS III certified

Prior to applying for an Emergency Engines, NSPS III certified General Permit, will the facility abide by the conditions set forth within this permit?

Permit can be accessed with the following link: [Air General Permit](#)

* Is this application for an existing or new air pollution facility?

A New Facility means equipment constructed or installed at a new location not adjacent to or associated with any other sources of air pollution. Any questions please contact Nebraska Department of Environment and Energy at ndee.airquality@nebraska.gov or 402-471-2189.

[Cancel / Home](#) [Next](#)

Contact Us: ndee.airquality@nebraska.gov

The appropriate application fee is required with each air construction permit application ([Title 129 Chapter 3](#)). The NDEE online application process provides instructions for fee submittal. Payment must be received before the Department will review the application. (Note: There is no application fee for an air operating permit application)

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AIR QUALITY GENERAL PERMITTING

* Application Fee Amount

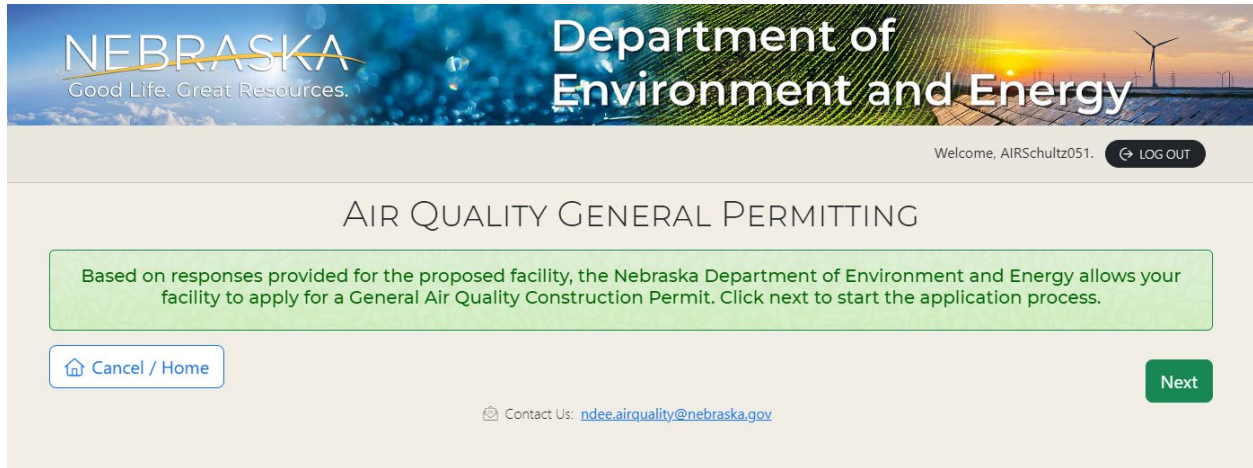
Note: New facility Air Quality General Construction Permit applications require \$250 fee to be received by DEE before the application is reviewed. Instructions will be provided at the end of the application process on how to submit the application fee.

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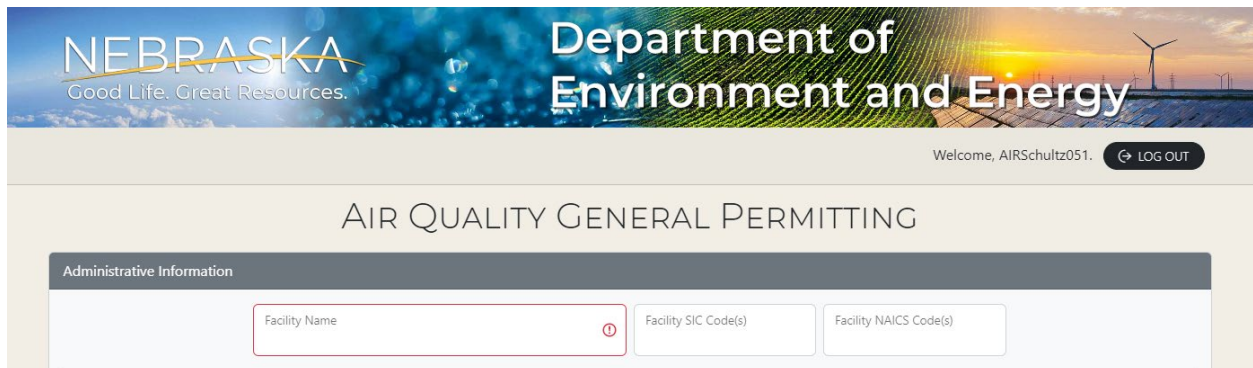
[Cancel / Home](#) [Back](#) [Next](#)

