Contractor Site Use Manual

Borrow - Waste Excavation Sites
Plant - Stockpile - Construction Debris Sites
Request / Review / Research
(Contractor - Regulatory Agencies - NDOT)

February 2019
CONTRACTOR SITE USE MANUAL
Contractor Site Use Request Submittal for all Site Types

NDO T–LCO
Assemble Site Documentation
Submit Decision Letter to Contractor & District
Scan all Site Documents into OnBase

NDOT – LCO
Assemble Site Documentation
Submit Decision Letter to Contractor & District
Scan all Site Documents into OnBase

August 2017

NDOT Construction Division (LCO)
Verify that all request checklist requirements have been fulfilled.
Submit to NDOT Roadside Stabilization Unit

NDOT Roadside Stabilization Unit (RSU)
Review & Approve / Deny or Submit to Regulatory Agencies, if required

NDEQ NPDES - NOI
CSWP or ISWP

NDEQ NPDES - NOI
Issue Permit

Contractor to Retain

Local Government Mining Permit, if required

Local Government Issue Mining Permit

NDOT – RSU
Platte River Depletion Offset Review, if required
Calculations sent to NDNR

NDOT – RSU
Notification of site request to UNL – State Paleontologist

NSHS
Historical/Cultural Review / Decision

NDOT – RSU
T & E Species Review / Decision to NGPC, if required

NGPC
T & E Species Review / Decision

NDOT – RSU
Wetlands Review / Decision to USACE, if required

USACE
Wetlands Review / Decision (Applies only to projects with Individual Permits)

NDOT – RSU
Receives and assembles all decision documentation
Creates Decision and Stipulation Summary
Submits all documentation to NDOT – LCO

Contractor to Retain Decision Letter
Borrow Site - Waste Excavation Site Request Identification and Evaluation

Project No.: 
Control No(s.): 
Project Location: 
County(s): 

NOTE: Site Requests will not be forwarded for Agency Review until all request requirements have been fulfilled by the Requestor. To avoid delay, please provide complete, clear and concise documentation and photographs.

Site Location and Ownership

1. Identify the precise location of the site (to the nearest 2½ acres)
   
   ¼, of ¼, of ¼, of ¼, of Section T-N, R-
   
   a. Attach a color aerial photo precisely depicting the site location and haul roads.
   b. Attach color photographs, taken from various vantage points on the site, that provide an accurate depiction of existing site characteristics (minimum of 4).
   c. Clear and concise depiction of the site will expedite the review process.

2. Site is owned by:
   - [ ] Private Owner
   - [ ] Commercial/Business
   - [ ] State/County/City Government
   - [ ] Federal Government

3. Name of Owner:
   a. Address:
   b. Phone No.: 

Site Requestor

4. Requesting Contractor:
   a. Address:
   b. Contact Person:
   c. Phone No.: 
   d. Email Address:

5. This site will be used for: 
   - [ ] Borrow
   - [ ] Waste Excavation
   - [ ] Both
   - [ ] Other (explain)

Explanation:

6. To your knowledge, has this site been previously used as a borrow or waste site?
   - [ ] Yes
   - [ ] No
   - [ ] Unknown

NDOT Form 119, February 2019
7. This site is currently used for:

- [ ] Commercial Material Site
- [ ] Row-Crop Agriculture
- [ ] Irrigation Recharge Pit
- [ ] Stockpiled Materials
- [ ] Pasture
- [ ] Stock Pond
- [ ] Urban/Suburban Residential
- [ ] Other (explain):

Explanation:

8. Vegetation cover is:

- [ ] Grass Type: ________________________________
- [ ] Trees Type: ________________________________
- [ ] Weeds Type: ________________________________
- [ ] Crops Type: ________________________________
- [ ] Other (explain) Type: ________________________________

Explanation:

a. Will any trees be removed that are 3 inches or greater diameter @ breast height (48 inches above ground level)?  
   - [ ] Yes  
   - [ ] No

9. Does this site currently pond water?  
   - [ ] Yes  
   - [ ] No

   a. If Yes, give existing surface area of water: ________________ Acres

10. Give site dimensions and orientation (NE-SW, etc.) for proposed ground disturbance.

   - Length (in feet): ________________ Orientation: ________________
   - Width (in feet): ________________ Orientation: ________________
   - Depth (in feet): ________________ Orientation: ________________

11. Will this site pond water when completed?

   - [ ] No  
   - [ ] Yes (If Yes, answer the following questions)

   a. Is this site within the Platte River System?  
      - [ ] Yes  
      - [ ] No

   Refer to Platte River System Reference Map at dot.nebraska.gov/business-center/contractor/use-request

   b. Give depth of ponding area when completed: ________________ Feet

   c. Give maximum anticipated surface area of water when completed: ________________ Acres

   d. Will the site detain water in excess of 72 hours?  
      - [ ] Yes  
      - [ ] No

   e. Identify the soil type: ________________________________

   Refer to NRCS Web Soil Survey at dot.nebraska.gov/business-center/contractor/use-request

SUBMIT TO:

Nebraska Department of Transportation  ●  Construction Division  ●  PO Box 94759  
Lincoln NE 68509-4759  ●  Fax: (402) 479-4854
### Borrow Site & Waste Excavation Site Request Check List

Complete, Clear and Concise Site Depiction is required to avoid review delays

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Date all Request Requirements have been provided by the Requestor
Plant Site - Stockpile Site – Construction Debris Site Request Identification and Evaluation

Project No.: ____________________________________________
Control No(s.): __________________________________________
Project Location: __________________________________________
County(s): ________________________________________________

NOTE: Site Requests will not be forwarded for Agency Review until all request requirements have been fulfilled by the Requestor. To avoid delay, please provide complete, clear and concise documentation and photographs.

