Kansas Department of Health and Environment
Bureau of Air
1000 SW Jackson, Suite 310
Topeka, KS 66612
Phone: (785) 296-6024
www.kdheks.gov/air

Bureau of Air

Kansas Environmental Information Management System (KEIMS)

External User Manual

Version 1.0

Table of Contents

BOA KEIMS Contacts

Website: http://www.kdheks.gov/bar/index.html

Email: KDHE.BOAKEIMS@ks.gov

Bureau of Air KEIMS Administrator Contact:

785-296-6024 (Permitting, Compliance, User Accounts)

Introduction

The Kansas Department of Health and Environment (KDHE) Bureau of Environmental Air (BOA) uses a web-based application and report submittal system. This system is known as the Kansas Environmental Information Management System or "KEIMS".

KEIMS can be accessed by both internal users (state employees) and external users (site owners, consultants, etc.) to submit construction permit applications, operating permit applications, compliance certification forms and reports.

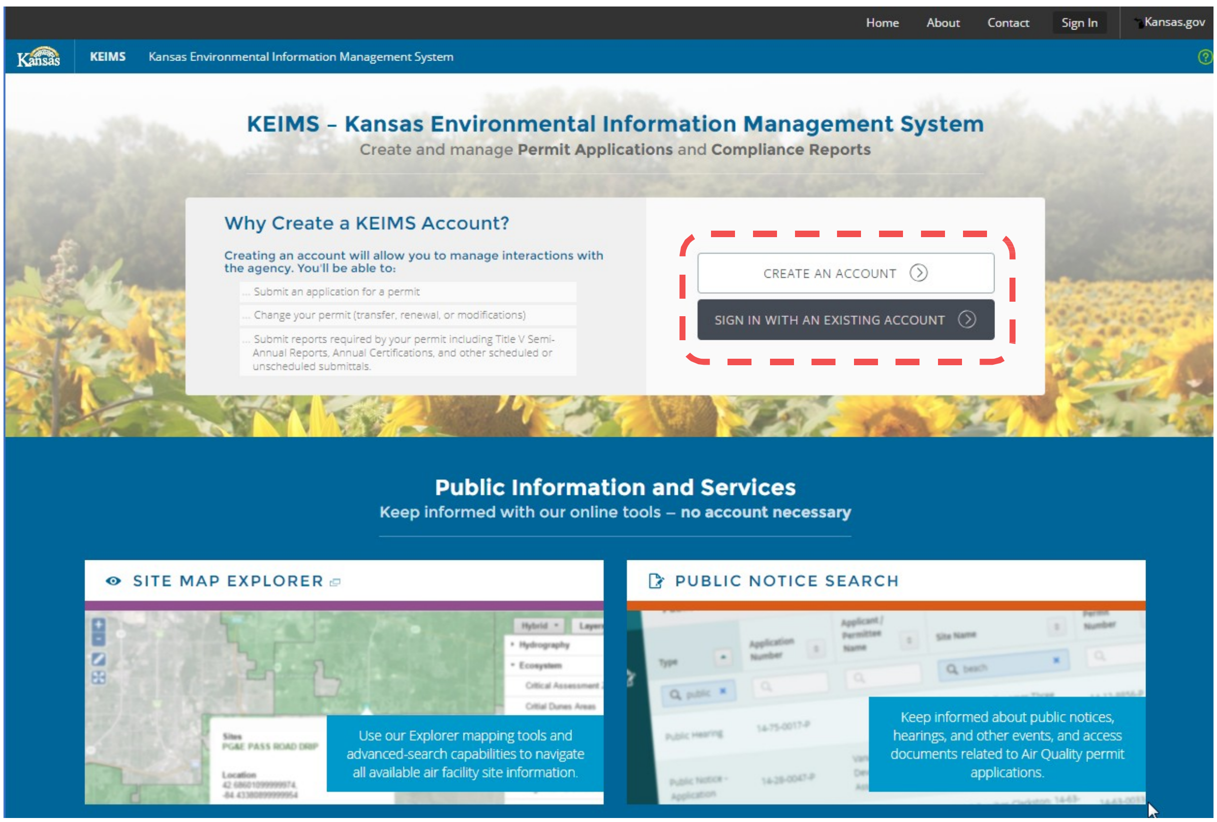
Setting Up Your Account

Please Note: All notifications and verifications come from the system email address kdhe.keims_noreply@ks.gov. Make sure this email address is trusted by your email server and firewall. If expecting notifications/verifications, always check inbox, spam, and trash folders.

To access the KEIMS Home Page, open your internet browser and type in:

https://keims.kdhe.ks.gov/nsuite/ncore/external/home

You will then see the log-in prompting you to either select "Create An Account" or "Sign In With An Existing Account". You will be able to log-in to KEIMS on any desktop or mobile device as long that device has service and internet connection.



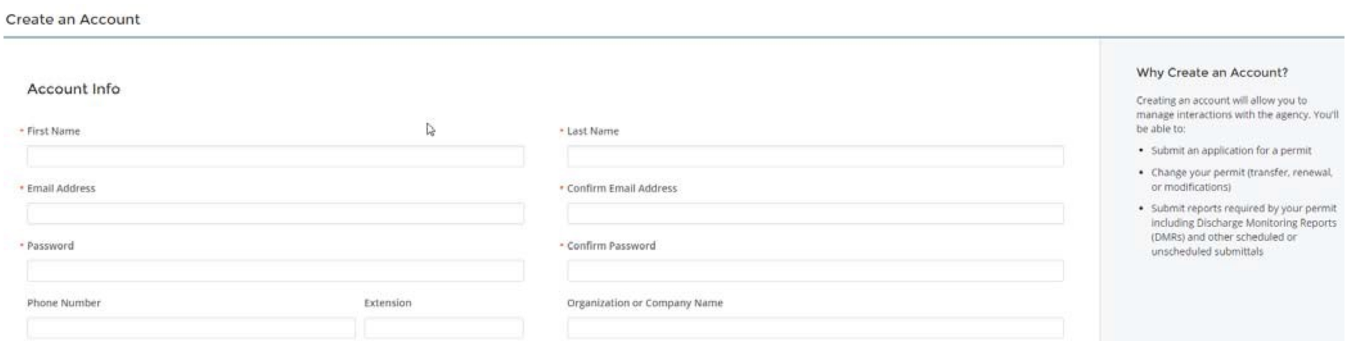
Setting Up Your Account

Creating An Account

First time external users must select "Create An Account" found on the KEIMS Home Page.

