

# UST Permit Renewal KEIMS Tutorial

Submitting Annual Compliance  
Documents &/or Paying Annual Fees

**START HERE:** Go to <https://keims.kdhe.ks.gov/nsuite/ncore/external/home>

This directly navigates you to the KEIMS home page using this link. Continue to the next page.

For more guides, you can the KDHE “KEIMS” information page located here: <https://www.kdhe.ks.gov/1122/Kansas-Environmental-Information-Managem>

Scroll to the bottom of the page for manuals, tutorials, webinars, and more.

The screenshot displays the KEIMS website interface. At the top, there is a dark blue navigation bar with the text "Create a Website Account - Manage notification subscriptions, save form progress and more." on the left and "Website Sign In" on the right. Below this is the Kansas Department of Health and Environment logo and the text "Division of Environment". A horizontal menu contains the following items: "How Do I...", "Air", "Field Services", "Remediation", "Waste", and "Water". To the right of the menu is a search bar with the placeholder text "I'm Looking For..." and a magnifying glass icon. Below the search bar is a "Select Language" dropdown menu and a "Google Translate" link. The main content area is titled "User Manual & Schedule" and features three tabs: "Instructions" (which is active), "Exemptions", and "Technical Assistance". Under the "Instructions" tab, there is a section titled "How to Use KEIMS" with the text "Step-by-step instructions and a walkthrough of KEIMS follows below." followed by a list of links to various manuals and tutorials, including "BER KEIMS External User Manual (PDF)", "KEIMS Instructional Series - Log-in Tutorial (PDF)", "KEIMS Instructional Series - AST Permit Renewal Tutorial (PDF)", "KEIMS Instructional Series - Data Management and Compliance for KEIMS (PDF)", "KEIMS Instructional Series - UST Permit Renewal Tutorial (PDF)", "KEIMS Instructional Series - UST AB Operator Webinar (PDF)", "KEIMS Instructional Series - UST Contractor Licensing (PDF)", "KDHE's YouTube Channel - Storage Tanks Playlist (YouTube)", and "VCPRP KEIMS Quick Reference Guide (PDF)". At the bottom of this section is a link to "Visit the KEIMS database".

You are now on the KEIMS starting page. From there, click the prompt stating “Sign in with an existing account”.

**NOTE: Passwords expire every 90 days.**

Air Quality, Dry Cleaning, Environmental Liability Release

## Create and manage regulatory and environmental applications and documentation

*What can I do here?*

- Submit, revise, and manage applications, registrations or permits
- Pay environmental fees
- Submit and view documentation

To get started, you'll need an account.

[CREATE A KEIMS ACCOUNT](#)

[Sign in with an existing account](#)

### Public Services

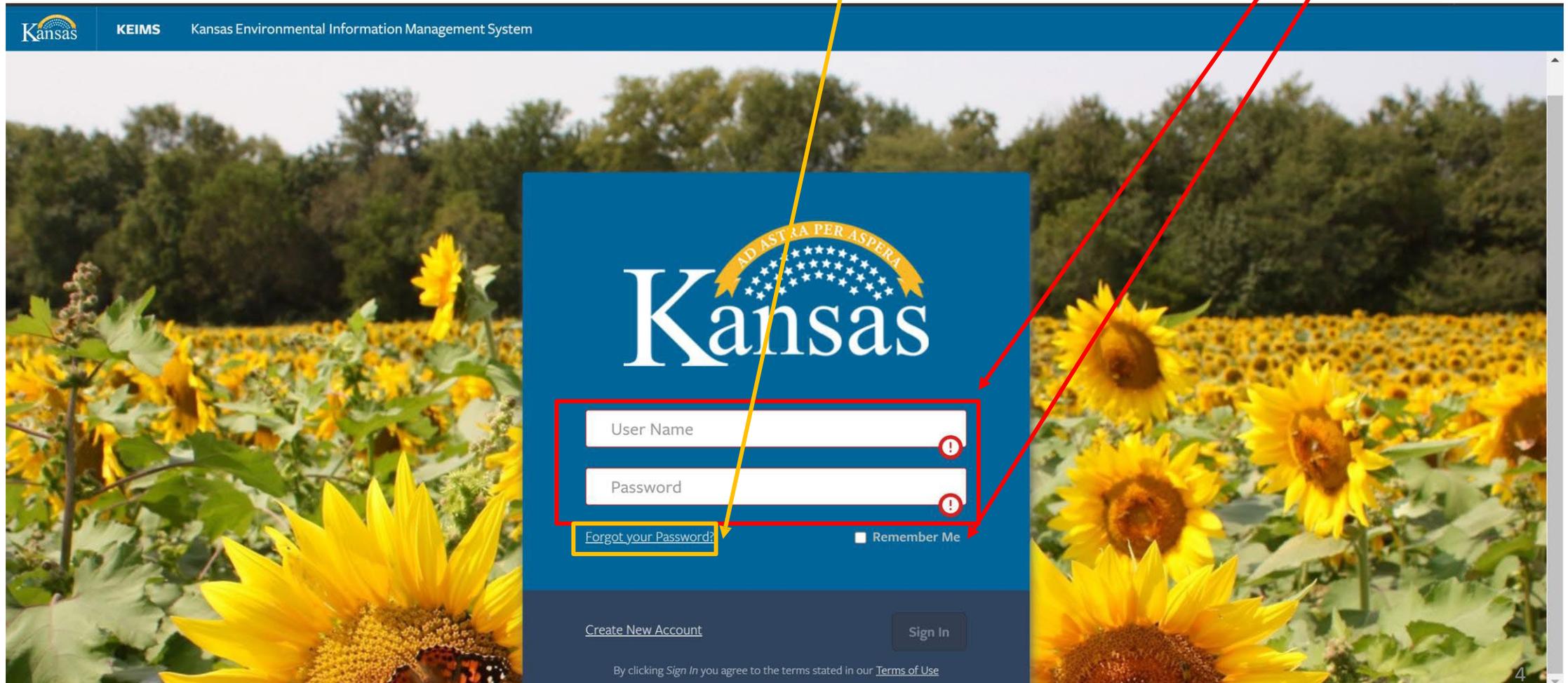
These services are provided to be freely used by the public; no account is necessary to make use of them.

- Public Notice Search**  
Keep informed about public notices and hearings, access related documents, and submit comments online.
- Site Map Explorer**  
Use our Explorer mapping tools and advanced search capabilities to navigate all available Division of Environment (DOE) facility site information.

Next is the KEIMS log in page. Type in your username and password and remember to click the small box saying “Remember Me” to make it easier to log in the next time you visit this website.

Your username will be whatever e-mail address is associated with your KEIMS account.

If you do not remember your password, click on the “Forgot your Password” prompt.