Site Location and Ownership

1. Identify the precise location of the site (to the nearest 2½ acres).
   __________ 1/4, of __________ 1/4, of __________ 1/4, of __________ 1/4, of Section __________ T- __________ N __________ R- __________ – __________
   a. Attach a color aerial photo precisely depicting the site location and haul roads.
   b. Attach color photographs, taken from various vantage points on the site, that provide an accurate depiction of existing site characteristics (minimum of 4).
   c. Clear and concise depiction of the site will expedite the review process.

2. Site is owned by:
   □ Private Owner □ Commercial/Business □ State/County/City Government □ Federal Government

3. Name of Owner: ________________________________
   Address: ________________________________
   Phone No.: ________________________________

Site Requestor

4. Requesting Contractor: __________________________________________
   Address: __________________________________________
   Contact Person: _______________________________________
   Phone No.: __________________________________________
   Email Address: _______________________________________

5. This site will be used for: □ Plant □ Stockpile □ Construction Debris
   a. Is this site permitted by a NDEQ Industrial Stormwater Permit? □ Yes □ No
      If Yes, NDEQ Industrial Stormwater Permit No. ______________________
   b. Is this site permitted by a NDEQ Construction Stormwater Permit? □ Yes □ No
      If Yes, NDEQ Construction Stormwater Permit No. ______________________

NDOT Form 56, August 2017
6. This site is currently used for:
- [ ] Commercial Material Site
- [ ] Urban/Suburban Residential
- [ ] Row Crop Agriculture
- [ ] Pasture
- [ ] Other (explain)

  Explanation:

7. Vegetation Cover is:
- [ ] Grass
- [ ] Trees
- [ ] Weeds
- [ ] Crops
- [ ] Other (explain)

  Explanation:

a. Will any trees be removed that are 3 inches or greater diameter @ breast height (48 inches above ground level)?
- [ ] Yes
- [ ] No

8. Give site dimensions and orientation (NE – SW, etc.) for proposed site limits:

 Length (in feet) ________ Orientation: ____________
 Width (in feet) ________ Orientation: ____________

**SUBMIT TO:**
Nebraska Department of Transportation
Construction Division
PO Box 94759
Lincoln NE 68509-4759
FAX (402) 479-4854
# Plant Site, Stockpile Site & Construction Debris Site Request Check List

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Date all Request Requirements have been provided by the Requestor
Borrow – Waste Excavation Site Request Access – Access to the Borrow – Waste Excavation Site Request and supporting Websites will be through the NDOT Website:  [http://www.dot.state.ne.us/](http://www.dot.state.ne.us/)

Click on "Business Center"

Click on "Contractor Information"
Contractor Updates

As NDOR moves to E-Construction, we have been accepting requests for early start, late start, or revised Notice to Proceed. E-construction, we are now issuing Notices to Proceed by attaching a scan of the signed Notice to Proceed letter to all requests.

Flagger training and certification is available online at http://ltap.unc.edu/online-flagger-certification. Online flagger training and certification is available online at http://ltap.unc.edu/online-flagger-certification.

Looking for Contractor Payments? Use this guide to help you navigate to the new location.

Contractor Information

- ATCM Report
- Base Diesel Fuel Prices
- Certified Flaggers
- Contract Lettings
- Contractor Site Use Request
- Insurance Information
- Jobsite Posters & Payroll
- Standard Specifications for Highway Construction
- Sub Contracts
- Worker Visibility

Click on “Contractor Site Use Request”
Overview of the NDOT Contractor Site Use Request Web Site

**Borrow – Waste Excavation - Plant - Stockpile - Construction Debris**

**Notes:**
- Local mining permits may be required. The Contractor is responsible for researching and obtaining necessary mining permits required by local governments.
- A new feature has been added to this page and is called Contractor Site Use Request - Review/Research. This feature will allow the user to search for previously requested borrow, waste excavation, plant, stockpile, and construction debris sites.
- Site Requests will not be forwarded for Agency Review until all request requirements have been fulfilled by the Requestor. To avoid delay, please provide complete, clear, and concise documentation and photographs.

**Downloads**
- Borrow - Waste Excavation Site Request Form - PDF | Word
- Plant - Stockpile - Construction Debris Request Form - PDF | Word
- Contractor Site Use Request Help File
- Platte River System Reference Map
- NRCS Web Soil Survey
- Aerial Photos - Google Earth (recommended site)
- Submit Contractor Site Use Request
- Contractor site Use Request - Review/Research
- Agency Response
- NPDES General Permit (Online Application Site)

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**Borrow – Waste Excavation Site Request Form** – provides access to the NDOT Request Form for viewing, printing or downloading.

**Plant – Stockpile – Construction Debris Site Request Form** – provides access to the NDOT Request Form for viewing, printing or downloading.

**Contractor Site Use Request – Help File** - Help Files for the Contractor, Regulatory Agencies and the NDOT

**Platte River System Reference Map** – provides access to the NDNR River Basins Map to determine if the site may require a “Depletion Offset”.

**NRCS Web Soil Survey** – provides access to the NRCS Soil Survey Map for soil type information.

**Aerial Photos** – *Google Earth* is the recommended site to access aerial photos to identify location of requested site. This option provides a link to the *Google Earth Internet Site*.

**Submit Contractor Site Use Request** – provides the Contractor an E-mail access for electronic submittal of request to the NDOT Construction Division.

**Contractor Site Use Request – Review / Research** – provides the Contractor and Regulatory Agencies access to Borrow – Waste Excavation – Plant – Stockpile – Construction Debris Site Request for review and research in the NDOT Document Repository.

**Agency Response** - provides the Regulatory Agencies an E-mail access for electronic submittal of decision, authorization and other documentation to the NDOT Construction Division and all Regulatory Agencies.

**NPDES General Permit (Online Application Site)** – provides access to NPDES General Permit for terms of the permit and Notice of Intent (NOI) application.
**Borrow – Waste Excavation Site Request Form – Access**

*Borrow – Waste Excavation Site Request Form* – provides access to the NDOT Request Form for viewing, printing or downloading.