On the following page, you will be prompted to fill in your information. Please note that the email address you enter in the "Email Address" field will become your **KEIMS User Name.**

- **First Name** *(required)*
- **Email Address** *(required)*
- **Password** *(required)*
- **Phone Number, Extension**
- **Last Name** *(required)*
- **Confirm Email Address** *(required)*
- **Confirm Password** *(required)*
- **Organization or Company Name**



Once your information is submitted, KEIMS will automatically send a "KEIMS Email – New User Account Confirmation" verification email to the email address provided in your registration. Click on the link provided in the email to verify your request.

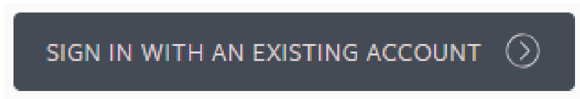
A new window will open showing the screen below letting you know that "Your account has been created".

After completing these steps, all subsequent log-ins will be made by selecting "Sign In With An Existing Account".

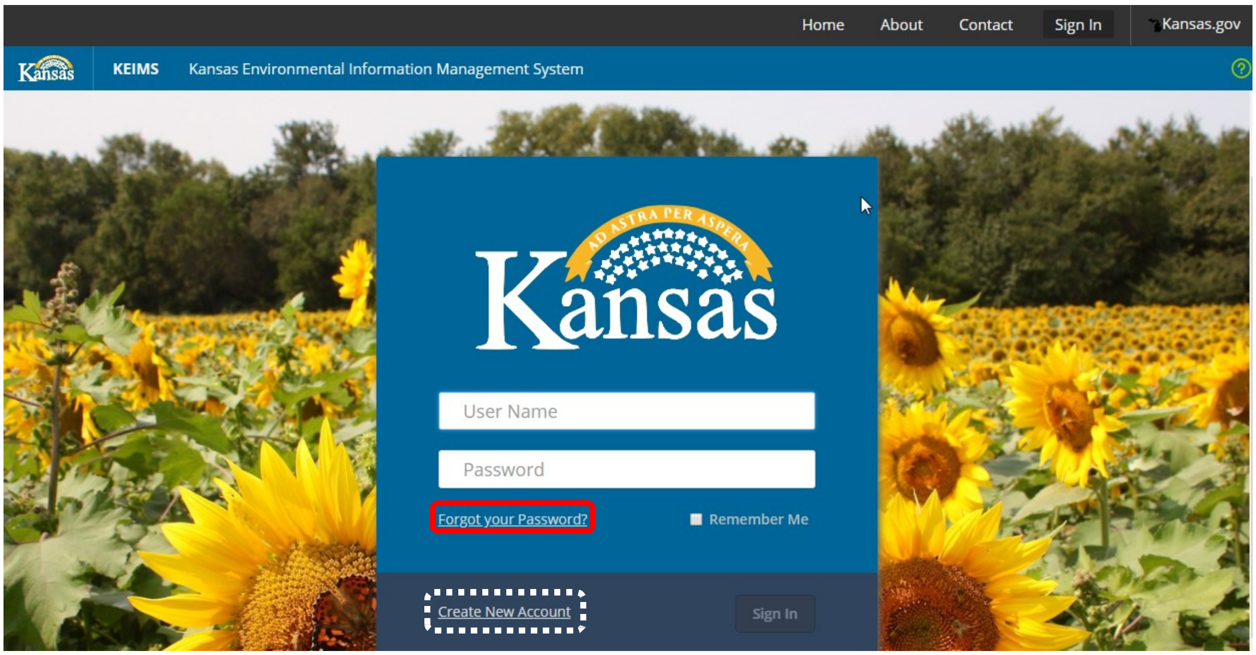
Setting Up Your Account

Signing In With An Existing Account

You will choose this selection if you have already created a KEIMS account. From the KEIMS Home Page, select “Sign In With An Existing Account”. Those with existing SLEIS accounts may already have accounts in KEIMS contact KDHE BOA KEIMS Administrator at KDHE.BOAKEIMS@ks.gov to activate your existing account.



After making this selection, you will be taken to the log-in screen shown below.



“User Name” will be the email address used to set up the KEIMS account.

Your first time logging in will require you to select “Forgot your Password?”. The system will ask you to type in your email associated with your account. KEIMS will automatically send you an email stating that you have requested to reset your password. Click on the link provided in the email. A new window will open where you will input your new KEIMS password.

A KEIMS password must be at least eight (8) characters in length, and contain a number, uppercase letter, lowercase letter, and a special character.

There is also a link provided on the Log-In box showing “Create New Account”. If you do not have a KEIMS account and have navigated to this page by accident, you can select the link to begin creating your account as described in the previous section *Creating An Account (External Users Only).*

Setting Up Your Account

Things to Know

- Your first time logging in to KEIMS will require you to answer five (5) security questions.

- You will be given ten (10) log-in attempts to enter your correct User Name and Password before the account is locked. If you become locked out of your account, please contact BOA and a BOA KEIMS Administrator will unlock your account for you.

- KEIMS passwords must include the following:

    - be at least eight (8) characters in length
    - a number
    - an uppercase letter
    - a lowercase letter
    - a special character

- Passwords and security questions and answers may be reset. You may request to change your password at any time by selecting "Forgot your Password?" on the KEIMS Log-In page and following the steps as described in the previous section *Signing In With An Existing Account*. Security questions and answers may be reset by contacting BOA and having a BOA KEIMS Administrator reset them for you.

