KEIMS

Aboveground Storage Tank Annual Registration and Permit Renewal

GUIDE

KEIMS
KANSAS ENVIRONMENTAL INFORMATION MANAGEMENT SYSTEM
Kansas Department of Health and Environment

Application Period: October 1 - December 31

November 2025

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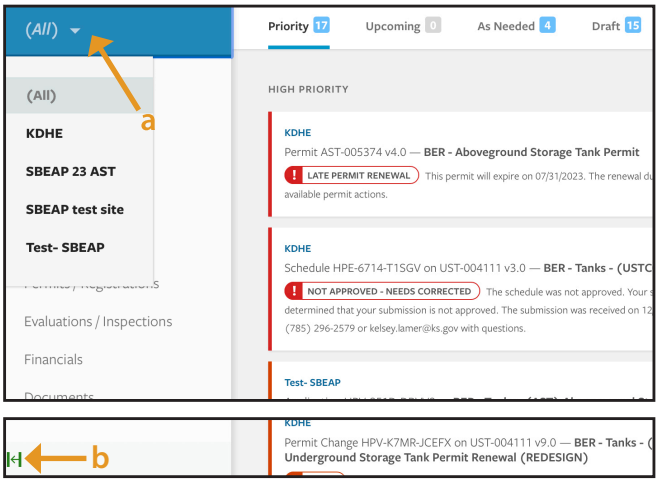
Introduction

This guide will demonstrate how to complete the annual registration and permit renewal for Aboveground Storage Tanks, or ASTs, in Kansas. This is to renew an existing AST permit. Applying for a permit for a new or existing unpermitted AST is a separate form. If there are any modifications related to the tank—such as a change in ownership, product type or updates to contact information—you will need to submit an AST Change Form through KEIMS. The ***AST Change Form Visual Guide*** can help with this process. It, and other helpful KEIMS guides, can be found at www.sbeap.org/KEIMS.

Logging In

First, log in to KEIMS and select your site. You can access KEIMS through the BER KEIMS page. If you need instructions on logging in or linking a site to your account, see the ***KEIMS General Overview Visual Guide***. It, and other helpful KEIMS guides, can be found at www.sbeap.org/KEIMS. To select your site, click the blue box on the lefthand side, near the top of the page (a). It will either be showing *(All)* or the name of one of your sites. Once you click the box, a dropdown menu will appear, and you can select a site.

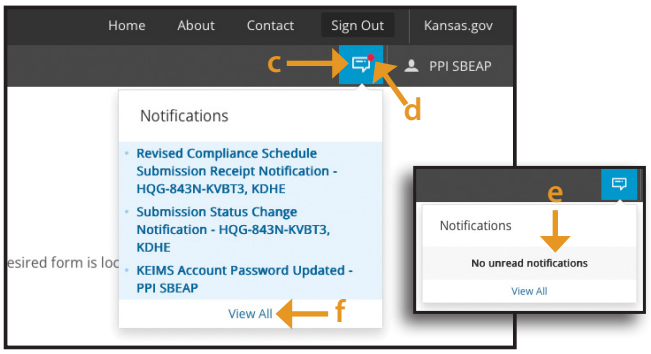
In the bottom left corner of the Home page, there is an expand/collapse arrow for the left menu (b). This feature is helpful if you are accessing KEIMS on a smaller/mobile screen.

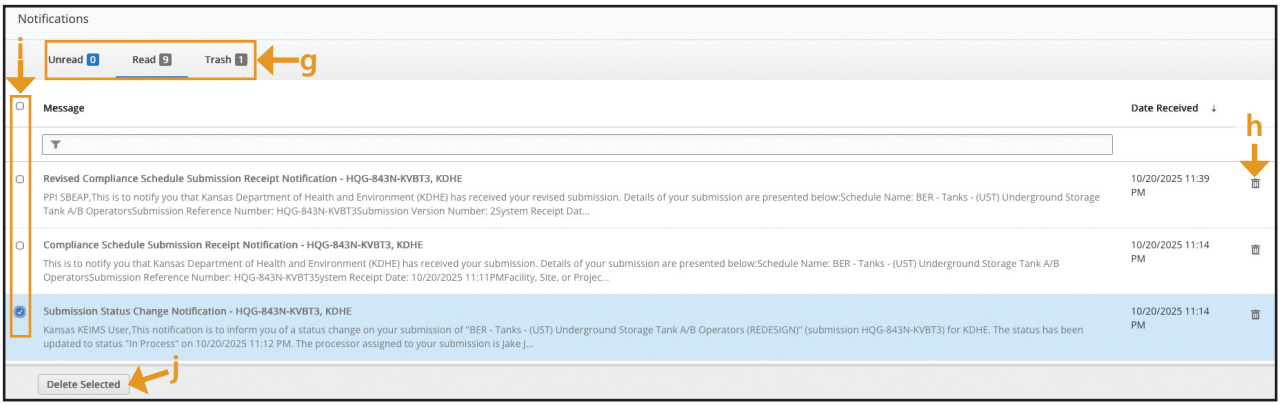


It is the AST owner/manager's responsibility to ensure the information provided in the application is correct. KDHE discourages the sharing of KEIMS login credentials.

Notifications

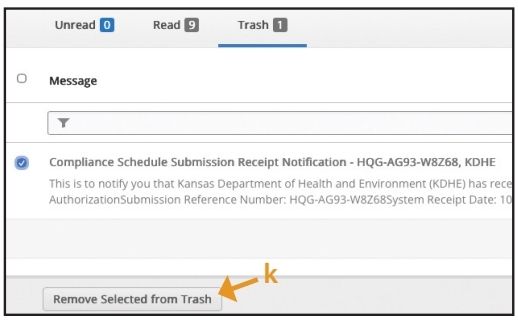
In the upper right corner, to the left of the display name for your account, you will see the ***Notifications icon*** (c). These are notifications of messages sent from KDHE that are relevant to your facility. If you have unread messages, you will see a red dot next to the icon (d). If you don't have new messages, there will be no red dot and it will display ***No unread notifications*** (e). To view notifications, click the ***Notifications icon*** and click the subject of an individual message or ***View All*** (f) to see all messages.



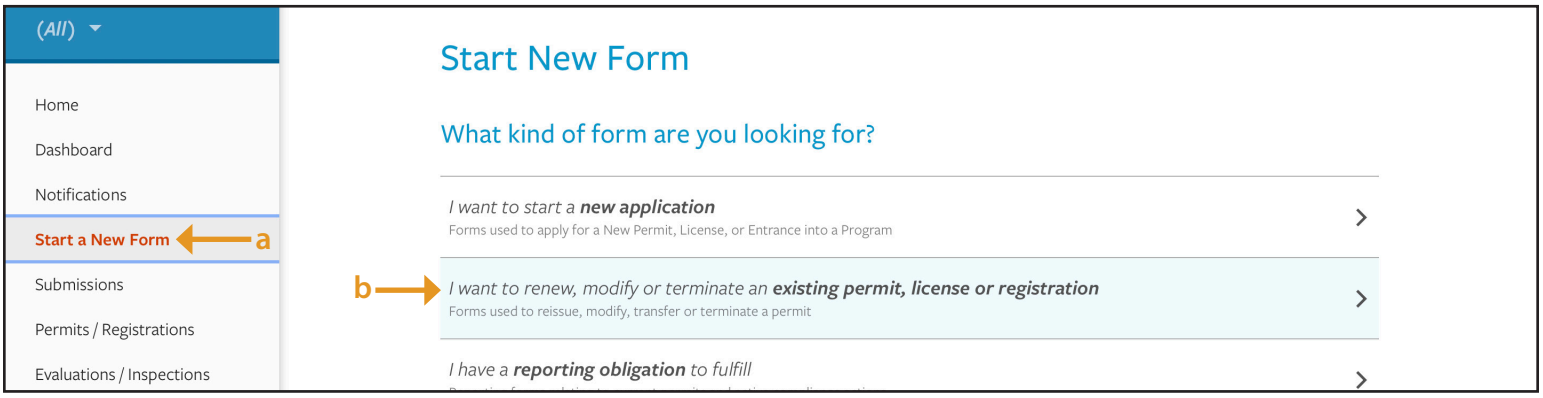


On the Notifications page, there are tabs for ***Unread***, ***Read*** and ***Trash*** (g). Click the trash can icon (h) to move a message to the trash, or click the boxes next to the messages you would like to move to the trash (i) and click the ***Delete Selected*** button (j).