Downloads

- Borrow - Waste Excavation Site Request Form - PDF | Word
- Plant - Stockpile - Construction Debris Request Form - PDF | Word
- Contractor Site Use Request Help File
- Platte River System Reference Map
- NRCS Web Soil Survey
- Aerial Photos - Google Earth (recommended site)
- Submit Contractor Site Use Request
- Contractor site Use Request - Review/Research
- Agency Response
- NPDES General Permit (Online Application Site)

Selection of “View” allows you to view or print the form. This selection requires you to fill the form out by hand.

Selection of “Download” allows you to “Save” the form to the file of your choice on your computer. This selection will allow you to fill the form out electronically.
The Contractor will prepare the Borrow – Waste Excavation Site Request Form providing all required information.

**Borrow Site - Waste Excavation Site Request Identification and Evaluation**

**Project No.:**

**Control No(s):**

**Project Location:**

**County(s):**

NOTE: Site Requests will not be forwarded for Agency Review until all request requirements have been fulfilled by the Requestor. To avoid delay, please provide complete, clear and concise documentation and photographs.

**Site Location and Ownership**

1. Identify the precise location of the site (to the nearest 2½ acres)
   - ¼ of ¼ of ¼ of ¼ of Section T- N, R-

   a. Attach a color aerial photo precisely depicting the site location and haul roads.
   b. Attach color photographs, taken from various vantage points on the site, that provide an accurate depiction of existing site characteristics (minimum of 4).
   c. Clear and concise depiction of the site will expedite the review process.

2. Site is owned by:
   - Private Owner
   - Commercial/Business
   - State/County/City Government
   - Federal Government

3. Name of Owner:
   a. Address:
   b. Phone No.:

**Site Requestor**

4. Requesting Contractor:
   a. Address:
   b. Contact Person:
   c. Phone No.:
   d. Email Address:

5. This site will be used for:
   - [ ] Borrow
   - [ ] Waste Excavation
   - [ ] Both
   - [ ] Other (explain)

   Explanation:

6. To your knowledge, has this site been previously used:
   - [ ] Yes
   - [ ] No
   - [ ] Unknown

**NDOT Form 118, August 2017**
Instructions for Question 11:

If the answer to Question 11 is “No” This site will be graded to prevent storage of surface water”, it is unnecessary to answer Questions 11.a through 11.e.

If the answer to Question 11 is “Yes”, answer Questions 11.a. through 11.e.

11. a – Refer to the Platte River System Reference Map selection on the Website

11. b – Provide depth of the water

11. c – Provide anticipated surface area of the water when completed

11. d – Provide time based on soil type, percolation and volume of water

11. e – Refer to the NRCS Web Soil Survey selection on the Website
# Borrow Site & Waste Excavation Site Request Check List

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Date all Request Requirements have been provided by the Requestor
**Aerial Photos** – **Google Earth** is the recommended site to access aerial photos to identify location of requested site. This option provides a link to the **Google Earth Internet Site**. Use this site or one of your choice.

**Downloads**

- **Borrow - Waste Excavation Site Request Form** - [PDF](#) | [Word](#)
- **Plant - Stockpile - Construction Debris Request Form** - [PDF](#) | [Word](#)
- **Contractor Site Use Request Help File**
- **Platte River System Reference Map**
- **NRCS Web Soil Survey**
  - **Aerial Photos - Google Earth (recommended site)**
  - **Submit Contractor Site Use Request**
  - **Contractor site Use Request - Review/Research**
  - **Agency Response**
  - **NPDES General Permit (Online Application Site)**

Select “**Aerial Photos**” to access **Google Earth** or you may use any other site of your choice.

You can choose either:

- **Google Earth** (Use of this software is free.)
  
  or

- **Google Earth Pro** (Use of this software is free.)
Locate and Delineate the Site – Material Source Site and Haul Road
**Platte River System Reference Map** – provides access to the NDNR River Basins Map to determine if the site may require a “Depletion Offset”. Use this reference to respond to Question 11. a.

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Select “*Platte River System Reference Map*”

The shaded areas shown below are subject to the Platte River System Depletion Offset, if the site will pond water when completed.
NRCS Web Soil Survey – provides access to the NRCS Soil Survey Map for soil type information. Use this reference to respond to Question 11. e.

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Select “NRCS Web Soil Survey Map”

Click on the “Start WSS” Button
Select – *Area of Interest (AOI) Tab*  
Select – “*PLSS (Section, Township, Range)”*  
Enter – *State, Section, Township and Range Information*  
Click on “*View*”  

Click on “*Define Area by Rectangle*” Icon  
Move cursor to aerial photo and *Define the AOI* (hold down right mouse button to draw, then release)
After the last step, you will see this screen

Click on the “Soil Map” Tab

Results show the “Soil Type Information” (Map Unit Name) – Enter this information for Question 11. E.
Borrow – Waste Excavation Site Request Form – Submittals

The Contractor is required to submit the Borrow – Waste Excavation Site Request to the following:

- Nebraska Department of Transportation
- Nebraska Department of Environmental Quality
- Local Public Agency (Only if local mining permits are required)

Nebraska Department of Transportation
The NDOT will accept Borrow – Waste Excavation Site Request submittals as follows:

- NDOT Website using the “Submit Contractor Site Use Request” Option
- US Postal Service
- Hand delivered

The NDOT preferred method is:
Submit Contractor Site Use Request – provides the Contractor an E-mail access for electronic submittal of request to the NDOT Construction Division.

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Select “Submit Contractor Site Use Request” – You will be linked to your e-mail system with a default “To” address that will notify NDOT Construction Division Personnel of your request. Attach your request and supporting documentation to the e-mail and the NDOT will post it to the “Contractor Site Use Request – Review / Research” module.
The Contractor will submit the following information to the NDOT – Construction Division:

- Completed Borrow – Waste Excavation Site Request Form
- A color aerial photo precisely depicting the site location and haul roads
- Four (4) color photographs, taken from various vantage points on the site, accurately depicting the existing characteristics of the site
- Clear and concise depiction of the site will expedite the review process.