- ****KDHE will never ask you to share your security question answers or your password. This information is not viewable to any KDHE staff, including BOA KEIMS Administrators. ****

Initial Log-in

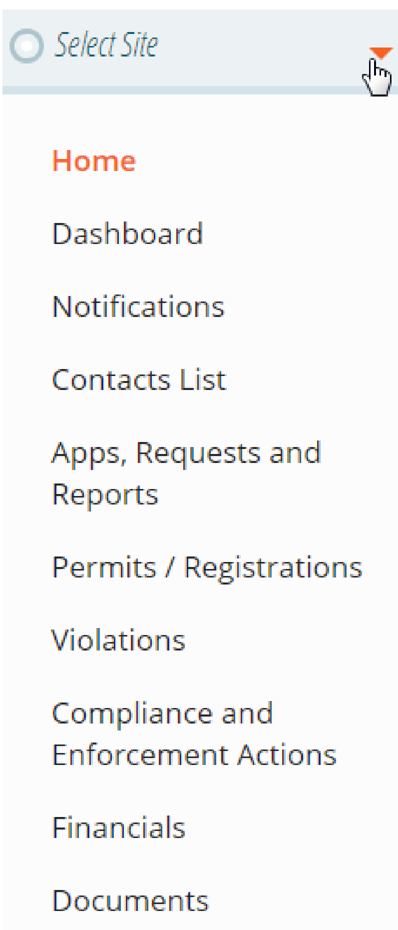
If you have a facility that has previously been permitted by BOA you will need to contact a BOA KEIMS Administrator after setting up your account so that your account can be associated with your existing facility.

If you have an existing KEIMS account (most SLEIS users) once your KEIMS account has been activated by a BOA KEIMS Administrator, you will be able to view all associated facilities that were available in SLEIS. If you have additional facilities not in SLEIS please contact the BOA KEIMS Administrator.

To create a new facility, you need to submit a form. Once BOA has processed the form a new facility id number will be generated.

External User KEIMS Experience

After you have logged in, you will land on the KEIMS Home Page. In the left-hand navigation column, you will see the KEIMS categories.



- **<u>Select Site (drop-down arrow):</u>** Selecting the drop-down arrow will display all sites you can access.
- **<u>Home:</u>** Welcome page. To quickly access forms, select "Browse Forms".
- **<u>Dashboard:</u>** Fast way to view which items your site(s) have listed as High Priority, financial items that are due, and any upcoming items.
- **<u>Notifications:</u>** Messages to let you know BOA has received your submissions or any revised submissions, as progress is being made on your submission, or if any event takes place requiring your attention.
- **<u>Details (*Site Only*):</u>** Select a site first to view site information.
- **<u>Contacts List:</u>** Contact information for your site(s).
- **<u>Apps, Requests and Reports:</u>** Options here allow you to submit a new form, view a submitted form, or revise draft or submitted forms.
- **<u>Permits/Registrations:</u>** Lists all permits/registration for your site(s). This includes historic permits/registrations and permits/registrations currently in effect.
- **<u>Evaluations/Inspections (*Site Only*):</u>** Select a site first to view list of evaluations/inspections.
- **<u>Violations:</u>** List of violations, when non-compliance was noted, the violation status, and during which type of Inspection the violation is noted from.

- **<u>Compliance and Enforcement Actions:</u>** List of cited compliance and enforcement actions.
- **<u>Financials:</u>** List of all financial items. You can view which items are due, which items have been paid, and which items are being refunded.
- **<u>Documents:</u>** List of documents related to your site(s), including documents related to the site's submissions, compliance actions, inspections.
- **<u>Authorized Users (*Site Only*):</u>** List of external users authorized to access site information. Those with Existing SLEIS Accounts update Authorized Users.

External User KEIMS Experience

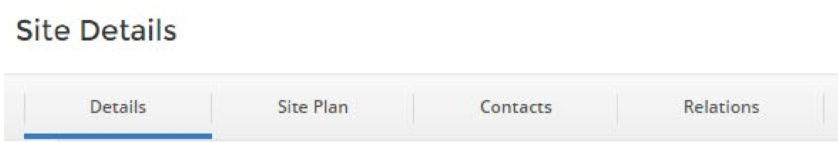
Select Site (drop-down arrow)

Selecting the down arrow will populate the list of sites your external user profile can access. Hover the mouse over the site you wish to pull up and single-click to make your selection. If you wish to view all your sites, select "(All)".

The categories *Details*, *Evaluations/Inspections*, and *Authorized Users* will only be found in the left-hand navigation column once you have selected a specific site and are described below:

Details-

Once you have selected a specific site, there are four main tabs to choose:

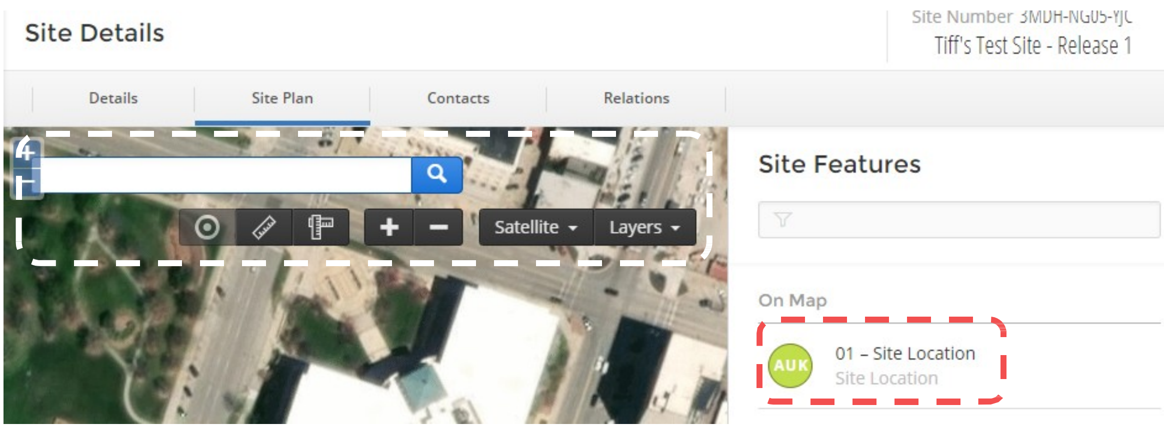


- **"Details" tab:** Covers such information about a site including –
  - **Designated Name:** Official Site Name or Applicant Name (specific to some programs). This is the primary name that will be used on all official documentation and for the administrative record.
  - **Site Type:** One or more descriptors used to classify which KDHE programs are actively or have historically been involved with the site.
  - **Standard Address:** Two address lines, City, County, State, Zip Code, Country and Address Comments.
  - **Local Unit of Government (LUG) (*if applicable*):** Name of the local governmental unit that shares an interest in the site.
  - **Waterbody (*if applicable*):** Lookup of available waterbodies.
  - **Tax Parcel Number:** Tax parcel identification number.
  - **Primary Ownership Type:** Ownership types include Federal, Private, Public, or State.
  - **Standard Industry Classification (SIC) Codes (*if applicable*):** A description of each code will appear below the field as entries are typed.
  - **North American Industrial Classification (NAICS) Codes (*if applicable*):** A description of each code will appear below the field as entries are typed.
  - **Other Facility Classifications:** Other classifications that may apply.
  - **Site Managers (*if applicable*):** List of KDHE project managers who are actively or have historically provided regulatory oversight for the site. The staff listed have rights to edit site details at any time.
  - **Hydrologic Unit Code (HUC) and HUC Segment (*if applicable*):** Location of basin and sub-basin where the site is located.

  - **Right-hand side of the screen**:
    - **Status –** May be Active, Pending, or Inactive
      - **Active:** Default status for new sites created by KDHE staff.

        - **Pending:** This status is only active when the site is associated with one or more unsubmitted draft forms created by the external user. A pending site becomes active as soon as the form that created the site is submitted.
        - **Inactive:** The site no longer has active permits. The source site record is retained but set to inactive.
    - **Alternative Names –** Any specific identifiers for the site including Project Codes, EPA IDs, File Numbers, Legal Names, State Tax Numbers, etc.
    - **Other Actions-**
        - **View in Explorer:** Opens Explorer in a new window and displays the site profile details.

- **<u>"Site Plan" tab:</u>** Mapping feature that allows you to search by address, measure by line (double-click to end the line (units in feet)), measure by area (at least three points required to end polygon (units in feet squared)), zoom in, zoom out, Satellite Satellite to choose the background (either Street view or Satellite view), and Layers Layers to choose any provided layer you wish to view.

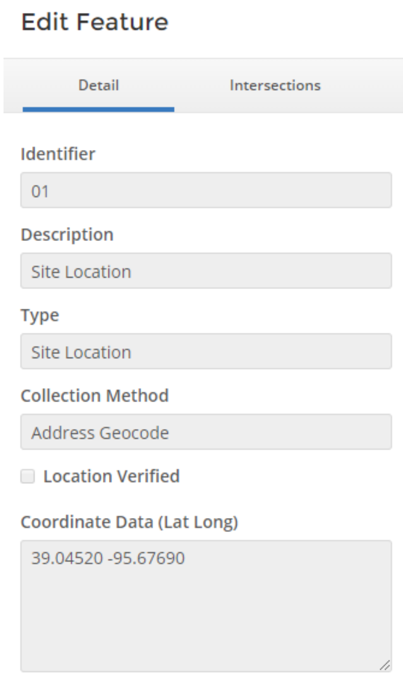


Selecting the Site Features will allow you to see the detail of the feature including its identifier, description, type, collection method, if the location was verified, and coordinate data (latitude and longitude provided in decimal degrees). View this information by selecting the "**Detail**" tab.

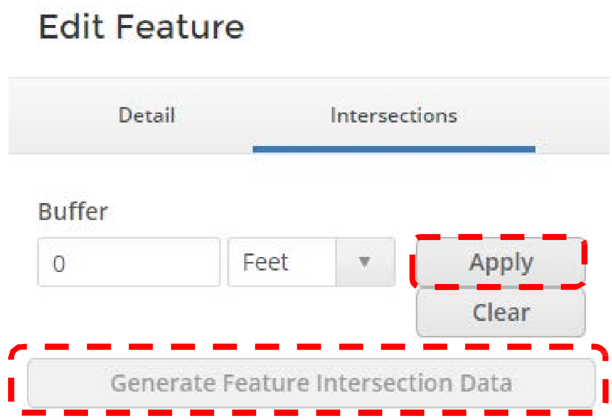
You may also select the "**Intersections**" tab to draw a buffer around the site (units may be in feet or meters). Input your desired buffer distance, then select "Apply". The maximum allowed buffer distance is 10 kilometers (km) or 32,808 feet.

If there is existing intersection with the specific site and another site in KEIMS, a list will be generated and you may select "Generate Feature Intersection Data".

External User KEIMS Experience



Details tab



Intersections tab

- **"Contacts" tab:** List of contact information. Fields include:
  - **Standard Personal info**: Prefix, First and Last Name, Title, Organization Name, Display Name, Email, and Phone Number(s)
  - **Standard Address:** Two address lines, City, County, State, Zip Code, Country and Address Comments.
  - **Roles:** Type of contact (billing, consultant, owner, etc.).

- **"Relations" tab:** This shows the linking of sites by a relationship type. This may include combined enforcement, a duplicated facility, related entity, or same owner.

Evaluations/Inspections-

A list of all completed evaluations/inspections at a specific site.

Authorized Users-

A list of all external users that have been granted access to the site.

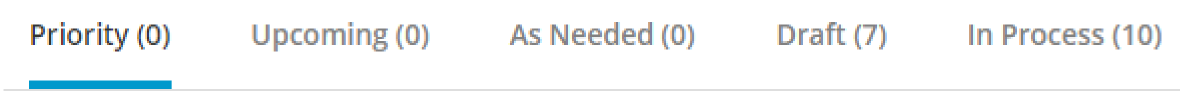
Home

This will always be the default selection upon signing into KEIMS. You may quickly jump into submitting new forms or reviewing draft and submitted forms by selecting "Browse Forms".

