UST Permit Renewal KEIMS Tutorial

Submitting Annual Compliance Documents &/or Paying Annual Fees

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.

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
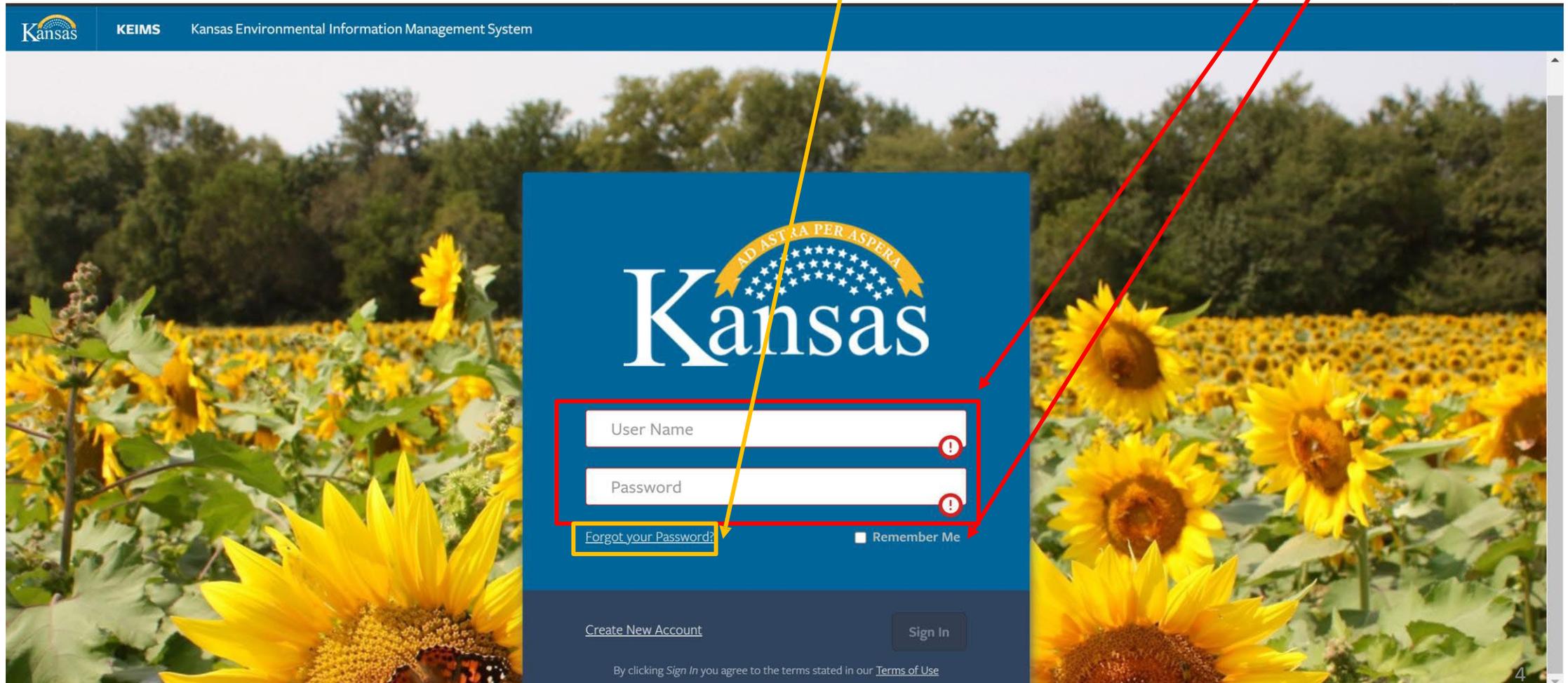
Public Services