Local Government Mining Permits

Local mining permits may be required. The Contractor is responsible to research and obtain necessary mining permits required by Local Government.

Nebraska Department of Environmental Quality (NDEQ)

NPDES General Permit (Online Application Site) – provides access to NPDES General Permit for terms of the permit and Notice of Intent (NOI) application.

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Click on “Contractor Information”
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<td>Contract Lettings</td>
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<td>Contract Site Use Request</td>
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<td>Insurance Information</td>
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<td>Jobsite Posters &amp; Payroll</td>
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<td>Standard Specifications for Highway Construction</td>
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<td>Sub Contracts</td>
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<tr>
<td>Worker Viability</td>
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</tbody>
</table>
Overview of the NDOT Contractor Site Use Request Web Site

**Borrow - Waste Excavation - Plant - Stockpile - Construction Debris**

**Notes:**
- Local mining permits may be required. The Contractor is responsible for researching and obtaining necessary mining permits required by local governments.
- A new feature has been added to this page and is called Contractor Site Use Request - Review/Research. This feature will allow the user to search for previously requested borrow, waste excavation, plant, stockpile, and construction debris sites.
- Site Requests will not be forwarded for Agency Review until all request requirements have been fulfilled by the Requestor. To avoid delay, please provide complete, clear, and concise documentation and photographs.

**Downloads**
- Borrow - Waste Excavation Site Request Form - PDF | Word
- Plant - Stockpile - Construction Debris Request Form - PDF | Word
- Contractor Site Use Request Help File
- Platte River System Reference Map
- NRCS Web Soil Survey
- Aerial Photos - Google Earth (recommended site)
- Submit Contractor Site Use Request
- Contractor Site Request - Review/Research
- Agency Response
- NPDES General Permit (Online Application Site)

**Borrow – Waste Excavation Site Request Form** – provides access to the NDOT Request Form for viewing, printing or downloading.

**Plant – Stockpile – Construction Debris Site Request Form** – provides access to the NDOT Request Form for viewing, printing or downloading.

**Contractor Site Use Request – Help File** - Help Files for the Contractor, Regulatory Agencies and the NDOT

**Platte River System Reference Map** – provides access to the NDNR River Basins Map to determine if the site may require a “Depletion Offset”.

**NRCS Web Soil Survey** – provides access to the NRCS Soil Survey Map for soil type information.

**Aerial Photos – Google Earth** is the recommended site to access aerial photos to identify location of requested site. This option provides a link to the Google Earth Internet Site.

**Submit Contractor Site Use Request** – provides the Contractor an E-mail access for electronic submittal of request to the NDOT Construction Division.

**Contractor Site Use Request – Review / Research** – provides the Contractor and Regulatory Agencies access to Borrow – Waste Excavation – Plant – Stockpile – Construction Debris Site Request for review and research in the NDOT Document Repository.

**Agency Response** - provides the Regulatory Agencies an E-mail access for electronic submittal of decision, authorization and other documentation to the NDOT Construction Division and all Regulatory Agencies.

**NPDES General Permit (Online Application Site)** – provides access to NPDES General Permit for terms of the permit and Notice of Intent (NOI) application.
Download the Plant – Stockpile – Construction Debris Site Request Form – Access.

Selection of "View" allows you to view or print the form. This selection requires you to fill the form out by hand.

Selection of "Download" allows you to "Save" the form to the file of your choice on your computer. This selection will allow you to fill the form out electronically.
The Contractor will prepare the Plant – Stockpile – Construction Debris Site Request Form providing all required information.

1. Identify the precise location of the site (to the nearest 2½ acres).
   a. Attach a color aerial photo precisely depicting the site location and haul roads.
   b. Attach color photographs, taken from various vantage points on the site, that provide an accurate depiction of existing site characteristics (minimum of 4).
   c. Clear and concise depiction of the site will expedite the review process.

2. Site is owned by:
   - Private Owner
   - Commercial/Business
   - State/County/City Government
   - Federal Government

3. Name of Owner:

4. Requesting Contractor:
   - Address:
   - Contact Person:
   - Phone No.:  
   - Email Address:

5. This site will be used for:
   - [ ] Plant
   - [ ] Stockpile
   - [ ] Construction Debris
   - a. Is this site permitted by a NDEQ Industrial Stormwater Permit?  
     - [ ] Yes  
     - [ ] No
     - NDEQ Industrial Stormwater Permit No.
   - b. Is this site permitted by a NDEQ Construction Stormwater Permit?  
     - [ ] Yes  
     - [ ] No
     - NDEQ Construction Stormwater Permit No.
This information is entered by the Contractor.

6. This site is currently used for:
   - [ ] Commercial Material Site
   - [ ] Urban/Suburban Residential
   - [ ] Row Crop Agriculture
   - [ ] Pasture
   - [ ] Other (explain)
   
   Explanation:
   
7. Vegetation Cover is:
   - [ ] Grass
   - [ ] Trees
   - [ ] Weeds
   - [ ] Crops
   - [ ] Other (explain)
   
   Explanation:
   
   a. Will any trees be removed that are 3 inches or greater diameter @ breast height (48 inches above ground level)?
      - [ ] Yes
      - [ ] No

8. Give site dimensions and orientation (NE – SW, etc.) for proposed site limits:
   - [ ] Length (in feet)
   - [ ] Orientation:
   - [ ] Width (in feet)
   - [ ] Orientation:

Submit To:
Nebraska Department of Transportation
Construction Division
PO Box 94759
Lincoln NE 68509-4759
FAX (402) 479-4854
Plant Site, Stockpile Site & Construction Debris Site Request Check List

Complete, Clear and Concise Site Depiction is required to avoid review delays

<table>
<thead>
<tr>
<th>Review Item</th>
<th>Acceptable</th>
<th>Not Acceptable</th>
<th>Date Additional Data Requested</th>
<th>Date Additional Data Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Description</td>
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<td>Aerial Photo</td>
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<td>Site Photographs</td>
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<td>Owner Information</td>
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<td>Requestor Information</td>
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<tr>
<td>Intended Site Use</td>
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<tr>
<td>NDEQ Permit Information</td>
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<tr>
<td>Current Site Use</td>
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<tr>
<td>Vegetation Description</td>
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<tr>
<td>Tree Removal</td>
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<tr>
<td>Site Dimensions &amp; Orientation</td>
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</tbody>
</table>

Date all Request Requirements have been provided by the Requestor
**Aerial Photos** – **Google Earth** is the recommended site to access aerial photos to identify location of requested site. This option provides a link to the **Google Earth Internet Site**. Use this site or one of your choice.