Dashboard

This provides a quick summary view of priority and action items. There are five tabs which breaks items out into:

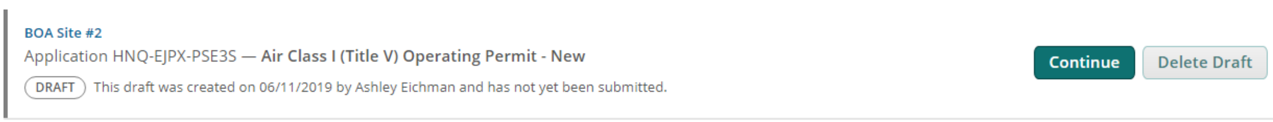
External User KEIMS Experience



- **<u>Priority:</u>** This will be the default selection. Lists high priority items, a count of how many financial items are due along with their total, and any upcoming items. Selecting the **Financials** box will take you to the *Financials* category.
- **<u>Upcoming:</u>** List of any upcoming items that are due.
- **<u>As Needed:</u>** List of any as needed items requested.
- **<u>Draft:</u>** List of all submissions that have not yet been submitted to KDHE. To continue working on the draft, select "Continue".

  If you wish to delete your draft submission, select "Delete Draft." If you select "Delete Draft", you will receive a prompt asking if you are sure if you want to delete the draft. Select "Yes" to delete, or "No" to cancel. Please note that once a draft has been deleted, it cannot be restored.

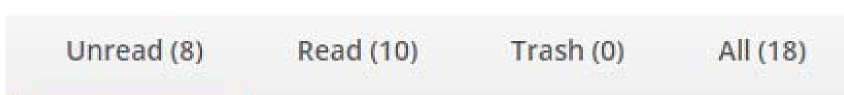
  If you select the site name link, it will open the specific site details page.



- **<u>In Process:</u>** List of all submissions that KDHE staff are working on but have not yet been completed. Contact information for KDHE staff is provided specific to the submission. If you select the site name link, it will open the specific site details page.

<u>Notifications</u>

Inbox of system notifications. Selecting a message will open a prompt on the right-hand side of the screen displaying the notification. Exit the notification by selecting "Close" or delete the notification by selecting the trashcan icon. Deleted notifications will be moved to the "**Trash**" tab.



<u>Contacts List</u>

A total summary of all contacts related to all submissions to KDHE.

<u>Apps, Requests and Reports</u>

Options for submitting a new form, continuing a draft form, viewing/revising previously submitted forms, and viewing all historically submitted forms.

External User KEIMS Experience

Permits/Registrations

List of all permits/registrations ever issued to your site(s). External users will only see historical and active permits/registrations, not including drafts. For active permits/registrations, a button will appear allowing you to select a permit/registration change form to initiate a modification, transfer, termination, renewal, etc.

Violations

A list of all violations identified at your site(s) identified through evaluations/inspections.

Compliance and Enforcement Actions

A list of all issued, entered, and inactive compliance actions that have been recorded against the site(s).

Financials

List of all charges, payments, and refunds recorded for any money-related items for the site(s).

Documents

List of all documents with a status of "Final" that have been uploaded for activities that have taken place at the site(s).

Things to Know

- **Site Granted Access.** External users are granted access to KEIMs on a site-by-site basis. You can be granted access to a site by:
    - Creating a new site (**ONLY DO SO IF THE SITE DOES NOT ALREADY EXIST AND ITS CREATION IS REQUIRED FOR YOUR SUBMISSION**);
    - KDHE staff assigning you a role to an existing site; or
    - An external user with the Administrator role has invited you as another external authorized user to their site.

- **External Users Roles.** External users have one of the following roles at each site:

    - **Viewer:** Cannot submit forms or make any edits
    - **Editor:** Can begin and submit forms
    - **Administrator:** Can begin and submit forms, can administer other external users' access to the site and change their roles. Default role assigned to external user when a new site is created.

External User KEIMS Experience

External users with the Administrator role can also invite other external parties to have access to view and submit forms for a site. To invite users to join a site:

1. Select a specific site from the Select Site Menu that you wish to invite the other external user to.
2. Select the *Authorized Users* category.
3. Select "Invite Users to Join" at the top of the screen.
4. Type the name, email, and select the role you wish to grant the other external user.
5. Select "Send Invitation".

An email will be sent to the email address provided containing a hyperlink that activates the invitation. The original external user who invited the other external user will also receive a copy of the invitation email. The email will include the inviter's email in the "CC" address to help the other external user identify who invited them to KEIMS.

If the other external user does not have an account, they will be prompted to create an account. Once doing so, they will automatically be joined to the site when their account is activated.

- **External User Certifier Rights (CROMERR).** "CROMERR" stands for the Cross-Media Electronic Reporting Rule which applies to regulated entities that report to and submit documents to EPA and to State, tribal and local governments authorized to administer EPA programs.

  Each external user can be granted certifier rights for a site. This gives the user the ability to submit CROMERR-compliant forms. For an external user to become certified, the following steps must be performed by the external user who has the Administrator role:

  1. Log into KEIMS.
  2. Select a specific site from the Select Site Menu.
  3. Select the *Authorized Users* category.
  4. Locate your account in the list of authorized users and select "Open".
  5. On the Edit User's Site Role screen, select "Request Certifier Access".
  6. You must complete and submit a Electronic Signature Agreement. The Agreement can be found at http://www.kdheks.gov/air-permit/forms/KDHE-electronic-signature-agreement.pdf.
  7. KDHE must then review and approve the request.

