

# KANSAS AIR PERMIT AND REPORTING SYSTEM (KAPRS)



**Our Mission: To protect and improve the health and environment of all Kansans.**

# KEAP and KAPRS

- KEAP- Kansas Environmental Application Portal
- In order to use the Kansas Air Permit and Reporting System (KAPRS) all users must register an account with KEAP.
- The following slides will show how to set up a KEAP account.

# KEAP New User Registration- Step 1

KEAP Home : New User Registration



## Step 1: General User Information

Upon submission, your submittal will be verified and processed by a KEAP User Manager. Following verification and approval, you will be issued a user name, temporary password, and instructions on how to access the applications to which you have been granted approval.

\* Denotes a required field.

You must click 'Continue to Step 2' button at bottom of screen to continue

Job Title:	<input type="text"/>	*
First Name:	<input type="text"/>	*
Middle Initial:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
Suffix Name:	<input type="text"/>	
Phone Number:	<input type="text"/>	* Example: 555-555-5555
Phone Extension:	<input type="text"/>	
E-Mail Address:	<input type="text"/>	*
Security Question:	<input type="text" value="Choose a Security Question"/>	*
Security Answer:	<input type="text"/>	*

Type the characters you see in the picture



To hear the code, click the speaker icon to the left of these instructions.  
If you cannot read the code, click the refresh button to the left of these instructions to have a new code generated for you.

### KEAP Menu

- [Home](#)
- [Login](#)
- [Register](#)
- [Request Additional Apps & Org Associations](#)
- [Contact Us](#)

### Log In

User ID:

Password:

[Not Registered?](#)  
[Forgot My Password](#)

# Step 1- Example

and approval, you will be issued a user name, temporary password, and instructions on how to access the applications to which you have been granted approval.

\* Denotes a required field.

You must click 'Continue to Step 2' button at bottom of screen to continue

Job Title:	<input type="text" value="Environmental Engineer"/>	*
First Name:	<input type="text" value="Bob"/>	*
Middle Initial:	<input type="text" value="B"/>	*
Last Name:	<input type="text" value="Robertson"/>	*
Suffix Name:	<input type="text"/>	
Phone Number:	<input type="text" value="555-555-5555"/>	* Example: 555-555-5555
Phone Extension:	<input type="text"/>	
E-Mail Address:	<input type="text" value="yourname@gmail.com"/>	*
Security Question:	<input type="text" value="Where did you graduate from high school?"/>	*
Security Answer:	<input type="text" value="Topeka High School"/>	*

Type the characters you see in the picture



To hear the code, click the speaker icon to the left of these instructions.

If you cannot read the code, click the refresh button to the left of these instructions to have a new code generated for you.

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[Continue to Step 2](#)

[Register](#)  
[Request Additional Apps & Org Associations](#)  
[Contact Us](#)

## Log In

User ID:

Password:

[Log In](#)

[Not Registered?](#)  
[Forgot My Password](#)

# Step 2



[Home](#)

[Public Health](#)

[Environment](#)

[Health Care Finance](#)

[Laboratories](#)

[News](#)

KEAP Home : [New User Registration](#) : [Registration Progress](#)



## New User Registration Progress Summary

Step 1 is complete. Your user information has been saved. There are more steps to complete before registration process is complete.

[Step 1: General User Information Entry](#)



[Step 2: Choose Application\(s\) Access & Organization Association\(s\)](#)



[Step 3: Choose Primary Organization](#)



[Step 4: View Summary & Complete](#)



[Continue to Step 2...](#)

### KEAP Menu

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[Contact Us](#)

### Log In

User ID:

Password:

[Log In](#)

[Not Registered?](#)  
[Forgot My Password](#)

# KEAP Registration Step 2 Cont.

**Kansas**  
Department of Health and Environment

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Robert Moser, MD, Secretary

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KEAP Home : New User Registration : Choose Application

**Step 2: Choose Application(s) Access**

Please select an application and press "add new" button.

Kansas Air Permit Reporting System

**Add New**

**KEAP Menu**

- Home
- Login
- Register
- Request Additional Apps & Org Associations
- Contact Us

**Log In**

User ID:

Password:

Log In

Not Registered?  
Forgot My Password

# KEAP Registration Step 2 Cont.

**AD ASTRA PER ASPERA**  
**Kansas**  
Department of Health and Environment

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KEAP Home : New User Registration : Choose Association

**Step 2: CONTINUED: Choose Organization Association(s)**  
**For the requested application, Kansas Air Permit Reporting System**

You may associate your application access with multiple organizations. Please complete the following information for each organization and select "create association".

\* Denotes a required field

**Organization:** An entity such as City/Facility, Company, Corporation, Owner/Operator, Permittee for which registered access is requested. (e.g. City of Abilene, Shawnee Co RWD 2C)

Choose an Organization to Associate \*

**Authorizing Authority:** Person responsible for confirming user's authorization to submit electronic data on behalf of the organization; authorizing authority could be same person as user.

