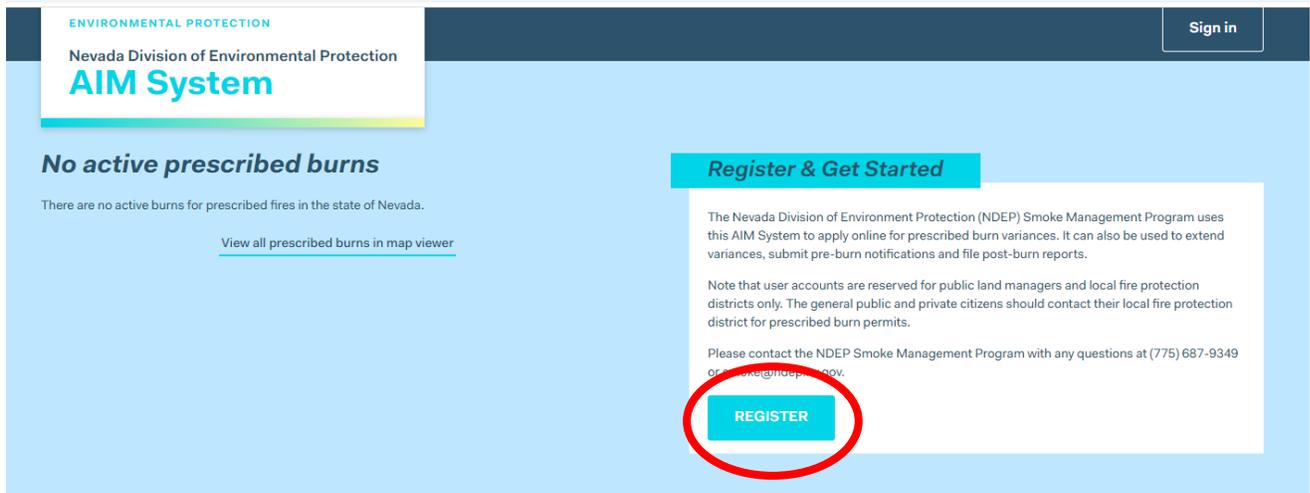


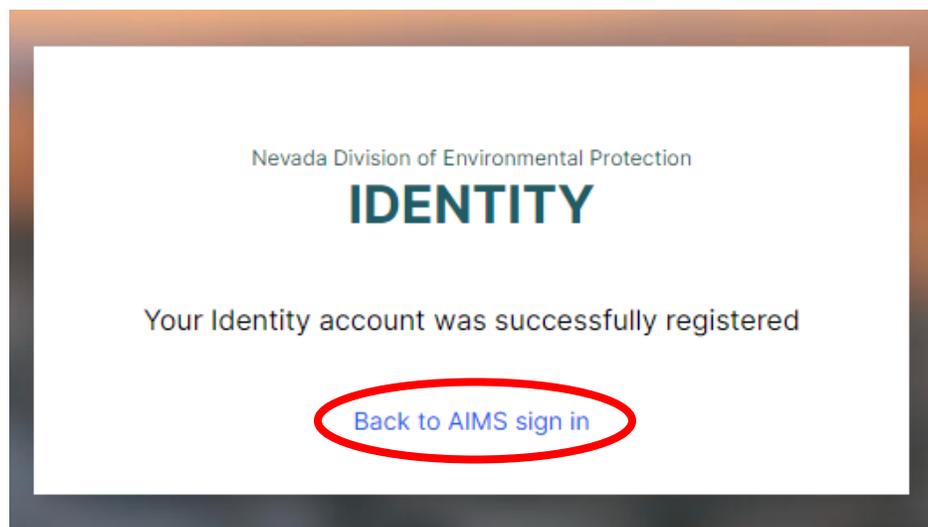
# Nevada Division of Environmental Protection Air Information Management System (AIMS) Prescribed Burn Application User Guide

