

# BER KEIMS External User Manual

Version 1.1  
Last Revised: June 25, 2019

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

# Table of Contents

<b>VERSION CONTROL .....</b>	<b>2</b>
<b>INTRODUCTION.....</b>	<b>3</b>
<b>SETTING UP YOUR ACCOUNT .....</b>	<b>4</b>
CREATING AN ACCOUNT .....	5
SIGNING IN WITH AN EXISTING ACCOUNT .....	6
THINGS TO KNOW .....	7
<b>EXTERNAL USER KEIMS EXPERIENCE .....</b>	<b>8</b>
SELECT SITE (DROP-DOWN ARROW).....	9
HOME.....	12
DASHBOARD .....	12
SUBMISSION REVISIONS.....	13
NOTIFICATIONS .....	16
CONTACTS LIST .....	17
APPS, REQUESTS AND REPORTS .....	17
PERMITS/REGISTRATIONS .....	17
VIOLATIONS.....	17
COMPLIANCE AND ENFORCEMENT ACTIONS .....	17
FINANCIALS .....	17
DOCUMENTS .....	17
THINGS TO KNOW .....	17
 <b><u>APPLICATIONS/FORMS/PERMITS/REGISTRATIONS</u></b>	
CERTIFICATE OF ENVIRONMENTAL LIABILITY RELEASE (CELR) - APPLICATION .....	19
DRY CLEANER PROGRAM – NEW REGISTRATIONS.....	24
DRY CLEANER PROGRAM – REGISTRATION RENEWALS.....	29

## Version Control

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Version	Date	Author	Notes
1.0	3/28/2019	Tiffini Wells – KDHE-BER	Initial Draft
1.1	6/25/2019	Tiffini Wells – KDHE-BER	KEIMS 2018.6 Software Upgrade

## Introduction

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The Kansas Department of Health and Environment (KDHE) Bureau of Environmental Remediation (BER) uses a web-based database management system to track information about identified contaminated sites in the State of Kansas. This system is known as the Kansas Environmental Information Management System or “KEIMS”.

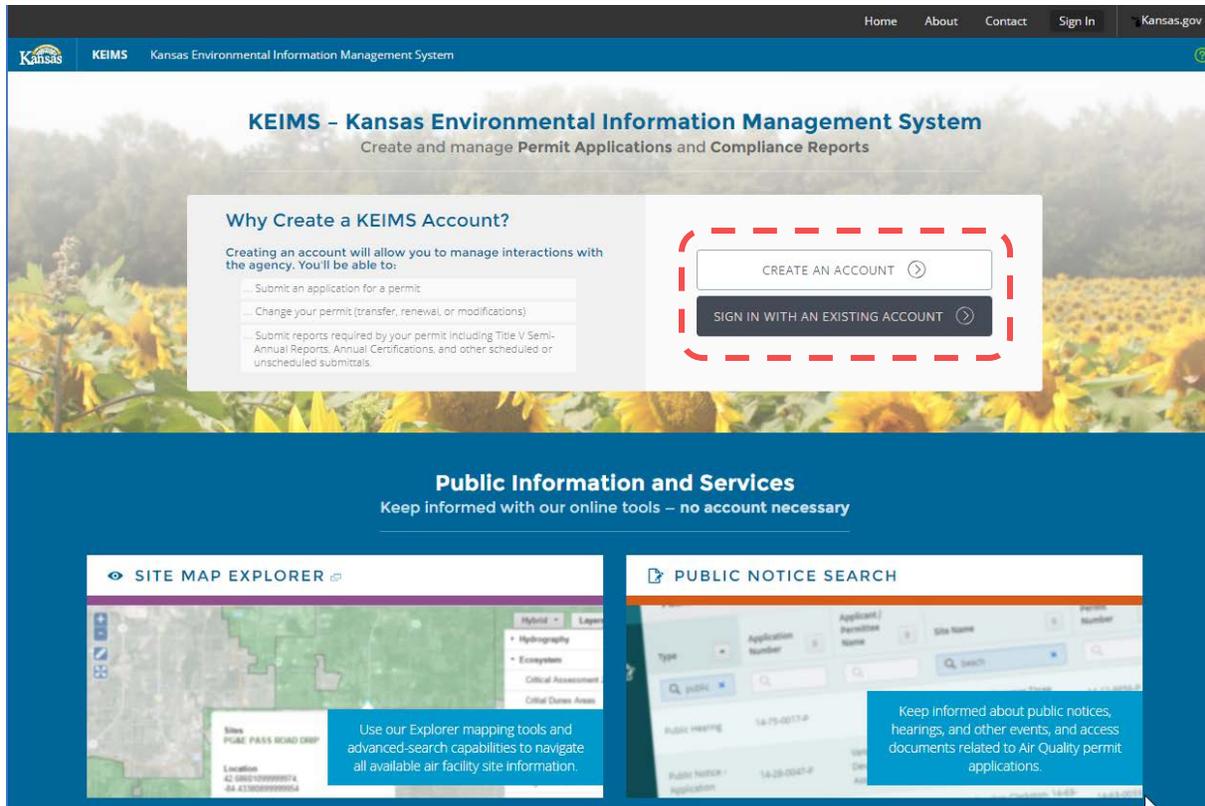
KEIMS can be accessed by both internal users (state employees) and external users (site owners, consultants, etc.) to retrieve information and documents about environmentally contaminated or potentially contaminated land in Kansas.