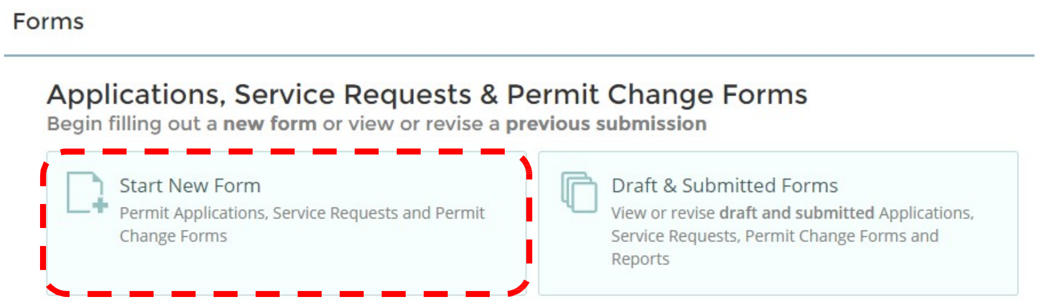
Process by Section

Air Permitting

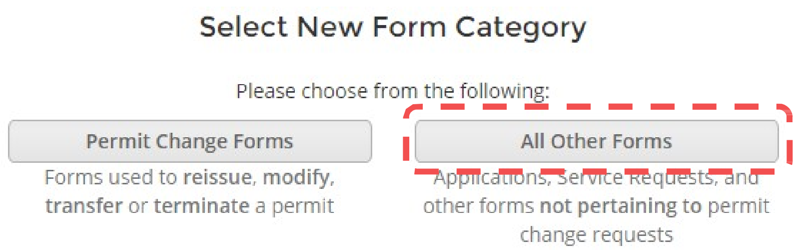
Finding Permit Applications

1. Select the *Apps, Requests and Reports* category in the left-hand navigation column.

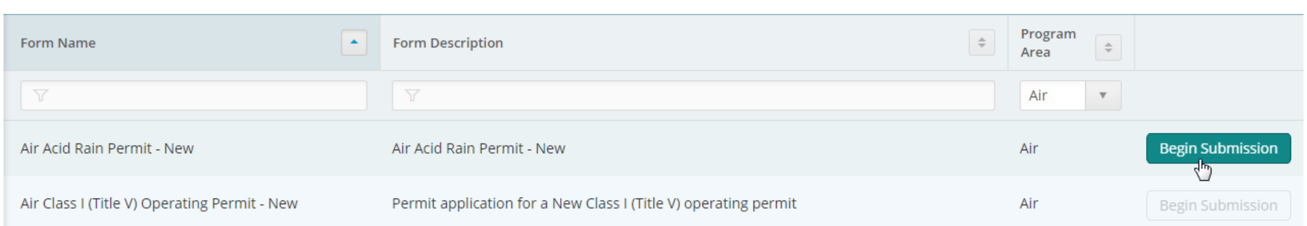
2. Select "Start New Form".



3. A prompt will appear asking you to choose either "Permit Change Forms" or "All Other Forms". Select "All Other Forms".



4. A large number of forms will be listed for multiple Bureaus. At the top of the screen, under the Program Area column, select "Air". You will now see only the BOA applications. Select an application and "Begin Submission".



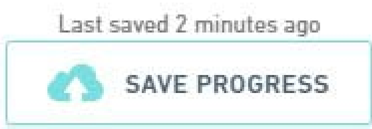
5. For new facilities, select "-Create New Site-". Type the New Site Name. Select "Begin Submission." For an existing facility select the site name from the drop down list.

Process by Section

Filling Out a Permit Application-

1. The first page of the application will provide instructions as well as BOA contact information. Select “Begin Form Entry”.

2. The left-hand side of the screen will display all sections of the application. At any point if you need to save, select “Save Progress” in the upper right-hand corner of the screen. The save box also tells you when the last save occurred. If you need to exit the form, select “Exit Form to Home” in the upper left-hand corner of the screen.



3. Make sure to fill in all applicable fields in all sections of the application. The application will check to make sure all required fields have been filled in. If you move to a new section without filling in all required fields, you will see a X icon beside the Section Name. If you have filled in all required fields in a section, you will see a checkmark icon beside the Section Name.

   Each application contains different sections. You will need to complete all required sections prior to submitting the form.

4. There are several sections within each application where you can upload documents (word, excel, pdf). Please note larger files will take longer to upload. Consider reducing the size of the report files or provide in a compressed (.zip) format.

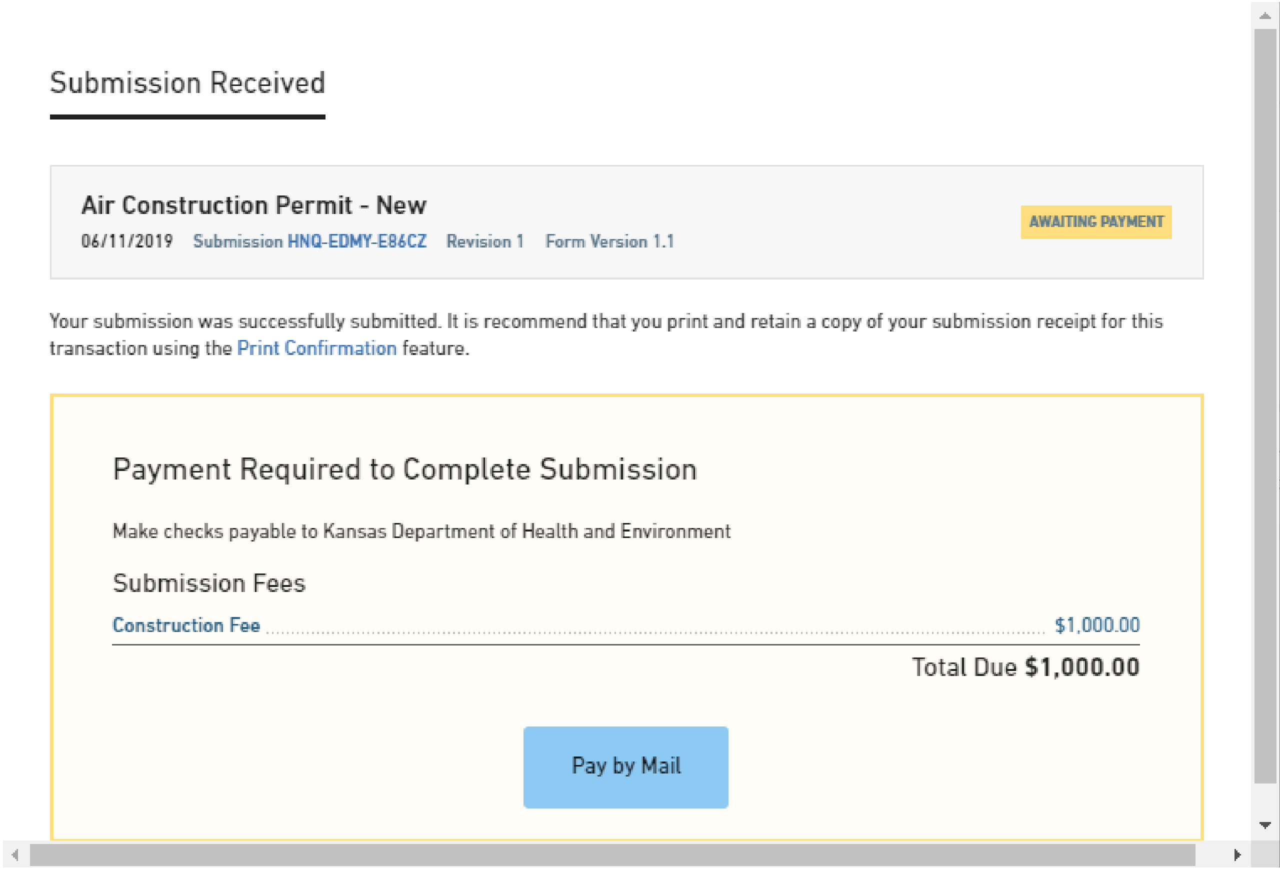
5. Once you have completed all the required sections the final steps are Review and Certify & Submit. In the *Certify & Submit* Section, you are certifying that all information provided in the application is true and correct to the best of your knowledge. If you wish to finish the application at a later time, you may select “Finish Later/Save and Exit”. Otherwise, select “Finalize Submission/Submit Form”.