## Setting up an Account and Signing In:

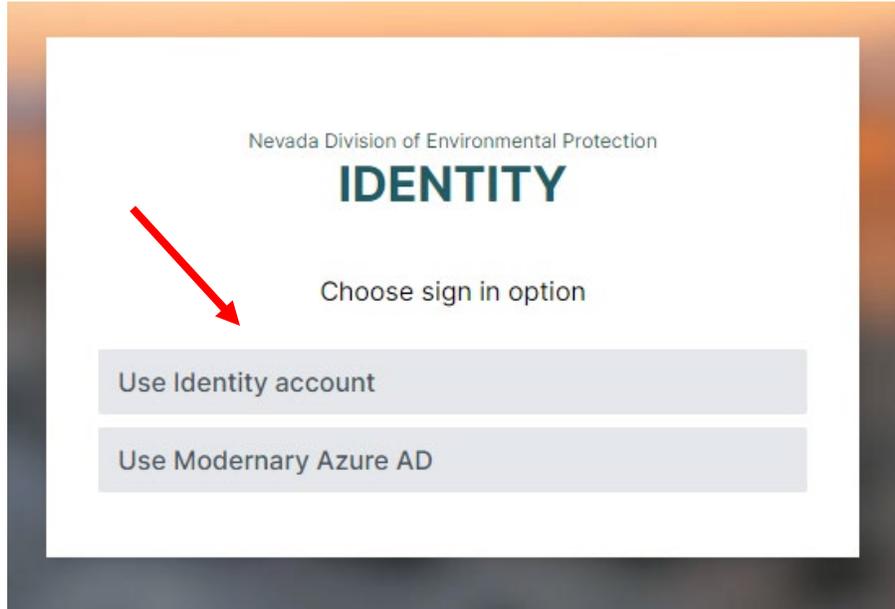
1. Go to the AIMS website at <https://aims.ndep.nv.gov/> and click on the Register button.



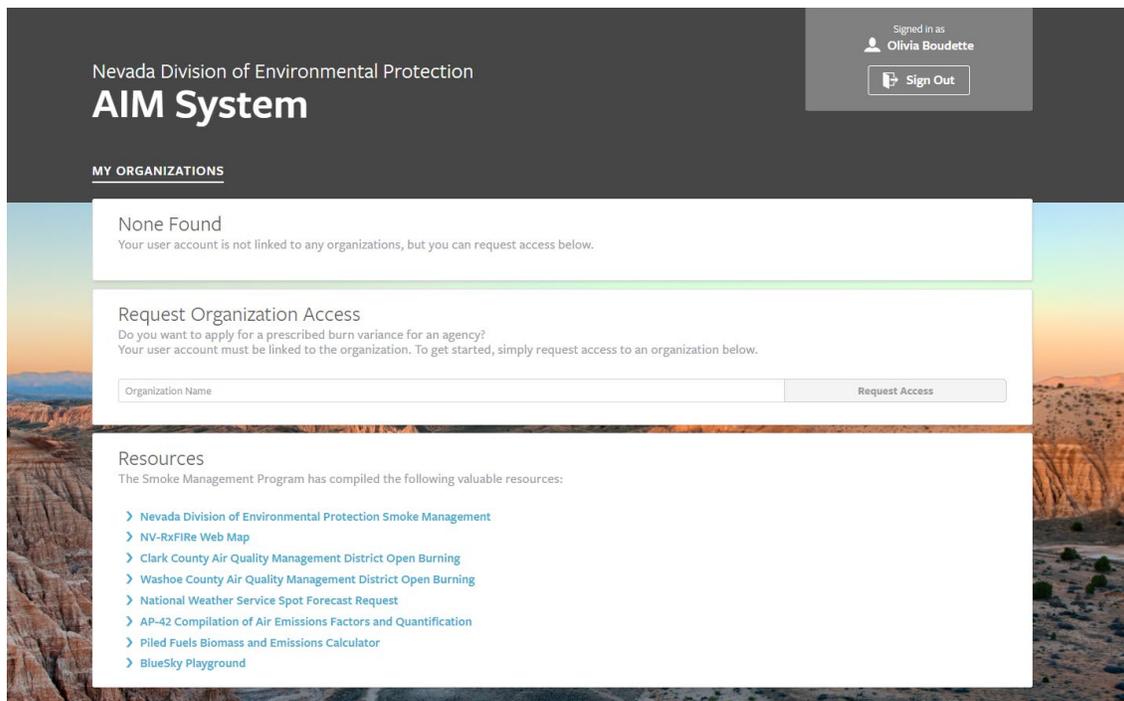
2. Enter your email address and click Send Email. You'll receive an email from [noreply@ndep.nv.gov](mailto:noreply@ndep.nv.gov). Complete your registration by clicking the link and completing the form.
3. Once your account is registered, the following prompt will appear. Click Back to AIMS sign in to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



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



5. 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.