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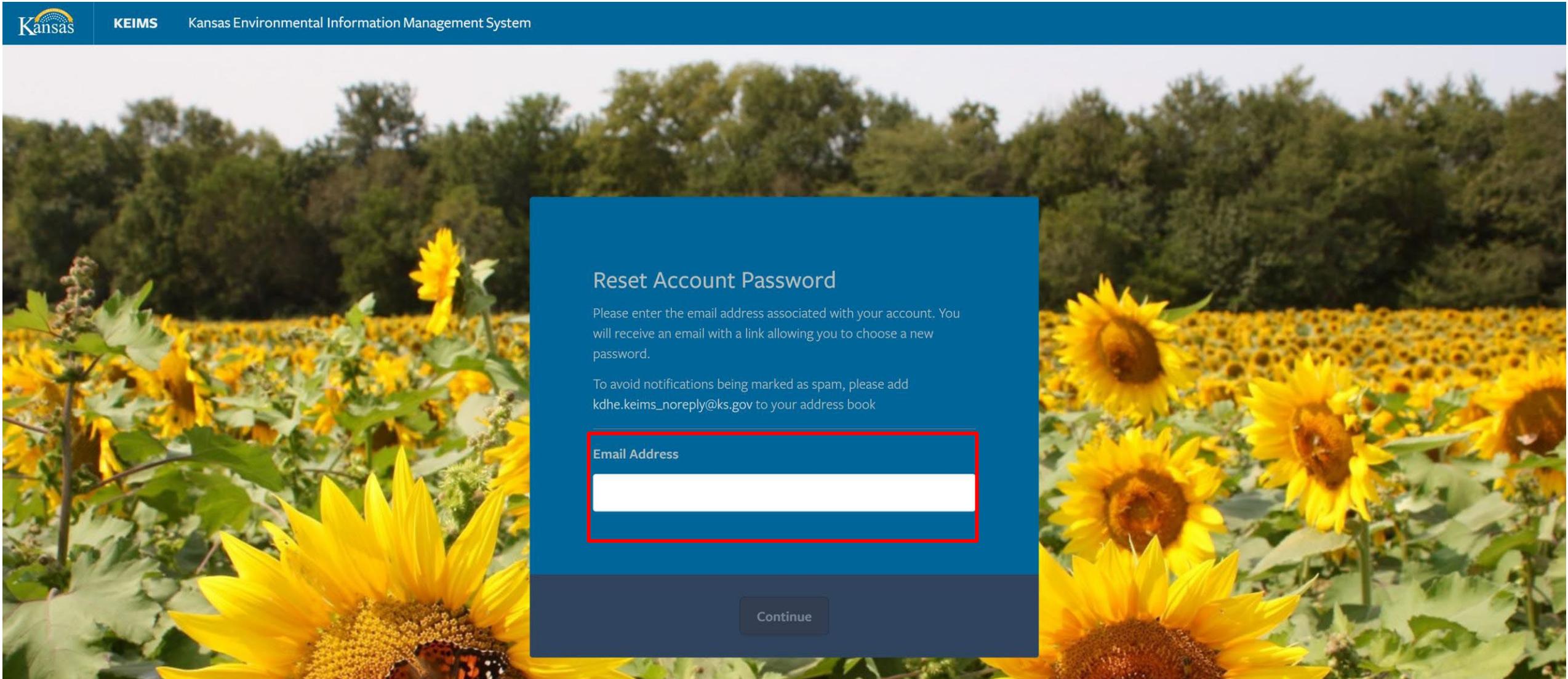
If "Forgot Password" was selected, you will be prompted to enter your Email Address to reset your password. Follow the instructions to complete a new password. Once the page says you will receive a verification email. Check your email for mail from KEIMS, the email may appear in your junk or spam folder.

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.

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.

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".

Select "Begin" (in yellow)

Permit Change Forms

KDHE Test Site

KDHE Test Site
6 permit change forms available

Filter

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

KDHE Test Site

Home

Dashboard

Notifications

Details

Start a New Form

Submissions

Contacts List

Permits / Registrations

Evaluations / Inspections

Financials

Documents

Select "Begin Form Entry" (in yellow).

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).

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.

Fill out the 24-hour Emergency Contact Information

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 –

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

13

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

15

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.

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 2 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

Permitting Items – Monthly Monitoring

CLEAR SECTION

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.

Information

Tank Information 1

Line Information 1

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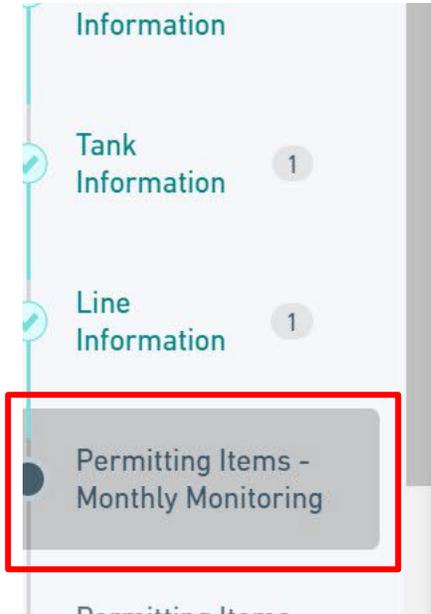
Tank and Line Monthly Monitoring Methods are provided below. Please ONLY attach summary forms for the listed methods.

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

I'm going to fill out ONE "Interstitial Monitor Double Wall Annual Summary" form for the tank & associated line. I can download 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 11 minutes ago
☁ SAVE PROGRESS

Information

SCALD (Statistical and Continuous Automatic Leak Detection or CSLD (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 🗗

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

18

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.

19

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.

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.

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

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

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

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).

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.