\_\_\_\_\_ \*

**Authorizing Authority Phone:** \_\_\_\_\_ \* Example: 555-555-5555

**Authorizing Authority E-Mail:** \_\_\_\_\_ \*

**Create Association**

**KEAP Menu**

- Home
- Login
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- Request Additional Apps & Org Associations
- Contact Us

**Log In**

User ID: \_\_\_\_\_

Password: \_\_\_\_\_

Log In

Not Registered?  
Forgot My Password

# Example Step 2- Choose an Organization

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KEAP Home : New User Registration : Choose Association

**Step 2: CONTINUED: Choose Organization Association(s)**  
For the requested application, Kansas Air Permit Reporting System

You may associate your application access with multiple organizations. Please complete the following information for each organization and select "create association".

\* Denotes a required field

**Organization:** An entity such as City/Facility, Company, Corporation, Owner/Operator, Permittee for which registered access is requested. (e.g. City of Abilene, Shawnee Co RWD 2C)  
UNIVERSITY OF KANSAS - DEPT OF ANTHROPOLOGY \*

**Authorizing Authority:** Person responsible for confirming user's authorization to submit electronic data on behalf of the organization; authorizing authority could be same person as user.  
John Smith \*

**Authorizing Authority Phone:** 444-444-4444 \* Example: 555-555-5555

**Authorizing Authority E-Mail:** jsmith@yahoo.com \*

Create Association

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Log In  
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# Example Step 2- Choose an Organization Cont.



KEAP Home : [New User Registration](#) : [Declared Associations](#)



**Do you have more organization associations to declare for the requested application, Kansas Air Permit Reporting System**

### Declared Associations

Organization Name	Organization ID	Organization Type	Application	Authorizing Authority	Authorizing Authority Phone	Authorizing Authority E-Mail	
UNIVERSITY OF KANSAS - DEPT OF ANTHROPOLOGY	KSKJA0000	State Agency	KAPRS	John Smith	(444) 444-4444	jsmith@yahoo.com	Delete

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Yes I have additional organization associations to declare for this application.

No I have declared all the organization associations that I need for this application.

### KEAP Menu

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- [Request Additional Apps & Org Associations](#)
- [Contact Us](#)

### Log In

Log In

[Not Registered?](#)  
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# Example Step 2- Adding a Second Organization

**Kansas**  
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KEAP Home : New User Registration : Declared Associations

Do you have more organization associations to declare for the requested application, Kansas Air Permit Reporting System

**Declared Associations**

Organization Name	Organization ID	Organization Type	Application	Authorizing Authority	Authorizing Authority Phone	Authorizing Authority E-Mail	
KANSAS DEPARTMENT OF AGRICULTURE	KSDA00000	State Agency	KAPRS	Mike Stone	(222) 222-2222	mstone@ksag.gov	Delete
UNIVERSITY OF KANSAS - DEPT OF KSKUA00000 ANTHROPOLOGY	KSKUA00000	State Agency	KAPRS	John Smith	(444) 444-4444	jsmith@yahoo.com	Delete

< >

**KEAP Menu**

- Home
- Login
- Register
- Request Additional Apps & Org Associations
- Contact Us

**Log In**

[Not Registered?](#)  
[Forgot My Password](#)

# Step 2- Additional Applications

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KEAP Home : New User Registration : **Additional Applications?**

**Do You Need Access to Additional Applications?**

**Requested Application Access**

Application Name	Date Requested
KAPRS	3/11/2014 8:33:08 AM <a href="#">Delete</a>

Yes, I need to request additional application access.

No, I have requested access to all applications needed.

**KEAP Menu**

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- [Request Additional Apps & Org Associations](#)
- [Contact Us](#)

**Log In**

User ID:

Password:

[Not Registered?](#)  
[Forgot My Password](#)

# Step 3

**Kansas**  
Department of Health and Environment

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KEAP Home : New User Registration : Registration Progress

## New User Registration Progress Summary

Please complete the following four steps to register. Upon registration completion, your submittal will be verified and processed by a KEAP User Manager. Following verification and approval, you will be issued a user name, temporary password, and instructions on how to access the application(s) to which you have been granted approval.

- Step 1: General User Information Entry 
- Step 2: Choose Application(s) Access & Organization Association(s) 
- Step 3: Choose Primary Organization 
- Step 4: View Summary & Complete 

[Continue to Step 3...](#)

### KEAP Menu

- [Home](#)
- [Login](#)
- [Register](#)
- [Request Additional Apps & Org Associations](#)
- [Contact Us](#)

### Log In

User ID:

Password:

[Not Registered?](#)  
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# Step 3- Choose Primary Organization

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KEAP Home : New User Registration : Organization Association

**Step 3: Choose Primary Organization**

Please select ONE organization to be designated as your primary organization. If you only have one organization, please select this organization as your primary organization. The primary organization is a program-based requirement. The organization selected makes no difference to access and authorization privileges.

Choose Primary Organization:

UNIVERSITY OF KANSAS - DEPT OF ANTHROPOLOGY ▾

**Make My Primary Organization**

**KEAP Menu**

- Home
- Login
- Register
- Request Additional Apps & Org Associations
- Contact Us

**Log In**

User ID:

Password:

Log In

Not Registered?  
Forgot My Password

# Step 4-View and Complete

**Kansas**  
Department of Health and Environment

Sam Brownback, Governor  
Robert Moser, MD, Secretary

Home Public Health Environment Health Care Finance Laboratories News

KEAP Home : New User Registration : Registration Progress

## New User Registration Progress Summary

Please complete the following four steps to register. Upon registration completion, your submittal will be verified and processed by a KEAP User Manager. Following verification and approval, you will be issued a user name, temporary password, and instructions on how to access the application(s) to which you have been granted approval.