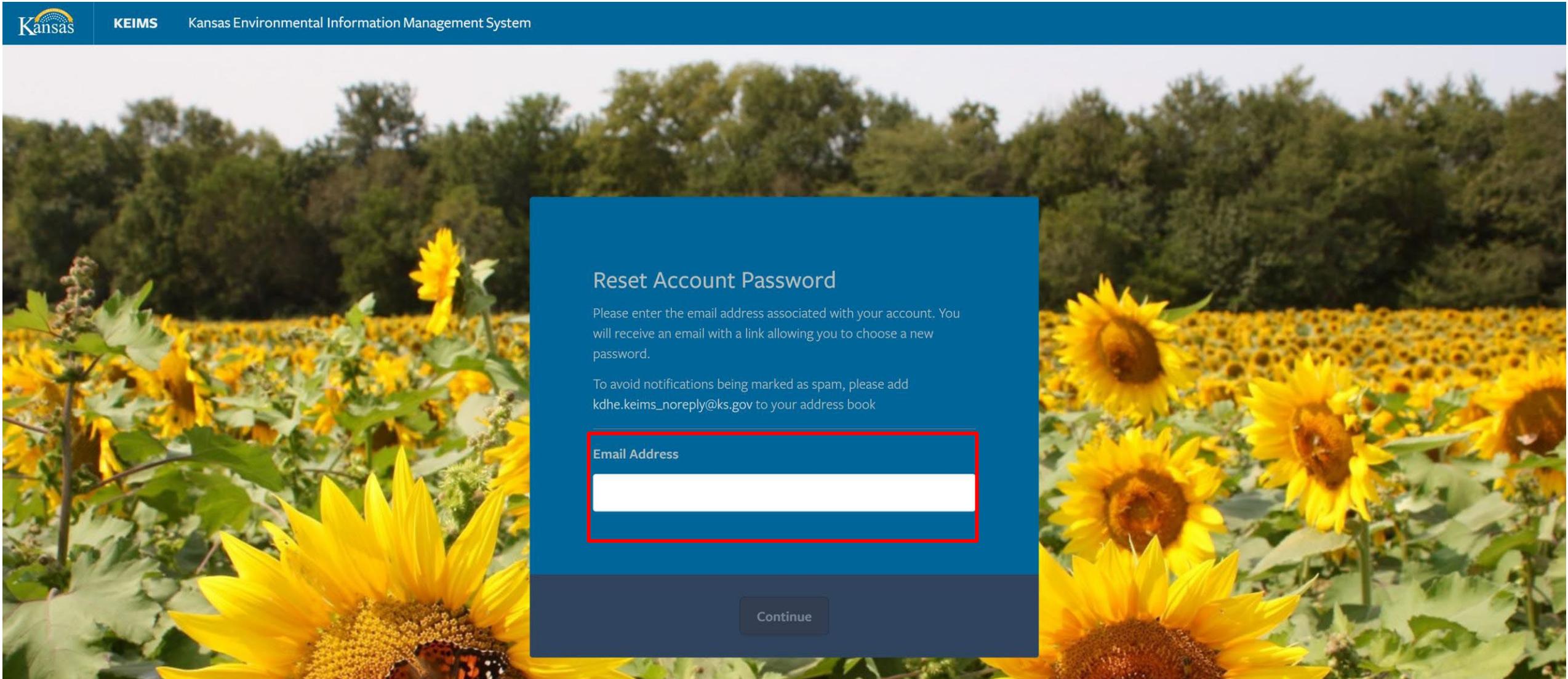


The image shows a screenshot of the KEIMS (Kansas Environmental Information Management System) login page. The page features a blue header with the Kansas logo and the text "KEIMS Kansas Environmental Information Management System". The main content area has a background image of a sunflower field. A central blue box contains the login form, which includes the Kansas state logo at the top, followed by "User Name" and "Password" input fields. A "Forgot your Password?" link is located below the password field, and a "Remember Me" checkbox is to its right. At the bottom of the form are "Create New Account" and "Sign In" buttons. A footer note states: "By clicking Sign In you agree to the terms stated in our Terms of Use".

Annotations on the screenshot include:

- A yellow arrow pointing from the text "Type in your username and password" to the "User Name" input field.
- A red box around the "User Name" and "Password" input fields.
- A red box around the "Forgot your Password?" link.
- Two red arrows pointing from the text "remember to click the small box saying 'Remember Me'" to the "Remember Me" checkbox.

If “Forgot Password” was selected, you will be prompted to enter your Email Address to reset your password. Follow the instructions to complete a new password. Once the page says you will receive a verification email. Check your email for mail from KEIMS, the email may appear in your junk or spam folder.



**KEIMS** Kansas Environmental Information Management System

### Reset Account Password

Please enter the email address associated with your account. You will receive an email with a link allowing you to choose a new password.

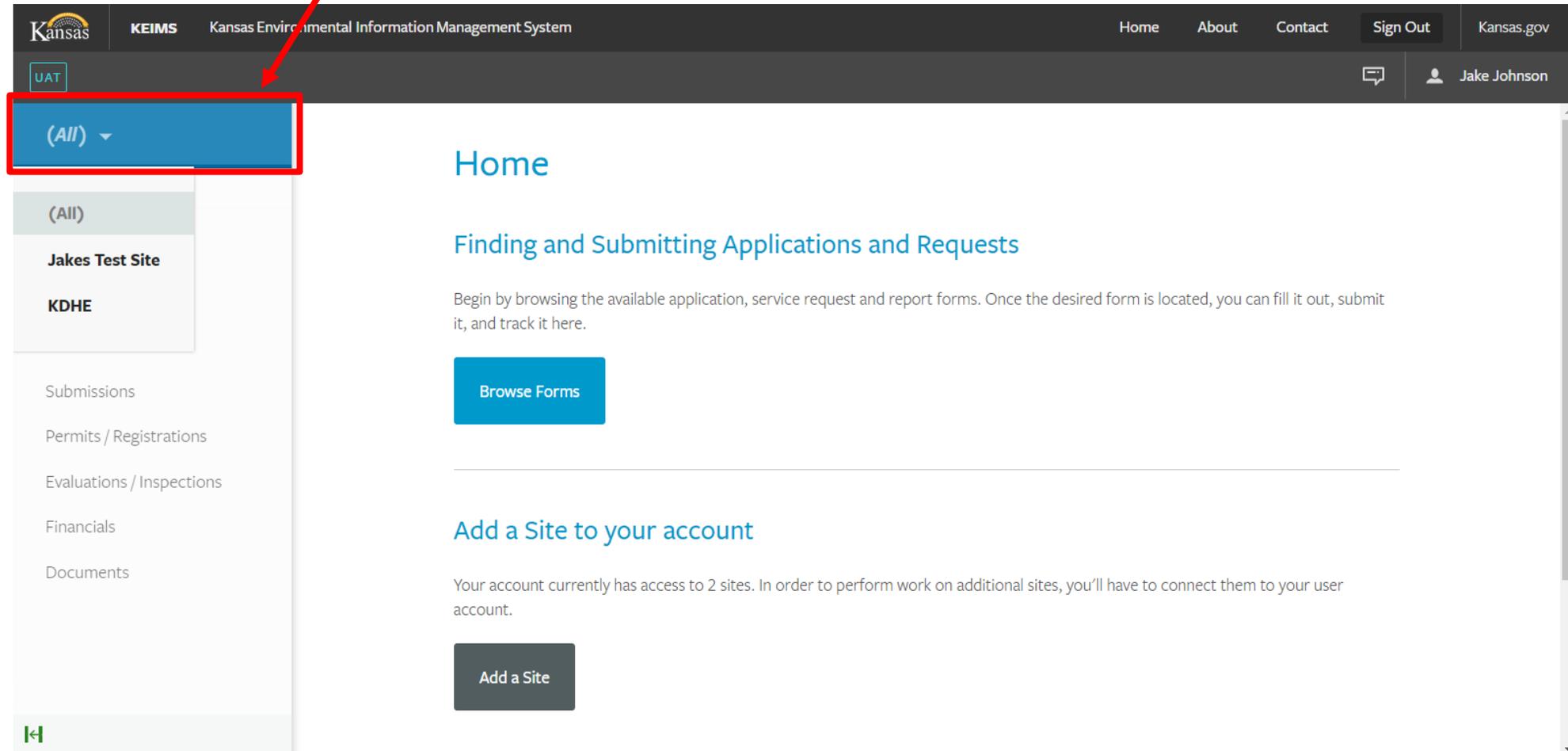
To avoid notifications being marked as spam, please add [kdhe.keims\\_noreply@ks.gov](mailto:kdhe.keims_noreply@ks.gov) to your address book