# Setting Up Your Account

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

External user accounts can **only** be created by an external user. 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**

Create an Account

**Account Info**

• First Name

• Last Name

• Email Address

• Confirm Email Address

• Password

• Confirm Password

Phone Number  Extension

Organization or Company Name

**Why Create an Account?**

Creating an account will allow you to manage interactions with the agency. You'll be able to:

- Submit an application for a permit
- Change your permit (transfer, renewal, or modifications)
- Submit reports required by your permit including Discharge Monitoring Reports (DMRs) and other scheduled or unscheduled submittals

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”.

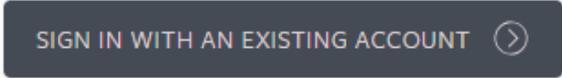


After completing these steps, all subsequent log-ins will be made by selecting “Sign In With An Existing Account”.

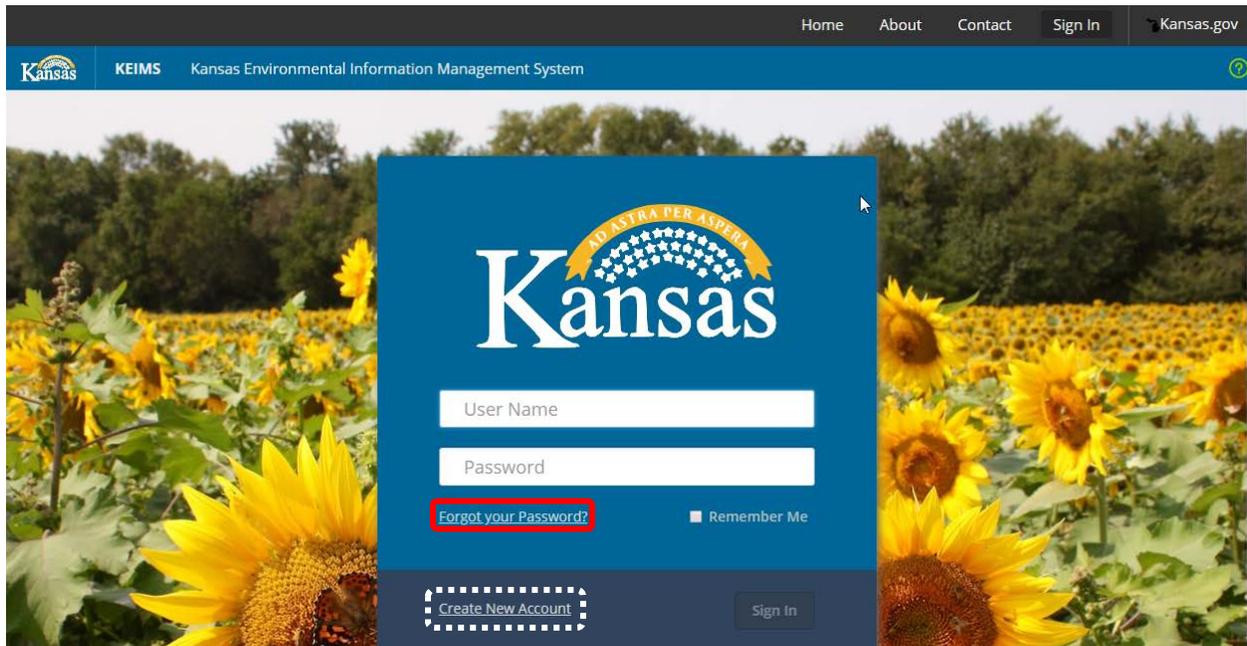
# Setting Up Your Account

## 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”.



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

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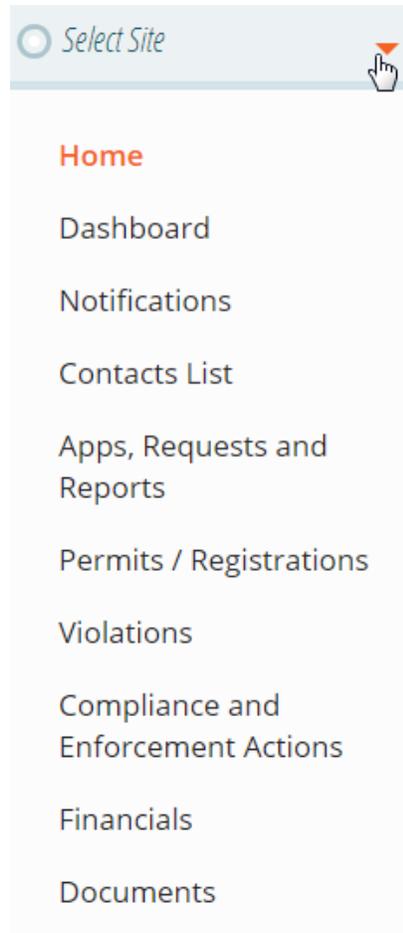
## Things to Know

- 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 BER and a BER 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 BER and having a BER 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 BER KEIMS Administrators.\*\***

## External User KEIMS Experience

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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.



- **Select Site (drop-down arrow):** Selecting the drop-down arrow will display all sites you can access.
- **Home:** Welcome page. To quickly access forms, select “Browse Forms”.
- **Dashboard:** Fast way to view which items your site(s) have listed as High Priority, financial items that are due, and any upcoming items.
- **Notifications:** Messages to let you know BER 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.
- **Details (Site Only):** Select a site first to view site information.
- **Contacts List:** Contact information for your site(s).
- **Apps, Requests and Reports:** Options here allow you to submit a new form, view a submitted form, or revise draft or submitted forms.
- **Permits/Registrations:** Lists all permits/registration for your site(s). This includes historic permits/registrations and permits/registrations currently in effect.
- **Evaluations/Inspections (Site Only):** Select a site first to view list of evaluations/inspections.
- **Violations:** List of violations, when non-compliance has been noted, the violation status, and during which type of Inspection the violation is noted from.
- **Compliance and Enforcement Actions:** List of cited compliance and enforcement actions.
- **Financials:** List of all financial items. You can view which items are due, which items have been paid, and which items are being refunded.
- **Documents:** List of documents related to your site(s), including documents related to the site’s submissions, compliance actions, inspections.
- **Authorized Users (Site Only):** List of external users authorized to access site information.

