



DEPT. OF ENVIRONMENT AND ENERGY

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22-006

March 2022

NDEE’s Online Notice of Intent (NOI) for Industrial Storm Water General Permit Coverage

The Nebraska Department of Environment and Energy (NDEE) has available an online streamlined application process for eligible applicants meeting the requirements of the National Pollutant Discharge Elimination System (NPDES) Industrial Storm Water General Permit NER920000. This process can significantly shorten the time needed for an eligible facility to obtain permit coverage for storm water discharges associated with industrial activity. To determine if coverage is needed, see Part 1 and Appendix D – *Facilities and Activities Covered* of permit NER920000. Or to determine if you are eligible for a “no exposure” conditional exclusion see Attachment 2 – *No Exposure Certification Guidance and Checklist* of the permit. Below is a link to the permit information:

<http://dee.ne.gov/Publica.nsf/pages/WAT011>

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 NPDES Permits are provided for by Chapter 25 of NDEE Title 119 - *Rules and Regulations Pertaining to the Issuance of Permits under the National Pollutant Discharge Elimination System (NPDES)*. To be covered under NER9200000, you must meet all the eligibility conditions and the requirements for obtaining coverage in Part 1 of the permit, and as described in NDEE Title 119, Chapter 10.

Before you can submit of Notice of Intent (NOI) for an online industrial storm water authorization or a No Exposure Certification (NEC), you must first register for an online account with the NDEE. The following pages will provide a step-by-step guide for registering for an online account and then submitting your NOI or NEC. The screen shots are provided as an example. These may not look exactly the same as the screens you will see.

Registering for an Online Account

1. From your internet browser, go the NDEE portal for registration and application authorization:

<https://ecmp.nebraska.gov/DEQ-isw/Account/Login>.

2. From the NDEE Portal:

The screenshot shows the 'Industrial Storm Water Permitting' web interface. It is divided into two main sections: 'Log In' on the left and 'New Users' on the right. The 'Log In' section contains two input fields for 'User Name' and 'Password', a 'Login' button, and two links: 'Reset Password (Non-State Employees)' and 'Update User Account Information (Non-State Employees)'. The 'New Users' section contains a paragraph of text: 'If you are a first time user and have not yet registered for an account, click the following link and follow the instructions', followed by a blue link: 'Register Here (Non-State Employees)'.

- a. Create a new user ID – click on the Register Here under NEW USERS on the right side of the screen.
- b. If you have a user ID – type in your User Name (user ID) 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.
- e. NOTE: 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 for this message.

The screenshot shows a dialog box titled 'Email Address Information'. It features a blue information icon on the left. The text inside the dialog 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'. The 'Yes' button is highlighted with a dashed border.

- Fill in the information in order to create your account. After clicking on the Register Here option, you will be at the New Account Registration page. You will need to complete all 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:



NEW ACCOUNT REGISTRATION

* Required

User Information

[Field Requirements](#)

First Name *

Last Name *

Email Address *

Confirm Email *

- First Name** – enter your first name.
- Last Name** – enter your last name.
- Email Address** – enter the email address that will be associated with this account and grant applications.
- Confirm Email** – re-enter the email address typed above.
- Username** – Create a username for this account.
- Password** – Create a password for this account.

PLEASE NOTE: Click the Field Requirements or Password Rules link for more information on password requirements.

- 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.
 - Select a security question from the drop-down box.
 - Type your answer in the Your Answer field. This field is not case sensitive.

- Prior to completing your registration, **please note or record your user ID, security questions and answers.** NDEE does not have access to this information and cannot reset passwords. This is a user responsibility.

- To complete your registration, click **Register Account**.