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.
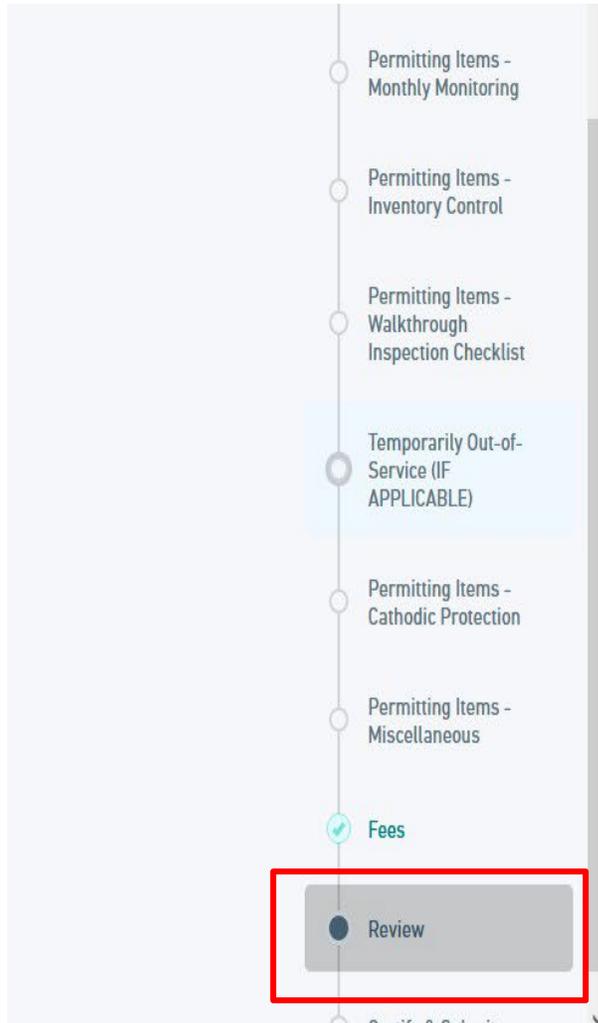
Number of Tanks Being Renewed
1

Fee Due (in $)
25

NEXT SECTION
Review

27

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.

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".

This box will popup asking you to pay. Select pay online to pay annual fees for this site through PayIt.
* 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
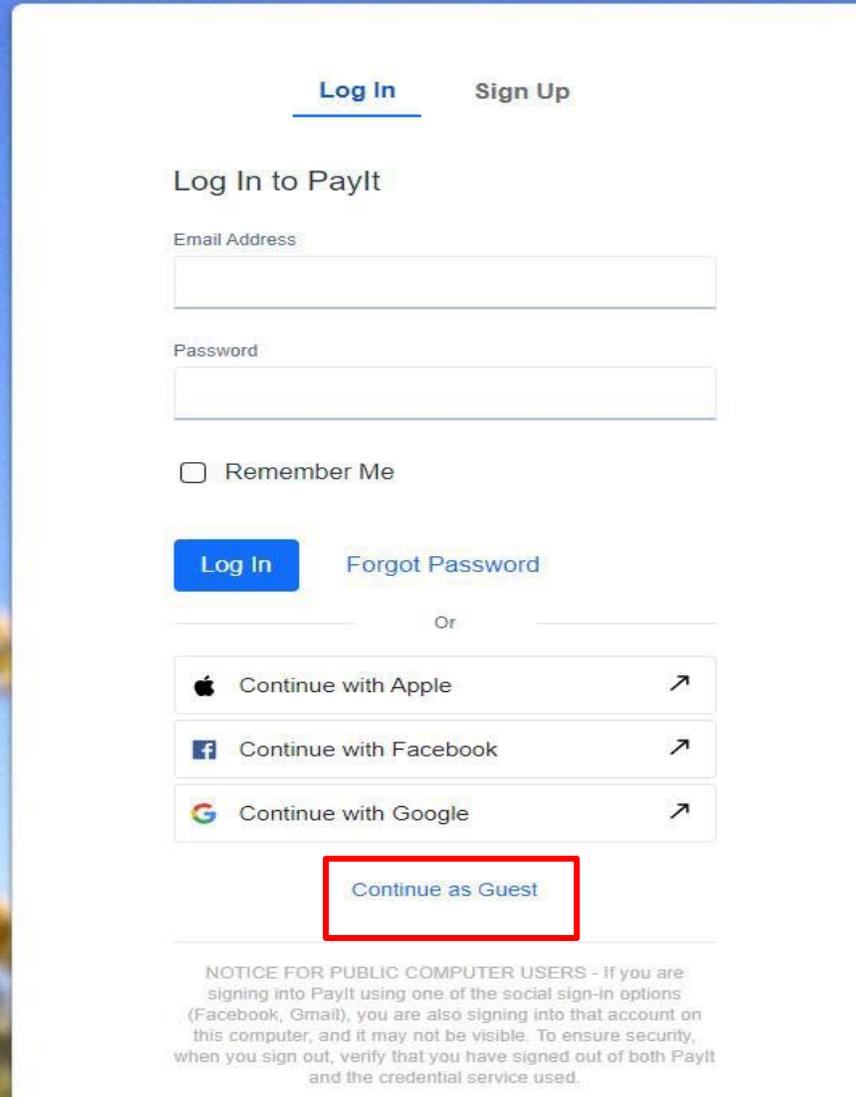
Total Due **$25.00**

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.

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.

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.

	Name	Category	Source Type	Source Name	Received / Created Date	Owned / Modified By
	permit certificate		(All)			
	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)

KDHE

Home
Dashboard
Notifications
Details
Start a New Form
Submissions
Permits / Registrations
Evaluations / Inspections
Environmental Projects
Financials
Documents
Authorized Users

Documents   View as: Groups | List

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"

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)