

## SWPPP Inspection Reporting Frequently Asked Questions

### **How do I register for an account to access the SWPPP Inspection Report?**

The site is accessed via the State of Nebraska Department of Environment and Energy web page found here: <https://ecmp.nebraska.gov/DEQ-CSW/> If you are a first time user to the site, you must [register](#) to create a new user account.

Once logged in, the SWPPP Inspection Reports are found below the Construction Storm Water Permit listing of existing applications.

### **I forgot my password – what do I do?**

If you forgot your password, click the “Reset Password” link from the login page. If you continue to have issues, please contact the Office of the CIO Service Desk: 402-471-4636 or 800-982-2468.

### **I created my account, logged in, and when I go to SWPPP Inspection Reports – nothing shows up.**

You must first create a report for one to exist for the permit in question. Enter the project’s CSW permit number (ex. CSW-2019XXXXX) in the field and select search to complete the project’s first report.

### **I already have an account, and performed inspections before, however when I go to the SWPPP Inspection Reports – nothing shows up.**

The system should be tied to your username and all previous projects tied to that name should display.

It is possible your browser is saving an older version of the SWPPP Inspection Portal. You will need to clear your cache on your browser, close and reopen your browser and try again. This should allow the system to reset and your information should appear. See *“Clearing Your Browser Cache” for instructions on how to clear your cache.*

If your inspection reports still do not display, please contact [NPDES@lincoln.ne.gov](mailto:NPDES@lincoln.ne.gov) for support.

### **I logged in, entered the CSW project number in the search box, and received an error.**

This may be caused by the browser you are using saving a previous version of the CSW Portal. You must clear your cache on your browser, close and reopen your browser and try again. See *“Clearing Your Browser Cache” for instructions on how to clear your cache.*

*If the issue continues, please contact NPDES@lincoln.ne.gov for support.*

### **Can a company have more than one user submit SWPPP reports for a single CSW number?**

Yes, as many people as you want can create SWPPP reports for a project.

### What if I cannot remember the CSW number for the permit?

The Construction Storm Water Projects and Records section of the NPDES Permit page has a [DEQ CSW NOI Permit Number search option](#).

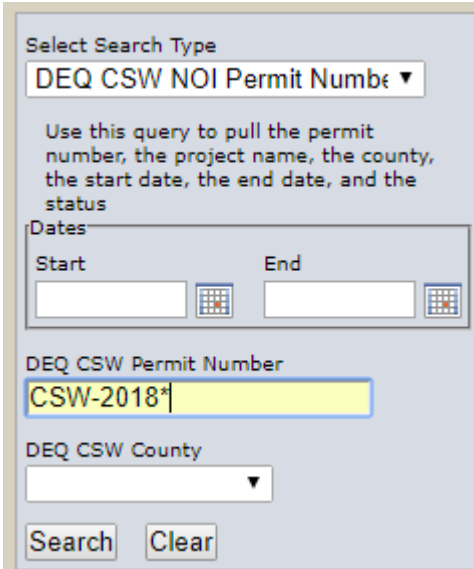
From this screen, you can search by the CSW Number. If you know the year the CSW was created, CSW-2018 for example, you can perform a search for all projects under that year.

*Example:*

Under DEQ CSW Permit Number, type in: CSW-2018\*

*The asterisk acts as the “wildcard” that will allow the search result to come back with all options from 2018, without the asterisk, the search results will come back with “no documents found.”*

*You can also put in a date parameter, if you know the timeframe and/or the County.*



The screenshot shows a search interface with the following elements:

- Select Search Type:** A dropdown menu currently set to "DEQ CSW NOI Permit Number".
- Instructions:** "Use this query to pull the permit number, the project name, the county, the start date, the end date, and the status".
- Dates:** A section with "Start" and "End" labels, each followed by a text input field and a calendar icon.
- DEQ CSW Permit Number:** A text input field containing "CSW-2018\*", highlighted in yellow.
- DEQ CSW County:** A dropdown menu.
- Buttons:** "Search" and "Clear" buttons at the bottom.

### I have my own custom inspection forms I use to generate SWPPP inspection reports, do I still need to fill out all the SWPPP report questions or can I just use my own?

Yes, you can now use your own inspection form. After selecting the CSW project you wish to complete an inspection for, select “Upload Your Own Report” to begin the process of uploading your own form.

Please note, when using your own SWPPP Inspection report, it must be an accurate reflection of current site conditions as well as include a certification of verification from the inspector.