[Register Account](#)

- 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](#)

7. You will be redirected/returned to the DEE portal page.

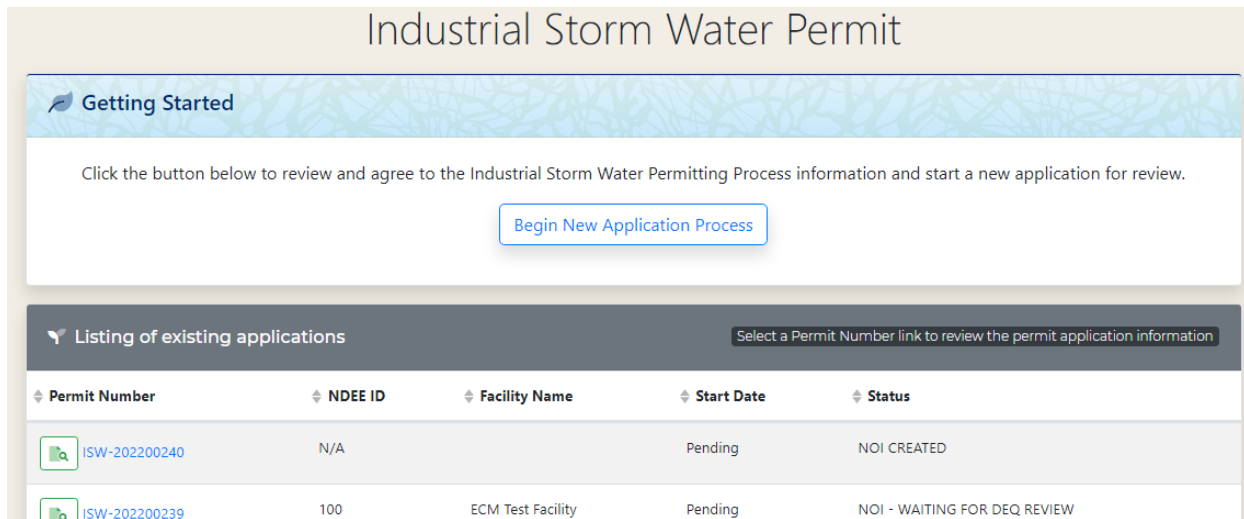
The screenshot shows a web page titled "Industrial Storm Water Permitting" in a large, dark font at the top. Below the title, the page is split into two main sections. On the left, under the heading "Log In", there are two input fields: "User Name" and "Password". Below these fields is a blue "Login" button. Underneath the login section are two links: "Reset Password (Non-State Employees)" and "Update User Account Information (Non-State Employees)". On the right, under the heading "New Users", there is a paragraph of text: "If you are a first time user and have not yet registered for an account, click the following link and follow the instructions". Below this text is a blue link that says "Register Here (Non-State Employees)".

8. On the left side of the screen, enter your User Name (user ID) and password and click the Login box.
9. You will be signed on to the portal.

Submitting an ISW Notice of Intent or No Exposure Certification

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 application for the ISW Notice of Intent (NOI) or No Exposure Certification (NEC). NDEE 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.

1. When you are logged in, click **Begin New Application Process**. You should also be able to review a list of your saved applications, if you have any. Saved, but incomplete applications are removed from the system after 30 days.



If you have any existing applications listed, the following describes what you may see in the **Status** column and what it means. ***Keep in mind that the status may take up to 15 minutes to update during business hours. If you submit your application during non-business hours, the status may not update until the following business day.*

- a. NOI CREATED: The application was started, but not submitted.
- b. WAITING FOR NG & PC REVIEW: The application is with Nebraska Game and Parks Commission waiting to be assigned.
- c. NG & PC REVIEWER ASSIGNED: The application has been assigned and is awaiting review.
- d. INFORMATION REQUESTED BY NG & PC: Nebraska Game and Parks has requested additional information from the applicant.
- e. NOI – AWAITING SIGNATURE: The project was submitted, and the Certifying Official received a DocuSign link via email. They will need to review the document provided and sign the DocuSign in order for the application to be complete.
- f. WAITING FOR DEQ REVIEW: The application is now with NDEE for review. After receiving a complete and accurate NOI, the Department has 30 calendar days to review the NOI. ***See Table 1-2 of NER920000 for exceptions.*
- g. NOI Returned to Applicant: The NOI was returned for correction or for additional information.
- h. NOI Approved: Your facility is authorized under NER920000.

- The next page includes the permit and attachments for you to view. You must agree to the conditions of NER920000 to continue. After clicking **Yes**, select **Next** at the bottom right of the screen.