### Downloads

- Borrow - Waste Excavation Site Request Form - PDF | Word
- Plant - Stockpile - Construction Debris Request Form - PDF | Word
- Contractor Site Use Request Help File
- Platte River System Reference Map
- NRCS Web Soil Survey
  - **Aerial Photos - Google Earth** (recommended site)
  - Submit Contractor Site Use Request
  - Contractor site Use Request - Review/Research
  - Agency Response
  - NPDES General Permit (Online Application Site)

Select **“Aerial Photos”** to access **Google Earth** or you may use any other site of your choice.

![Google Earth Image]

You can choose either:

- **Google Earth** (Use of this software is free.)
  - or
- **Google Earth Pro** (Use of this software is free.)
Locate and Delineate the Site – Plant Site or Stockpile Site and Haul Road
The Contractor is required to submit the Plant – Stockpile – Construction Debris Site Request to the following:

- Nebraska Department of Transportation
- Nebraska Department of Environmental Quality
- Local Public Agency (Only if local mining permits are required)

**Nebraska Department of Transportation**

The NDOT will accept Plant – Stockpile – Construction Debris Site Request submittals as follows:

- NDOT Website using the “Submit Contractor Site Use Request” Option
- US Postal Service
- Hand delivered

The NDOT preferred method is:

**Submit Contractor Site Use Request** – provides the Contractor an E-mail access for electronic submittal of request to the NDOT Construction Division.

**Downloads**

- Borrow - Waste Excavation Site Request Form - PDF | Word
- Plant - Stockpile - Construction Debris Request Form - PDF | Word
- Contractor Site Use Request Help File
- Platte River System Reference Map
- NRCS Web Soil Survey
- Aerial Photos - Google Earth (recommended site)
- **Submit Contractor Site Use Request**
- Contractor site Use Request - Review/Research
- Agency Response
- NPDES General Permit (Online Application Site)

Select **“Submit Contractor Site Use Request”** – You will be linked to your e-mail system with a default “To” address that will notify NDOT Construction Division Personnel of your request. Attach your request and supporting documentation to the e-mail and the NDOT will post it to the **“Contractor Site Use Request – Review / Research”** module.
The Contractor will submit the following information to the NDOT – Construction Division:

- Completed Plant – Stockpile – Construction Debris Site Request Form
- A color aerial photo precisely depicting the site location and haul roads
- Four (4) color photographs, taken from various vantage points on the site, accurately depicting the existing characteristics of the site
- Clear and concise depiction of the site will expedite the review process

Local Government Mining Permits
Local mining permits may be required. The Contractor is responsible to research and obtain necessary mining permits required by Local Government

Nebraska Department of Environmental Quality (NDEQ)

NPDES General Permit (Online Application Site) – provides access to NPDES General Permit for terms of the permit and Notice of Intent (NOI) application.

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Contractor Site Use Request Research Access – Access to Contractor Sites previously requested will be through the NDOT Website at this address – [http://www.dot.state.ne.us/](http://www.dot.state.ne.us/)

Click on

“Business Center”

Click on

“Contractor Information”
**Contractor Updates**

As NDOR moves to E-Construction, we have been accepting requests for early start, late start, or revised Notice to Proceed. In E-construction, we are now issuing Notices to Proceed by attaching a scan of the signed Notice to Proceed letter to an email request.

Flagger training and certification is available online at [http://ltap.unl.edu/online-flagger-certification](http://ltap.unl.edu/online-flagger-certification) Online flagger training.

Looking for Contractor Payments? Use this guide to help you navigate to the new location.

**Contractor Information**

- ATCM Report
- Base Diesel Fuel Prices
- Certified Flaggers
- Contract Lettings
- Contractor Site Use Request
- Insurance Information
- Jobsite Posters & Payroll
- Standard Specifications for Highway Construction
- Sub Contracts
- Worker Visibility

**Contractor Payments**

- Contract Ledger
- Weekly Workings

**Links to Other Pages**

Click on "Contractor Site Use Request"
Overview of the NDOT Contractor Site Use Request Website

Borrow - Waste Excavation - Plant - Stockpile - Construction Debris

Notes:
- Local mining permits may be required. The Contractor is responsible for researching and obtaining necessary mining permits required by local governments.
- A new feature has been added to this page and is called Contractor Site Use Request - Review/Research. This feature will allow the user to search for previously requested borrow, waste excavation, plant, stockpile, and construction debris sites.
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Contractor Site Research Access

Contractors will access the Borrow – Waste Excavation – Plant – Stockpile – Construction Debris Site Research for previously Contractor requested sites thru the “Contractor Site Use Request – Review / Research” module on the NDOT Website.

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- Platte River System Reference Map
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- Aerial Photos - Google Earth (recommended site)
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Click on “Contractor Site Use Request – Review / Research”

If you are a Registered User enter your “User Name” and “Password”

Click on “Login”

NOTE:
Use the HTML radio button as a standard. If you select ActiveX, you may be prompted to install an ActiveX Control. Please contact your Department Technical Support Personnel for assistance.
If you are a **NEW USER**, you will be required to register for a personal login using a State of Nebraska Public Account to access the documents. You will need to complete the following steps to gain access.

Click on **“Register Here”**

This screen will appear. Enter all of the information.