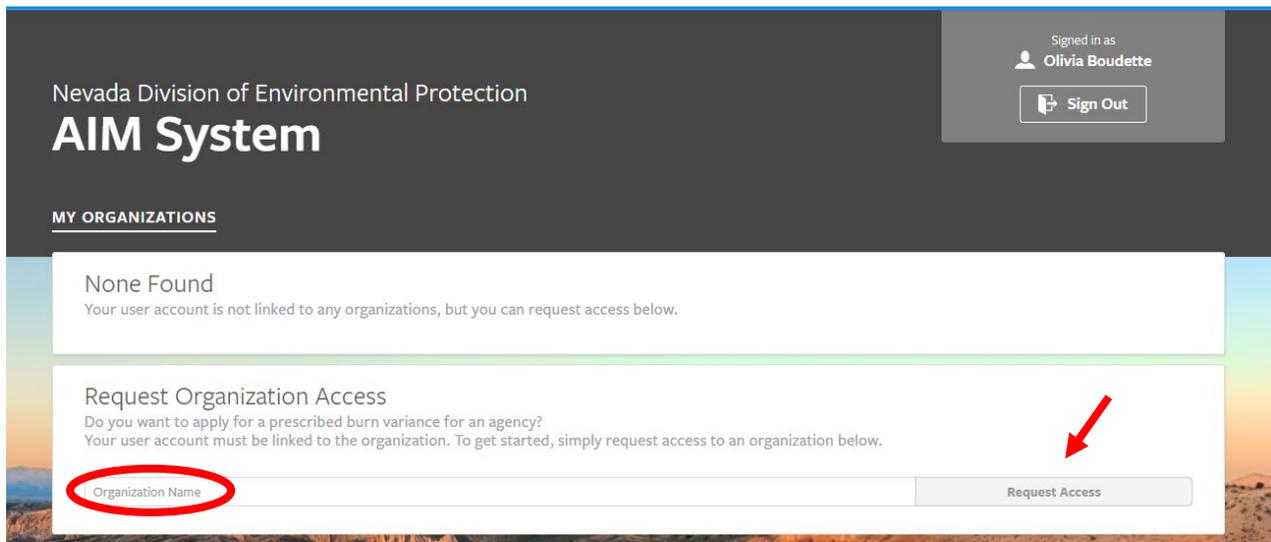


## Requesting Organization Access

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.

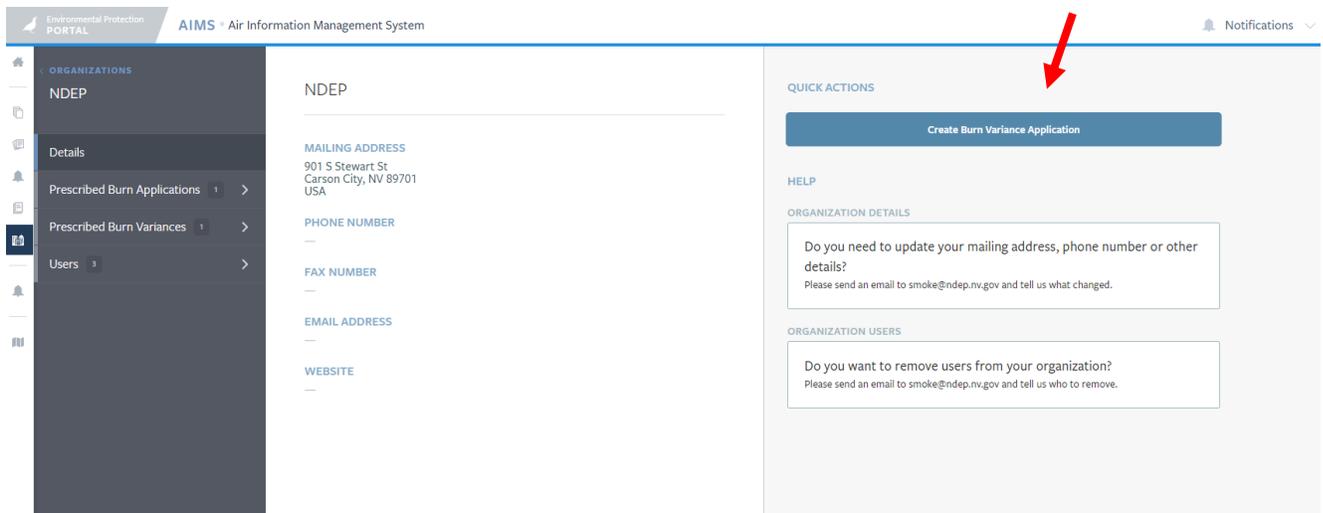
NDEP will approve the request and you will receive an email notification. You will have access to the organization when you next sign in.



The screenshot shows the 'Request Organization Access' form in the AIM System. At the top right, it indicates the user is signed in as Olivia Boudette with a 'Sign Out' button. The main heading is 'Request Organization Access' with a sub-heading 'Do you want to apply for a prescribed burn variance for an agency?'. Below this, there is a text input field labeled 'Organization Name' which is circled in red. To the right of the input field is a 'Request Access' button, also highlighted with a red arrow.

## 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.



The screenshot shows the organization page for NDEP in the AIM System. The left-hand navigation menu is visible, with 'Prescribed Burn Applications' selected. The main content area displays the organization's details, including mailing address, phone number, fax number, email address, and website. A red arrow points to the 'Create Burn Variance Application' button in the 'QUICK ACTIONS' section.