### The report asks for an “Authorized Representative,” who is this? (This is an optional field)

This is the individual designated by the Certifying Official to submit reports, notifications or other relevant information regarding the project. When the initial application was filled out, the Authorized Representative may have been left blank, or the Authorized Representative may need to be updated if the project was transferred to another company.

### I received a notice from the City of Lincoln stating the project I am responsible for has not uploaded any reports into the Stormwater Portal. How do I know if any reports have been submitted for my project?

There is a new DEQ CSW Inspection Report search option that allows users to search for inspection reports. The link to this search is available here:

<https://ecmp.nebraska.gov/publicaccess/viewer.aspx?MyQueryID=726>

### After I conduct my required inspection(s), how many days do I have to upload into the State’s SWPPP Portal?

Permit holders have five calendar days to upload their reports to avoid a penalty.

### The system only allows for one additional email recipient – what if I want to email the SWPPP inspection report information to more than one person?

The software only allows for one additional participant to be added. However, you can simply forward the report you receive in your email to as many people as you wish.

**Can I access the SWPPP Inspection Module from other electronic devices other than my Computer?**

Yes. The Portal can be accessed and utilized using most mobile devices. Supported browsers are: Safari, Google, Chrome, Edge and Internet Explorer version 11 or higher.

**How can I view past inspection reports?**

Once you have created an inspection report, they should be listed as “Existing SWPPP Inspection reports” within a project’s overview page. It may take up to 30 minutes from the time you submitted the report for it to display.

**Do I need to have any special certifications to conduct a SWPPP inspection?**

No. The only specification is inspections shall be conducted by “qualified individuals” who are knowledgeable in the principles and practices of erosion and sediment control. The qualified individual shall possess the skills to assess conditions at the site that could impact stormwater quality and to assess the effectiveness of any BMP’s selected to control stormwater discharges.

**Who can see my inspection reports?**

Anyone can view records pertaining to the CSW permit using the Public Records search. Most items related to City/State are considered “public record.”

**Who do I contact if I have any questions or issues regarding the CSW application process?**

If you are having issues with the CSW Application, please contact NDEE’s Stormwater Division at (402) 471-4205.

For questions relating to the software/bugs encountered in the system please contact [NPDES@lincoln.ne.gov](mailto:NPDES@lincoln.ne.gov).

For questions relative to general permit requirements for the City of Lincoln – please contact Rock Krzycki at [rkrzycki@lincoln.ne.gov](mailto:rkrzycki@lincoln.ne.gov) or by phone at 402-309-5936.

## Clearing your Browser Cache:

For EDGE  users:

Open EDGE :

From your keyboard, depress and hold down the

**CLT key + SHIFT key and the DELETE key**

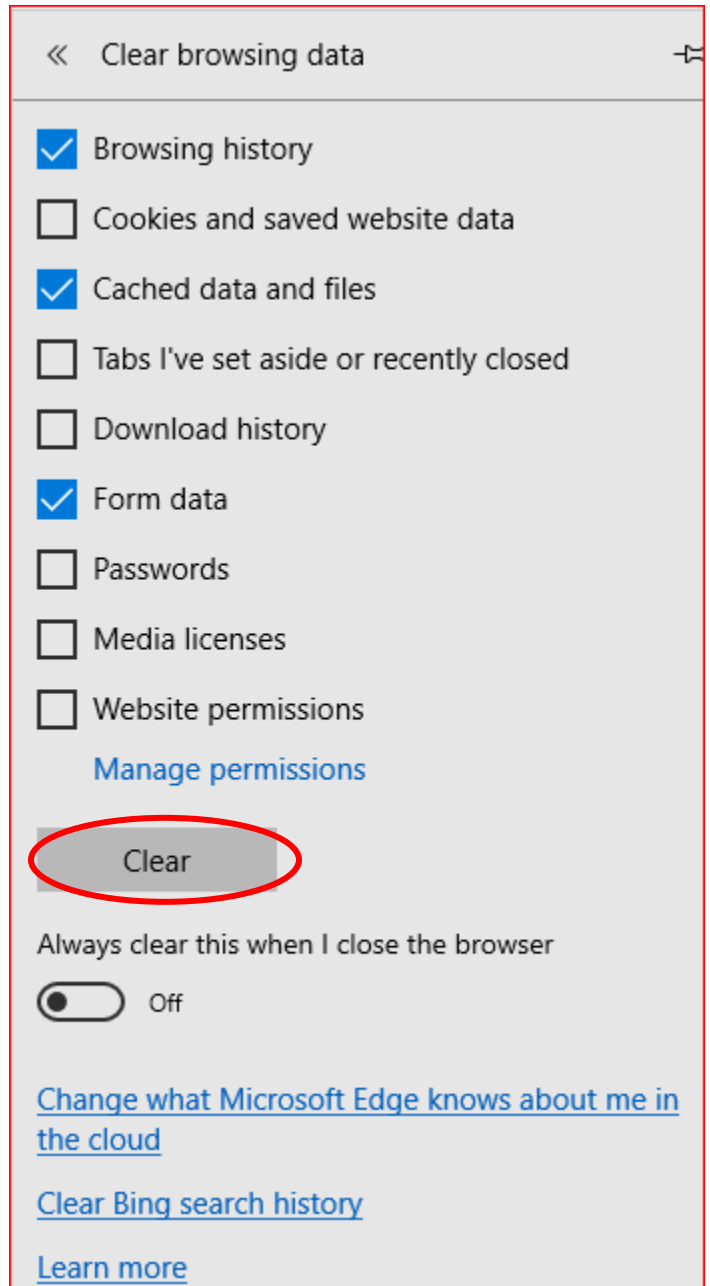
The Clear browsing data menu should appear:

Select (*by checking the box*):

- *Browsing history*
- *Cached data and files*
- *Form Data*

Depress **CLEAR** when done

**CLOSE** and **RE-OPEN** your browser when done.



For CHROME  users:

Open CHROME:

From your keyboard, depress and hold down the

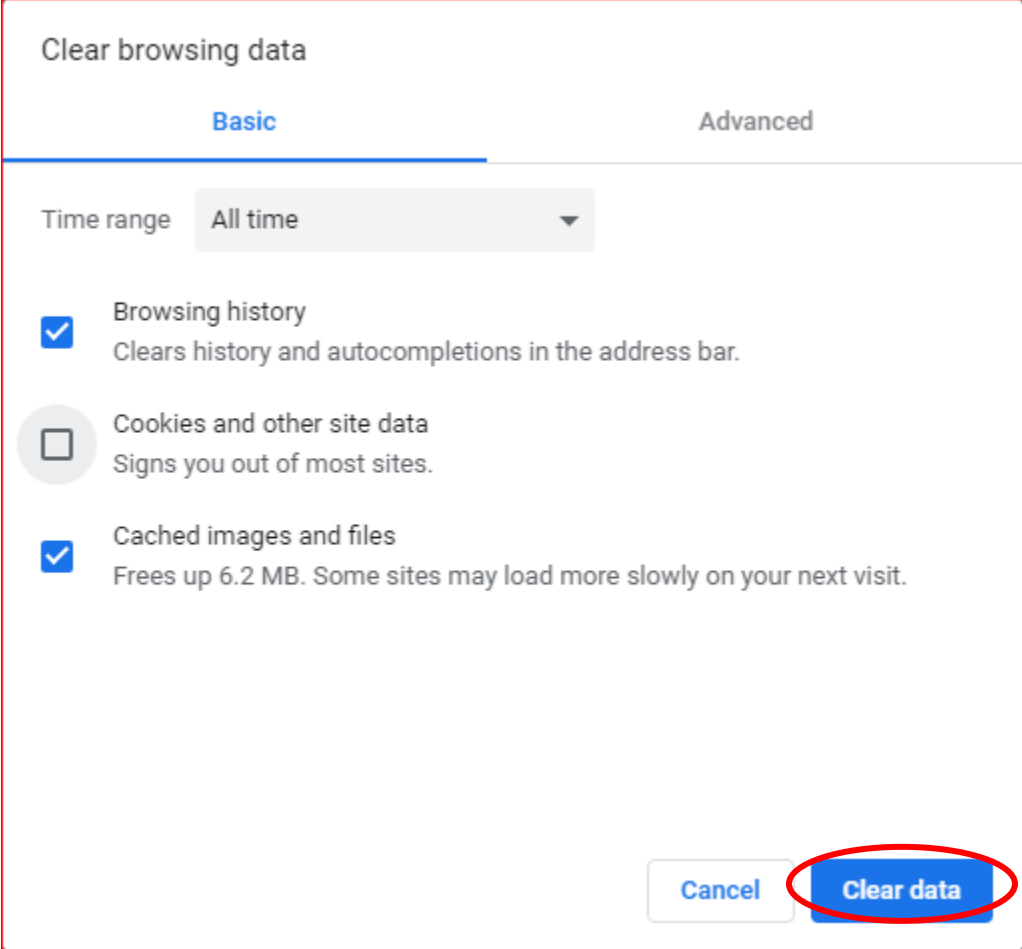
**CLT key + SHIFT key and the DELETE key**

The Clear browsing data menu should appear:

**Uncheck Cookies and other site data** *(if you wish to keep)*

Depress **Clear Data**

**(Be patient, this might take a few minutes)**



Clear browsing data

Basic Advanced

Time range All time

Browsing history  
Clears history and autocompletions in the address bar.