# External User KEIMS Experience

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## 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:

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- **Details-**

Once you have selected a specific site, there are four (4) main tabs to choose: Details, Site Plan, Contacts, and Relations.



1) **Details:** 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 (if applicable):** Other classifications that may apply.
- **Site Managers:** 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.

## External User KEIMS Experience

- **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:** Status used when a site is merged into another site. The source site record is retained by 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.

2) **Site Plan:** A mapping feature tool for viewing points of interest related to a specific site.

### Toolbar



: Search for address location.

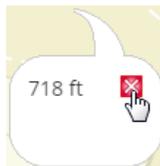


: Get Intersect data.



: Measure length (line) on the map (feet). To start measuring, single-click your starting point on the map, measure your needed distance, then double-click to finish the line. The length of the line will be calculated for you.

To delete the line, select the small “x” near the line length.



: Measure area (polygon) on the map (feet<sup>2</sup>). To start measuring, single-click your starting point on the map, measure your needed shape (requires at least three points), then double-click to finish the polygon. The area will be calculated for you.

To delete the polygon, select the small “x” near the polygon area.

## External User KEIMS Experience

: Zoom in.

: Zoom out.

: Select the map layers. Select your Base Layer, which offers either a street or satellite view. Select your Map Layers, which includes BASE, boundary, infrastructure, satellite, or transportation. Unselect the layers by clicking on the layer a second time.

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”.

**Edit Feature**

Detail Intersections

Identifier  
01

Description  
Site Location

Type  
Site Location

Collection Method  
Address Geocode

Location Verified

Coordinate Data (Lat Long)  
39.04520 -95.67690

**Details tab**

**Edit Feature**

Detail Intersections

Buffer  
0 Feet ▼

Apply

Clear

Generate Feature Intersection Data

**Intersections tab**

## External User KEIMS Experience

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- 3) **Contacts:** List of contact information. You may add a new contact by selecting “Add Contact”. You may choose to copy information from an already existing contact by selecting that contact from the drop-down selection, OR create a new contact by selecting “Create New Contact”. Fields include:
- Standard Personal info:** Prefix, First and Last Name, Title, Organization Name, Display Name (*required*), 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.) (*required*).
- 

- 4) **Relations:** This shows the linking of sites by a relationship type. This may include combined enforcement, a duplicated facility, related entity, or same owner.
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- **Evaluations/Inspections-**

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

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- **Authorized Users-**

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

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## 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”.

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## Dashboard

This provides a quick summary view of priority and action items. There are five (5) tabs which breaks items out into:

**Priority (0)**      **Upcoming (0)**      **As Needed (0)**      **Draft (7)**      **In Process (10)**

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- 1) **Priority:** This will be the default selection. Lists high priority items, a count of how many financial items are due along with their total(s), and any upcoming items. Selecting the **Financials** box will take you to the *Financials* category.

# External User KEIMS Experience

**HIGH PRIORITY**

Tiff's Test Site - KEIMS 2018.6 Upgrade  
Application HNP-DJ50-68EM4 — (CELR) Application for Environmental Lia...

**ON HOLD - ACTION NEEDED** The submission was received on 04/30/2019. Your submission review has been completed and it was determined that your application could not be considered administratively complete. Your application cannot be processed further without additional and/or corrected information. Please click the open button on the form to review the corrections necessary to make the application complete. You will then need to revise and resubmit the form.. Contact Tiffini Wells at (785) 296-6379 or tiffini.wells@TESTks.gov with questions.

**Open**

**FINANCIALS**

<b>3</b> FINANCIALS	<b>\$3,700.00</b> TOTAL DUE
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**UPCOMING**

No items

**Submissions requiring your attention or needed revisions will be listed as a high priority. Select “Open” to be taken to a page that will allow you to provide revisions, view any provided KDHE comments, and submit the revised version of the document back to KDHE. Instructions for submitting revisions are provided below.**

## SUBMISSION REVISIONS

**KEIMS** Kansas Environmental Information Management System

**(CELR) Application for Environmental Liability Release**  
ID # HNP-DJ50-68EM4

**Summary** | **Review**

**FORM ALIAS** (CELR) Application for Environmental Liability Release  
**FORM STARTED** 2019-04-30 1:04 PM by Tiffini Wells  
**FORM SUBMITTED** 2019-04-30 1:07 PM by Tiffini Wells  
**SUBMISSION ID #** HNP-DJ50-68EM4  
**FEE** \$700.00 (Due)

**Documents & Attachments**

ALL (1)	SYSTEM-GENERATED (0)	ADDED BY PROCESSOR (0)	SUBMISSION ATTACHMENTS (1)
<b>KS CELR_notary 2019-005.pdf</b> Attached to Submission by Tiffini Wells 2019-04-30 1:07 PM <b>SUBMISSION ATTACHMENT</b> Section: Notarized Signature Control: Signature Page			

**Revise**  
Processors have flagged issues with your submission. In order for your submission to be processed, you will need to revise with corrections for these issues.

**Status** SUBMITTED

**Print**

**Download**

**Copy as New**

**View Confirmation**

On the left-hand side of the screen, you will see that the “Summary” tab is selected by default. The Summary screen will show you information about your submission, along with a selection of action buttons based on your needs. Selecting the file link under “Documents & Attachments” will open a .pdf file of the submission attachments. Selecting the “Review” tab will allow you to review the submission itself (*read-only*).