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.tmcc.edu

CONTACT PHONE

7347076175

CONTACT FAX

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BURN TYPE

Firefighter Training

ESTIMATED PERCENT REDUCTION

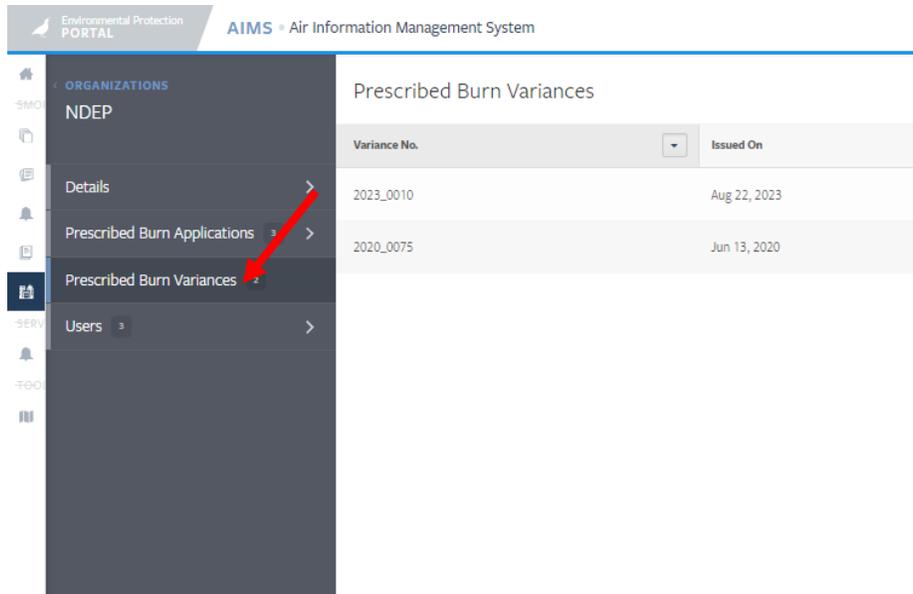
10%

The screenshot displays the application management interface. At the top, under 'QUICK ACTIONS', there are three buttons: 'Update Application', 'Delete Application', and 'Download Burn Plan', all of which are circled in red. Below these is a 'Submit Application' button. Under 'BURN LOCATIONS', there is a map showing a satellite view of a field with a yellow pin indicating the location. The map is credited to Google and includes links for 'Map Data', 'Terms of Use', and 'Report a map error'.

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' interface for the 'AIMS - Air Information Management System'. On the left, a dark sidebar menu is open, showing the 'ORGANIZATIONS' section with 'NDEP' selected. Below 'NDEP', there are links for 'Details', 'Prescribed Burn Applications' (with a '3' next to it), 'Prescribed Burn Variances' (with a '3' next to it), and 'Users' (with a '3' next to it). A red arrow points to the 'Prescribed Burn Variances' link. The main content area is titled 'Prescribed Burn Variances' and contains a table with two columns: 'Variance No.' and 'Issued On'. The table lists two variances: '2023\_0010' issued on 'Aug 22, 2023' and '2020\_0075' issued on 'Jun 13, 2020'.

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 1 >

Pre-Burn Notifications 2 >

Post-Burn Report 2 >

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

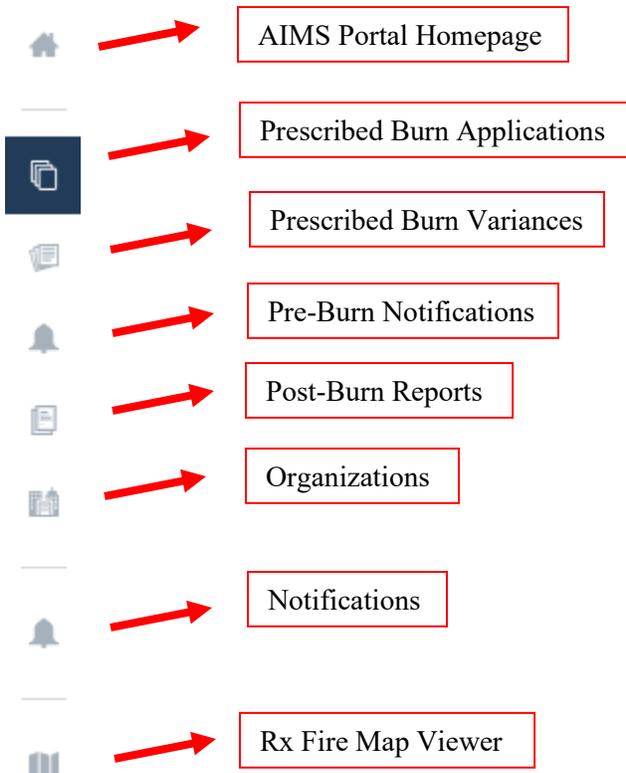
BURN LOCATIONS 1



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