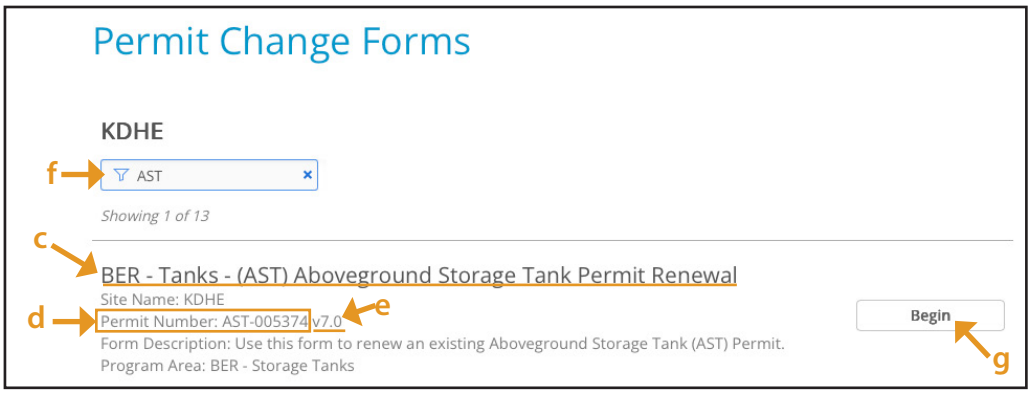
If you want to permanently delete a message, go to the ***Trash*** tab, select the desired message(s) you want to delete, and click ***Remove Selected from Trash*** (k). It is important to note that messages removed from the trash are permanently deleted and can't be recovered.



Starting the Form



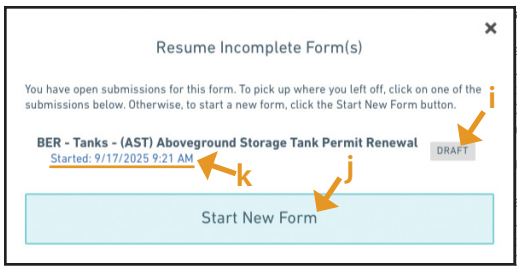
Go to ***Start a New Form*** on the left menu (a). Select ***I want to renew, modify or terminate an existing permit, license, or registration*** (b).



Find the form labeled ***BER – Tanks – (AST) Aboveground Storage Tank Permit Renewal*** (c). If you are an authorized representative or owner of multiple AST facilities, verify the ***Permit Number*** (d) corresponds to the correct facility. There may be multiple versions of this form. Check the version numbers and choose the one with the highest version number (e).

You can use the ***filter bar***, located under the heading ***Permit Change Forms***, to find the form more easily (f).

Click ***Begin*** on the right hand side (g), then click ***Begin Form Entry*** (h).



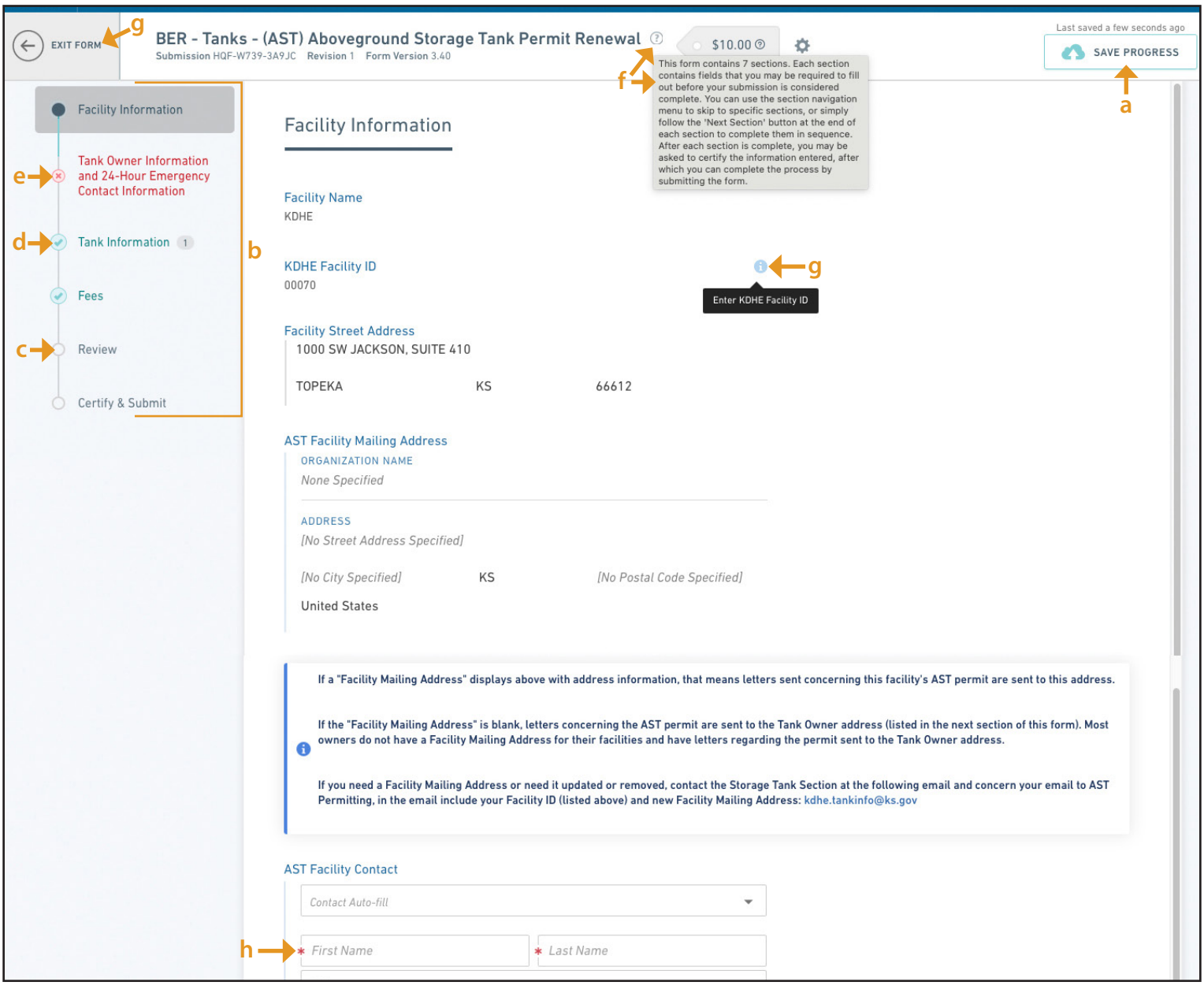
If you have previously started this form but have not completed it, a pop-up window will appear. You can choose to continue with the incomplete draft version (i), or ***Start New Form*** (j). Previously saved drafts will display the date and time they were last filled at the bottom (k).

The system may take up to a minute to load your fillable page. Please be patient and don't refresh or click the back button.