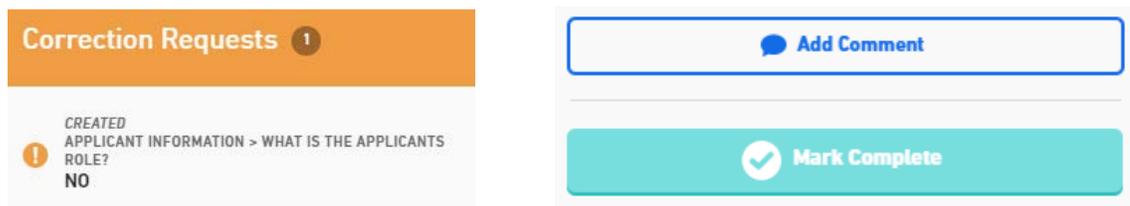
**Revise**  
Processors have flagged issues with your submission. In order for your submission to be processed, you will need to revise with corrections for these issues.

On the right-hand side of the screen in the top corner is the “Revise” button. You must select “Revise” in order to begin revising your submission. You will receive a prompt asking if you want to revise the form. Select “OK” to begin revising the form. Select “Cancel” if you do not wish to revise the form.

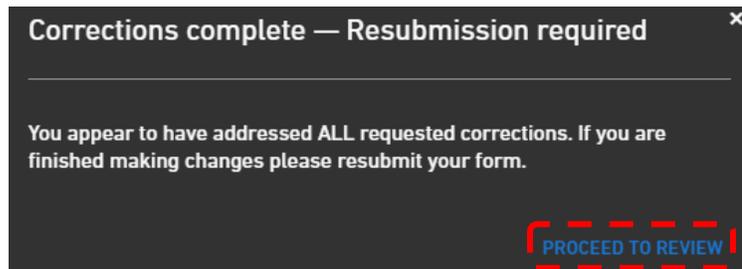
## External User KEIMS Experience

After selecting “OK”, the submission will be open and editable, and you will be able to navigate through the various sections making revisions or clarifications as needed. On the left-hand side of the screen, you may select the “Sections” tab to provide a breakdown of the submission’s sections and allow you to quickly jump to whichever section you wish or need to revise.

On the right-hand side of the screen, if BER staff provided questions or comments, you may select “Correction Requests”, which will automatically take you to the specific revision(s) needed in question. You will be able to see when BER requested the revision or clarification and may add additional commentary by selecting “Add Comment”, if needed. After typing your comments, select “OK” to save your comments, or “Cancel”. If you wish to revise the comment after having already selected “OK” you may select the pencil icon to make your comment editable. To delete the comment, you may select the trashcan icon. You will receive a prompt requesting if you wish to delete the comment. Select “OK” to delete, or select “Cancel” to leave the comment. After revising the field in question, select “Mark Complete”.



Once all the required corrections have been made, you will receive a prompt instructing you to resubmit your form. Select “Proceed to Review”.



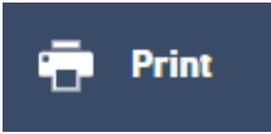
You will be able to review the submission in its entirety. Select “Certify & Submit” then “Finalize Submission Submit Form” to resubmit to KDHE.

**This process can be repeated as many as needed to revise the submission.**

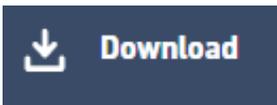
# External User KEIMS Experience



Back in the “Summary tab” on the right-hand side of the screen, the “Status” box displays the status of your submission. Select the clock icon to view the history of the submission.



Selecting “Print” will allow you the options to print the submission along with the option to print Correction Requests, History, Audit, Revision History, and Status. All options are selected by default. After choosing your options, select “Print”.



Selecting “Download” will allow you to download the original submission, or the Copy of Record.

### Download Submission

Generates a PDF copy of the submission, optionally including form input, status history, and other data.

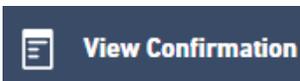
### Download Copy of Record

Your submission's "receipt"—containing a full copy of your submission data, signed and dated with an SSL watermark.

Selecting “Download Submission” will allow you to download the original submission along with the option to include the Table of Contents, Correction Requests, History, Audit, Revision History, Status, or Attachments. Select “Generate PDF” to create the .pdf file.



Selecting “Copy as New” will open a prompt asking if you would like to copy the properties of this submission as a new form. Select “OK” to copy of the submission or select “Cancel” to back out of the action. At this time, please do not use this feature.

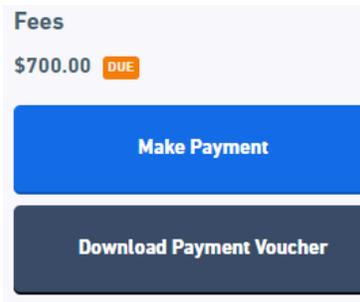


Selecting “View Confirmation” will open a window listing the submission and payment information. Select the blue X in the upper-right hand corner to close out the window.



Selecting “Correction Requests” will take you to the “Review” tab and will highlight the area of the submission indicating where BER staff has requested revisions or clarifications. This feature is read-only.