Email Address

Continue

## This is your current KEIMS Home Page

Ensure your facility is selected in the facility window, located in the top left corner with a blue rectangle. If you have multiple facilities, your starting facility may read (All) in the facility window. Select the facility window to see a list of all your facilities. You can use your mouse to scroll in this list to find and select your site.



The screenshot displays the KEIMS (Kansas Environmental Information Management System) Home Page. The top navigation bar includes the Kansas logo, the text "KEIMS Kansas Environmental Information Management System", and links for "Home", "About", "Contact", "Sign Out", and "Kansas.gov". A user profile for "Jake Johnson" is visible in the top right. On the left side, there is a "UAT" button and a blue dropdown menu labeled "(All)". This dropdown menu is highlighted with a red rectangle, and a red arrow points to it from the text above. The dropdown menu is open, showing a list of facilities: "(All)", "Jakes Test Site", and "KDHE". Below the facility list are navigation links for "Submissions", "Permits / Registrations", "Evaluations / Inspections", "Financials", and "Documents". The main content area features a "Home" heading, a section titled "Finding and Submitting Applications and Requests" with a "Browse Forms" button, and a section titled "Add a Site to your account" with an "Add a Site" button.

If you have many facilities, you can also search by filtering. Click on your name in the top right corner to bring you to your User Profile Details. Click on the **Sites tab**. Now you can filter your list of facilities. In this example the **Name column** was filtered by typing KDHE. Selecting the name of the facility will take you to that facility's Dashboard.

The screenshot shows the user profile interface for Jake Johnson. The 'Sites' tab is selected. A search filter 'KDHE' is applied to the 'Name' column. The table below shows one result for a facility named 'BER - Storage Tanks (UST Facility)'.

Name	Alternate Name(s)	Site Type	My Role	Administrator(s)	Visibility	Show in Main Menu
KDHE (add nickname) 1000 SW JACKSON, SUITE 410 TOPEKA, KS 66612 Shawnee County	00070;	BER - Storage Tanks (UST Facility)	Editor	Erik Settle (esettle20@gmail.com) Garrett Kersting (grtt123@gmail.com) Kelsey Lamer (lamer.kelsey@gmail.com) Victor Cimino (victor.cimino4@gmail.com)	Visible	Hide Show

This is the KEIMS Start a New Form page.

To renew your permit, turn in annual compliance documents, & pay annual fees you will select "Start New Form" tab from the left menu & then select "I want to renew an existing permit".

Kansas KDHE Homepage (redirects to new website) | Environmental Information Management System | UAT | BER KEIMS Test User

**KDHE Test Site**

- Home
- Dashboard
- Notifications
- Details
- Start a New Form**
- Submissions
- Contacts List
- Permits / Registrations
- Evaluations / Inspections
- Financials
- Documents

## Start New Form

What kind of form are you looking for?

- I want to start a **new application*** >
- I want to renew, modify or terminate an **existing permit, license or registration*** >
- I have a **reporting obligation** to fulfill* >
- I want to make a **service request*** >
- I'm not sure*  
Search all forms >

Select "Begin" (in yellow)

**KDHE Test Site** ▾

- Home
- Dashboard
- Notifications
- Details
- Start a New Form**
- Submissions
- Contacts List
- Permits / Registrations
- Evaluations / Inspections
- Financials
- Documents



## Permit Change Forms

**KDHE Test Site**  
6 permit change forms available

### BER - Tanks - (UST) Underground Storage Tank Permit Renewal

Form Description: Use this form to pay annual fees, turn in annual compliance documents, and renew an existing Underground Storage Tank (UST) Permit.

Permit Number: UST-004147 v1.0

Program Area: BER - Storage Tanks

**Begin**

### BER - Tanks - (UST008) UST Permanent Closure or Changes-In-Service

Form Description: Underground Storage Tank (UST) Permanent Closure or Changes-In-Service

Permit Number: UST-004147 v1.0

Program Area: BER - Storage Tanks

**Begin**

### BER - Tanks - (UST012) UST Upgrade/Modification Application

Form Description: Underground Storage Tank (UST) Upgrade/Modification Application - Petroleum Products and Hazardous Substances

Permit Number: UST-004147 v1.0

Program Area: BER - Storage Tanks

**Begin**

Select “Begin Form Entry” (in yellow).



KEIMS

Kansas Environmental Information Management System

## BER - Tanks - (UST) Underground Storage Tank Permit Renewal

VERSION 8.3

### INSTRUCTIONS

This permit application is for Underground Storage Tank (UST) Permit Renewal.



Begin Form Entry

### CONTACT INFORMATION

#### Main Address

Kansas Department of Health and Environment  
Bureau of Environmental Remediation  
Storage Tank Section  
1000 SW Jackson, Suite 410  
Topeka, KS 66612-1367

#### Billing Address

Kansas Department of Health and Environment  
Bureau of Environmental Remediation  
Storage Tank Section  
1000 SW Jackson, Suite 410  
Topeka, KS 66612-1367

### CONTACTS

Begin filling out the form by filling out the “Facility Information” section.

Some information (site name, facility ID, site address) is locked in. Fill out the facility contact information (not pictured).

The screenshot displays the KEIMS (Kansas Environmental Information Management System) interface. The header includes the Kansas logo, the text 'KEIMS Kansas Environmental Information Management System', and the form title 'BER - Tanks - (UST) Underground Storage Tank Permit Renewal'. Below the title, it shows 'Submission HPG-0HE5-81P3P Revision 1 Form Version 8.3'. A 'Calculated Fee Computed at Payment' tag is visible, along with a 'SAVE PROGRESS' button indicating the form was last saved 2 minutes ago. A 'CLEAR SECTION' button is located in the top right of the main content area.

The left sidebar contains a vertical list of sections: 'Facility Information' (highlighted with a red box and a black dot), 'Tank Owner Information', '24-hour Emergency Contact Information', 'Tank Information' (marked with a checkmark and a '1' in a circle), 'Line Information' (marked with a '1' in a circle), 'Permitting Items - Monthly Monitoring', and 'Permitting Items - Inventory Control'.