Cookies and other site data  
Signs you out of most sites.

Cached images and files  
Frees up 6.2 MB. Some sites may load more slowly on your next visit.

Cancel Clear data

**Close the browser and Re-open when done.**

For Internet Explorer  Users:

Open Internet Explorer:

From your keyboard, depress and hold down the

**CLT key + SHIFT key and the DELETE key**

The Delete Browsing History menu should appear:

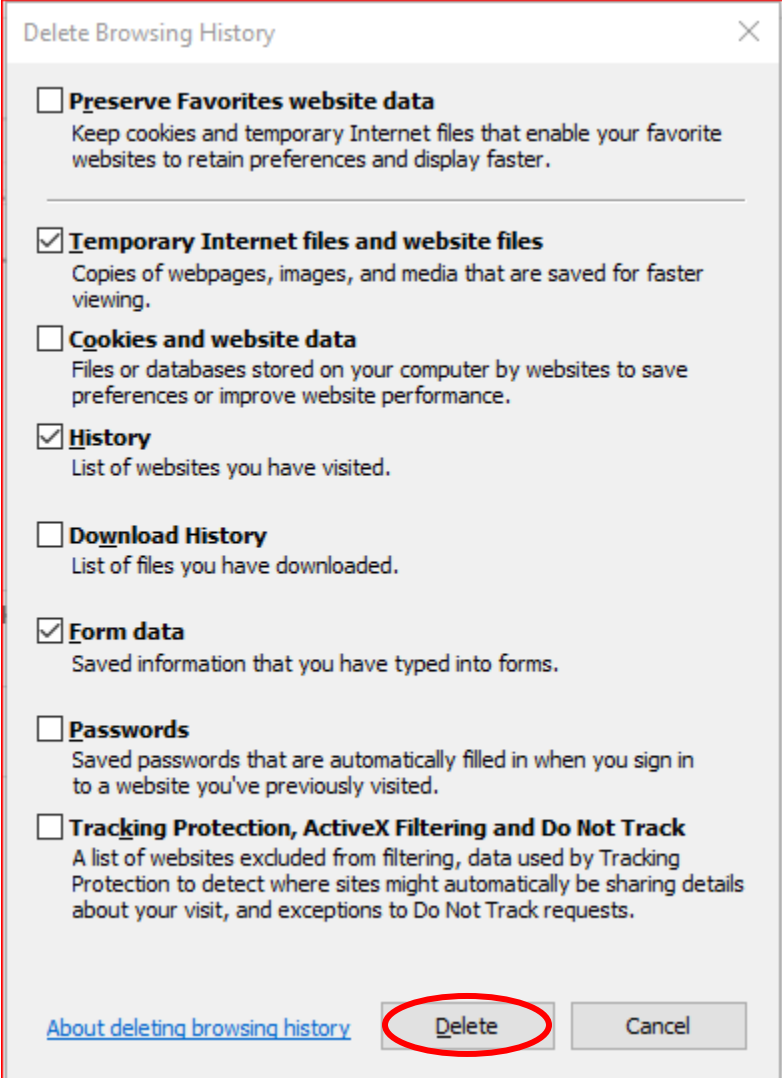
Select (check box):

- Temporary Internet files and website files,
- History and
- Form data

Click Delete

A confirmation message should appear.

Close and Re-Open your browser when done.



**Delete Browsing History**

**Preserve Favorites website data**  
Keep cookies and temporary Internet files that enable your favorite websites to retain preferences and display faster.

**Temporary Internet files and website files**  
Copies of webpages, images, and media that are saved for faster viewing.

**Cookies and website data**  
Files or databases stored on your computer by websites to save preferences or improve website performance.

**History**  
List of websites you have visited.

**Download History**  
List of files you have downloaded.

**Form data**  
Saved information that you have typed into forms.

**Passwords**  
Saved passwords that are automatically filled in when you sign in to a website you've previously visited.

**Tracking Protection, ActiveX Filtering and Do Not Track**  
A list of websites excluded from filtering, data used by Tracking Protection to detect where sites might automatically be sharing details about your visit, and exceptions to Do Not Track requests.

[About deleting browsing history](#) **Delete** **Cancel**