Form Navigation

Notes on form navigation—

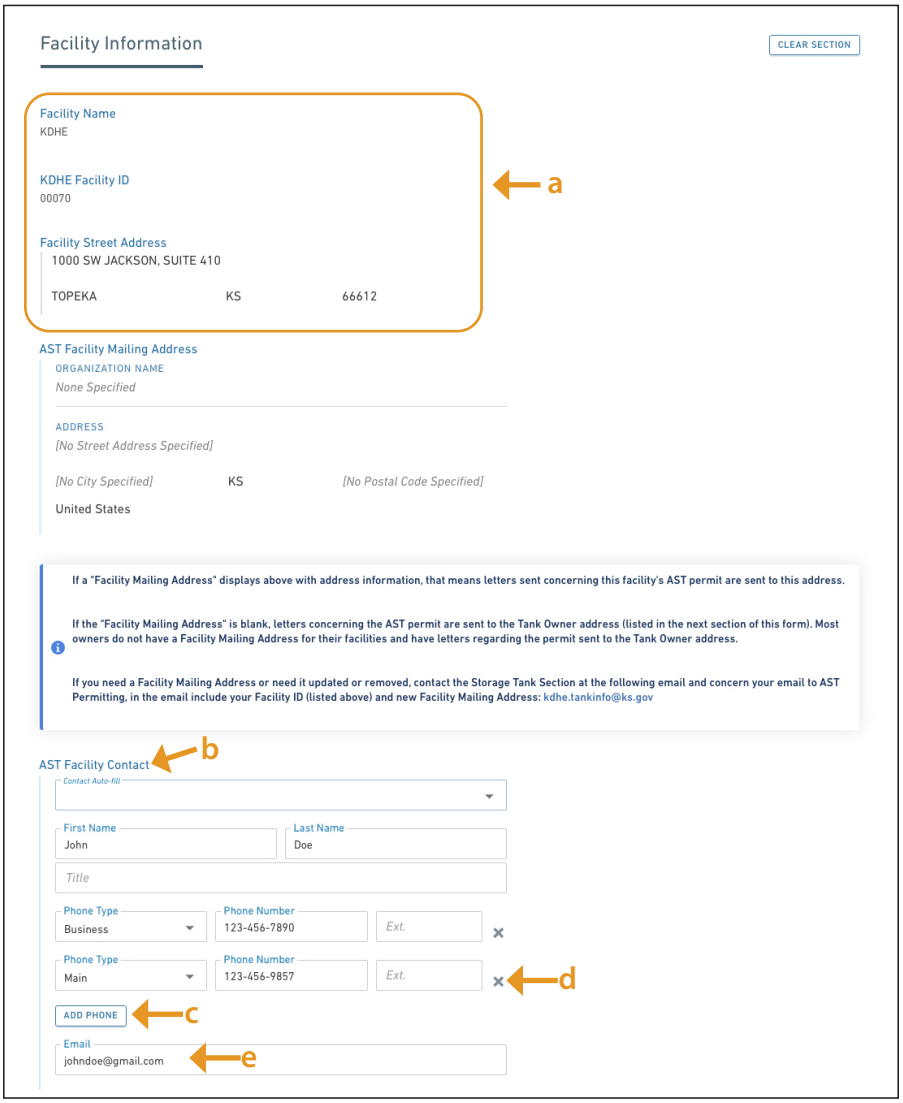
- The system automatically saves your progress each time you change sections, but the best practice is always to save regularly (a).
- You can use the outline on the left side to navigate between sections (b).
- The outline also indicates the status of each section. If the title is gray, and the circle next to it is gray with no icon inside it, that section has not yet been opened (c). If the title is blue, and the circle is blue with a checkmark in it, all fields marked as required have been filled (d). If the title is red, and the circle is red with an X in it, there is at least one required field in that section that is still empty (e).
- You can mouse over the question mark icon by the title to see instructions for the form (f).
- Some sections of the form will show an ⓘ symbol when you mouse over them, which explains what you're supposed to enter in that section (g).
- Fields marked with a red asterisk (*) are required, meaning that KEIMS will not allow you to submit the form unless these fields are filled out. However, there may be things that are required by KDHE in order to complete your renewal but are not marked as required in KEIMS, so do not rely on the red asterisks to tell you what information you need to submit as a minimum requirement (h).
- The easiest way to get back to your KEIMs profile is to use ***Exit Form*** (i).



Facility Information

The first section in the Permit Renewal Form is ***Facility Information***. Most of this is already populated from your registration information: the facility name, KDHE Facility ID, facility street address and facility mailing address (a).

It is the responsibility of the AST owner or manager to ensure that the facility's mailing address is current. If you notice an incorrect or outdated address, please contact the KDHE Storage Tank Section to update it. This ensures that all communications, including AST Permit, are sent to the correct address.



Most of the autopopulated information in the form cannot be changed by the Tank Owner in KEIMS. If there has been a change in ownership, status or product type, you will need to submit a ***BER - Tanks (AST) Aboveground Storage Tank Change Form*** in KEIMS before renewing the permit.

You will need to enter ***AST Facility Contact*** information (b). The information provided in the box is also applicable to the person leasing the AST facility. If the facility contact is a user linked to the site in KEIMS, you can select them from the dropdown menu to autofill this part of the section. Otherwise, you will need to manually enter that information.

First name, last name, phone type (home, main, business, mobile or other), phone number and email are required.

If you select *Main* or *Business* phone number, the system will prompt you to enter your phone number as well as extension. If you do not have an extension, you may leave that field blank. You can add additional phone numbers and types by clicking the ***Add Phone*** button (c). Once you add a phone, the type and number will be required by the system as long as those fields are still present. If you add a phone and then decide not to include it, you can remove it by clicking the ***X*** to the right of the phone number field (d). You will then get a pop-up asking ***Remove Phone?*** To remove the phone number and type fields, click ***OK***. If you have multiple spaces for phone numbers, you can remove one or more. If you only have one remaining, the ***X*** will no longer appear next to the phone number field.

In the ***Email*** box, you must provide an active email address (e).

Tank Owner and 24-Hour Emergency Contact Information

Next is ***Tank Owner and 24-hour Emergency Contact Information***. This is autopopulated from your registration information, except for the ***AST Tank Owner Contact*** (a) and the ***AST 24-hour Emergency Contact*** (b), each of which can be autofilled from the dropdown menu if the person in question is a contact linked to the site in KEIMS.

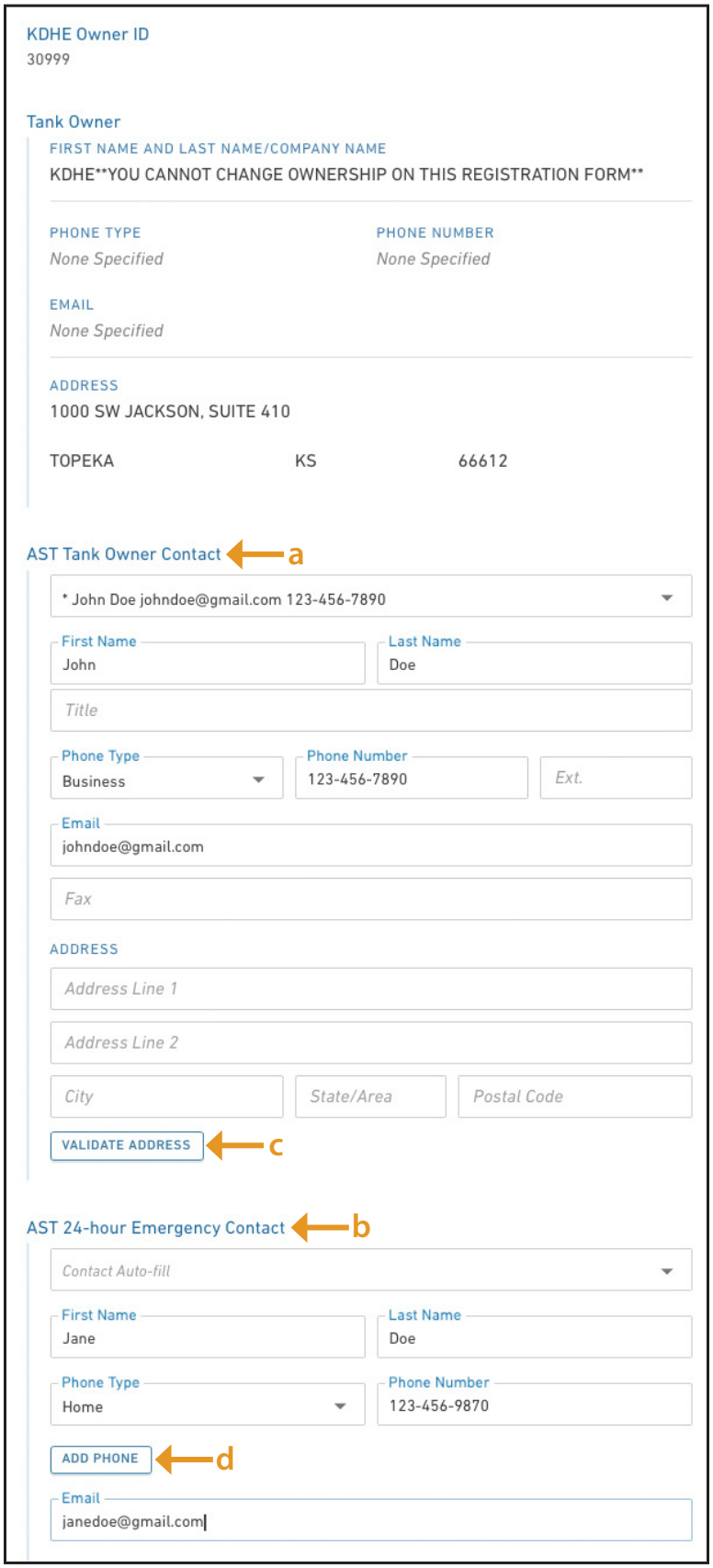
Note that the system will allow you to give a name for ***AST Tank Owner Contact*** other than the one provided from your registration, but this does not replace a change of ownership form. If there has been a change in ownership, you will need to submit the ***BER - Tanks (AST) Aboveground Storage Tank Change Form*** through KEIMS.