Throughout the application, you won't be able to select **Next unless all the required items on that page are completed. You must select **Next** at the end of each part to save your progress and move on to the next part. You can also select **Save** to save your progress and come back to the application at a later time.

Agree to the condition below before you can continue
Do you agree to the above conditions in which to complete this project application?

YES NO

Cancel Next

- From here, the application has seven parts. You may not be required to provide information for all parts depending on how you answer questions posed in the application. Provide your answer to the following question, then click **Next**.

Initial Facility Information

1 Initial 2 Operator 3 Facility 4 Exposure 5 Game and Parks 6 Discharge 7 Certification

Previously Issued Permit

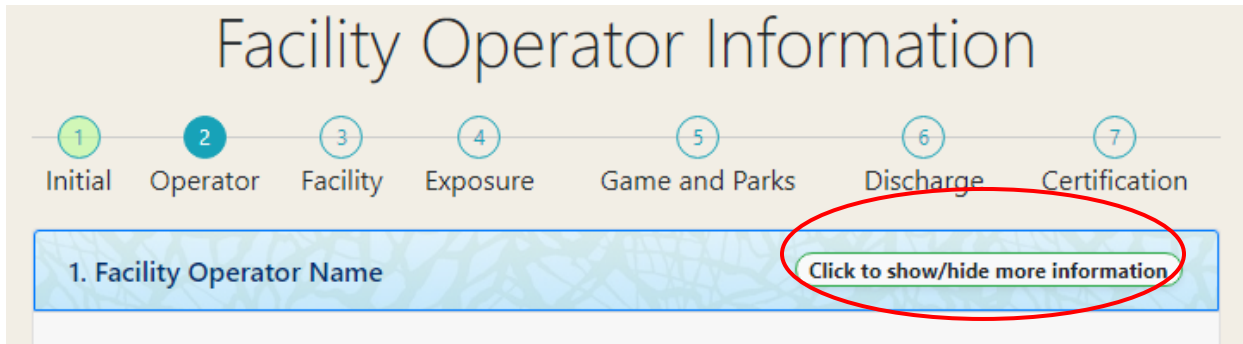
Is this a previously authorized **industrial storm water facility** that **has not** expanded or added new discharge?

YES NO

Back Next

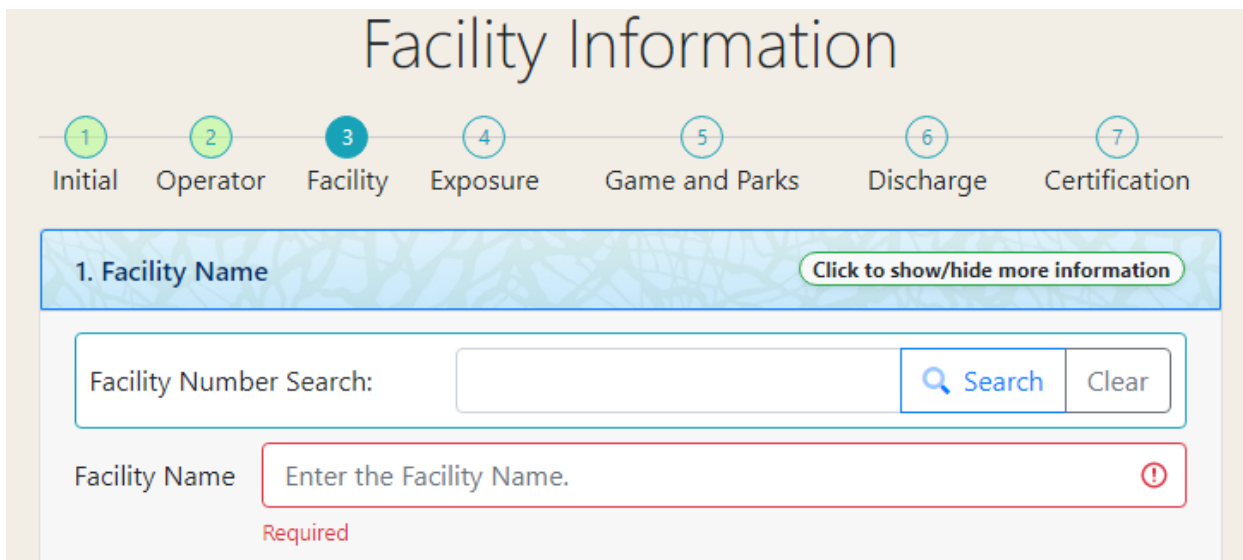
- If you had an authorized NOI or NEC under the previous ISW permit NER910000, and have not made changes to the facility or discharge, click **YES**.
- If you had an authorized NOI or NEC under the NER910000 permit, but have made changes to the facility or discharge, click **NO**.
- If you were not authorized under the NER910000 permit, click **NO**.