- Step 1: [General User Information Entry](#)
- Step 2: [Choose Application\(s\) Access & Organization Association\(s\)](#)
- Step 3: [Choose Primary Organization](#)
- Step 4: [View Summary & Complete](#)

**View & Complete**

**KEAP Menu**

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- [Request Additional Apps & Org Associations](#)
- [Contact Us](#)

**Log In**

User ID:

Password:

[Not Registered?](#)  
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### Step 4: View Summary & Complete

PLEASE press the "Complete" button below to complete your registration.

Thank you for registering with KEAP. Below is a summary of the information we recorded from your input. Your information will be processed by the custodians of each requested application. You will be notified of the status of your request for access within the next 30 days. Any questions regarding your access request may be directed to the KDHE Help Desk at 785-296-5655.

#### Personal Information

Job Title:  \*

First Name:  \*

Middle Initial:  \*

Last Name:  \*

Suffix Name:

Phone Number:  \*

Phone Extension:

E-Mail Address:  \*

Security Question:  \*

Security Answer:  \*

Update Personal Information

#### Applications Requested

Application Name	Date Requested
KAPRS	3/11/2014 8:33:08 AM

#### Declared Organization Associations

Organization Name	Organization ID	Organization Type	Application	Authorizing Authority	Authorizing Authority Phone	Authorizing Authority E-Mail
KANSAS DEPARTMENT OF AGRICULTURE	KSDA00000	State Agency	KAPRS	Mike Stone	(222) 222-2222	mstone@ksag.gov
UNIVERSITY OF KANSAS - DEPT OF ANTHROPOLOGY	KSKUA0000	State Agency	KAPRS	John Smith	(444) 444-4444	jsmith@yahoo.com

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Complete Add More Applications

# KEAP Process

- Complete online registration
- User will be Vetted by BOA staff
- IT will email user a unique Log in and password
- You will need to log into KEAP at <http://keap.kdhe.state.ks.us/> to change the password

**KAPRS**

# What is KAPRS?

- KAPRS is the Kansas Air Permit and Reporting System.
- KAPRS was created to allow applicants to submit applications, pay fees, and track permit applications electronically.

# Why Use KAPRS?

- The purpose of KAPRS is to allow external users to submit permit applications and other forms electronically.
- Currently use of KAPRS is limited to certain industries.
- Future plans include adding more forms

# KAPRS- Requirements

- ⦿ KAPRS requires one of the following browsers:
  - Internet Explorer 10 or higher
  - Mozilla Firefox
  - Google Chrome
- ⦿ You may need the following programs:
  - Adobe Acrobat
  - Microsoft Excel

# KAPRS- DOE Homepage



DHE Test Home

[Home](#) [Finder](#) [History](#) [Help](#) [ASHLEY N EICHMAN](#) [Sign Out](#)

## Organizations

Select the organization from which you would like to submit a form.

Select Organization ▾

## Forms

To locate a specific form please use our form finder.

Form Finder

## Frequently Asked Questions

? What can I use the KDHE Division of Environment Electronic Permitting System to do?

? How do I get signed up for the KDHE Division of Environment Electronic Permitting System?

? What is the purpose of the online permitting system?

[view more FAQs](#)

## KDHE Division of Environment Electronic Permitting

Welcome to the State of Kansas, Department of Health and Environment, Division of Environment's Electronic Permitting system.

The mission of the Division of Environment is the protection of the public health and environment of Kansas. The Division oversees regulatory programs involving public water supplies, industrial discharges, wastewater treatment systems, solid waste landfills, hazardous waste, air emissions, radioactive materials, asbestos removal, refined petroleum storage tanks, and other sources which impact the environment. In addition, the Division administers other programs to remediate contamination, lessen nonpoint pollution, and evaluate environmental conditions across the state. The Division works with operators to achieve compliance with state and federal environmental statutes and regulations. The Division strives to reduce pollution by increasing access to various programs, strengthening the district offices, and providing information to the regulated community and the public at large.

### Contact Information

**Address:**  
1000 SW Jackson Suite 400  
Topeka, Kansas 66612-1367

**Contacts:**  
Phone: (785) 296-1570  
Fax: (785) 291-3953  
Email: [KAPRS@kdheks.gov](mailto:KAPRS@kdheks.gov)

### Additional Links

[KDHE Division of Environment Homepage](#)

### Forms

Can't find a specific form? Please use our [Form Finder](#)

# KAPRS- BOA Page



DHE Test Home

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## Organizations

Select the organization from which you would like to submit a form.

Select Organization ▾

Division of Environment

Bureau of Air

To locate a specific form please use our form finder.

[Form Finder](#)

## Frequently Asked Questions

? What can I use the KDHE Division of Environment Electronic Permitting System to do?

? How do I get signed up for the KDHE Division of Environment Electronic Permitting System?

? What is the purpose of the online permitting system?

[view more FAQs](#)

## KDHE Division of Environment Electronic Permitting

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The mission of the Division of Environment is the protection of the public health and environment of Kansas. The Division oversees regulatory programs involving public water supplies, industrial discharges, wastewater treatment systems, solid waste landfills, hazardous waste, air emissions, radioactive materials, asbestos removal, refined petroleum storage tanks, and other sources which impact the environment. In addition, the Division administers other programs to remediate contamination, lessen nonpoint pollution, and evaluate environmental conditions across the state. The Division works with operators to achieve compliance with state and federal environmental statutes and regulations. The Division strives to reduce pollution by increasing access to various programs, strengthening the district offices, and providing information to the regulated community and the public at large.