If the ***AST Tank Owner Contact*** is not someone with an active profile in KEIMS that is linked to the site, you will need to enter their information manually. First name, last name, phone type (home, main, business, other or mobile), phone number and email are required. You can also provide a title, fax number, and physical or mailing address, which will help if KDHE needs to communicate with you regarding your permit. You can check whether you've entered a valid address by clicking ***Validate Address*** (c).

If the 24-hour emergency contact is not someone with an active profile in KEIMS that is linked to the site, you will need to enter the required information manually. First name, last name, phone type, phone number and email are required.

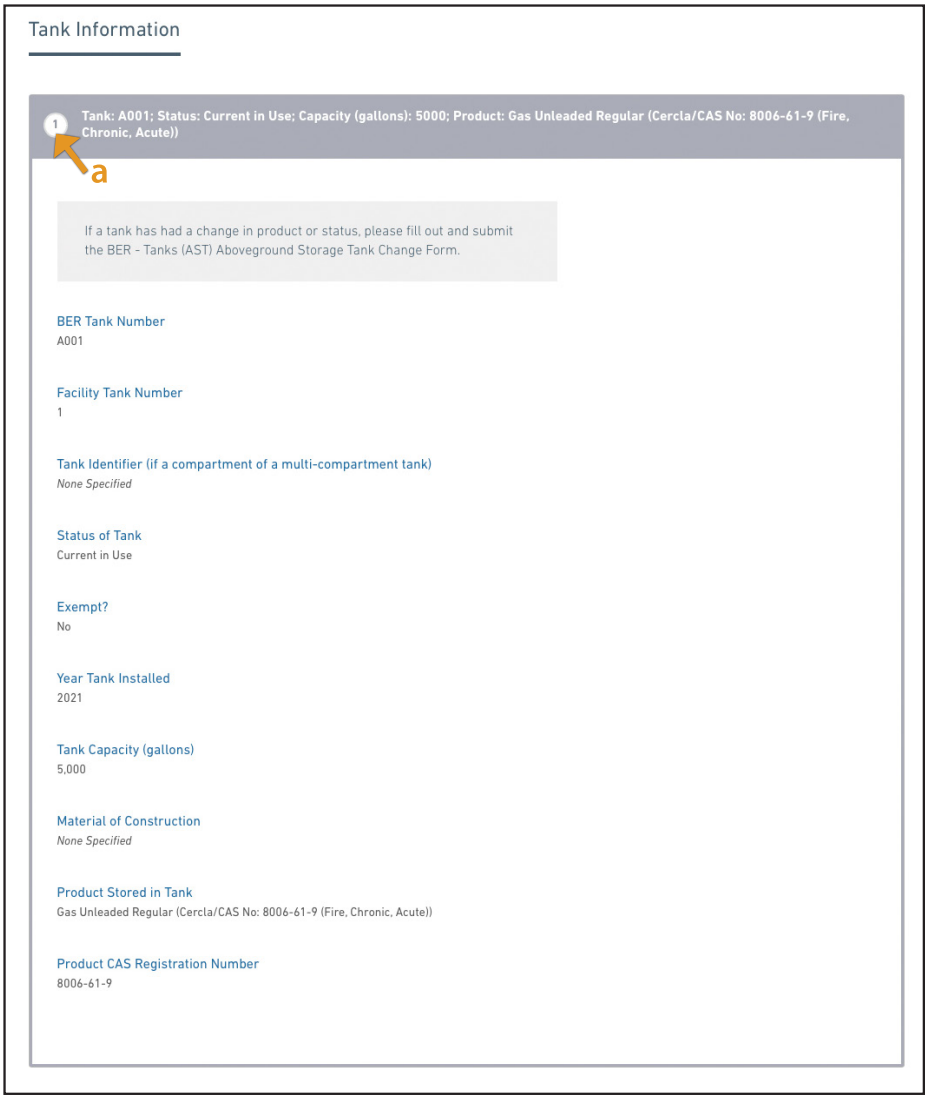
Otherwise, you will need to manually enter that information. If you need to list an additional phone number under 24-hour emergency contact, click ***Add Phone*** (d).

Once you add a phone, the type and number will be required by the system as long as those fields are still present. If you add a phone and then decide not to include it, you can remove it by clicking the ***X*** to the right of the phone number field. You will then get a pop-up asking ***Remove Phone?*** To remove the phone number and type fields, click ***OK***.



Tank Information

The next section is ***Tank Information***. This is automatically filled based on your registration information. If changes need to be made to the information in this section, you will need to exit out of this form and go to the ***BER - Tanks (AST) Aboveground Storage Tank Change Form***. Fill in the appropriate changes and submit the form. Once the form has been reviewed and approved by KDHE staff, you will need to delete the permit renewal form you already started and begin a new renewal form. The new renewal form will have the updated information you provided.



Next to these sections in the menu on the left, you'll see a number, which is the number of tanks on your permit **(a)**. They're also numbered on the renewal form. Only one tank will be expanded at a time—to switch to a different tank, click the tank number above or below the one currently showing.

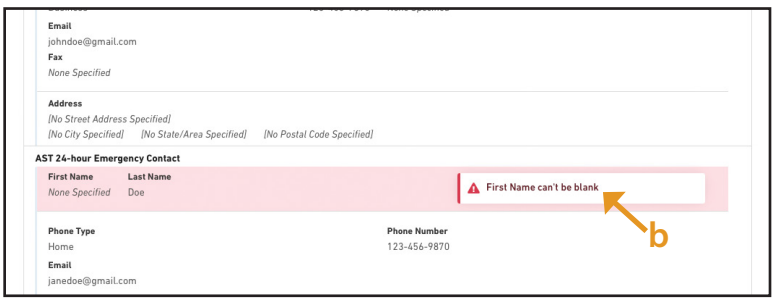
Review the tank(s) information in this section and make sure it is correct. If you find an error, you will need to contact KDHE, as you cannot change this information from this form. If anything has changed that would require the form to be updated, you will need to complete the ***BER - Tanks (AST) Aboveground Storage Tank Change Form***. To contact KDHE regarding ASTs, send an email to kdhe.tankinfo@ks.gov with your Owner ID, Facility ID and your specific questions.