The main content area is titled 'Facility Information' and contains the following fields:

- Facility Name:** KDHE Test Site
- KDHE Facility ID:** 12345
- Facility Street Address:** 1000 Jackson
- City:** Topeka
- State:** KS
- Postal Code:** 66614
- Facility Mailing Address:** Two empty input fields labeled 'Address Line 1' and 'Address Line 2'.
- City, State/Area, Postal Code:** Three empty input fields at the bottom.

Fill out the “Tank Owner Contact” information.

You cannot edit the tank owner name or address. You will need to fill out a change of ownership form & prove ownership to change owner information.



KEIMS

Kansas Environmental Information Management System

EXIT FORM  
to Home

## BER - Tanks - (UST) Underground Storage Tank Permit Renewal

Submission HPG-0HE5-81P3P Revision 1 Form Version 8.3

Calculated Fee  
Computed at Payment

Last saved 3 minutes ago

SAVE PROGRESS

Facility  
Information

Tank Owner  
Information

24-hour  
Emergency Contact  
Information

Tank  
Information

Line  
Information

Permitting Items -  
Monthly Monitoring

Permitting Items -  
Inventory Control

### Tank Owner

FIRST NAME AND LAST NAME/COMPANY NAME

Garrett Kersting

ADDRESS

1000 SW Jackson

Topeka

KS

66612

### Tank Owner Contact

Contact Auto-fill

First Name

Garrett

Last Name

Kersting

Title

Phone Type

Business

Phone Number

7852961685

Ext.

# Fill out the 24-hour Emergency Contact Information

 **KEIMS** Kansas Environmental Information Management System

EXIT FORM to Home

## BER - Tanks - (UST) Underground Storage Tank Permit Renewal ?

Submission HPG-0HE5-81P3P Revision 1 Form Version 8.3

Calculated Fee  
*Computed at Payment*

Last saved a few seconds ago

 **SAVE PROGRESS**

**24-hour Emergency Contact Information** CLEAR SECTION

Please enter the contact information for the 24-hour emergency contact for the facility.

**24-hour Emergency Contact**

Contact Auto-fill  
Garrett, Kersting

First Name: Garrett Last Name: Kersting

Phone Type: Business Phone Number: 7852961685 Ext.:

**ADD PHONE**

**Facility Information** ✓

**Tank Owner Information** ✓

**24-hour Emergency Contact Information** ●

**Tank Information** 1 ✓

Line Information 1 ○

Permitting Items - Monthly Monitoring ○

Permittina Items - ○

This is a summary of the tank information KDHE has on file for this location. Note your tanks “primary release detection”.

**Kansas KEIMS** Kansas Environmental Information Management System

EXIT FORM to Home

### BER - Tanks - (UST) Underground Storage Tank Permit Renewal

Submission HPG-0HE5-81P3P Revision 1 Form Version 8.3

Calculated Fee  
Computed at Payment

Last saved a few seconds ago

SAVE PROGRESS

- Facility Information
- Tank Owner Information
- 24-hour Emergency Contact Information
- Tank Information 1**
- Line Information 1
- Permitting Items - Monthly Monitoring
- Permitting Items - Inventory Control

**1 Tank: U001; Status: Current in Use; Capacity (Gallons): 10000; Product: Gas Unleaded Regular (Cercla/CAS No: 8006-61-9 (Fire, Chronic, Acute))** CLEAR

BER Tank Number  
U001

Status  
Current in Use

Is the tank operating under a temporary permit?  
No

Tank Installed Year  
2022

Exempt  
No

Stand By

14

This is a summary of the line information KDHE has on file this location. Note the “Line Release Detection”.

← EXIT FORM to Home

**BER - Tanks - (UST) Underground Storage Tank Permit Renewal** ⓘ  
Submission HPG-0HE5-81P3P Revision 1 Form Version 8.3

Calculated Fee  
Computed at Payment

Last saved a few seconds ago  
🔄 SAVE PROGRESS

- ✓ Facility Information
- ✓ Tank Owner Information
- ✓ 24-hour Emergency Contact Information
- ✓ Tank Information 1
- **Line Information 1**
- Permitting Items - Monthly Monitoring
- Permitting Items - Inventory Control

### Line Information

1 Line: L001 CLEAR

Line Number  
L001

Line Construction  
Flexible DW Nonmetallic

Single/Double Wall  
Double

Line Release Detection ⓘ  
Interstitial Monitoring

There are several different ways to monitor your tanks & lines but there is only one primary way per tank & line.

\*All regulated tanks EXCEPT for temporarily out of service tanks must show proof of monthly monitoring.

**KEIMS** Kansas Environmental Information Management System

EXIT FORM to Home

**BER - Tanks - (UST) Underground Storage Tank Permit Renewal** ?  
Submission HPG-0HE5-81P3P Revision 1 Form Version 8.3

Calculated Fee  
*Computed at Payment*

Last saved 2 minutes ago  
**SAVE PROGRESS**

**Permitting Items - Monthly Monitoring** CLEAR SECTION

Information

24-hour Emergency Contact Information

Tank Information 1

Line Information 1

**Permitting Items - Monthly Monitoring**

Permitting Items - Inventory Control

Permitting Items - Walkthrough Inspection Checklist

Monthly Monitoring covers the PREVIOUS calendar year (January - December), not the current calendar year.

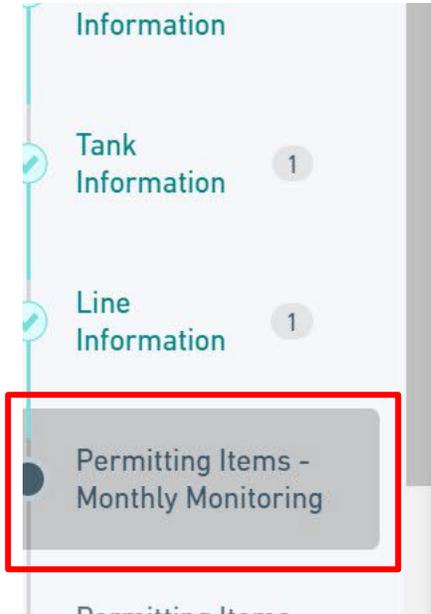
Tanks EXEMPT from Monthly Monitoring include:

\*Temporarily Out-of-Service (Please skip to the Temporarily Out-of-Service section of this form)

NOTE: You can find your tank(s) and line(s) method of monthly monitoring provided below. The following are methods of monthly monitoring for tanks:

- Automatic Tank Gauging. Please be sure to attach your December tank and line leak history reports.
- Interstitial Monitoring. Tanks installed 2013 and later are REQUIRED to use Interstitial Monitoring Double Wall Tank Annual Summary Form as the Monthly Monitoring method. Please be sure to attach your December sensor status reports.
- Manual Tank Gauging. You may use manual tank gauging for tanks with 1,000 gallons or less fuel OR 2,000 gallons or less used oil. Please be sure to attach your December monthly record.
- Statistical Inventory Reconciliation. Provided by a licensed or certified vendor.

My tank & line use “Interstitial Monitoring” as the primary monthly monitoring method.



Tank and Line Monthly Monitoring Methods are provided below. Please ONLY attach summary forms for the listed methods.

