

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/Account/Login> 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 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:

<https://ecmp.nebraska.gov/publicaccess/index.html?&MyQueryID=513>

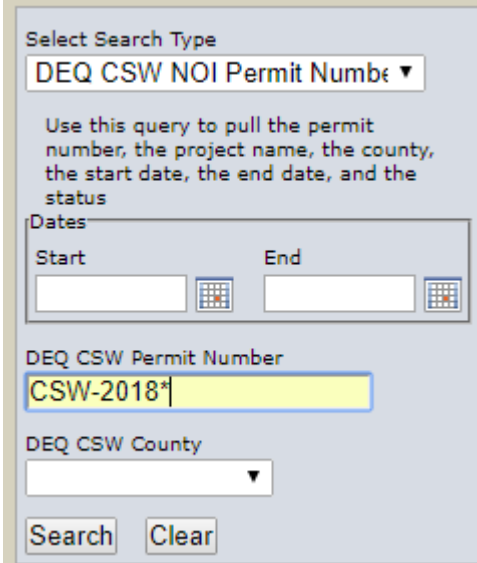
From this screen, you can search by the CSW Number. If you know the year the CSW was created, CSW-2018 for example, you can perform a search for all projects under that year.

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 with "DEQ CSW NOI Permit Number" selected.
- 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*".
- DEQ CSW County:** A dropdown menu.
- Buttons:** "Search" and "Clear" buttons.

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 DEQ CSW NOI Public Access search option that allows users to search for inspection reports. You must enter your CSW permit number in the search field. The link to this search is available here:

<https://ecmp.nebraska.gov/publicaccess/index.html?&MyQueryID=514>

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 from the inspection due date to upload their reports to avoid possible enforcement action.

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 state (NDEE) CSW Application, please contact NDEE’s Stormwater Division at (402) 471-4205.

For questions relating to CSW permits or software/bugs encountered in the system please email to NPDES@lincoln.ne.gov or contact 402-309-5936 or 402-430-9716.