### Contact Information

**Address:**  
1000 SW Jackson Suite 400  
Topeka, Kansas 66612-1367

**Contacts:**  
Phone: (785) 296-1570  
Fax: (785) 291-3953  
Email: [KAPRS@kdheks.gov](mailto:KAPRS@kdheks.gov)

### Additional Links

[KDHE Division of Environment Homepage](#)

### Forms

Can't find a specific form? Please use our [Form Finder](#)

# Form Finder



DHE Test Home

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## Help

Use this page to identify the forms which may be most appropriate for your needs.

If you know the form you are looking for, enter the name of the form in the Form Search area.

If you are not sure which forms you need, describe the activity you are looking to in the Form Search area and the system will recommend the forms that may be needed.

Once the appropriate forms are identified, click on the name of a form to view the details of that form and to initiate the form submission process.

## Organization Browser

To find information specific to an organization, please identify the organization using the Select Organization button below.

Select Organization ▾

## Form Search

Looking for a form? Please enter the name of the form below.

Don't know the name of the form? Not a problem. Please tell us about the type of activity you need to perform and we will recommend the form which may need to be submitted.

## Recommended Forms

# KAPRS- Form Finder Con't



DHE Test Home

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## Organizations

Select the organization from which you would like to submit a form.

Select Organization ▾

## Forms

To locate a specific form please use our form finder.

[Form Finder](#)

## Frequently Asked Questions

- [? What is KAPRS?](#)
- [? Why submit my application online?](#)
- [? Where do I find air permitting forms?](#)

[view more FAQs](#)

## Bureau of Air

Welcome to the Bureau of Air page. Note: THIS IS A TEST VERSION OF THE SYSTEM AND IS NOT YET AVAILABLE TO THE PUBLIC.

The mission of the Bureau of Air (BOA) is to protect the public and the environment of Kansas from the harmful effects of air pollution. BOA strives to conserve air quality, control air pollution, and protect the public health by providing quality service and information to the regulated community and general public. BOA is responsible for reviewing air quality control permit applications and issuing permits for air emissions in accordance with state and federal air quality regulations. BOA monitors and tracks air pollutants across Kansas to assure that health-based air quality standards, set by the Environmental Protection Agency (EPA), are not exceeded. BOA is also responsible for assuring air pollution compliance with state and federal regulations.

The Kansas Air Permitting and Reporting System (KAPRS) is designed as a web-based application and reporting submittal system for the BOA. The goal of KAPRS is to improve the permitting and reporting process by providing automated data-collection forms, online fee-payment, access to permit status, and electronic submission of forms. The system also indicates when a permit/approval is not needed.

## Contact Information

**Address:**  
1000 SW Jackson, Suite 310  
Topeka, KS 66612-1366

**Contacts:**  
Phone: (785) 296-1570  
Fax: (785) 291-3953

Email: [KAPRS@kdheks.gov](mailto:KAPRS@kdheks.gov)

## Additional Links

[Bureau of Air Permit Forms and Applications](#)

## Forms

### Demonstration Form DELETE ME

This form is used to demonstrate the functionality of the nForm system to support training sessions.

# History



KDHE Test Home

## Help

Use this page to view and manage your submissions. The list on the right provides a historical list of all submissions you have created or submitted. From this area you can view the status of any submission; complete, submit and/or remove draft submissions; and revise and/or view previously submitted forms.

Use the Print button at the bottom of the page to print a list of your submissions.

If you would like to customize the name of a submission for your own reference purposes, click on the Submission Name for the submission in question and the name can then be adjusted.

Please note that a form must be officially certified and submitted by yourself for it to be available to KDHE Test. KDHE Test will not have visibility or access to draft submissions that are not submitted.

## Submission History

Printed records: 6 Showing 3 filtered from total records

Filter:

Submission #	Submitted	Submission Name	Status	Locked	Actions
1VP-1RC7-PRK6		Notification of Construction or Modification	Draft	No	  
1VN-SZCW-MFPV		Notification of Construction or Modification	Draft	No	  
1VQ-EEEX0-22ZM		Notification of Construction or Modification	Draft	No	  
1VW-508G-Q51Q		Notification of Construction or Modification	Draft	No	  
1VW-4PQ3-HTQR	04/11/2014 09:36 AM	Relocation Notification	Submitted (Due)	No	
1VW-48DW-8K56	04/11/2014 09:36 AM	Notification of Construction or Modification	Submitted	No	

 Print

# History- Actions

relevant area within the form, on the right.

## Actions

---

 Revise Submission

 Add Submission Note

 View Submission Details

 Print Submission

 Download Submission

 Copy As New

 Open In New Window

 Manage Access to Submission

*version 1.13*

(Submission #: 1WS-Y

## Summary

Submission #: 1WS-YFE

Form: Notificati

Applicant: ASHLEY

Source ID: 0010085

Description: Notificati

## Notes

There are currently no Submi

## Details

# KAPRS- User

## Help

---

Please update your account information from this page.