## External User KEIMS Experience



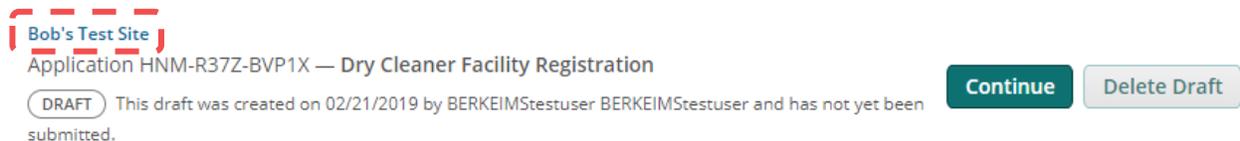
Under “Fees”, selecting “Make Payment” will open a window listing the submission and payment information. Select “Pay by Mail” for payment instructions.

Selecting “Download Payment Voucher” will generate a .pdf file of the payment voucher generated for your submission.

- 
- 2) **Upcoming:** List of any upcoming items that are due.
  - 3) **As Needed:** List of any as needed items requested.
  - 4) **Draft:** 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.



- 
- 5) **In Process:** 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. If you select “Open”, you will be taken to a page that will allow you to provide revisions to your submission, and resubmit the newer version of the submission to KDHE (as described above).



## Notifications

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.



# External User KEIMS Experience

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## Contacts List

A total summary of all contacts related to all submissions to KDHE. To add a new contact, follow instructions provided above in *Details > Contacts*.

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## Apps, Requests and Reports

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

## 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.

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## Violations

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

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## Compliance and Enforcement Actions

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

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## Financials

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

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## Documents

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

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## 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:
  1. Creating a new site (**ONLY DO SO IF THE SITE DOES NOT ALREADY EXIST AND ITS CREATION IS REQUIRED FOR YOUR SUBMISSION**);
  2. KDHE staff assigning you a role to an existing site; or

## External User KEIMS Experience

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3. 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:
    1. **Viewer:** Reading permissions only. Cannot submit forms or make any edits.
    2. **Editor:** Reading and submission permissions. Can create and submit forms.
    3. **Administrator:** Reading and submission permissions, create and submit forms, 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 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:

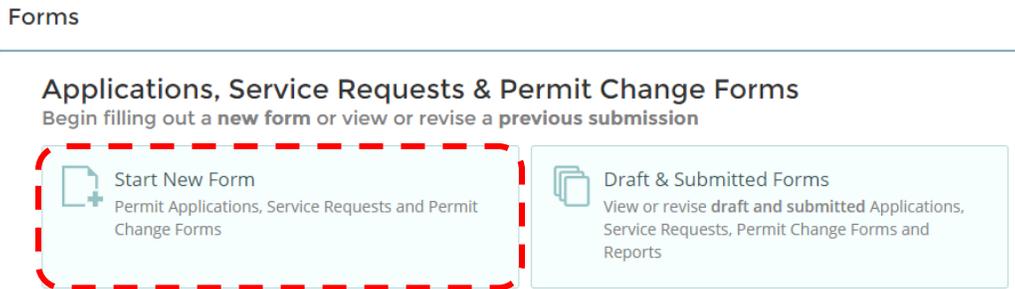
1. Log into KEIMS.
2. Select a specific site from the Select Site Menu.
3. Select the *Authorized Users* category.
4. Locate your account in the list of authorized users and select "Open".
5. On the Edit User's Site Role screen, select "Request Certifier Access". The Certifier Status will read "Pending".
6. KDHE must then review and approve the request.

# Process by Program

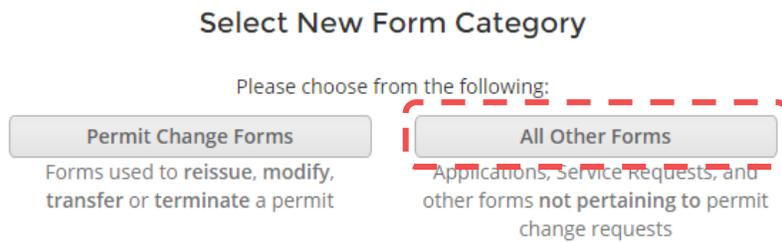
## Certificate of Environmental Liability Release (CELR) - Application

### Finding the CELR Application-

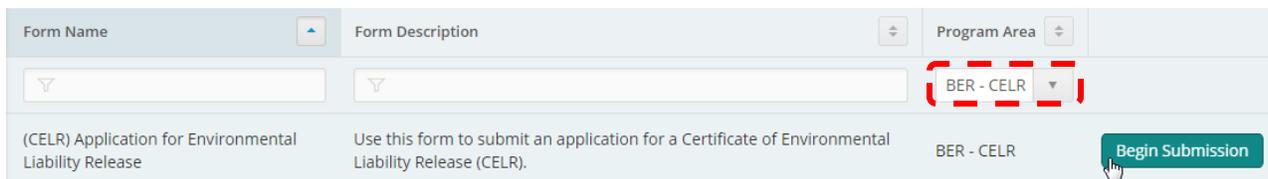
1. Select the *Apps, Requests and Reports* category in the left-hand navigation column.
2. Select “Start New Form”.



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. At the top of the screen, under the Program Area column, select “BER – CELR”. You will see the CELR Application listed. Select “Begin Submission”.



5. For new CELR Applications, select “-Create New Site-”. The prompt will ask for a New Site Name. **Type the CELR Applicant Name; this will be the person or entity receiving the CELR.** Select “Begin Submission.”

# Process by Program

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## Filling Out the CELR Application-

1. The first page of the application will provide instructions as well as BER 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.



