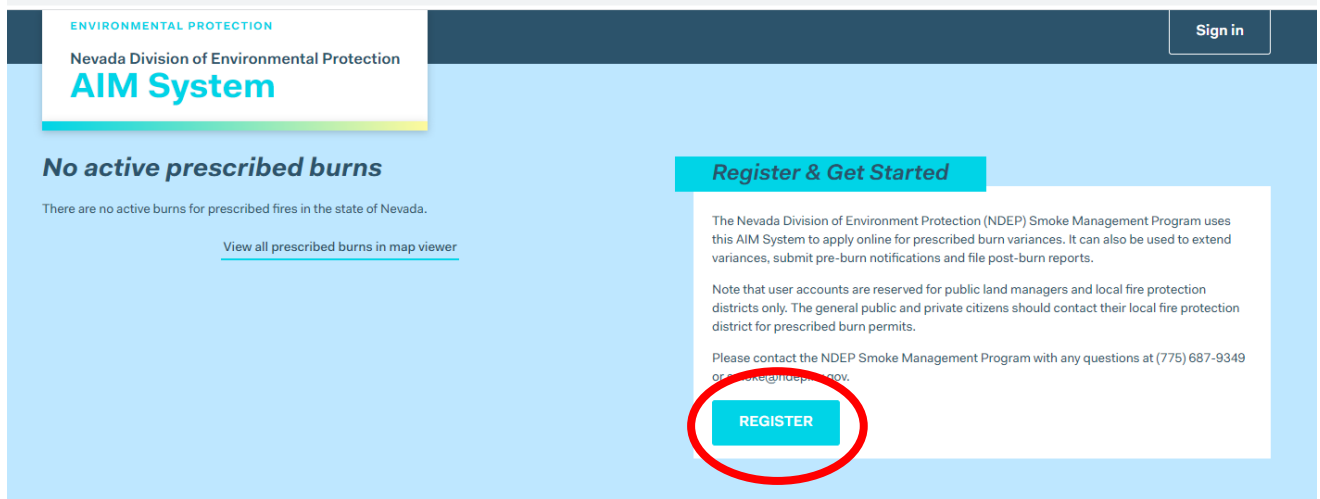


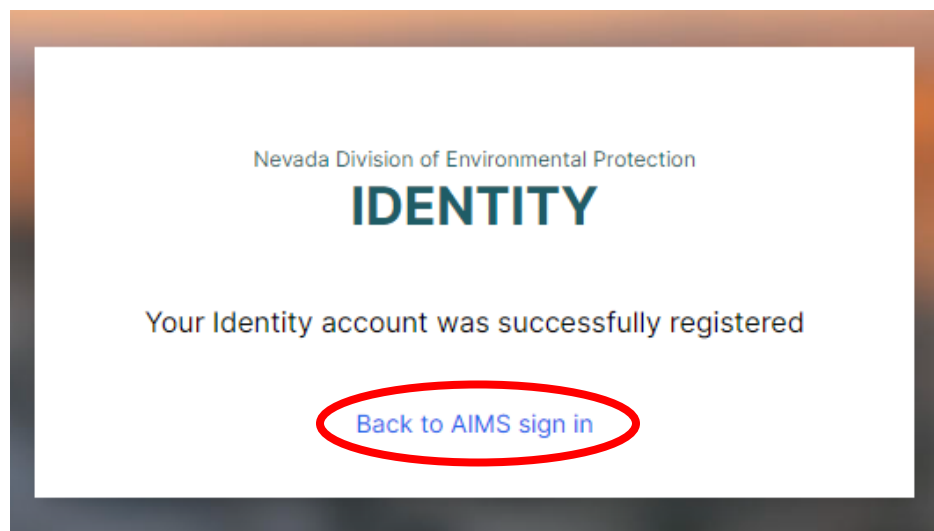
Nevada Division of Environmental Protection Air Information Management System (AIMS) Prescribed Burn Application User Guide

Setting up an Account and Signing In:

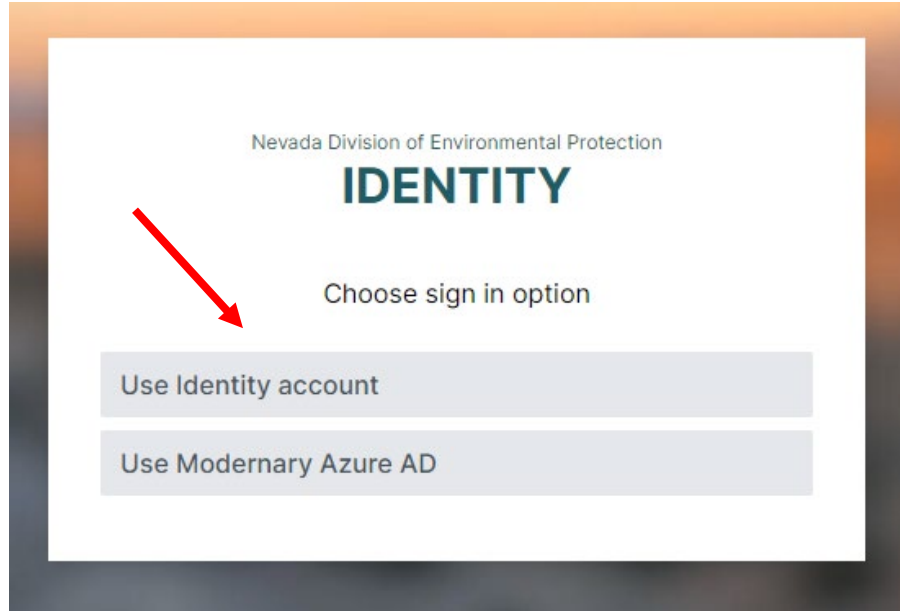
1. Go to the AIMS website at <https://aims.ndep.nv.gov/> and click on the Register button.



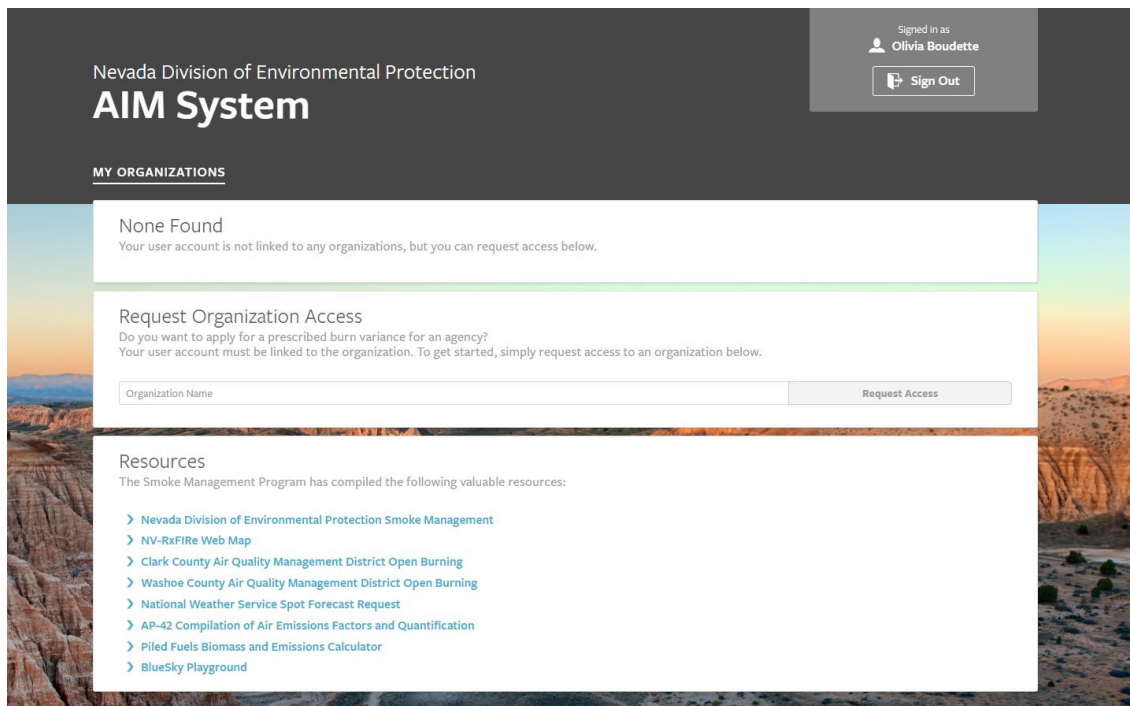
2. Enter your email address and click Send Email. You'll receive an email from noreply@ndep.nv.gov. Complete your registration by clicking the link and completing the form.
3. Once your account is registered, the following prompt will appear. Click Back to AIMS sign in to sign in using the button in the top right corner.



- When prompted to choose a sign in option, select “Use Identity account”.



- After signing in, you will be directed to the portal homepage. The homepage will list the organizations you have access to, allow you to request access to an organization, and provide links to various resources that were also available on the previous NVRxFire portal.



Requesting Organization Access

When you first register an account, you will not have access to any organizations.

To request access to an organization, enter the organization's name and click Request Access. If you submit prescribed burn applications for multiple organizations, you may request access to each one. **Please enter the entire organization name including the applicable field office, district, or other identifier (e.g. BLM – Battle Mountain District, NDOT – Elko District).** If we do not already have the organization in our system, we may email you for additional information.

NDEP will approve the request and you will receive an email notification. You will have access to the organization when you next sign in.