When completed, click on **“Register Account”** and E-mail Chad Heskett ([chad.heskett@nebraska.gov](mailto:chad.heskett@nebraska.gov)) requesting access to the **Contractor Site Approval Document Group. Please provide your chosen User Name in this E-mail**. A return E-mail will be sent to notify you that your **OnBase** account has been activated. When you have successfully logged in, this screen will appear.
Click on "Document Retrieval" Drop Down List and select "Custom Queries".

Upon selection of the "NDOR MSS Review" query, search fields will be available to identify previously requested borrow, waste excavation, plant, stockpile sites or Construction Debris. The search is based on County and Site Type data.

ENTER the following information:

- **NDOR GLOBAL County** – Dropdown list contains all 93 Nebraska Counties.
- **NDOR GLOBAL Site Type** – Dropdown list contains the five MSS Site Types.

*OnBase* allows the user to select multiple Counties or Site Types by clicking on the Field Title: **NDOR GLOBAL County** and **NDOR GLOBAL Site Type**. Additional fields will become available based on the number of times the Field Title is clicked.

To “Reset” the search, click on the "KEY ICON".

Click on the "BINOCULARS ICON" to initiate the search.
This screen will appear with the saved documents. Double click on your desired document.

The document you selected will appear in the lower portion of the window. You may view the entire document using the Scroll Bar. The Tool Bar at the top of the document allows you to:

1. Save the document
2. Print the document
3. Decrease the viewing size
4. Increase the viewing size
Document Naming Convention

Documents will be identified in *OnBase*, by the following Key Words:

1. **Site Type**
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   - Plant
   - Stockpile
   - Construction Debris

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   - Site Request
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   - PR Depletion LOA
   - Historical/Cultural Decision
   - T & E Species Decision
   - 404 Permit Decision
   - Final Site Use Decision
Borrow – Waste Excavation – Plant – Stockpile – Construction Debris Site Request Access – Access to the site requests and supporting Websites will be through the NDOT Website at this address – http://www.dot.state.ne.us/

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Click on “Contractor Information”
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Sub Contracts
Worker Visibility

Contractor
- Contract 1
- Contract 1
- Weekly W

Contractor
- Summary
- Summary

Links to Ot

Click on "Contractor Site Use Request"
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NPDES General Permit (Online Application Site) – provides access to NPDES General Permit for terms of the permit and Notice of Intent (NOI) application.
Regulatory Agency Review Procedures

Upon notification from the NDOT – RSU of a required MSS Site Review, the Regulatory Agency will:

- Access the Contractor’s Site Request via e-mail attachment or may access all available site documents thru the “Contractor Site Use Request – Review / Research” module on the NDOT Website
- Perform their respective reviews
- Submit their decision documentation to Tony.Ringenberg@nebraska.gov and cc: to NDOT MSS Review and Approve

or

Through the NDOT Website by using the “Agency Response” area on the NDOT Website. All agencies will be included in the default E-mail address. This will provide notification to all agencies that a decision has been made by the Agency sending the Agency Response.

Downloads

- Borrow - Waste Excavation Site Request Form - PDF | Word
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- NRCS Web Soil Survey
- Aerial Photos - Google Earth (recommended site)
- Submit Contractor Site Use Request
- Contractor site Use Request - Review/Research
- Agency Response
- NPDES General Permit (Online Application Site)

Click on “Agency Response”
You will be linked to your E-mail system with a default “To” address that will notify all agencies of your response. You may attach your response to the E-mail and the NDOT – Construction Division will post it to the “Contractor Site Use Request – Review / Research” module.

**Agency Response Address Recipients**

Default E-mail Address:  **NDOT MSS Review and Approve**

Recipients:

- **NDOT**
  - David Watkins: david.watkins@nebraska.gov
  - Bill Hitzeman: bill.hitzeman@nebraska.gov
  - Lori Ellison-Wiig: lori.ellison@nebraska.gov
  - Melissa Marinovich: melissa.marinovich@nebraska.gov
  - Tony Ringenberg: tony.ringenberg@nebraska.gov
  - Tyler Thayer: tylar.thayer@nebraska.gov
  - Roger Yerdon: roger.yerdon@nebraska.gov
  - Alissa Brenning: alissa.brenning@nebraska.gov
  - Michelle Koch: michelle.koch@nebraska.gov
  - Carey Grell: carey.grell@nebraska.gov
  - Ryan Joe: ryan.joe@nebraska.gov
  - Katie Paitz: katie.paitz@nebraska.gov
  - John Ludwickson: john.ludwickson@nebraska.gov
  - Shane Tucker: stucker3@unl.edu
  - Brooke Stansberry: brooke_stansberry@FWS.gov
  - USACE Wehrspan Office – Omaha: USACE NE
    (USACE Contacts – Phil Rezac & Adam Nebel)

The NDOR – Construction Division will upload Agency Decision Submittals into the NDOT Document Repository (**OnBase**)

The NDOT – Project Development Division, RSU will provide the Decision Package and Letter to the NDOT Construction Division

The NDOT – Construction Division will upload the Decision Package and Letter into the NDOT Document Repository (**OnBase**) and transmit to the applicable recipients.
Regulatory Agency Document Review Access

Agencies will access the Borrow – Waste Excavation – Plant – Stockpile – Construction Debris Site Requests from the “Contractor Site Use Request – Review / Research” module on the NDOT Website.

Downloads
- Borrow - Waste Excavation Site Request Form - PDF | Word
- Plant - Stockpile - Construction Debris Request Form - PDF | Word
- Contractor Site Use Request Help File
- Platte River System Reference Map
- NRCS Web Soil Survey
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- Submit Contractor Site Use Request
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Click on “Contractor Site Use Request – Review / Research”

If you are a Registered User enter your “User Name” and “Password”

NOTE:
Use the HTML radio button as a standard.
If you select ActiveX, you may be prompted to install an ActiveX Control. Please contact your Department Technical Support Personnel for assistance.
If you are a **NEW USER**, you will be required to register for a personal log in using a State of Nebraska Public Account to access the documents. You will need to complete the following steps to gain access.