Contact Us: ndee.airquality@nebraska.gov

Based upon the type of general permit under which coverage is being sought, you will be asked a series of “yes” or “no” questions about your proposed project. If your answers to the series of questions posed by the online permitting process enable your project to fall under the guidelines of the general permit, you will be prompted to continue the online application process.



Begin by filling out the required administrative information about your facility. Please note that there is a 40-character limit on “Facility Name”. Contact the NDEE for directions if your facility name exceeds the character limit (contact information at the end of this document).



Please be prepared to enter the following when you start your application:

- Administrative information, including the facility name, Standard Industrial Classification (SIC) and North American Industry Classification System (NAICS) codes, and physical address and legal description; if the facility will be within 50 miles of an adjacent state; the facility’s Universal Transverse Mercator (UTM) coordinates; and the company’s name, mailing address, and whether the business is incorporated.

SIC and NAICS codes can be determined using Occupational Safety and Health Administration (OSHA) and U.S. Census information, respectively. A legal description of your facility can most often be found by searching the appropriate county’s property database.

UTM coordinates can be determined (or converted from latitude and longitude) using a number of online map resource tools including the following: *

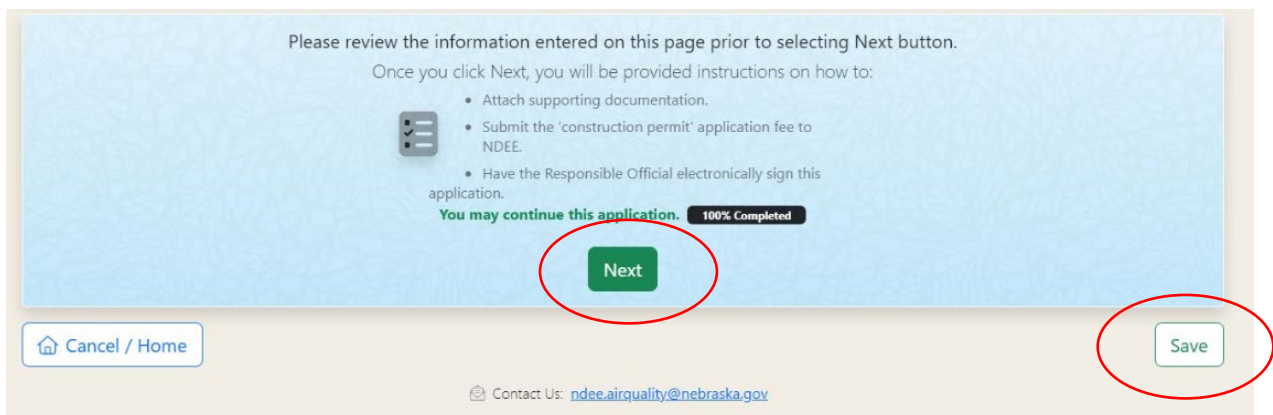
- <https://www.geoplaner.com>
- <https://www.latlong.net/lat-long-utm.html>
- <https://www.ngs.noaa.gov/NCAT/>

- Contact information, including the primary contact's name and title, mailing address, phone number and e-mail address; and the Responsible Official's name, title, and e-mail address. Please contact the NDEE if you have questions about who qualifies as a "Responsible Official" (defined in Chapter 1 of Title 129). If someone not clearly meeting the definition of a Responsible Official is identified, your application will be delayed. Please also note if a company is the "owner or operator" applying for permit coverage, then that company must in most instances be properly registered with the Nebraska Secretary of State in order to be considered a legal entity – trade names, trademarks, and service marks are not acceptable.