4. Complete the Facility Operator Information part. Most sections throughout the application will have a **Click to show/hide more information** button to the right. If you select this, more information such as definitions will appear. Select the button again to minimize the more information.



For this part you will need:

- The legal name of the firm, organization, person, or public entity that operates the facility. For businesses and corporations, this should match what you have filed with the Nebraska Secretary of State. The application may be returned to you if we can't locate your information with the Secretary of State. Below is the link to the Nebraska Secretary of State website:
<https://sos.nebraska.gov/business-services/corporate-and-business> *
 - Your IRS Employer Identification Number (EIN), commonly referred to as your taxpayer ID.
 - The mailing address of the facility.
 - Facility phone number and email address.
5. Complete the Facility Information part. If you were previously authorized with an NOI or NEC, you may enter your Facility ID Number, also known as an NDEE ID, in the Facility Number Search box. Doing so will automatically populate the following fields with the information we have in the NDEE records. You can edit the information if there have been changes.



For this part you will need:

- If available, the Facility ID Number (or NDEE ID).
- The Facility Name, which may be the same name you provided in Facility Operator Information part.

- c. The physical location address. If no street address is available, you may give exact directions.
- d. The facility latitude and longitude. You can obtain these from a number of online map tools.
- e. The Standard Industrial Classification (SIC) codes. SIC codes can be determined using Occupational Safety and Health Administration information.
- f. The receiving water name. Online maps are available with the NDEE 2020 Nebraska Water Quality Integrated Report found at the following link:

<http://dee.ne.gov/Publica.nsf/Pages/WAT352>

- g. You will also need to answer additional yes/no questions regarding if the facility is portable, inactive and unstaffed, and discharging to a municipal separate storm sewer system (MS4).
6. Then Complete the Exposure Checklist. If you answer **YES** to any of the questions, a potential for exposure exists and you must obtain an NOI authorization. If you are able to answer **NO** to all of the questions, you may qualify for an NEC. See NER920000 Attachment 2 – *No Exposure Certification Guidance and Checklist* for a list of the questions. When you have completed the questions, click on **Next**.
- If you are able to answer **NO** to all the questions, you will be directed to the Certification part of the application.
 - If you answer **YES** to any of the questions, you will proceed to the Game and Parks part of the application.
7. For the Nebraska Game and Parks Review part you will need to:
- a. Complete the endangered and threatened species checklist. Maps are included on the application when you select **the Click to show/hide more information** button. See NER920000 Attachment 1 – *Threatened & Endangered Species Guidance and Checklist* for more information. Based on your answers to the checklist, the application will determine if your facility falls under Criterion A of Criterion B.
 - If you are able to answer **NO** to all the questions, your facility falls under Criterion A, meaning no state or federally listed threatened or endangered species or their designated critical habitat are likely to occur in the action area as defined in NER920000 Appendix B.
 - If you answer **YES** to any of the questions, your facility falls under Criterion B, and consultation with the Nebraska Game and Parks Commission (NGPC) is needed.
 - If you have previously received a letter or had a CERT review from the NGPC, and there have been no significant changes to your discharge, you can upload the documentation [here](#).
 - If you have not previously received a NGPC review and do not have documentation to upload, the NOI will automatically go to NGPC for consultation once you submit it. NGPC has up to 30 days to review the application.
 - Or if you know you will need to obtain a CERT review, you can do so prior to submitting your NOI. See the link below for more information. Be sure to follow the instructions on the review documents and sign it prior to uploading to your NOI.