6. Class I Operating Permit Applications, Acid Rain Applications, and Class II Operating Permit Applications require an electronic signature agreement on file to submit the application electronically. See CROMERR requirements on Page 15 of this document.

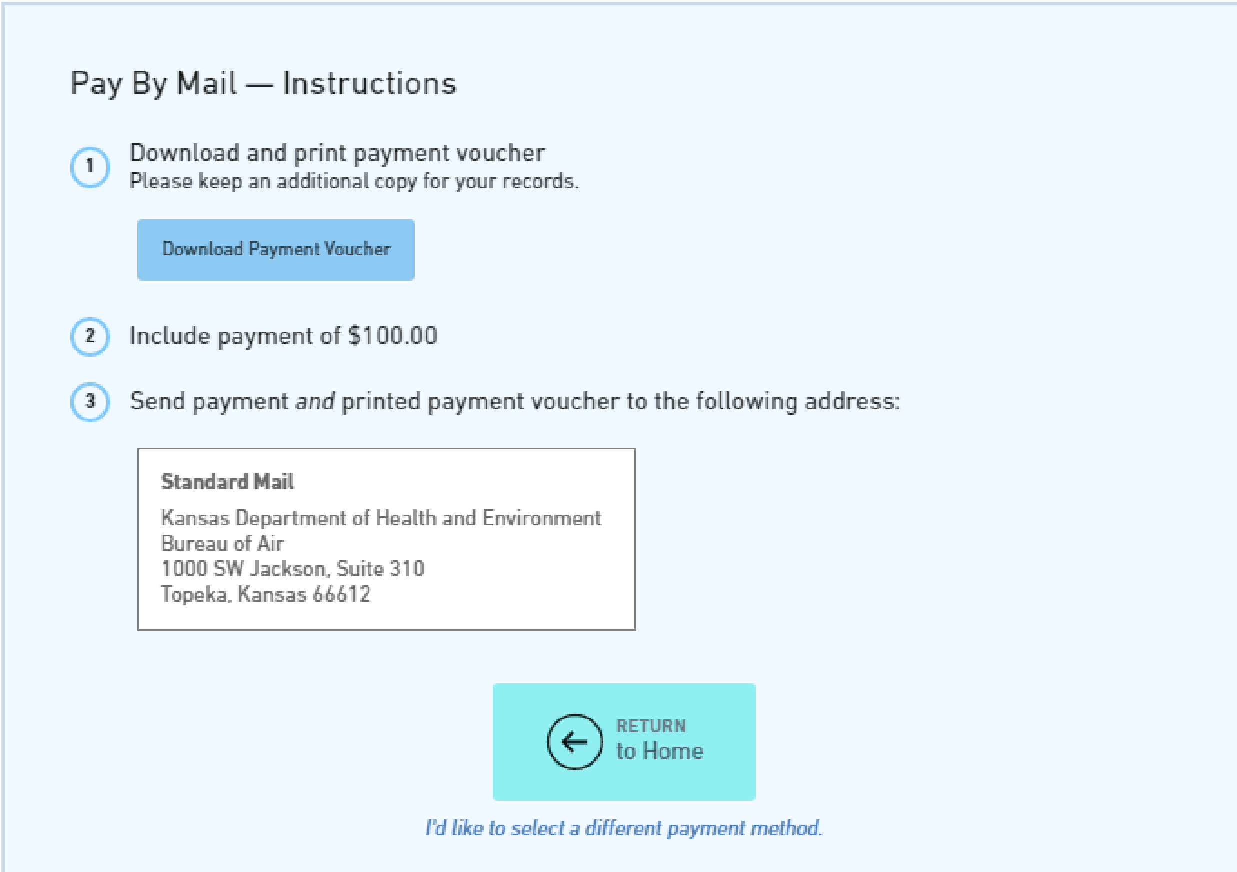
7. A prompt will appear showing that your submission has been received and is awaiting payment, along with the total amount due. Selecting “Pay By Mail” will provide instructions of how to mail your payment to BOA. The application fee can also be paid by credit card by calling 785-296-6024.

Process by Section

The submission will have its own unique 12 digit submission id number for tracking purposes.



After selecting "Pay By Mail", the first step allows you to download the Payment Voucher by selecting "Download Payment Voucher", which will be provided as a .pdf file. Once you are done, select "Return to Home".



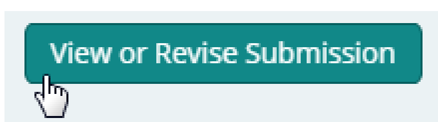
BOA staff will process your application once payment has been received and the application has been found to be complete.