*** This Page contains links to Non-NDEE websites, these links will open in a New Tab or Window**

- Attestation of Citizenship, if the application is being submitted on behalf of an individual. The NDEE is required by state statute (Neb. Rev. Stat. §§4-108 to 4-114) to ask and collect this information for any application submitted by an individual (a form is available online: <http://dee.ne.gov/Publica.nsf/pages/09-012>).

Once you have filled out all the required administrative and contact information, you will have the opportunity to save your permit application up to that point.



Your saved but incomplete application will be stored for up to thirty calendar days from the initial application creation. After thirty days, the application will be marked invalid and removed from the NDEE system.

Next you will need to supply a detailed project description. You may attach the required information as an image, Microsoft Word document, or Microsoft Excel document.

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UPLOAD SUPPORTING DOCUMENTS

Project Description Required

On a separate document, provide a detailed narrative of the proposed construction at the facility.

This should include all emission units, processes, and pollution control equipment being constructed.

The descriptions must be complete and particular attention must be given in explaining all stages in the process that may result in a discharge of any air pollutant.

All obtainable data must be supplied concerning the nature, volume, particle size, weights, chemical composition and concentrations of all types of air pollutants that are expected to be emitted by the source.

All emission point, emission unit, and control equipment identification numbers should be present in this description appropriately.

Required Attach Project Description. (As an image, word document, or excel document)

View Document Type

No attached documents were found.

Facility layout diagrams should also be uploaded and should indicate the height and locations of all structures and property boundaries. You need to indicate what currently exists at the location and what will be constructed as part of the project. Required supporting documents that you will need to provide include at a minimum:

- A detailed list of all existing emission units and emission points at the facility,
- For general construction permit coverage, a detailed list of all new emission units and emission points at this facility that will be constructed or installed after permit coverage is obtained, and
- A facility layout diagram detailing items such as stack heights and property boundaries.

Facility Layout Diagram Required

Required Attach Facility Layout Diagram(s). (As an image, word document, or excel document)

View Document Type

No attached documents were found.

Manufacturer specifications should also be uploaded. These are documents provided to the source by the equipment manufacturer. The manufacturer specifications include detailed information about the equipment.

Manufacture Specifications Required

required Attach the manufacturer's specification sheet for the equipment that you are seeking coverage for

View Document Type

No attached documents were found.

Next, instructions will be provided on how to electronically sign the application, as well as information on the application fee payment. Both a signature (DocuSign by a Responsible Official) and fee payment (Air General Construction Permit applications only) must be received before the Department's air permitting staff can begin their review. As noted, the fee requirement does not apply to an Air General Operating Permit application.



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PAYMENT OPTIONS AND RESPONSIBLE OFFICIAL ELECTRONIC SIGNATURE PROCESS

Payment Options

- 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.

Before your application is reviewed by the Nebraska Department of Environment and Energy – Air Quality Program:

1. A valid application fee must be received, and
 2. The application must be electronically signed by the Responsible Official.
1. **PAYMENT OPTIONS:**
 - a. **MAIL PAYMENT** – Click on the Mail Payment button to view and print the payment slip. Mail the payment slip and check to the address provided on the payment slip.
 - b. **ONLINE CREDIT CARD PAYMENT** – Click on the Online Credit Card Payment button and follow the instructions for payment. The online payment process is provided by a PCI certified third party provider.
 2. **SIGNING THE APPLICATION:**
 - a. Shortly after you select the submit button below, **Mr. Schultz** will receive an email from DocuSign to electronically sign the Air General Permit application for **Emergency Engines – NSPS IIII certified**.
 - b. Only after your application is electronically signed and payment received will your application be forwarded to Nebraska Department of Environment and Energy – Air Quality Program for review. If you have questions regarding your application, contact NDEE – Air Quality Program at: ndee.airquality@nebraska.gov or 402-471-2189.