## Edit Profile

### User Identification

Name: \*

ASHLEY N EICHMAN

Email Address:

AEICHMAN@KDHEKS.GOV

[change your email...](#)

Contact Method:

Phone

phone



[add more contacts...](#)

### Company Affiliation

Company Name:

### Common Information Templates

The default facility information you provide will be made available to you when populating forms.

[add new template](#)

↕ Template Name



### Mailing Address

Street Address: \*

# KAPRS- User Con't

## Edit Profile

Account information from this page.

### User Identification

Name: \*

ASHLEY N EICHMAN

Email Address:

ASHEICHMAN@GMAIL.COM

[change your email...](#)

Contact Method:

Phone



phone



[add more contacts...](#)

### Company Affiliation

Company Name:

### Common Information Templates

The default facility information you provide will be made available to you when populating forms.

[add new template](#)

↕ Template Name

Ollie Bear



# KAPRS- Notification Form



KDHE Test Home

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## Permit Form

[Submit online form](#)

## Frequently Asked Questions

- [Where do I view my draft applications or previously submitted applications?](#)
- [Why is the equipment I am using is not included in the form?](#)
- [How do I submit an application?](#)

[view more faq's](#)

## Notification of Construction or Modification

version 1.13

### Kansas Department of Health and Environment

#### Bureau of Air

Please complete the **notification of construction or modification application** and all appropriate **process equipment description form(s)**. Include as attachments to the application the following (as applicable):

- Cover letter describing the proposed activity.
- Potential-to-emit calculations (including CO<sub>2</sub>e emissions estimates)
- Site diagram/ Process flow diagram(s)/ Site map
- Material data safety sheets (MSDS)
- Manufacturer's specification sheet(s)
- Engine Certification of conformity
- Any other information that would be helpful in drafting a permit/approval

Please note the **Submission ID** at the top of the form. The submission ID can be used to track your application. Once the application has been submitted you will receive an email indicating a successful submission. This email will also contain the reference number for the submission (submission ID). Existing facilities **should** include their current Source ID Number wherever it is required. If you are submitting an application for a new facility you **will not** have a source id number, please **do not** include any number in the source ID fields.

## Contact Information

### Billing Address

Kansas Department of Health and Environment  
Bureau of Air  
1000 SW Jackson, Suite 310  
Topeka, Kansas 66612-1366

### Home Address

### Contacts:

Phone: 785-296-1570

Fax: 785-291-3953

Email: [KAPRS@kdheks.gov](mailto:KAPRS@kdheks.gov)

# KAPRS- Notification Form Page 1

## Processing Information

This step requires you to specify some basic information about your submission.

Please note: Any work you perform filling out a form will not be accessible by KDHE Test staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to KDHE Test and it will become part of the public record, accessible per the Freedom of Information Act.

## Notification of Construction or Modification

version 1.11

(Submission Id: 1VQ-EEX0-22ZM, revision 1)

Please specify the following:

- The reason for the submission, e.g., new permit or permit modification. If no options are available, the default value is shown and cannot be changed. The relevant fee if requested below. Not all forms will indicate a fee at this point. This does not indicate a fee is not required at a later time; you will be notified of any additional necessary fees.

Select the reason for this submission:

Source ID:

Calculated: This fee is not yet available.

[Save for Later](#)

Steps: [Processing Info](#) > [Entry](#) > [Review](#) > [Certify & Submit](#) > [Payment](#) > [Confirmation](#)

Steps: [Processing Info](#) > [Entry](#) > [Review](#) > [Certify & Submit](#) > [Payment](#) > [Confirmation](#)

[Next Step](#)

# KAPRS- Notification of Construction Con't

## Data Entry

This step allows you to fill out the form and to validate the information provided. The form is divided into separate sections as listed on the left. Please fill out each relevant section.

The indicators next to the sections names on the left denote the validity of each section. A red X indicates the section has an omission or invalid value. A yellow star indicates that the section has not yet been visited. A green check indicates a complete section.

Once the form is complete and all sections show a green check, click on the 'Next Step' button to proceed.

Please note: Any work you perform filling out a form will not be accessible by KDHE Test staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to KDHE Test and it will become part of the public record, accessible per the Freedom of Information Act.

## Form Sections

✦ Facility Information

⦿ Permit Determination

⦿ Activity

⦿ Combustion Engine

⦿ Catalytic Converter

⦿ Equip in VOC Service

⦿ Indirect Heating Unit

⦿ Tanks / Vessels

⦿ Flares/Incinerator

## Actions

🔑 Manage Access to Submission

Steps:

[Processing Info](#) > [Entry](#) > [Review](#) > [Certify & Submit](#) > [Payment](#) > [Confirmation](#)

## Notification of Construction or Modification

version 1.13

(Submission Id: 1VR-BVZ0-40VM, revision 1)

### Facility Information

Please provide the following information about the facility you are attempting to permit.

Populate from a common information template | save as common template | clear section

Facility Name \*

Facility Common Name

Assigned KDHE Source ID #

Facility Description \*

North American Industry Classification System (NAICS)

Please provide the 6 digit NAICS code that best represents your facility's primary industry.

[Click here to search for and review the NAICS codes via the Census Bureau NAICS search application.](#)

Primary 6 Digit NAICS Code \*

Standard Industrial Classification (SIC)

Please provide the 4 digit SIC code that best represents your facility's primary industry.