After submitting your Air Permit/Approval Application-

- You can see any notifications concerning the application by selecting the *Notifications* category in the left-hand navigation column.

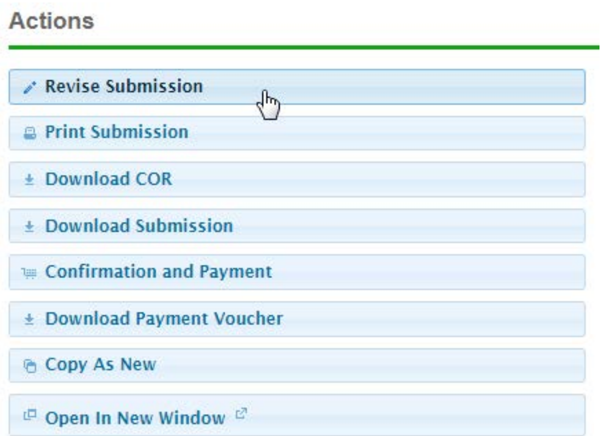
- If you'd like to check on the status of your Application, in the left-hand navigation column select the *Apps, Requests and Reports* category. Select "Draft & Submitted Forms". Applications that have not yet been assigned to a permit writer will have the status "Preprocessing". Once assigned, the status will update to "In Process".

  You may also view your submission or provide revisions by selecting "View or Revise Submission".



  This will allow you to see the application, along with any notes or instructions provided by BOA staff. BOA will notify you if revisions are necessary.

If you find you need to make revisions, select "Revise Submission". Follow and repeat the steps described in the previous *Filling Out a Permit Application* section.



Process by Section

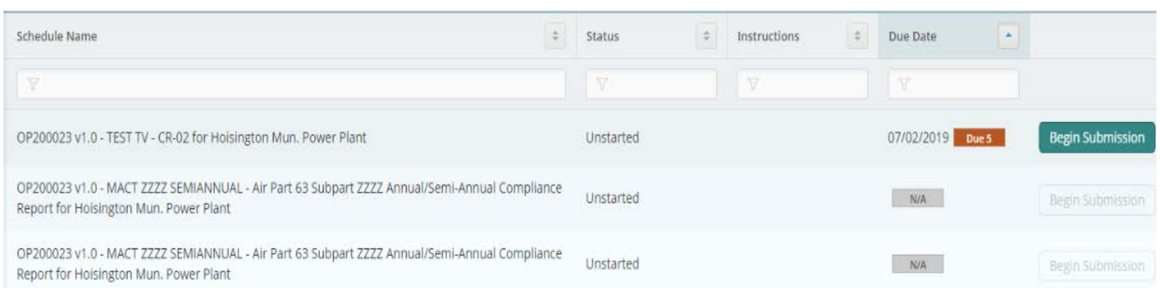
Compliance Submissions

Filling Out a Compliance Report-

1. Select the **Apps, Requests and Reports** category in the left-hand navigation column.

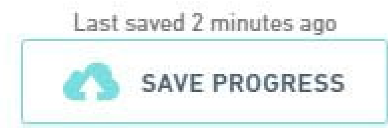
2. Select "New and Draft Assigned Forms" under the Assigned Forms and Schedules. All available report submittals will populate the screen.

3. Select "*Begin Submission*" and the operator will be able to begin the form entry.



4. Select **"Begin Form Entry"**. Please pay attention to any instructions given before beginning form entry.

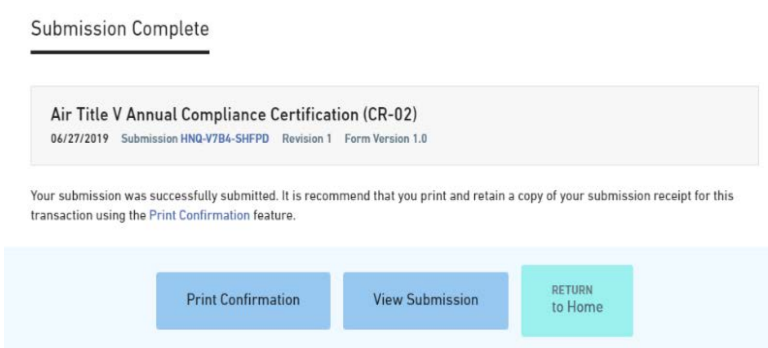
5. The left-hand side of the screen will display all sections of the application. At any point if you need to save, select "Save Progress" in the upper right-hand corner of the screen. The save box also tells you when the last save occurred. If you need to exit the form, select "Exit Form to Home" in the upper left-hand corner of the screen.



6. Make sure to fill in all applicable fields in all sections of the report. The system will check to make sure all required fields have been filled in. If you move to a new section without filling in all required fields, you will see an X icon beside the Section Name. If you have filled in all required fields in a section, you will see a checkmark icon beside the Section Name.

Once you have completed all the required sections the final steps are Review and Certify & Submit. In the Certify & Submit Section, you are certifying that all information provided in the report is true and correct to the best of your knowledge. If you wish to finish the application at a later time, you may "Finish Later/Save and Exit". Otherwise, select "Finalize Submission/Submit Form".

7. You will have the ability to either print the confirmation of submittal, view the submission, or return home.



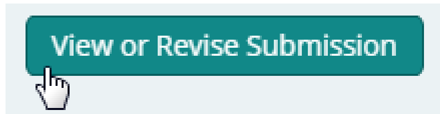
After Submitting A Report

- You can see any notifications concerning the report(s) submitted by selecting the **Notification** category in the left hand navigation column.
- If you'd like to check on the status of your Application, in the left-hand navigation column select the **Apps, Requests and Reports**. Select Submitted Reporting Forms.

Process by Section

Reports that have been received but not reviewed by BOA will be marked as so. Reports that have been reviewed will be marked as Approved or Not Approved.

Under this section, you can also view or revise a submission by selecting "View or Revise Submission"



This will allow you to see the report, along with any notes or instructions provided by the BOA staff. BOA will notify you if revisions are necessary.

If you find you need to make revisions, select "Revise Submission".