---

Monthly Monitoring Method - Tank(s)  
U001-Interstitial Monitor Double Wall Tank

Monthly Monitoring Method - Line(s)  
L001 - Interstitial Monitoring

Automatic Tank Gauging Annual Summary (With or Without Line Monitoring)

---

The Automatic Tank Gauging Annual Summary Form can be downloaded using the following link, if necessary. Download and print out this form, fill it out, and then scan it in and attach it to this attachment control.

I'm going to fill out ONE "Interstitial Monitor Double Wall Annual Summary" form for the tank & associated line. I can download it here.

**KEIMS** Kansas Environmental Information Management System

EXIT FORM to Home

**BER - Tanks - (UST) Underground Storage Tank Permit Renewal** ?  
Submission HPG-0HE5-81P3P Revision 1 Form Version 8.3

Calculated Fee  
*Computed at Payment*

Last saved 11 minutes ago  
**SAVE PROGRESS**

**Information**

- 24-hour Emergency Contact Information
- Tank Information 1
- Line Information 1
- Permitting Items - Monthly Monitoring**
- Permitting Items - Inventory Control
- Permitting Items - Walkthrough Inspection Checklist

SCALD (Statistical and Continuous Automatic Leak Detection) or CSED (Continuous Statistical Leak Detection), if equipped with automatic line monitor or sensor, circle pass or fail.

[Click Here for the Automatic Tank Gauging Annual Summary Form](#)

**Interstitial Monitor Double Wall Tank Annual Summary (With or Without Automatic Tank Gauge)**

The Interstitial Monitor Double Wall Tank Annual Summary Form can be downloaded using the following link, if necessary. Download and print out this form, fill it out, and then scan it in and attach it to this attachment control.

NOTE: Tanks installed 2013 and later are REQUIRED to use Interstitial Monitoring Double Wall Tank Annual Summary Form as the Monthly Monitoring method.

[Click Here for the Interstitial Monitor Double Wall Tank Annual Summary Form](#)

**Manual Tank Gauging Annual Summary**

The Manual Tank Gauging Annual Summary Form can be downloaded using the following link, if necessary. Download and print out this form, fill it out, and then scan it in and attach it to this attachment control.

NOTE: Use correct tank chart and verify that the stick is readable.

[Click Here for the Manual Tank Gauging Annual Summary Form](#)

Using my ATG sensor history report I'm going to fill out the form upload it here.

**Kansas KEIMS** Kansas Environmental Information Management System

EXIT FORM to Home

### BER - Tanks - (UST) Underground Storage Tank Permit Renewal

Submission HPG-0HE5-81P3P Revision 1 Form Version 8.3

Calculated Fee  
Computed at Payment

Last saved 14 minutes ago  
**SAVE PROGRESS**

- Information
- 24-hour Emergency Contact Information
- Tank Information 1
- Line Information 1
- Permitting Items - Monthly Monitoring**
- Permitting Items - Inventory Control
- Permitting Items - Walkthrough Inspection Checklist

#### Monthly Monitoring Annual Summary Form(s)

Please be aware that files exceeding 500 MB in size are not allowed

Drop files here to upload

OR

**CHOOSE FILE**

Comment

#### December Monthly Monitoring

For Automatic Tank Gauging (ATG), please attach a copy of the tank and line test reports showing passing tests in December.

For Interstitial Monitoring, please attach a copy of the sensor report/print-outs showing the sensors were functioning in December.

For Manual Tank Gauging, please attach the monthly record.

For Statistical Inventory Reconciliation (SIR), please attach the compliance packet provided by your SIR vendor.

I'm going to upload my sensor history report here or at the very least my sensor report for December.

\*Learn to pull certain compliance reports by referring to the user manual for your ATG make & model. Common makes & models are linked below.

The screenshot displays the KEIMS (Kansas Environmental Information Management System) interface. At the top, the header includes the Kansas logo, 'KEIMS', and 'Kansas Environmental Information Management System'. The main title is 'BER - Tanks - (UST) Underground Storage Tank Permit Renewal', with a help icon and a 'Calculated Fee Computed at Payment' badge. A 'SAVE PROGRESS' button is visible in the top right. The left sidebar contains a navigation menu with items: 'Information', '24-hour Emergency Contact Information', 'Tank Information 1', 'Line Information 1', 'Permitting Items - Monthly Monitoring' (highlighted with a red box), 'Permitting Items - Inventory Control', and 'Permitting Items - Walkthrough Inspection Checklist'. The main content area is titled 'December Monitoring Record' and includes a warning: 'Please be aware that files exceeding 500 MB in size are not allowed'. Below this is a dashed box for file upload with the text 'Drop files here to upload', a circular icon, 'OR', and a 'CHOOSE FILE' button. A 'Comment' text area is located below the upload box. At the bottom, there are two links: 'Need help understanding how to pull compliance reports?' and 'Click Here for Veeder Root TLS-350' (with a document icon), and 'Click Here for Incon TS-1000' (with a document icon).

Fill out the Inventory Control Annual Summary Form (one per regulated tank) provided below & upload it here.

\* Used oil, standby, & temporarily out of service tanks can skip this section.

**Kansas KEIMS** Kansas Environmental Information Management System

**BER - Tanks - (UST) Underground Storage Tank Permit Renewal** ?

Submission HPG-0HE5-81P3P Revision 1 Form Version 8.3

Calculated Fee  
Computed at Payment

Last saved 11 minutes ago

**SAVE PROGRESS**

EXIT FORM to Home

Information 1

Permitting Items - Monthly Monitoring

**Permitting Items - Inventory Control**

Permitting Items - Walkthrough Inspection Checklist

Temporarily Out-of-Service (IF APPLICABLE)

Permitting Items - Cathodic Protection

Permitting Items - Miscellaneous

NOTE: INVENTORY CONTROL information is considered CONFIDENTIAL. Use the "Confidential" check box when attaching the Inventory Control Record to the attachment control.

[Click Here for the Inventory Control Annual Summary Sheet Form](#)

[Click Here for the Doing Inventory Control Right Instructions](#)

**Inventory Control Annual Summary Form**

*Please be aware that files exceeding 500 MB in size are not allowed*

Drop files here to upload

OR

**CHOOSE FILE**

Comment

Upload your December Inventory Record below, one per tank. There is also a link to an Inventory Record example & blank worksheet.

**KEIMS** Kansas Environmental Information Management System

**EXIT FORM to Home**

### BER - Tanks - (UST) Underground Storage Tank Permit Renewal

Submission HPG-0HE5-81P3P Revision 1 Form Version 8.3

Calculated Fee  
*Computed at Payment*

Last saved 17 minutes ago  
**SAVE PROGRESS**

#### December 30-Day Inventory Record

Please be sure to attach your December monthly record. Inventory control annual summaries will NOT be approved without December monthly records.

[Click Here for the December 30-Day Inventory Record Spreadsheet](#)

#### December 30-Day Inventory Record

*Please be aware that files exceeding 500 MB in size are not allowed*

Drop files here to upload

OR

**CHOOSE FILE**

*Comment*

Permitting Items -  
Monthly Monitoring

**Permitting Items -  
Inventory Control**

Permitting Items -  
Walkthrough  
Inspection  
Checklist

Temporarily Out-of-  
Service (IF  
APPLICABLE)

Permitting Items -  
Cathodic Protection

Permitting Items -  
Miscellaneous

Upload your Walkthrough Checklist here, one per site. There is a link to a blank form in case you should need it.