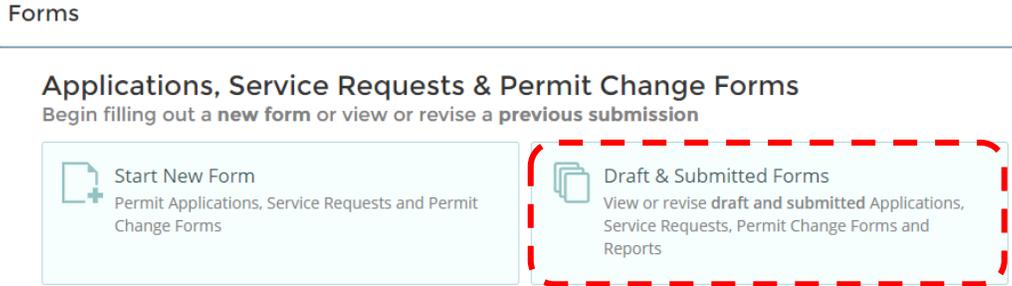
The CELR Application Sections include:

- Application Type
  - Applicant Information
  - Property Information
  - Property Ownership
  - Conflicts, Agreements, and Indemnification
  - Contamination and Documentation
  - Conditions
  - Notarized Signature
  - Review
  - Certify & Submit
4. In the *Contamination and Documentation* Section, you can attach reports. Note that attaching files with a total combined size of 40 megabytes (mb) or more will take longer to upload or the attachment may fail. Consider reducing the size of the report files or provide in a compressed (.zip) format.
  5. In the *Notarized Signature* Section, select the “Notary/Signature Page” hyperlink. A new window will open. Print, fill out, sign, and notarize the Environmental Liability Release Application Signature Form. This will require you to save your application progress and return to submit your application at a later date. Select “Save Progress” in the upper right-hand corner of the screen.
  6. Once you have your form notarized, you will need to return to your draft CELR application. Log back into KEIMS. Select the *Apps, Requests and Reports* category in the left-hand navigation column.

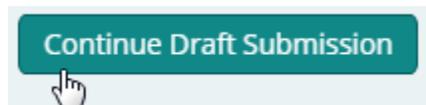
# Process by Program

---

7. Select “Draft & Submitted Forms”.



8. Locate the CELR application. Its status will be “Draft”. Select “Continue Draft Submission”.



If you wish to delete your draft, you may select the trash can icon. 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.

9. Once the application has opened, return to the *Notarized Signature* Section. Upload the form. The CELR application will not be considered complete until you have done so.
10. Review your submission. You may choose to print your draft submission by selecting “Print Preview”. Otherwise, select “Certify & Submit”.



11. 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”.
12. 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 BER.

# Process by Program

## Submission Received

(CELR) Application for Environmental Liability Release  
3/22/2019 2:23 pm Submission HNN-E89R-CC4DV Revision 1 Form Version 3.7

AWAITING PAYMENT

A confirmation has been emailed to you at BERKEIMStestuser@TESTgmail.com.

### Payment Required to Complete Submission

Make checks payable to Kansas Department of Health and Environment

Submission Fees

Fee .....	\$700.00
<b>Total Due \$700.00</b>	

Pay by Mail

- 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”.

### Pay By Mail — Instructions

- 1 Download and print payment voucher**  
Please keep an additional copy for your records.  
Download Payment Voucher
- 2 Include payment of \$700.00**
- 3 Send payment and printed payment voucher to the following address:**  

Standard Mail  
KDHE-BER  
Attn: Teresa Hattan  
1000 SW Jackson, Suite 410  
Topeka, KS 66612

RETURN to Home

*I'd like to select a different payment method.*

- BER staff will process your CELR application once payment has been received, the application has been found to be complete, and you have provided the notarized Environmental Liability Release Application Signature Form.

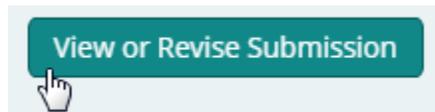
## Process by Program

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### After submitting your CELR 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 CELR Application, in the left-hand navigation column select the *Apps, Requests and Reports* category. Select "Draft & Submitted Forms". CELR applications that have not yet been assigned to a BER staff member 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 BER staff that require your action or attention, revise the application if needed, and resubmit it to KDHE.

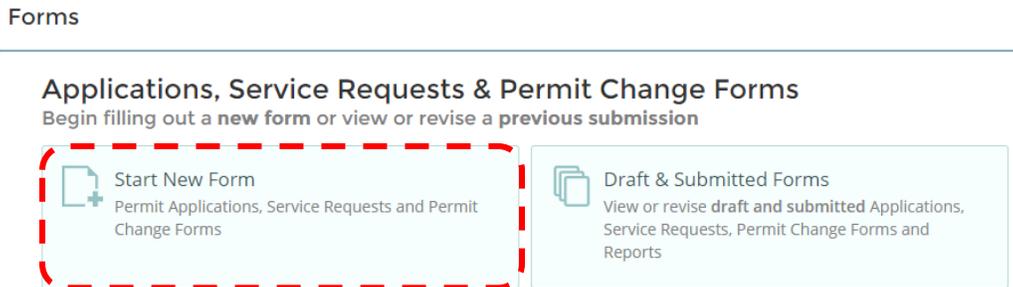
Please follow the instructions provided in *Dashboard > Priority > Submission Revisions* to complete this task.