Nevada Division of Environmental Protection
AIM System

Signed in as
Olivia Boudette
Sign Out

MY ORGANIZATIONS

None Found
Your user account is not linked to any organizations, but you can request access below.

Request Organization Access
Do you want to apply for a prescribed burn variance for an agency?
Your user account must be linked to the organization. To get started, simply request access to an organization below.

Organization Name Request Access

Submitting a Prescribed Burn Application

To apply for a prescribed burn variance, click on your organization from the homepage. From there, click on the blue Create Burn Variance Application button. Alternatively, you can click Prescribed Burn Applications on the grey left-hand side, then click Create.

Environmental Protection PORTAL AIMS Air Information Management System Notifications

ORGANIZATIONS
NDEP

Details
Prescribed Burn Applications 1
Prescribed Burn Variances 1
Users 3

NDEP

MAILING ADDRESS
901 S Stewart St
Carson City, NV 89701
USA

PHONE NUMBER
—

FAX NUMBER
—

EMAIL ADDRESS
—

WEBSITE
—

QUICK ACTIONS
Create Burn Variance Application

HELP

ORGANIZATION DETAILS
Do you need to update your mailing address, phone number or other details?
Please send an email to smoke@ndep.nv.gov and tell us what changed.

ORGANIZATION USERS
Do you want to remove users from your organization?
Please send an email to smoke@ndep.nv.gov and tell us who to remove.

To enter the Burn Location, click on the map and then click Add. You can drop a pin by clicking Burn Location and clicking on the map, or you click Enter burn location coordinates. A location description is required for each location. It can be anything that will help you identify the point. Click Save, then exit once you are done adding locations.

Fill out the remaining information and click Save when you are done.

After saving your application, you can view the details, update it, download the burn plan, or delete the application. When you are satisfied with the application, click Submit Application, then Yes.

Application No. 2023_0009

AGENCY NAME

◆ NDEP

BURN LOCATIONS

test (39.256521, -119.763364)

BURN PERIOD START DATE

Aug 23, 2023

BURN PERIOD END DATE

Aug 23, 2023

CONTACT NAME

Olivia Boudette

CONTACT EMAIL

olivia_boudette@mail.tncc.edu

CONTACT PHONE

7347076175

CONTACT FAX

—

BURN TYPE

Firefighter Training

ESTIMATED PERCENT REDUCTION

10%

QUICK ACTIONS

Update Application

Delete Application

Submit Application

Download Burn Plan

BURN LOCATIONS 1



You will receive an email notification when NDEP approves the application. The application is now a Prescribed Burn Variance.

Prescribed Burn Variance Actions

View the variance by clicking on your organization, then click Prescribed Burn Variances in the left-hand column.

The screenshot shows the 'Environmental Protection PORTAL' header with 'AIMS - Air Information Management System'. On the left, a sidebar under 'ORGANIZATIONS' lists 'NDEP', 'Details', 'Prescribed Burn Applications', 'Prescribed Burn Variances' (highlighted with a red arrow), and 'Users'. The main content area is titled 'Prescribed Burn Variances' and contains a table with two columns: 'Variance No.' and 'Issued On'.

Variance No.	Issued On
2023_0010	Aug 22, 2023
2020_0075	Jun 13, 2020

Select the variance you are interested in. From here you can request an extension for the burn variance (must be the same calendar year), view the application, view the variance contacts, submit Pre-Burn Notifications, and submit a Post-Burn Report.

The Pre-Burn Notification must be submitted through the website at least 1 day before the burn begins.

Once all burns for a variance have been completed, a post burn report can be submitted. Only 1 post burn report is submitted for each variance.

Environmental Protection
PORTAL

AIMS - Air Information Management System

PRESCRIBED BURN VARIANCES

No. 2023_0010

ISSUED

AGENCY NAME

NDEP

Details

Contacts

Pre-Burn Notifications

Post-Burn Report

Variance No. 2023_0010

AGENCY NAME

NDEP

ISSUED ON

Aug 22, 2023

EFFECTIVE ON

Aug 23, 2023

EXPIRES ON

Sep 2, 2023

BURN LOCATIONS

hi (39.759765, -118.237637)

BURN TYPE

Broadcast Burn

BURN REASON

Fire fighter training

BURN MATERIAL

Wetland vegetation

EMISSION REDUCTION TECHNIQUE

Backing fire

QUICK ACTIONS

Request Extension

BURN LOCATIONS 1

PRESCRIBED BURN APPLICATION

Application No. 2023_0010

SUBMITTED ON

Aug 22, 2023 2:40:33 PM

Navigating through the AIMS sidebar menu

AIMS Portal Homepage

Prescribed Burn Applications

Prescribed Burn Variances

Pre-Burn Notifications

Post-Burn Reports

Organizations

Notifications

Rx Fire Map Viewer