 **KEIMS** Kansas Environmental Information Management System

[EXIT FORM to Home](#)

## BER - Tanks - (UST) Underground Storage Tank Permit Renewal ?

Submission HPG-0HE5-81P3P Revision 1 Form Version 8.3

Calculated Fee  
*Computed at Payment*

Last saved a few seconds ago

 **SAVE PROGRESS**

[Click Here for Walkthrough Inspection Checklist \(will open as an Excel file\) !\[\]\(8399ab7b2157f023d6cc7facce5fc878\_img.jpg\)](#)

### Walkthrough Inspection Checklist

*Attach the filled out Walkthrough Inspection Checklist.*

*Please be aware that files exceeding 500 MB in size are not allowed*

Drop files here to upload



OR

**CHOOSE FILE**

*Comment*

Permitting Items - Monthly Monitoring

Permitting Items - Inventory Control

**Permitting Items - Walkthrough Inspection Checklist**

Temporarily Out-of-Service (IF APPLICABLE)

Permitting Items - Cathodic Protection

Permitting Items -

If you have any Temporarily Out of Service tanks download & fill out the “Temporarily Out of Service Form” & upload it (per site).

**Kansas** KEIMS Kansas Environmental Information Management System

**EXIT FORM to Home**

### BER - Tanks - (UST) Underground Storage Tank Permit Renewal

Submission HPG-0HE5-81P3P Revision 1 Form Version 8.3

Calculated Fee  
Computed at Payment

Last saved 4 minutes ago

**SAVE PROGRESS**

Information

- Permitting Items - Monthly Monitoring
- Permitting Items - Inventory Control
- Permitting Items - Walkthrough Inspection Checklist
- Temporarily Out-of-Service (IF APPLICABLE)**
- Permitting Items - Cathodic Protection
- Permitting Items - Miscellaneous

\*Yearly permit fees must be paid.

Temporarily Out-of-Service status is granted on an annual basis.

[Click Here for the UST023 Notification of Temporarily Out of Service Form](#)

#### UST023 Notification of Temporarily Out of Service Form

Please be aware that files exceeding 500 MB in size are not allowed

Drop files here to upload

OR

**CHOOSE FILE**

Comment

If any of your tanks & lines use an impressed current cathodic protection method then you need to fill out & upload a Rectifier Log Annual Summary Form (per site).

Kansas Environmental Information Management System  
Kansas KDHE Homepage

EXIT FORM to Home

BER - Tanks - (UST) Underground Storage Tank Permit Renewal ?  
Submission HPG-0HE5-81P3P Revision 1 Form Version 8.3

Calculated Fee  
Computed at Payment

Last saved a minute ago  
SAVE PROGRESS

Line Information 1

Permitting Items - Monthly Monitoring

Permitting Items - Inventory Control

Permitting Items - Walkthrough Inspection Checklist

Temporarily Out-of-Service (IF APPLICABLE)

**Permitting Items - Cathodic Protection**

Permitting Items - Miscellaneous

Fees

Review

Certify & Submit

CURRENT, please skip this section.

Cathodic Protection Method - Tank(s)  
U001-Fiberglass

Cathodic Protection Method - Line(s)  
L001 - NonMetallic

**Rectifier Log Annual Summary (With Impressed Current Cathodic Protection)**

Steel tanks and lines are susceptible to corrosion, cathodic protection protects your tanks from corrosion. If you are using an impressed current cathodic protection method, you are required to turn in a rectifier log annual summary.

The Rectifier Log Annual Summary Form can be downloaded using the following link, if necessary. Download and print out this form, fill it out, and then scan it in and attach it below.

[Click Here for Rectifier Log Annual Summary Form](#)

**Rectifier Log Annual Summary Form**

Please be aware that files exceeding 500 MB in size are not allowed

Drop files here to upload

OR

CHOOSE FILE

Comment

www.kdheks.gov

25

Here you can upload any electronic records of compliance testing, A/B operator certificates, liability insurance, repairs, etc.  
\* Many sites are currently out of compliance for spill basins, overfill, & ATG console & probe testing. If you have record of these we strongly suggest you upload them here.

The screenshot displays the KEIMS (Kansas Environmental Information Management System) interface. The top navigation bar includes the Kansas logo, 'KEIMS', and the system name. The main header shows the current form: 'BER - Tanks - (UST) Underground Storage Tank Permit Renewal', with submission details and a 'Calculated Fee Computed at Payment' indicator. A 'SAVE PROGRESS' button is visible in the top right.

The left sidebar contains a vertical progress indicator with steps: Line Information, Permitting Items - Monthly Monitoring, Permitting Items - Inventory Control, Permitting Items - Walkthrough Inspection Checklist, Temporarily Out-of-Service (IF APPLICABLE), Permitting Items - Cathodic Protection, **Permitting Items - Miscellaneous** (highlighted with a red box), Fees, Review, and Certify & Submit.

The main content area is titled 'Permitting Items - Miscellaneous' and includes a 'CLEAR SECTION' button. A grey informational box states: 'If your tank(s) are out of compliance for any testing, financial responsibility, or A/B Operator requirements, KDHE staff will NOT be able to approve the Permit Renewal. You may attach copies of any testing, financial responsibility, or A/B Operator certifications here.'

The 'Additional Attachments' section is highlighted with a yellow box and contains the following elements:

- A warning: 'Please be aware that files exceeding 500 MB in size are not allowed'
- A dashed box with the text 'Drop files here to upload' and a circular arrow icon.
- The text 'OR' below the dashed box.
- A 'CHOOSE FILE' button.
- A 'Comment' text input field at the bottom.

View how much you owe in the fees section. You will also see a short explanation of late fees.

\* You don't need to do anything here.

**Permitting Items - Monthly Monitoring**

**Permitting Items - Inventory Control**

**Permitting Items - Walkthrough Inspection Checklist**

**Temporarily Out-of-Service (IF APPLICABLE)**

**Permitting Items - Cathodic Protection**

**Permitting Items - Miscellaneous**

**Fees**

**Review**

**Certify & Submit**

## Fees CLEAR SECTION

Fees and documents must be submitted no later than April 30th in order to meet State Law and Regulation requirements. If fees are submitted on or before April 30th, the standard fee of \$25.00 per tank applies.

If fees and documents are submitted after April 30th but before August 1st, a penalty fee of an additional \$50.00 per tank will apply. Total costs would then included \$25.00 per tank, plus the penalty fee of \$50.00 per tank, equaling to \$75.00 per tank.

If fees and documents are submitted on or after August 1st, a second penalty fee of an additional \$100.00 per tank will apply. Total costs would then include \$25.00 per tank, plus the penalty fee of \$50.00 per tank, plus the second penalty fee of \$100.00 per tank, equaling to \$175.00 per tank.