Fees

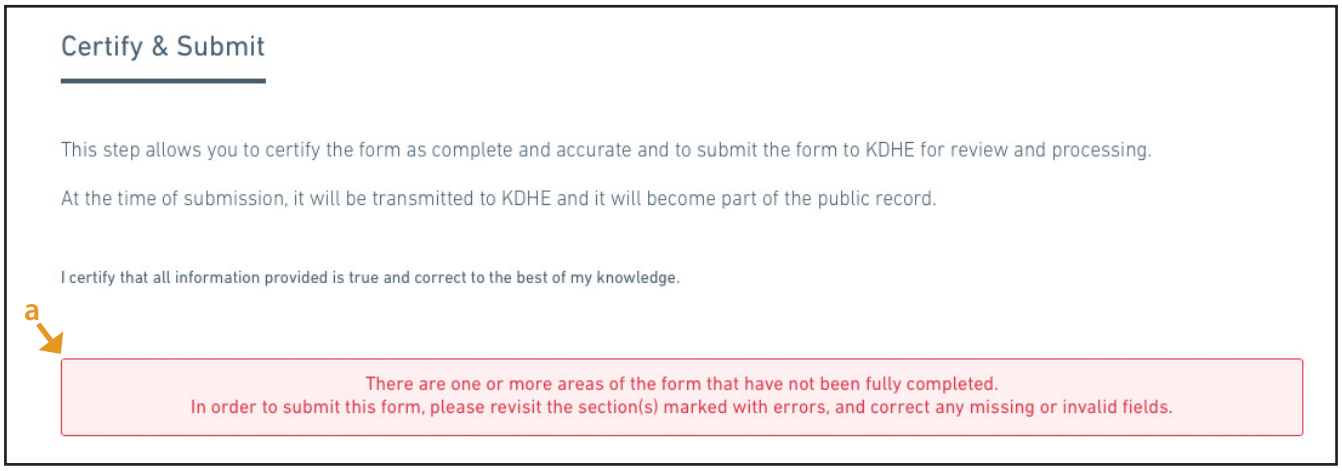
Next is ***Fees***, which will show the number of tanks being renewed and your total fees for the renewal for this facility. Again, if you have multiple facilities, you will need to complete this process for each of them. The permitting fee is $10 per tank if renewed by Dec. 31. **If the permit is renewed after Dec. 31, a late fee of $50 per tank will be applied.**

Review

Next you will review your renewal before submitting. The form will flag any missing information that is flagged as required by the system **(b)**, but it will not catch errors, and some fields may be required by KDHE but not set up in the system as required, so be sure to review before submitting.



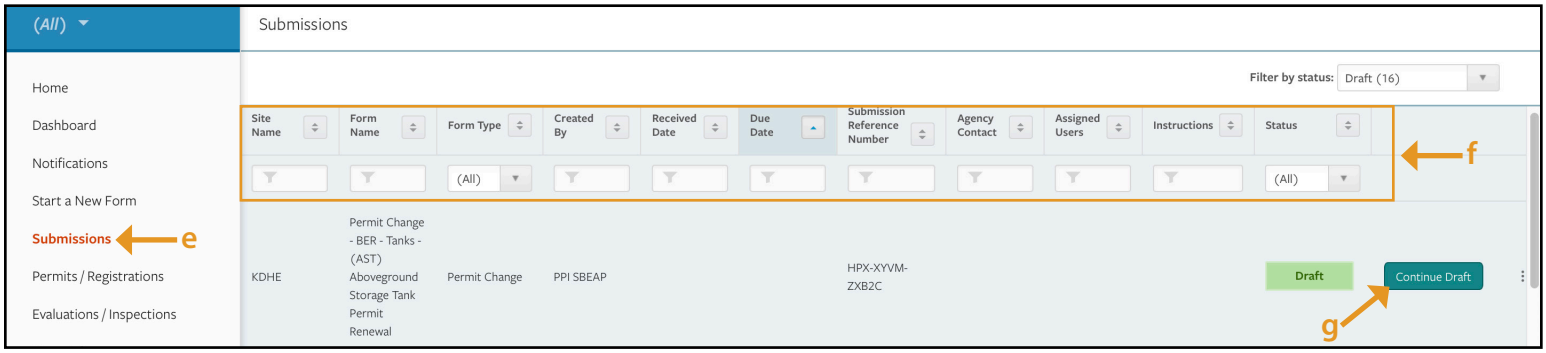
Certify and Submit



Next is ***Certify and Submit***. You will certify that the information provided is true and correct to the best of your knowledge by submitting your renewal. If you are missing anything that is marked as required, it will display a message in red text stating that the form is incomplete (a), and you will not be allowed to submit. You can also save and exit from here and come back to the form later, **just make sure to complete the submission by Dec. 31.**

If you exit the form without submitting, make sure to save your progress. To pull the form up again later, first make sure your site is selected. You can access your draft form two ways:

- Click ***Dashboard*** (b) and click ***Draft*** (c). Draft forms will have the name of the site, the form identifier, the name of the form, the date the draft was created and the name of the user who created it. Locate the form, and click ***Continue*** (d).
  Note: you can also delete a draft from here if you are absolutely certain you do not intend to submit it, for example if you determine that the renewal for this facility has already been submitted. Once a form has been submitted, it cannot be deleted.

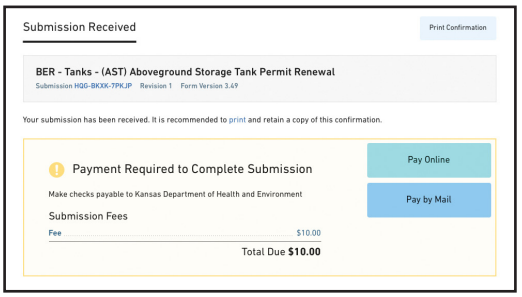


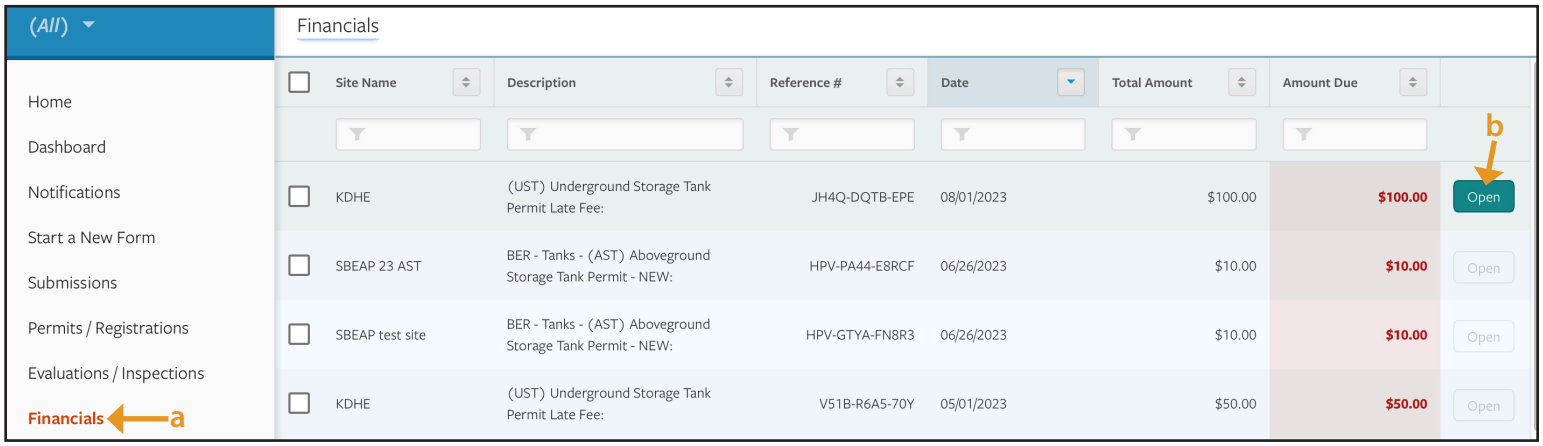
- Click ***Submissions*** (e). You can sort or filter based on several categories here, including form name, the user who created it, the date it was created, etc (f). Once you locate the form in question, scroll to the right and click ***Continue Draft*** (g).

Payment

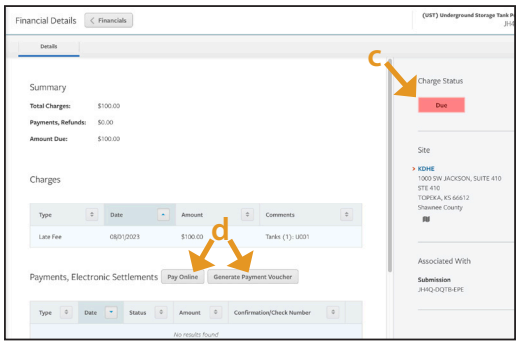
Once you click ***Submit***, the system will prompt you to pay the fee for your permit. You can either choose to pay online or by mail. **Make sure to pay by Dec. 31 to avoid late fees.**

If you close this payment window, you will be directed to a ***Summary page***, which is explained in the next section.