[Click here to search for and review the SIC codes via the US Department of Labor search application.](#)

Primary 4 Digit SIC Code \*

Facility Mailing Address

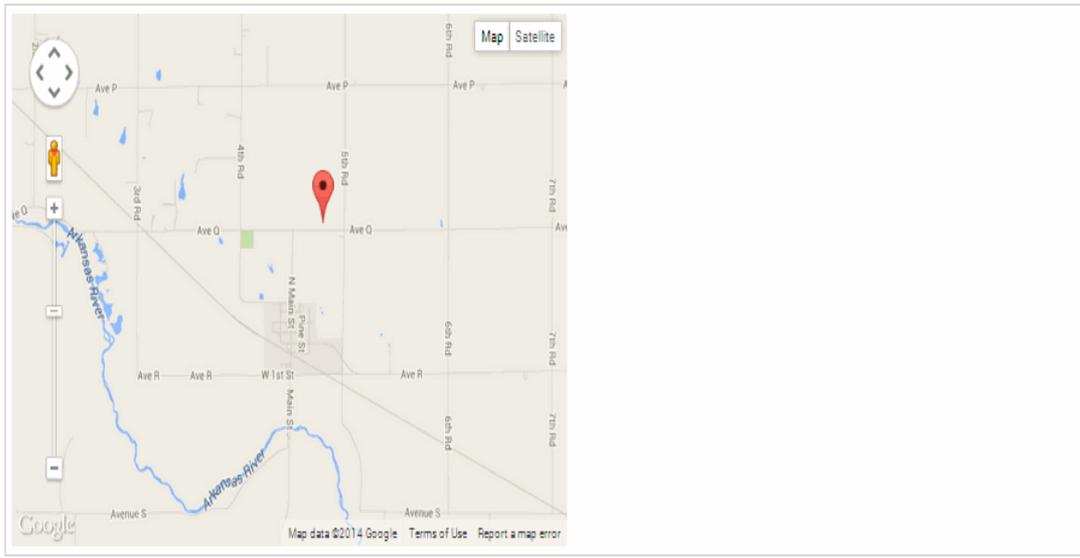
Street Address \*

# KAPRS- Notification of Construction Con't

**Address**  
Enter an address and click Find to identify location (verify location on map below)

**Map**

Drag marker on map to identify location



[Next Section](#)

Steps: Processing Info > [Entry](#) > Review > Certify & Submit > Payment > Confirmation

[Save for Later](#)

[Previous Step](#) [Next Step](#)

# Special location information for facilities using S-T-R

Address \*

Address Line 1 or Location (if a street address is not available, please provide directions) \*

SE/4 S26-T34S-R8W

Address Line 2

City \*

Stone 3444 1-22H

Postal Code \*

00000

State \*

KS

Country \*

United States

County \*

CLAY

 Validate Address

# Permit Determination

## Data Entry

This step allows you to fill out the form and to validate the information provided. The form is divided into separate sections as listed on the left. Please fill out each relevant section.

The indicators next to the sections names on the left denote the validity of each section. A red X indicates the section has an omission or invalid value. A yellow star indicates that the section has not yet been visited. A green check indicates a complete section.

Once the form is complete and all sections show a green check, click on the 'Next Step' button to proceed.

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## Form Sections

✖ Facility Information

★ Permit Determination

★ Activity

★ Combustion Engine

★ Catalytic Converter

★ Equip in VOC Service

★ Indirect Heating Unit

★ Tanks / Vessels

★ Flares/Incinerator

## Actions

🔑 Manage Access to Submission

Steps:

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## Notification of Construction or Modification

version 1.13

(Submission Id: 1VR-BVZD-40VM, revision 1)

### Permit Determination

Please provide your potential-to-emit (PTE) for the proposed activity to determine if you require a Construction Permit or Construction Approval, pursuant to K.S.A. 65-3008.

[clear section](#)

Determine your Potential-to-Emit for K.A.R.28-19-300(a)(1) - Construction Permits

Please indicate the potential-to-emit (PTE) for the proposed activity and determine if the PTE exceeds the threshold in tons per year for each pollutant which will determine if a Construction Permit is required pursuant to K.A.R.28-19-300(a)(1).

1. What is the PTE for CO (in Tons per Year) \*

2. What is the PTE for NOx (in Tons per Year) \*

3. What is the PTE for PM (in Tons per Year) \*

4. What is the PTE for PM10 (in Tons per Year) \*

5. What is the PTE for Pb or Pb compounds (in Tons per Year) \*

6. What is the PTE for SO2 or SO3 or a combination thereof (in Tons per Year) \*

7. What is the PTE for VOC (in Tons per Year) \*

9. What is the PTE for Combined HAPs (in Tons per Year) \*

# Permit Determination Con't

21. Does R.A.R. 20-19-730, hazardous air pollutants, apply to your project?

STOP AND READ - This will determine if you need to complete and submit this form.

For a Construction Permit or Construction Approval you will be required to submit this form.

If you answered YES to Question 10 above, you are seeking a Construction Permit and will be required to register any and all relevant equipment in the subsequent sections and then submit this form.

If you answered NO to question 10 above, but YES to questions 18, 19, 20, or 21, you are seeking a Construction Approval and will be required to register any and all relevant equipment in the subsequent sections and then submit this form.