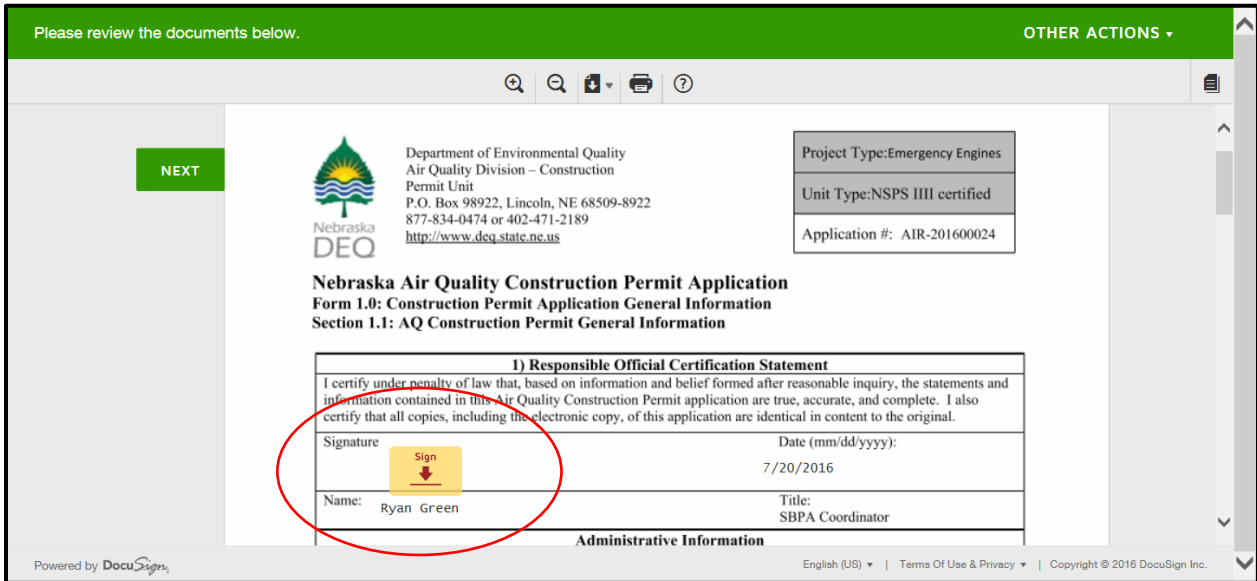
[Cancel / Home](#)

Contact Us: ndee.airquality@nebraska.gov



An e-mail will be sent to the Responsible Official at the email address provided on your application. That e-mail will include a notification with a document that needs to be completed via DocuSign. That e-mail can only be sent to the Responsible Official email address provided.

The Responsible Official will need to click on 'Review Document' to electronically sign the application within DocuSign.



Contact the NDEE Air Quality Permit Support email or the NDEE Small Business and Public Assistance Coordinator if you have questions about the online application for coverage under any of the Air Quality General Permits.

Contacts:

- NDEE Air Quality Permit Support NDEE.AirQuality@nebraska.gov
- NDEE Small Business and Public Assistance Coordinator (402) 471-2186

Produced by: Nebraska Department of Environment and Energy, P.O. Box 98922, Lincoln, NE 68509-8922; phone (402) 471-2186. To view this, and other information related to our agency, visit our web site at <http://dee.ne.gov/>. This material is intended for guidance purposes only. It is not meant to substitute for the regulations specified in the document, or any other applicable Nebraska environmental regulations.