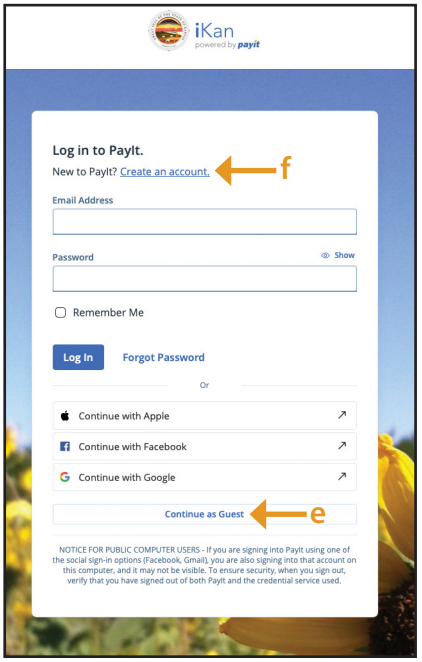
You can pay the fee immediately at the end of the permit renewal form, or you can view the total in the ***Financials*** section in the left-hand column (a). In the Financials section, mouse over the renewal form and click ***Open*** on the right side (b).



You will see the charge status as ***Due*** (c). Scroll down to find ***Pay Online*** and ***Generate Payment Voucher*** to pay by mail (d).

If you choose to pay by mail, you will need to print out the payment voucher and include your Facility ID number on the voucher to submit with your payment. The instructions to mail your payment can be found at the bottom of the payment voucher.

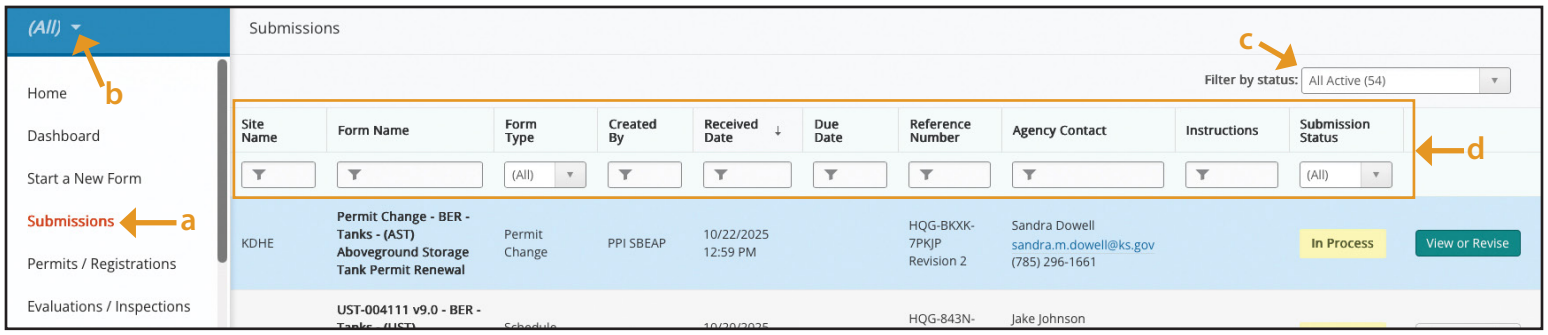
If paying online, you will be directed to PayIt, offered through iKan. You do not need to log in unless you have a PayIt account and want to use it. You may ***Continue as Guest*** (e) to complete the payment. On the other hand, if you have more than one facility and wish to make only one total payment for all facilities, you may need to create a PayIt account (f), so you can use the cart function.



Once you have paid online or KDHE has received your payment by mail, you have completed your renewal. KDHE will process your renewal and contact you if there are any issues. When your permit is approved, you'll receive a notice from KEIMS that your permit submission has been updated to "completed." The status of the permit will be ***In Effect*** if the renewal process was completed during the permit cycle; or ***Issued (Not In Effect)*** if the renewal process was completed prior to the designated permit cycle dates.

Submission Processing

Once KDHE has received your submission and payment, you will receive an email confirmation as well as a confirmation notification in KEIMS. KDHE will continue to notify you (via email and KEIMS notifications) of the status of your application as it advances through the steps in the review process. Sometimes, KDHE may contact you and request additional information or details. If you feel your submission is taking a long time to process, you can contact KDHE by sending an email to kdhe.tankinfo@ks.gov with your Owner ID and Facility ID.



You can find the status of submitted applications and permits by clicking into the ***Submissions*** (a) menu section. This page lists all form submissions associated with the currently selected site. If ***(All)*** is selected (b), then you can view all form submissions across all sites. Use the ***Filter by status*** dropdown (c) to view only active or inactive submissions.

Submissions are organized by *Site Name* (only visible if ***All*** is selected), *Form Name*, *Form Type*, *Created By* (the user who started the form), *Received Date* (the date the form was received by KDHE, if it has been submitted and received), the *Due Date*, *Reference Number*, *Agency Contact* (the contact for the form at KDHE), *Instructions* and *Submission Status* (d).

Each time you submission status changes, you will receive an email and KEIMS notification with details. Possible Submission Statuses are ***Cancelled***, ***Completed***, ***Completed - Approved***, ***Completed - Not Approved***, ***Draft***, ***In Process***, ***Not Started***, ***On Hold - Not Approved*** and ***Withdrawn***.

Once your application has been approved, KDHE will notify you (via email (e) and a KEIMS notification) that your application has been processed and you will be able to view/print your permit 24 hours after receiving the notification. The message will also include instructions on how to download your permit certificate. These instructions can also be found in the ***View and Print Your Permit*** section of this document.

This KEIMS notification is to inform you that your Aboveground Storage Tank Permit Renewal submission (**HQG-AJCV-5FFGZ**) has been processed on October 13, 2025.

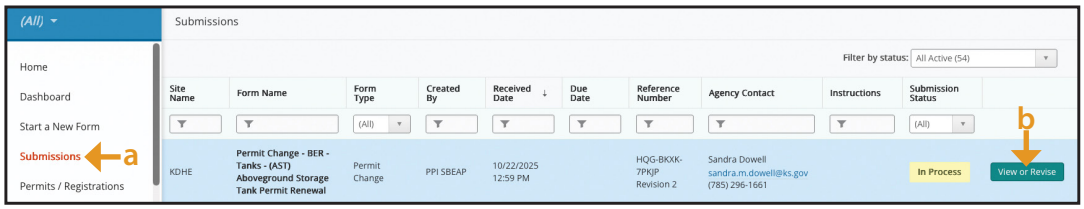
Facility: KDHE
KDHE Facility ID: 00070

The permit certificate is issued the next day. There are multiple ways to download the permit certificate, here is one way:

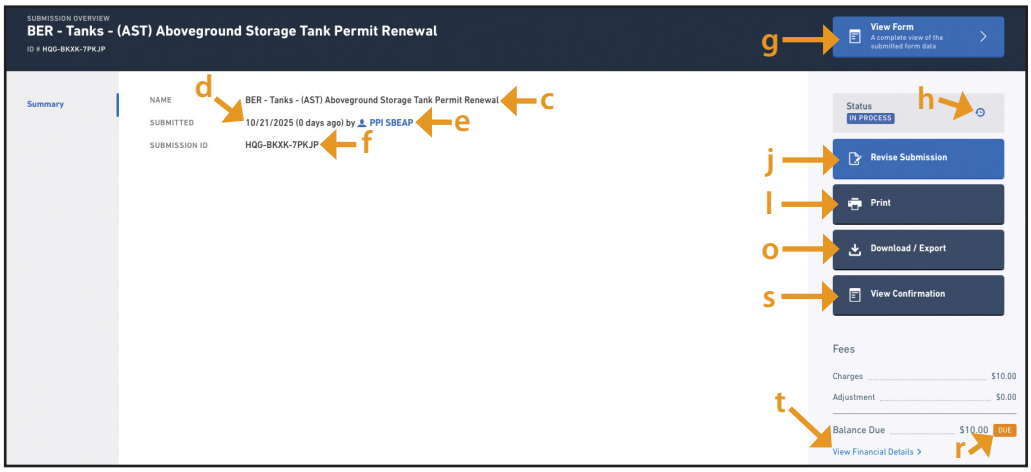
1. Log in to KEIMS the next day, go to the documents tab. The permit certificate will be named starting with the Owner ID (OID) and Facil ID (FID), the date, then ending as "BER - Tanks AST Operating Permit Certificate.docx" (see below image).
2. Click the three vertical dots on the far right of the document.
3. Select "Download (as PDF)".