If you answered NO questions 10, 18, 19, 20 and 21, print this page and archive for your records, and no further action is required at this time. Once printed, you can leave the form and no submission is required.

## Additional Information

If you are required to submit an application please attach the following additional information as applicable: cover letter, potential to emit calculations, site diagram(s), process flow diagram(s), site map, MSDS, manufacturers specification sheet(s), certification of conformity for engine(s), etc.

Please be aware that files exceeding 10 MB in size are not recommended

Select Attachment...

**Please attach any applicable additional information.**

Confidential?

Comment:

Previous Section

Next Section

Steps:

Processing Info > **Entry** > Review > Certify & Submit > Payment > Confirmation

Save for Later

Previous Step

Next Step

# Activity- Fee Calculation

Version 1.13

The indicators next to the sections names on the left denote the validity of each section. A red X indicates the section has an omission or invalid value. A yellow star indicates that the section has not yet been visited. A green check indicates a complete section.

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## Form Sections

Facility Information

Permit Determination

**Activity**

Combustion Engine

Catalytic Converter

Equip in VOC Service

Indirect Heating Unit

Tanks / Vessels

Flares/Incinerator

## Actions

[Manage Access to Submission](#)

(Submission Id: 1VR-BVZ0-40VM, revision 1)

## Activity

Provide the details of the activity being performed at the facility.

Estimated capital cost (\$) of the proposed activity for which the application is made, including the total cost of equipment and services to be capitalized. \*

[clear section](#)

### Permit Application Fee Calculation

If you applying for a construction approval, please enter 0 in the Permit Application Fee field below and skip the Permit Application Fee Calculation step.

Otherwise, please download this spreadsheet, following the directions in the spreadsheet to calculate the Permit Application Fee and enter the resulting fee amount in the Permit Application Fee field below.

[Click here to download the Permit Application Fee Calculation spreadsheet.](#)

### Permit Application Fee Calculation Results

Please upload the resulting Permit Application Fee Calculation spreadsheet to show how you calculated the Permit Application Fee.

Please be aware that files exceeding 10 MB in size are not recommended

[+ Select Attachment...](#)

Confidential?

Comment:

Permit Application Fee (\$) \*

[Save for Later](#)

[Previous Section](#)

[Next Section](#)

Steps:

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# Form Sections

## Data Entry

This step allows you to fill out the form and to validate the information provided. The form is divided into separate sections as listed on the left. Please fill out each relevant section.

The indicators next to the sections names on the left denote the validity of each section. A red X indicates the section has an omission or invalid value. A yellow star indicates that the section has not yet been visited. A green check indicates a complete section.

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## Form Sections

★ Facility Information

● Permit Determination

● Activity

● Combustion Engine

● Catalytic Converter

● Equip in VOC Service

● Indirect Heating Unit

● Tanks / Vessels

● Flares/Incinerator

## Actions

Manage Access to Submission

Steps:

Processing Info > **Entry** > Review > Certify & Submit > Payment > Confirmation

## Notification of Construction or Modification

version 1.13

(Submission Id: 1VR-BVZ0-40VM, revision 1)

### Facility Information

Please provide the following information about the facility you are attempting to permit.

Populate from a common information template | save as common template | clear section

Facility Name \*

Facility Common Name

Assigned KDHE Source ID #

Facility Description \*

North American Industry Classification System (NAICS)

Please provide the 6 digit NAICS code that best represents your facility's primary industry.

[Click here to search for and review the NAICS codes via the Census Bureau NAICS search application.](#)

Primary 6 Digit NAICS Code \*

Standard Industrial Classification (SIC)

Please provide the 4 digit SIC code that best represents your facility's primary industry.

[Click here to search for and review the SIC codes via the US Department of Labor search application.](#)

Primary 4 Digit SIC Code \*

Facility Mailing Address

Street Address \*

# Next Step

Emission Discharge Flow Rate (ft<sup>3</sup>/min) \*

Emission Discharge Velocity (ft/sec) \*

Control Equipment

If other emission control equipment is employed, use the appropriate Control Equipment form/section and duplicate as needed. Be sure to indicate the emission unit that the control equipment is affecting.

[Previous Section](#)

Steps:

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# Manage Access to Submission

accessible by KDHE Test staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to KDHE Test and it will become part of the public record, accessible per the Freedom of Information Act.

## Form Sections

★ Facility Information

★ Permit Determination

★ Activity

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## Actions

🔒 Manage Access to Submission

📁 Save for Later

➔ Next Section

Steps: Processing Info > **Entry** > Review > Certify & Submit > Payment > Confirmation

⏪ Previous Step

⏩ Next Step

# Manage Access to Submission Cont.



KDHE Test Home

## Manage Access to the Submission

This area allows you to share your submission with other registered users in the system. To share your submission, type in the email address of the user whom you wish to allow. You can also indicate if you want to allow them to add or remove other users from the submission by selecting the Can Manage Access to Submission checkbox. The system will then verify that the user exists and will prompt you to confirm the selection. After confirmation, the user will be sent an email with instructions on how to access the submission.

## Manage Access to the Submission

(Submission #: 1WS-YW8Y-0NAF, v1)

Enter the email address for the user you would like to authorize:

Adding a user will allow them to access, modify and view this submission. The user must be registered with the system to be eligible.

Can Manage Access to Submission?