[Image of Nebraska Enterprise Content Management Portal]

**PUBLIC LOGIN**

- Domain: [PUBLIC]
- User Name: [ ]
- Password: [ ]
- [ ] ActiveX  [ ] HTML

Click on "Register Here"

This screen will appear. Enter all of the information.

[Image of Nebraska Enterprise Self Registration]

**NEW ACCOUNT REGISTRATION**

- User Information:
  - First Name: [ ]
  - Last Name: [ ]
  - Email Address: [ ]
  - Confirm Email: [ ]

- Login Information:
  - Username: [ ]
  - Password: [ ]
  - Confirm Password: [ ]

- Password reminder questions:
  - Question One: [Select a security question:]
  - Your Answer: [ ]
  - Question Two: [Select a security question:]
  - Your Answer: [ ]
  - Question Three: [Select a security question:]
  - Your Answer: [ ]

When completed, click on "Register Account" and e-mail Chad Heskett (chad.heskett@nebraska.gov) requesting access to the **Contractor Site Approval Document Group**. Please provide your chosen User Name in this E-mail. A return Email will be sent to notify you that your **OnBase** account has been activated.
When you have logged in, this screen will appear.

Click on "Document Retrieval" drop down list and select "Custom Queries".

Select "NDOR MSS Review" and enter control number in "NDOR Global Field".

Click "ENTER" or the "Binoculars Icon" at the bottom left corner of the OnBase window.
This screen will appear with the saved documents. Double click on your desired document.

The document you selected will appear in the lower portion of the window. The Tool Bar at the top of the document allows you to:

1. Save the document
2. Print the document
3. Decrease the viewing size
4. Increase the viewing size
Document Naming Convention

Documents will be identified in OnBase, by the following Key Words:

1. **Site Type**
   - Borrow
   - Waste Excavation
   - Plant
   - Stockpile
   - Construction Debris

2. **Site ID & Site No.** (number increases for each additional site requested)
   - BS for Borrow Sites: BS1 – BS2 – BS3 – BS4 – etc.
   - PS for Plant Sites: PS1 – PS2 – PS3 – PS4 – etc.
   - SS for Stockpile Sites: SS1 – SS2 – SS3 – SS4 – etc.

3. **Document Description**
   - Site Request
   - PR Depletion Analysis
   - PR Depletion LOA
   - Historical/Cultural Decision
   - T & E Species Decision
   - 404 Permit Decision
   - Final Site Use Decision
Borrow – Waste Excavation – Plant – Stockpile – Construction Debris Site Request Receipt – When the NDOT – Construction Division (LCO) receives a Borrow – Waste Excavation – Plant – Stockpile – Construction Debris Site Use Request from the Contractor, the NDOT – LCO will verify the following:

- Request was submitted using the appropriate request form:
  - Borrow – Waste Excavation Site Request – DR Form 119 (latest version)
  - Plant – Stockpile – Construction Debris Site Request – DR Form 56 (latest version)
- Complete, clear and concise site depiction is provided as per the appropriate Site Request Checklist
- Clear and concise color aerial photo are attached
- Four (4) clear and concise photos of the site are attached
- Enter the following information on the Request Identification and Evaluation Form:
  - Site ID No. To determine the next sequential Site ID No. refer to: OnBase Custom Queries – “NDOR MSS Review”
    Enter the Control Number and Select “Search”
  - Project COE Permit (Refer to Contract to determine if COE Permit exists)
    - If contract has COE Permit – enter the Permit Number
    - If contract does not have COE Permit – enter “Not Applicable”
  - Date Received

Site ID Convention

BS for Borrow Sites & Site No.  BS1 – BS2 – BS3 – BS4 – etc.
PS for Plant Sites & Site No.  PS1 – PS2 – PS3 – PS4 – etc.
SS for Stockpile Sites & Site No.  SS1 – SS2 – SS3 – SS4 – etc.
CD for Construction Debris Sites & Site No.  CD1 – CD2 – CD3 – CD4 – etc.
**Scan and File Contractor Site Use Request** – Scan the Contractor Site Use Request to create a PDF in order to “Upload” documents to OnBase and provide access to the Public Login Domain Registered Users.

- Scan the “Contractor Site Use Request Identification and Evaluation” Form and attachments to your E-mail
  - Use Copy Machine [this will be sent to your E-mail Account]
    - Set documents in Feeder Tray
    - Select Scanner
    - Select your name
    - Press “Start”
  - From your E-mail Account, Save the PDF to the following file on your computer:
    - “Local Disk (C:\documents\Add MSS Docs to OnBase” folder
  
  Note: Delete document when saved in OnBase

  You may need to create the “Add MSS Docs to OnBase” folder in the “documents” folder

- Rename the document. Use the following document naming convention.
  - **Site ID & Site No.** (number increases for each additional site requested)
    - **BS** for Borrow Sites & Site No.  
      - BS1 – BS2 – BS3 – BS4 – etc.
    - **WS** for Waste Excavation Sites & Site No.  
    - **PS** for Plant Sites & Site No.  
      - PS1 – PS2 – PS3 – PS4 – etc.
    - **SS** for Stockpile Sites & Site No.  
      - SS1 – SS2 – SS3 – SS4 – etc.
    - **CD** for Construction Debris Sites & Site No.  
      - CD1 – CD2 – CD3 – CD4 – etc.

- **Document Description**
  - Site Request
  - PR Depletion Analysis
  - PR Depletion LOA
  - Historical/Cultural Decision
  - T & E Species Decision
  - 404 Permit Decision
  - Final Site Use Decision
Example for a Contractor Borrow Site Request: **BS1 Site Request**

**Uploading Documents to OnBase** – This provides for record retention of documents in *OnBase* and access to documents for *NDOT Employees* and *Public Login Domain Registered Users*.