<http://outdoornebraska.gov/environmentalreview/> *

- b. Determine if your facility is discharging to a State Resource Water “Class A”, “Class B”, or neither. This information is included in the application. You can also find this information in NDEE Title 117, chapter 5. See the link below:

<http://dee.ne.gov/RuleAndR.nsf/Pages/117-TOC/%24FILE/wqs05.pdf>

- c. Determine if your facility is discharging to an Impaired Water. You can find this information in the NDEE 2020 Nebraska Water Quality Integrated Report found at the following link:

<http://dee.ne.gov/Publica.nsf/Pages/WAT352>

8. Provide the following for the Discharge Information part:

- a. The facility site map.
- b. A list of pollutants at the facility that are exposed to storm water.
- c. The Storm Water Pollution Prevention Plan (SWPPP). You will also need to provide the SWPPP contact or authorized representative information. The EPA has provided guidance for developing a SWPPP at the link below:

<https://www.epa.gov/npdes/stormwater-discharges-industrial-activities-fact-sheets-and-guidance> *

- d. You also need to answer additional yes/no questions regarding if the facility is subject to federal effluent limitation guidelines (see Table 1-1 of NER920000) and if the facility generates industrial process wastewater or wash water.
- e. If the facility does generate process wastewater or wash water, you will need to provide the source of the discharge (i.e., cooling tower water) and the discharge location (i.e., discharge to publicly owned treatment works).

9. The last part of the application is the Certification Statement. You will provide the certifying official's name, title, and email. This is the person the DocuSign email will go to. See NER920000 Appendix A, Part 12 for signatory requirements. The NOI preparer information will also need to be included.

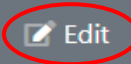
10. Finally, you will be directed to the Permit Application Overview. You can review each part of the application and make edits, if necessary, by clicking on the **Edit** button on the right of each part. Select **Submit** at the bottom of the page.

Permit Application Overview

1 Initial 2 Operator 3 Facility 4 Exposure 5 Game and Parks 6 Discharge 7 Certification

Permit Number: **ISW-202200249** Status: **NOI CREATED** Created By: **VSCHULTZ051**

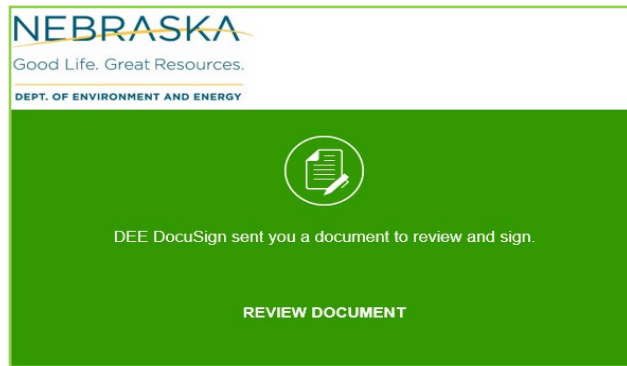
Review this overview and scroll to the bottom of this page to submit for review.

FACILITY OPERATOR INFORMATION 

Operator Name: **Legal Name of Entity** Operator Employee Id: **12-3456789**

11. The certifying official will receive an email within 30 minutes from DocuSign with a link to review and electronically sign the application. (Unless a Game & Parks review is required, in which case you will receive the DocuSign email after the NGPC Review has been completed and approved.)


This document can be downloaded and/or printed to be included with your SWPPP.



At the bottom of the document is a place for the certified official to electronically sign the NOI or NEC and submit to the NDEE by selecting **Finish** at the bottom of the page.

E. Certification

Certifying Official:
"I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

Certifying Official/Date:  _____ 2/18/2022

Certifying Official, Title and Email

The NDEE is only accepting signatures via DocuSign. Mailing a printed copy of the NOI with a “wet signature” or emailing a PDF version of the NOI will not be accepted, unless you have been approved for an electronic reporting waiver according to Part 7.1 of the NER920000. Be sure the certifying official is aware of the process and looking for an email from DocuSign to sign and complete the application process.

If your NOI needs to go to NGPC for review you will see the following message when you submit the application:



*** This document contains links to non-NDEE websites.**

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>