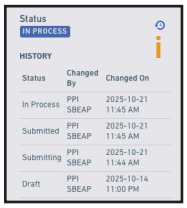
e

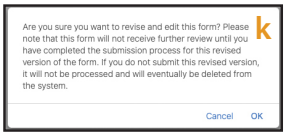
Checking the Status of Your Submission

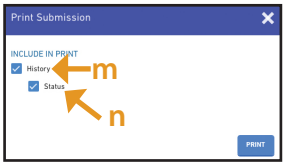


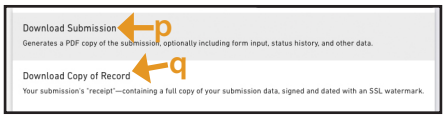
If you close out of the submission confirmation pop-up-box, you will be taken to the ***Summary*** page. This page is also accesible via the ***Submissions*** page (a). Find the form submission you would like to see the summary of and click on the ***View/Revise*** button (b).











The Summary page displays the name of the form you have submitted (c), the date submitted (d), the user who filled out the form (e) and the submission ID (f).

To see the full details of the submitted form, click ***View Form*** (g). Here you can only view the submitted information. If you need to change any information in a submitted form, click ***Revise Submission*** (j).

To see the status history of the submitted application, click the clock icon (h). The status history (i) includes the user who made changes and the time and date changes were made.

If you need to change any information in a submitted form, click ***Revise Submission*** (j). A pop-up window will appear (k), prompting you to proceed with editing your submitted form. You can then make the necessary changes and resubmit the form. If you have already paid the fees for a submitted form and need to make change in form, please send an email to kdhe.tankinfo@ks.gov and include your Owner ID and Facility ID.

You can ***Print*** your submitted form from this page (l), and you can choose to include the ***History*** (m) and ***Status*** (n) of your submission in the printed document. KDHE recommends printing or saving submitted materials for your records.

You can also ***Download/Export*** your submitted materials (o). There are two options. First is ***Download Submission*** (p), which includes a PDF copy of the submission, along with optionally including fom input, status history and other data. You can also ***Download Copy of Record*** (q), which is a receipt of submission that includes a full copy of the submission data that is watermarked, signed and dated.

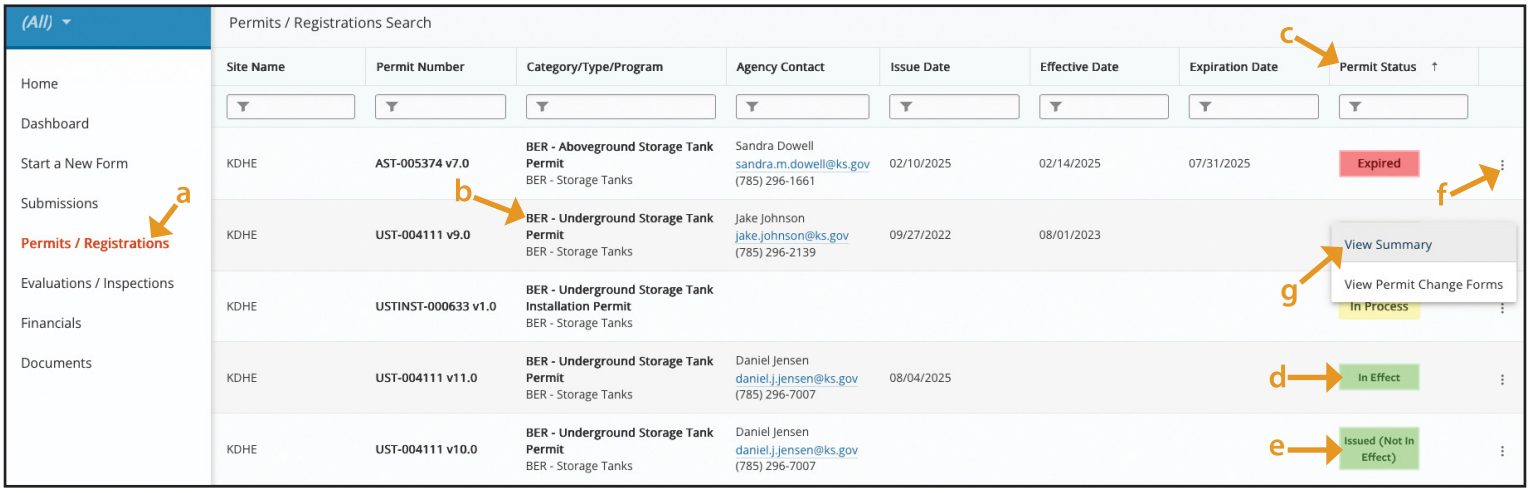
If you haven't submitted payment for the form, you will see the amount owed marked ***Due*** (r). You can make a payment by clicking ***View Confirmation*** (s) or ***View Financial Details*** (t).

View and Print Your Permit

Permits will be available to print the day following completion of a renewal during a current permit cycle, or in July prior to the new permit cycle which begins in August each year.

Downloading via Permits/Registrations

When the permit process has been completed, you can go to your site in KEIMS and print your permit. Identifying the correct permit may be easier in ***Permits/Registrations*** if you have multiple permits in KEIMS, for instance, if you have had permits in KEIMS for multiple years, meaning that you have expired ones on file.



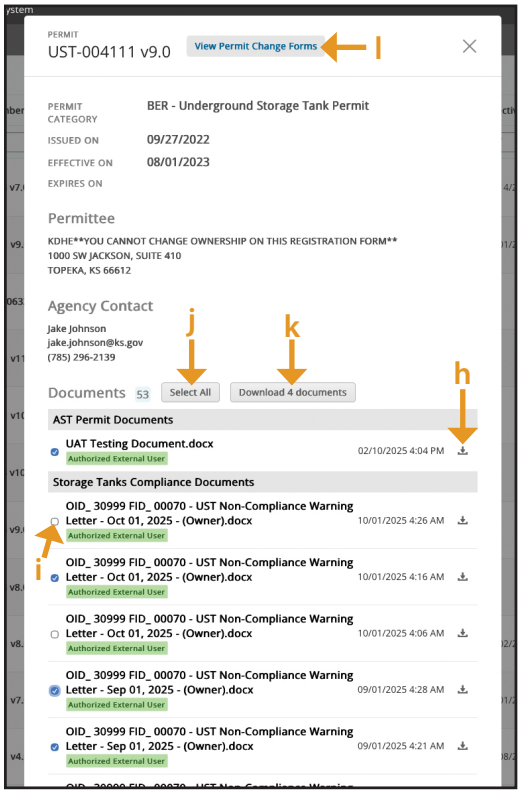
In ***Permits/Registrations*** (a), look for the Permit Type ***BER - Storage Tanks: BER – Aboveground Storage Tank Permit*** (b). If there are multiple AST permits, you will want to look at the ***Permit Status*** column (c). Your current permit will have the status ***In Effect*** (d). A permit that has been issued but will not go into effect until the current expires will have the status ***Issued (Not In Effect)*** (e). Once you identify the permit you want, you can either click the status box or the click the vertical line of three dots to the right of it (f) and select ***View Summary*** (g).

The pop-up that appears will show you any documents posted by KDHE that are associated with the permit in KEIMS, including the permit certificate itself.