Double Click on the *OnBase* Desktop Icon

Enter the following to log into *OnBase*:
- **Domain Field**: STN
- **User Name**: Your Name
- **Password**: Your E-mail Password

Click on “Login”
The following screen will appear after you login.

Click on "Upload"

The following screen will appear.

Click on "Browse"
The following screen will appear.
Select “Computer – OS2 (C:) – documents – Add MSS Docs to OnBase”.
Highlight the document to be stored in OnBase.

Click on “Open”

The document will open and the following screen will appear.

See next page for detail.
Click on "Upload" The document is saved in OnBase.
NDOT – Roadside Stabilization Unit (RSU) Notification – The NDOT – LCO will notify the NDOT – RSU when the Requestor has fulfilled all request requirements, as per the appropriate Site Request Checklist, and the Review and Decision Process may commence. The NDOT – LCO will notify the following:

- **NDOT – Roadside Stabilization Unit** (Review Coordinator)
  Tony Ringenberg  
  tony.ringenberg@nebraska.gov

- **Nebraska Department of Environmental Quality** (Courtesy Notification of Site Request)
  Alissa Brenning  
  alissa.brenning@nebraska.gov

- **University of Nebraska – Lincoln** (Notification to State Paleontologist)
  Shane Tucker  
  stucker3@unl.edu

Site Request Review and Decision Process – The NDOT – RSU will perform Reviews /Decisions, in-house, as may be allowed. The NDOT – RSU will coordinate the review process with the Regulatory Agencies, when applicable, as required by Statute, MOAs and MOUs and provide all necessary site documentation for their review. The following Regulatory Agencies may be involved in the Review and Decision Process and will be notified, as required, by the RSU – Review Coordinator:

- **Nebraska Department of Natural Resources** (Platte River Depletion Offset)
  Courtesy Notification of Platte River Depletion Computations, if applicable

- **Army Corps of Engineers** - - as required(404 Permit)
  Wehrspan Office – Omaha  
  USACE NE  
  (Phil Rezac & Adam Nebel)

- **Nebraska Game and Parks Commission** (State and Federal T & E Species Review)
  Michelle Koch  
  michelle.koch@nebraska.gov
  Carey Grell  
  carey.grell@nebraska.gov
  Ryan Joe  
  ryan.joe@nebraska.gov
  - **United States Fish and Wildlife** (Courtesy Notification Only by NGPC)
    Brooke Stansberry  
    brooke_stansberry@FWS.gov

- **Nebraska State Historical Society** (Historical / Cultural Review)
  John Ludwickson  
  john.ludwickson@nebraska.gov
  Katie Paitz  
  katie.paitz@nebraska.gov

Agency Review and Response
Each applicable agency will perform their respective review of the Site Request. Upon completion of their review, each reviewing Agency will submit their decision notification to the NDOT – RSU Review Coordinator

Tony Ringenberg  
 tony.ringenberg@nebraska.gov

The NDOT – RSU Review Coordinator will provide the entire Decision Package and Decision Letter to the NDOT – LCO. The following personnel will be notified:

David Watkins  
 david.watkins@nebraska.gov
Bill Hitzeman  
 bill.hitzeman@nebraska.gov
**Contractor Notification**

The NDOT – LCO will transmit the Decision Letter and Decision Package for the site to the applicable recipients:
- Prime Contractor
- Subcontractor, if the Requestor
- NDOT – Project Manager
- LPA – Responsible Charge

The NDOT – LCO will upload the Site Request and Agency Review / Decision documentation in the NDOR Document Repository (*OnBase*). All Regulatory Agencies will have full access to all documents through the “**Contractor Site Use Request – Review / Research**” module on the NDOT Website.
**NDOT Owned Storage Site Request**

Stockpile/Storage Request Procedure for State Owned Sites

1. Contractor shall submit Contractor Site Use Request Form to the NDOT – Construction Division.
2. NDOT – Construction Division will notify District Construction Engineer of the Contractor’s request.
   a. District disapproves the request.
      i. Disapproval letter sent to Contractor by NDOT – Construction Division.
   b. District approves the request.
      i. District selects conditions of site use.
      ii. NDOT – Construction Division will submit the Contractor’s request for approval by the appropriate agencies.
      iii. Contractor will be notified of decision.

**NDOT Owned Storage Site Request Approval Conditions**

1. Strip site of vegetation
2. Remove and stockpile 6” of topsoil
3. Remove millings within (DE / DCE Options)
   a. 30 CDs after completion of asphalt placement operation
   b. 30 CDs after CCO becomes “Minor Work”
   c. Begin 10 CDs after completion of asphalt placement operation and continue until removal is complete
4. Replace topsoil and seed (seed mixture to be determined by the Engineer)
5. Project acceptance after millings removal and site restoration is complete
   a. Monies will be withheld if millings removal and site restoration is not complete when all contract work is complete.
      i. Superpave incentive
      ii. Smoothness incentive
         1. Instructions for PM
   b. WD / CD assessment will resume when all contract work is complete if millings removal and site restoration remains and continue until site restoration is satisfactorily completed and accepted by the Engineer. The CCO will become “Millings Removal / Site Restoration”

NDOT – Construction Division  
December 10, 2013
OnBase Account Registration

For

Public Login Domain

Registered Users

August 2017
The NDOT is utilizing a public facing document management tool (OnBase Thin Client) to provide access to the documents associated with the NDOT’s Contractor Site Use functions. Access to this tool requires the user to register for a personal log in using a State of Nebraska Public Account. This tool requires using Internet Explorer.

**OnBase Account Registration**

To register for an account, go to the link below.

https://enterpriseregistration.nebraska.gov/SelfRegistration.aspx

This screen will appear. Enter all of the information.

![NEBRASKA ENTERPRISE SELF REGISTRATION](image)

When completed click on “Register Account”.

Email Chad Heskett (chad.heskett@nebraska.gov) requesting access to the Contractor Site Approval Document Group. *Please provide your chosen User Name in this Email.* A return Email will be sent to notify you that your account has been activated. You will then have access to the MSS Documents in OnBase.