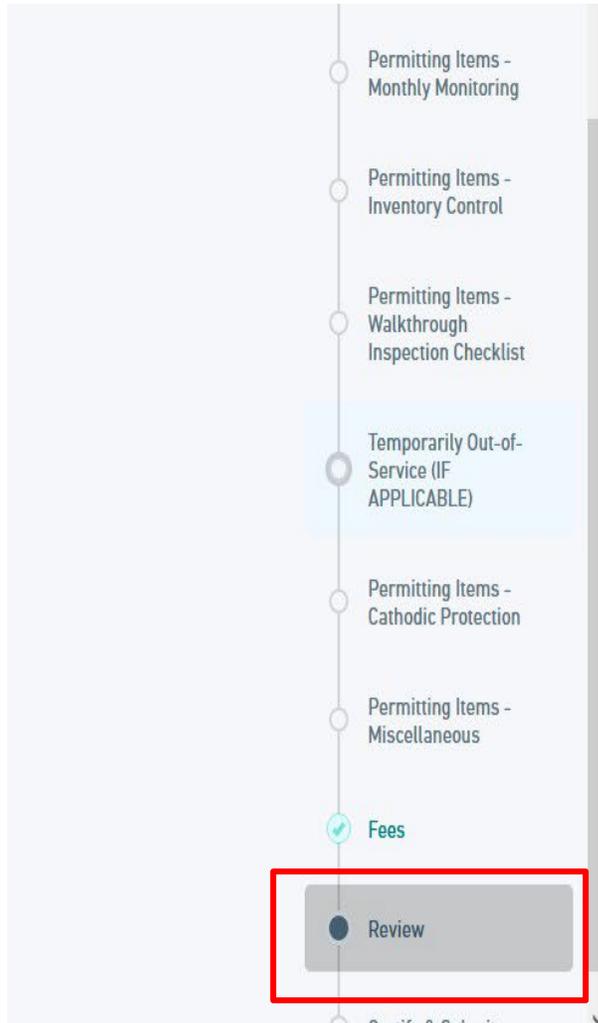
**Number of Tanks Being Renewed**  
1

**Fee Due (in \$)**  
25

**NEXT SECTION**  
Review

View how much you owe in the fees section. You will also see a short explanation of late fees.

\* You don't need to do anything here.



FACILITY INFORMATION		
<b>Facility Name</b> KDHE		
<b>KDHE Facility ID</b> 30999		
<b>Facility Street Address</b> 1000 SW JACKSON, SUITE 410 STE 410 TOPEKA KS 66612		
<b>Facility Mailing Address</b> 1000 SW JACKSON, SUITE 410 TOPEKA KS 66612		
<b>Facility Contact</b>		
<b>First Name</b>	<b>Last Name</b>	
Kelsey	Lamer	
<b>Title</b> None Specified		
<b>Phone Type</b>	<b>Phone Number</b>	<b>Ext.</b>
Business	7852967007	None Specified
TANK OWNER INFORMATION		
<b>KDHE Owner ID</b> 20000		

In the “fees” section you can see how much you owe for this site (you don’t need to do anything). Review the form by scrolling down in the “review” section. If everything looks correct “submit form”.

The screenshot displays the 'Certify & Submit' section of a permit renewal form in the KEIMS system. The page title is 'BER - Tanks - (UST) Underground Storage Tank Permit Renewal'. The left sidebar shows a progress list with 'Certify & Submit' highlighted in red. The main content area includes a 'PREVIOUS SECTION Review' link, a 'Certify & Submit' heading, and instructions: 'This step allows you to certify the form as complete and accurate and to submit the form to KDHE for review and processing. At the time of submission, it will be transmitted to KDHE and it will become part of the public record. I certify that all information provided is true and correct to the best of my knowledge.' At the bottom, there are three buttons: 'FINALIZE SUBMISSION Submit Form' (highlighted in yellow), 'FINISH LATER Save and Exit', and 'EXIT FORM to Home'. A 'SAVE PROGRESS' button is also visible in the top right corner.

This box will popup asking you to pay. Select pay online to pay annual fees for this site through Paylt.

\* I strongly encourage you all to pay online as this helps speed up the process but if you need to pay by mail (many multiple facilities). Then select pay by mail & print out a payment voucher to mail with your check instead.

## Submission Received

Print Confirmation

### BER - Tanks - (UST) Underground Storage Tank Permit Renewal

HotKey: kdhe\_ber Submission HPG-0HE5-81P3P Revision 1 Form Version 8.3

AWAITING PAYMENT

Your submission has been received. It is recommended to [print](#) and retain a copy of this confirmation.

#### ! Payment Required to Complete Submission

Make checks payable to Kansas Department of Health and Environment

#### Submission Fees

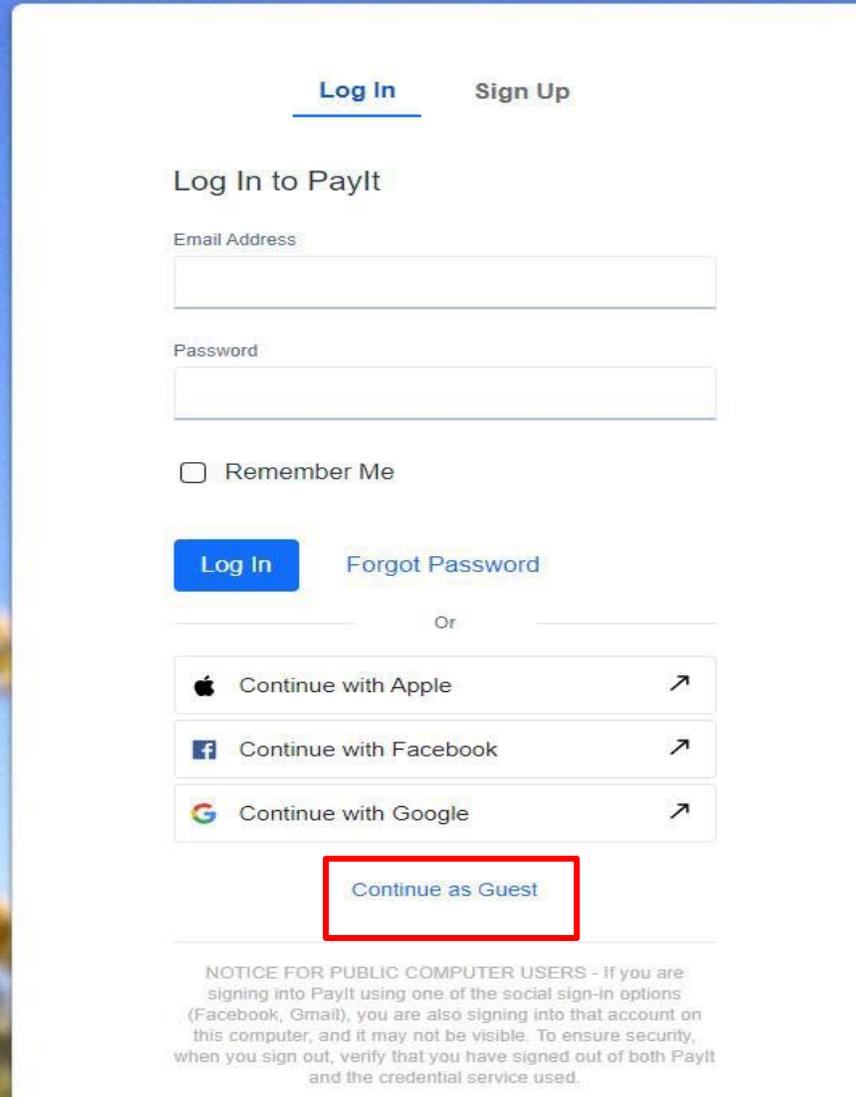
**Fee** ..... \$25.00

**Total Due \$25.00**

Pay Online

Pay by Mail

If you have a PayIt account you can login. If not you can select “continue as guest”. You can pay with a card or Electronic Check. Once the fee is paid staff can begin reviewing your permit renewal application.