# Process by Program

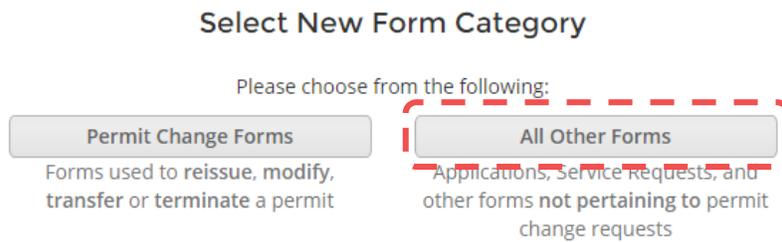
## Dry Cleaner Program – New Registrations

### Finding the New Registration Form-

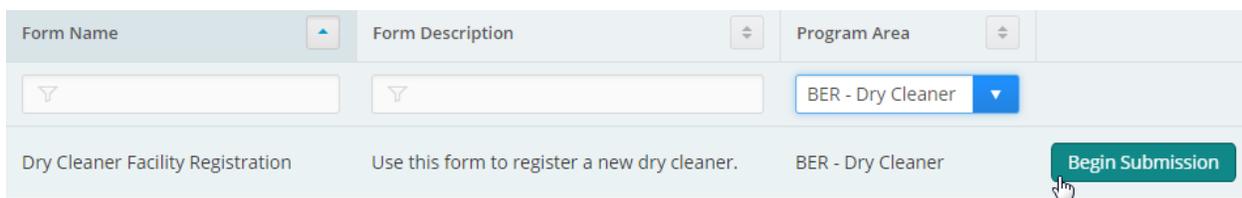
1. Select the *Apps, Requests and Reports* category in the left-hand navigation column.
2. Select “Start New Form”.



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. At the top of the screen, under the Program Area column, select “BER – Dry Cleaner”. You will see the Dry Cleaner Facility Registration listed. Select “Begin Submission”.



5. If you have more than one site, a prompt will appear asking you to select a site. If the Dry Cleaner Facility Registration will be placed on a facility that has never registered before, select “-Create New Site-”. The prompt will ask for a New Site Name. **Here, you will type the Dry Cleaner Facility’s Name.** Then select “Begin Submission”.

# Process by Program

## Filling Out the New Registration Form-

1. The first page of the application will provide instructions as well as BER 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 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.



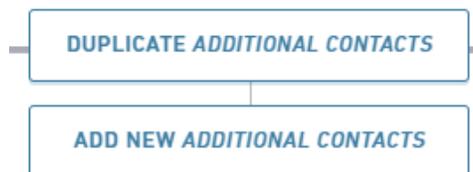
3. Make sure to fill in all applicable fields in all sections of the application. The application will check to make sure all required fields have been filled in. If you move to a new section without filling in all required fields, you will see a X icon beside the Section Name. If you have filled in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



The Dry Cleaner Facility Registration Sections include:

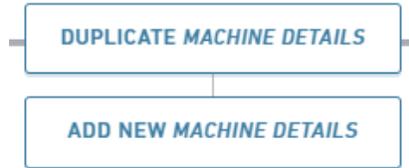
- Processing Info
- Applicant Information
- Additional Contacts
- Facility Owner Details
- Facility Information
- Machine Details
- Solvent Details
- Review
- Certify & Submit

4. In the *Additional Contacts* Section, you can provide as many contacts as applicable. To add more than one contact, select “Add New Additional Contacts”. If you have a contact that has multiple roles, you can select “Duplicate Additional Contacts” and change the contact role on the duplicated record. **DO NOT FORGET TO FILL OUT INFORMATION FOR THE INSPECTION CONTACT ROLE.**



## Process by Program

- In the *Machine Details* Section, if the facility has more than one machine, you may select “Add New Machine Details” if the machines are different, or “Duplicate Machine Details” if the machines are similar. If you select “Duplicate Machine Details”, you will still need to provide a different Machine Number.



- Review your submission. You may choose to print your draft submission by selecting “Print Preview”. Otherwise, select “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”.
- 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 BER.

### Submission Received

**Dry Cleaner Facility Registration** AWAITING PAYMENT

3/25/2019 10:51 am Submission HNN-H6X0-XAJVT Revision 1 Form Version 5.4

A confirmation has been emailed to you at [BERKEIMStestuser@TESTgmail.com](mailto:BERKEIMStestuser@TESTgmail.com).

**Payment Required to Complete Submission**

Make checks payable to Kansas Department of Health and Environment

Submission Fees

Registration Fee .....	\$100.00
<b>Total Due \$100.00</b>	

Pay by Mail

## Process by Program

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- 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”.

### Pay By Mail — Instructions

- 1 **Download and print payment voucher**  
Please keep an additional copy for your records.

[Download Payment Voucher](#)

- 2 **Include payment of \$100.00**

- 3 **Send payment *and* printed payment voucher to the following address:**

Standard Mail  
KDHE-BER  
Attn: Teresa Hattan  
1000 SW Jackson, Suite 410  
Topeka, KS 66612

[RETURN  
to Home](#)

*I'd like to select a different payment method.*

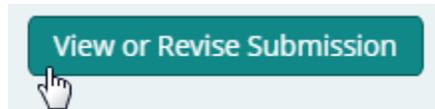
## Process by Program

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### After submitting your New Registration Form-

- You can see any notifications concerning the registration by selecting the *Notifications* category in the left-hand navigation column.
- If you'd like to check on the status of your New Registration, in the left-hand navigation column select the *Apps, Requests and Reports* category. Select "Draft & Submitted Forms".

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 BER staff that require your action or attention, revise the application if needed, and resubmit it to KDHE.

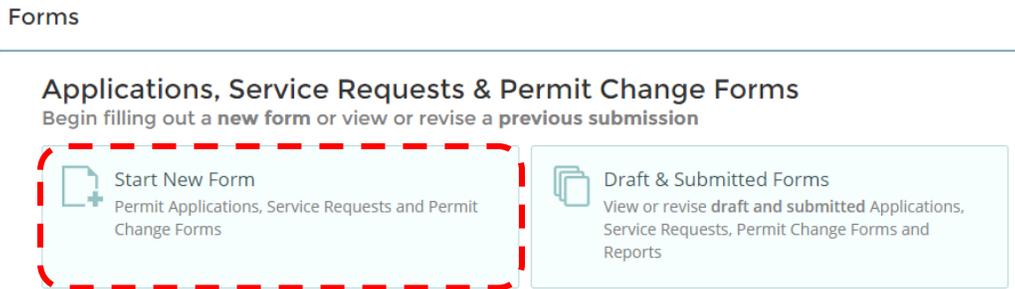
Please follow the instructions provided in *Dashboard > Priority > Submission Revisions* to complete this task.