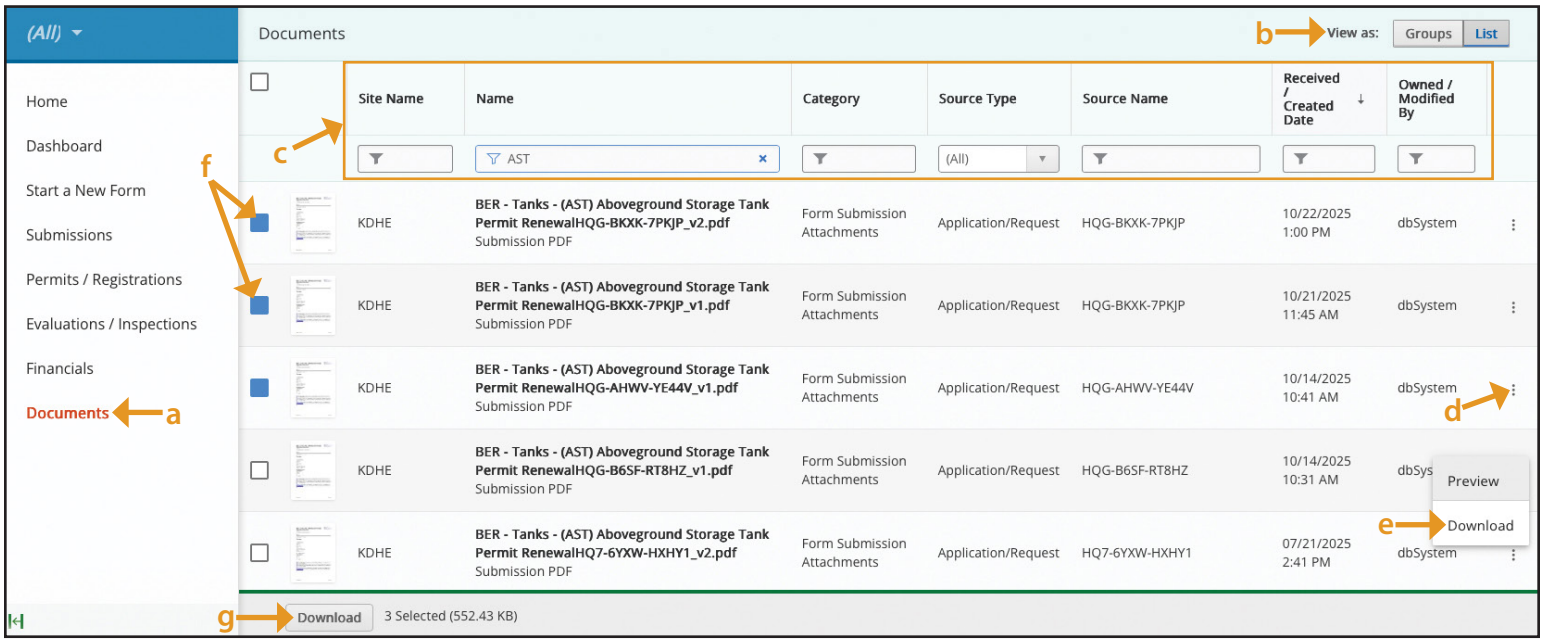
To download a document, click the download icon button on the right side of the row (h). If you want to download multiple files, check the boxes to the left of the document names (i) or click ***Select All*** (j). Then click ***Download # documents*** (k).

This pop-up window also tells you the date the permit was issued, when it went into effect, and when it expires.

If you notice that a permit for a particular facility has expired and you want to begin the renewal application, start by selecting ***View Permit Change Forms*** (l). KEIMS will direct you to the appropriate form where you can complete the renewal process to keep your facility in compliance.



View and Print Your Permit, continued



Downloading via Documents

In ***Documents*** (a), find ***BER – Tanks AST Operating Permit Certificate***. You can view documents by ***Groups*** or ***List*** (b). If you select ***List***, KEIMS will load the files in chronological order. You can use the filters (c) to help locate the document you are looking for.

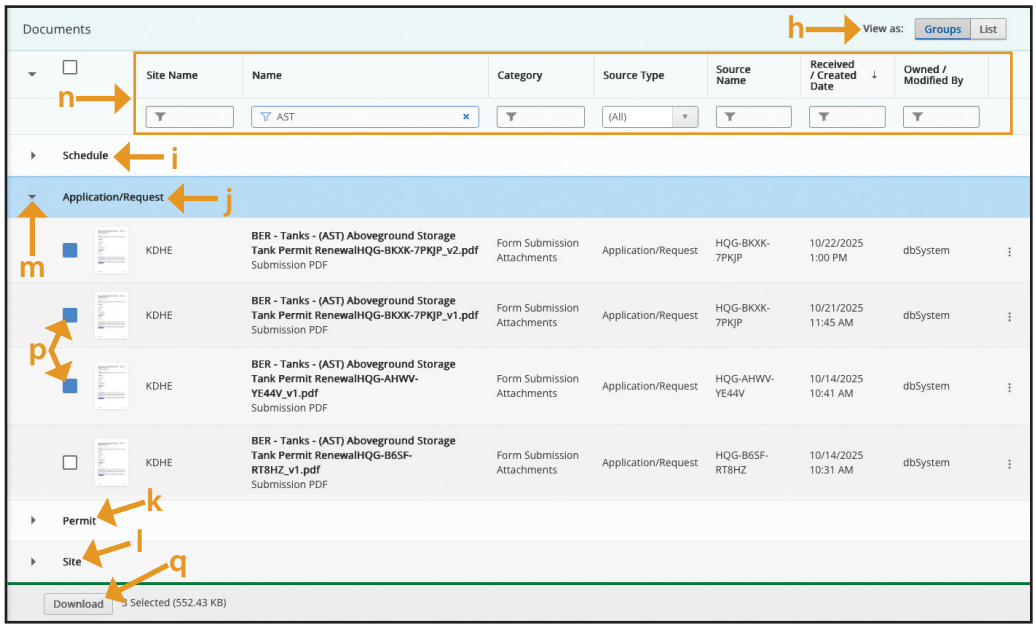
To download a single document, click the three dots on the righthand side (d) and then click ***Download*** (e). To download multiple files, click the boxes to the left of the files you would like to download (f). Then click the ***Download button*** (g) at the bottom of the page.

Downloading Documents for Multiple Facilities

If you are managing multiple facilities and want to view or download documents related to those facilities, you can enable the ***Groups*** view (h).

When in Groups view, documents are sorted by Source Type — ***Schedule*** (i), ***Application/Request*** (j), ***Permit*** (k) and ***Site*** (l).

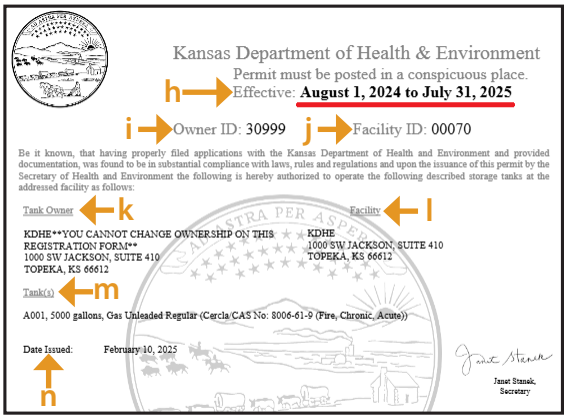
Expand or collapse the sections by clicking the arrows to the right of each Source Type (m). Use the filters (n) to help locate the documents you are looking for.



Check the boxes to the left of all of the files you would like to download (p) and then click the Download button at the bottom of the page (q).

View and Print Your Permit, continued

Once you have downloaded your permit, open the PDF document and check the effective date (h), Owner ID (i), Facility ID (j), tank owner contact information (k), facility contact information (l), tanks (m) and date issued (n). If you see any incorrect information, please send an email to kdhe.tankinfo@ks.gov and include your Owner ID and Facility ID.



Contact

If you need to contact KDHE regarding ASTs, please send an email to kdhe.tankinfo@ks.gov with your Owner ID, Facility ID and your specific questions.

The Small Business Environmental Assistance Program, or SBEAP, is available to help with KEIMS. Email sbeap@ksu.edu or call (800) 578-8898 for assistance. Site visits and virtual assistance are available. This instructional guide was prepared by SBEAP and reviewed by KDHE.

KANSAS SBEAP Small Business Environmental Assistance Program

Kansas Department of Health and Environment