The image shows a login page for PayIt. At the top, there are two links: "Log In" (underlined) and "Sign Up". Below this is the heading "Log In to PayIt". There are two input fields: "Email Address" and "Password". Below the password field is a checkbox labeled "Remember Me". There is a blue "Log In" button and a "Forgot Password" link. Below these is a horizontal line with "Or" in the center. There are three social login options: "Continue with Apple", "Continue with Facebook", and "Continue with Google", each with an external link icon. At the bottom, the "Continue as Guest" button is highlighted with a red rectangular box. At the very bottom, there is a notice for public computer users.

[Log In](#) [Sign Up](#)

### Log In to PayIt

Email Address

Password

Remember Me

[Log In](#) [Forgot Password](#)

Or

 Continue with Apple 

 Continue with Facebook 

 Continue with Google 

[Continue as Guest](#)

NOTICE FOR PUBLIC COMPUTER USERS - If you are signing into PayIt using one of the social sign-in options (Facebook, Gmail), you are also signing into that account on this computer, and it may not be visible. To ensure security, when you sign out, verify that you have signed out of both PayIt and the credential service used.

All authorized users for a site will get an email notifying them when staff has been assigned to process your application & all authorized users will be notified if/when they approve your application. Add authorized users to your account by selecting "Invite User to Join". Administrators can add & remove users from the account and edit forms, editors can only edit forms, & viewers can only view info.

The screenshot shows a web application interface for managing users. On the left is a sidebar with navigation links: Home, Dashboard, Notifications, Details, Start a New Form, Submissions, Permits / Registrations, Evaluations / Inspections, Environmental Projects, Financials, Documents, and **Authorized Users** (highlighted with a yellow box). The main content area is titled 'Users' and features a green button labeled 'Invite User to Join' (highlighted with a red box). Below the title is a table with columns: Name, Role, Email/Login, Date, and Status. Each column has a dropdown arrow. Below the columns are search and filter inputs: a search box with a dropdown arrow, a role filter dropdown, an email/login filter dropdown, a search box containing 'test' with a blue 'x' to clear it, and a status filter dropdown set to '(All)'. A blue information banner at the top right states: 'This screen lists external users authorized to access and manage data for this site.' At the bottom left of the page is a green back arrow icon.

When you get an email stating your application has been approved log in to KEIMS select your site then select documents. There you will see all documents/records having to do with this site including your new operating permit. You should download it, print it, & display it at your site. You can filter by name by typing "certificate", and sort by date to find your most recent certificate

\* Here you can see records of your permit renewal application & test records as well.

The screenshot shows the 'Documents' page in the KEIMS system. The left sidebar contains navigation options: Home, Dashboard, Notifications, Details, Start a New Form, Submissions, Permits / Registrations, Evaluations / Inspections, Environmental Projects, Financials, Documents (highlighted in orange), and Authorized Users. The main content area displays a table of documents with columns: Name, Category, Source Type, Source Name, Received / Created Date, and Owned / Modified By. The 'Name' column has a search filter set to 'permit certificate'. The 'Received / Created Date' column is sorted in descending order. A green arrow points to the first row, which is the most recent certificate.

Name	Category	Source Type	Source Name	Received / Created Date	Owned / Modified By
OID_30999 FID_00070 - BER - Tanks UST Operating Permit Certificate.docx	BER - Storage Tanks Permit Documents (UST)	Permit	UST-004111 v8.0	08/03/2022 4:03 AM	dbSystem
BER - Tanks UST Operating Permit Certificate.docx	BER - Storage Tanks Permit Documents (UST)	Permit	UST-004111 v3.2	03/09/2022 8:14 AM	Kelsey Lamer (INACTIVE)
2021-2022 BER - Tanks UST Operating Permit Certificate 30999.docx	BER - Storage Tanks Permit Documents (UST)	Permit	UST-004111 v3.0	10/07/2021 8:44 AM	Mark McClure (INACTIVE)
BER - Tanks UST Operating Permit Certificate.docx	BER - Storage Tanks Permit Documents (UST)	Permit	UST-004111 v2.0	04/13/2021 11:41 AM	Kelsey Lamer (INACTIVE)

This would be the most recent permit certificate. You can tell because it has the most recent "Received/Created Date".

If you get an email stating that we were unable to approve your application then you need to log into KEIMS select your site then select "dashboard" there you will see your Underground Storage Tank Permit Renewal with a "revise" button. Select revise & see staff's comments about what is wrong with your submission & correct it.

\* If you exit the form without submitting it at anytime you can save it & continue filling it out later. Find it as a "draft" in "dashboard"

The screenshot displays the KEIMS dashboard interface. On the left is a navigation menu with the following items: Home, **Dashboard**, Notifications, Details, Start a New Form, Submissions, Permits / Registrations, Evaluations / Inspections, Environmental Projects, Financials, Documents, and Authorized Users. The top navigation bar shows the following status counts: Priority 6, Upcoming 0, As Needed 15, Draft 2, To Be Signed 0, and In Process 2. The main content area is titled "HIGH PRIORITY" and features a notification card for "KDHE". The notification title is "Permit Change HQ1-6JF0-P92BG on UST-004111 v9.0 — BER - Tanks - (UST) Underground Storage Tank Permit Renewal". A red-bordered box highlights the text "ON HOLD - ACTION NEEDED" with a star icon. The notification text states: "The submission was received on 02/05/2024. Your submission review has been completed and it was determined that your application could not be considered administratively complete. Your submission cannot be processed further without additional and/or corrected information. Please open the form to review the corrections necessary to make the submission complete. You will then need to revise and resubmit the form. Contact Erik Settle at (785) 296-6372 or erik.settle@ks.gov with questions." A red-bordered box highlights a green "Open" button in the top right corner of the notification card.

This new process will not only expedite the review timeline for your permit, but it will also allow the KDHE staff to keep better electronic records of your permit documentation. Cooperation and adoption of these new methods assists the KDHE and its partners to develop better and more effective tools in the future due to feedback and full-scale use from the storage tanks community.

This process also allows you, the tank owner to integrate with our systems seamlessly and removes the need to mail documentation.

If you submitted an electronic renewal application last cycle for UST permits, you will be expected to submit your supporting files in this manner moving forward.

For users who have not yet adopted KEIMS and the new renewal process. You will be encouraged to use the new system for it ensures a more accurate permit renewal process than in years prior.

If you have any questions, please send them to [kdhe.tankinfo@ks.gov](mailto:kdhe.tankinfo@ks.gov).