# Process by Program

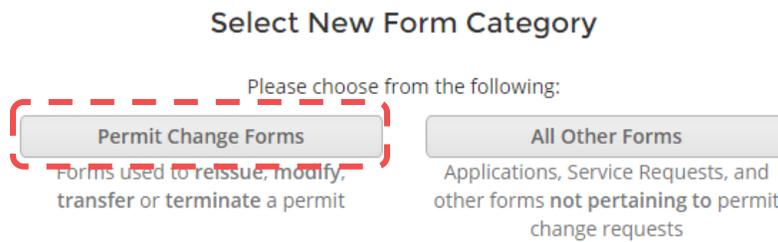
## Dry Cleaner Program – Registration Renewals

### Finding the Registration Renewal Form-

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 “Permit Change Forms”.



4. A list of permitted/registered sites accessible by your user account will be provided. Select the right Site Name and Permit Number, making sure the Form Name reads “Dry Cleaner Facility Registration Renewal”. Select “Begin Permit Change Submission”.

Relates To	Permit Number	Form Name	Form Description	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Tiff's Test Site - Release 1	DC-1586 v3.0	Dry Cleaner Facility Registration Renewal	Use this form for the yearly renewal of your dry cleaner registration.	<a href="#">Begin Permit Change Submission</a>

**\*\*Important Note: A Renewal cannot be performed or submitted unless the Dry Cleaner Facility is registered FIRST. If you need to register your facility, please see the *Dry Cleaner Program - New Registrations* Section of this document.\*\***

# Process by Program

## Filling Out the Registration Renewal Form-

1. The first page of the application will provide instructions as well as BER 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 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.



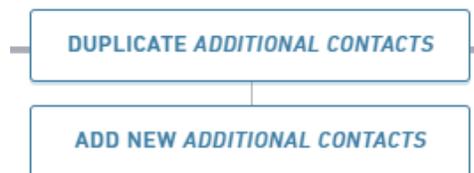
3. Make sure to fill in all applicable fields in all sections of the application. The application will check to make sure all required fields have been filled in. If you move to a new section without filling in all required fields, you will see a X icon beside the Section Name. If you have filled in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



The Dry Cleaner Facility Registration Renewal Sections include:

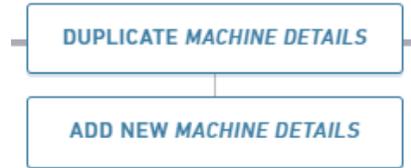
- Processing Info
- Registration Information
- Additional Contacts
- Facility Owner Details
- Facility Information
- Machine Details
- Solvent Details
- Review
- Certify & Submit

4. In the *Additional Contacts* Section, you can provide as many contacts as applicable. To add more than one contact, select “Add New Additional Contacts”. If you have a contact that has multiple roles, you can select “Duplicate Additional Contacts” and change the contact role on the duplicated record. **DO NOT FORGET TO FILL OUT INFORMATION FOR THE INSPECTION CONTACT ROLE.**



## Process by Program

- In the *Machine Details* Section, if the facility has more than one machine, you may select “Add New Machine Details” if the machines are different, or “Duplicate Machine Details” if the machines are similar. If you select “Duplicate Machine Details”, you will still need to provide a different Machine Number.



- Review your submission. You may choose to print your draft submission by selecting “Print Preview”. Otherwise, select “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”.
- 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 BER.

### Submission Received

**Dry Cleaner Facility Registration Renewal** AWAITING PAYMENT

3/25/2019 11:17 am Submission HNN-H7H7-9CAVN Revision 1 Form Version 3.4

A confirmation has been emailed to you at [BERKEIMStestuser@TESTgmail.com](mailto:BERKEIMStestuser@TESTgmail.com).

**Payment Required to Complete Submission**

Make checks payable to Kansas Department of Health and Environment

Submission Fees

Renewal Fee .....	\$100.00
<hr/>	
<b>Total Due \$100.00</b>	



## Process by Program

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- 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”.

### Pay By Mail — Instructions

- 1 **Download and print payment voucher**  
Please keep an additional copy for your records.

[Download Payment Voucher](#)

- 2 **Include payment of \$100.00**

- 3 **Send payment *and* printed payment voucher to the following address:**

Standard Mail  
KDHE-BER  
Attn: Teresa Hattan  
1000 SW Jackson, Suite 410  
Topeka, KS 66612

[RETURN  
to Home](#)

*I'd like to select a different payment method.*

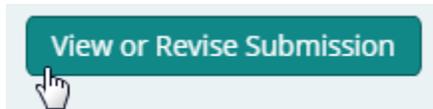
## Process by Program

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### After submitting your Registration Renewal Form-

- You can see any notifications concerning the registration by selecting the *Notifications* category in the left-hand navigation column.
- If you'd like to check on the status of your New Registration, in the left-hand navigation column select the *Apps, Requests and Reports* category. Select "Draft & Submitted Forms".

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 BER staff that require your action or attention, revise the application if needed, and resubmit it to KDHE.

Please follow the instructions provided in *Dashboard > Priority > Submission Revisions* to complete this task.