[Add](#)

### Users with Access to this Submission

<a href="#">User Name</a>	<a href="#">Affiliation</a>	<a href="#">Can Manage Access to Submission?</a>	<a href="#">Actions</a>
ASHLEY N EICHMAN		<input checked="" type="checkbox"/>	
WILLIAM G STONE		<input checked="" type="checkbox"/>	<a href="#">Remove</a>

[Done](#)

# Review

## Review

This step allows you to review the form to confirm the form is populated completely and accurately, prior to certification and submission.

Please note: Any work you perform filling out a form will not be accessible by KDHE Test staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to KDHE Test and it will become part of the public record, accessible per the Freedom of Information Act.

Steps: Processing Info > Entry > **Review** > Certify & Submit > Payment > Confirmation

## Notification of Construction or Modification

version 1.13

(Submission #: 1WS-YW8Y-ONAF, revision 1)

### Facility Information

**Facility Name**  
Ollie Bear Inc.

**Facility Common Name**  
NONE PROVIDED

**Assigned KDHE Source ID #**  
NONE PROVIDED

**Facility Description**  
Dog food manufacturing

  
**North American Industry Classification System (NAICS)**

Please provide the 6 digit NAICS code that best represents your facility's primary industry.

<http://www.census.gov/eos/www/naics/>

**Primary 6 Digit NAICS Code**  
311119

**Standard Industrial Classification (SIC)**  
Please provide the 4 digit SIC code that best represents your facility's primary industry.

<https://www.osha.gov/pls/imis/sicsearch.html>

**Primary 4 Digit SIC Code**  
2000

**Facility Mailing Address**  
1000 SW Jackson  
Topeka, ks 66613

**Facility Contact and Address**  
Oliver Bear  
CEO, Ollie Bear Inc.  
555.555.5555 Ext

# Certify and Submit



KDHE Test Home

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## Certify and Submit

This step allows you to certify the form as complete and accurate and to submit the form to KDHE Test for review and processing.

Please note: Any work you perform filling out a form will not be accessible by KDHE Test staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to KDHE Test and it will become part of the public record, accessible per the Freedom of Information Act.

## Notification of Construction or Modification

version 1.13

(Submission #: 1WS-YW8Y-0NAF, revision 1)

By clicking the submit button, I agree to the following:

- The information provided is complete and accurate to the best of my knowledge.
- I am authorized to submit this information on behalf of my facility.
- I agree to the terms and conditions of this KDHE application.

Steps: [Processing Info](#) > [Entry](#) > [Review](#) > [Certify & Submit](#) > [Payment](#) > [Confirmation](#)

[Save for Later](#)

Steps: [Processing Info](#) > [Entry](#) > [Review](#) > [Certify & Submit](#) > [Payment](#) > [Confirmation](#)

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[Submit Form](#)

# Fee Payment- fee required

## Submission Information

Submission #:	1VV-FPF8-SCRK, revision 1	Source ID:	
Submitted On:	2014-03-03	Facility:	
Form:	Notification of Construction or Modification	Applicant:	ASHLEY N EICHMAN

## Fee Details

Permit Application Fee - :

Amount Due: \$100.00

Enter the Paid Amount Here:

Calculation: (100)

## Payment

Online

Pay online using a secure payment gateway.

Later

Your forms cannot be processed until payment is received in full.

# Fee Payment- No fee required

## Payment

This step allows you to pay any fees required for the submission. Please note that your submission will not begin processing until full payment has been received KDHE Test.

## Notification of Construction or Modification

version 1.13

(Submission #: 1WS-YW8Y-0NAF, revision 1)

Payment must be received before your submission can be processed.

### Submission Information

Submission #:	1WS-YW8Y-0NAF, revision 1	Source ID:	
Submitted On:	2014-04-11	Facility:	
Form:	Notification of Construction or Modification	Applicant:	ASHLEY N EICHMAN

### Fee Details

Description:	Permit Application Fee
Amount Due:	\$0.00
Calculation:	(0)

### Payment

No payment is due at this time.

# Submittal Confirmation



KDHE Test Home

[Home](#) [Finder](#) [History](#) [Help](#) [ASHLEY N EICHMAN](#) [Sign Out](#)

## Submission Confirmation

Your form has been submitted to KDHE Test. The information pertaining to this submission is available on the right. You can always review this information later by clicking on the Submission History link in the header of the system.

## Notification of Construction or Modification

version 1.13

(Submission #: 1WS-YW8Y-0NAF, revision 1)

You have successfully submitted your form.

Submission #:	Amount Paid:	Payment Status:	Submitted:
1WS-YW8Y-0NAF	\$0.00	None	4/11/2014 10:45 AM

You can track the processing of your form on your [submission history page](#) or by viewing the details of the form.

# Questions & Contact Info

Ashley Eichman

KDHE BOA

785-296-1713

[aeichman@kdheks.gov](mailto:aeichman@kdheks.gov)

Will Stone

KDHE BOA

785-296-6427

[wstone@kdheks.gov](mailto:wstone@kdheks.gov)

Christy Thurman

KDHE BOA

785-296-3589

[cthurman@kdheks.gov](mailto:cthurman@kdheks.gov)





[www.kdheks.gov](http://www.kdheks.gov)

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Our Mission: To protect and improve the health and environment of all Kansans.