KEIMS

Aboveground Storage Tank Change Form

GUIDE

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

Submit this form when:

• Tank ownership has changed •
• The product stored in the AST has changed •
• The status of the AST has changed •
• The contact person or contact information has changed •
• You want letters regarding the facility's ASTs to be sent to a different address •

November 2025

Table of Contents

Introduction

This guide will demonstrate how to complete the change form for Aboveground Storage Tanks, or ASTs, in Kansas. This form should be submitted for any of the following changes to an AST with an existing permit:

- **Change in ownership.**
- **Change in contact information.**
- **Change in product stored in the AST.**
- **Change in status of the AST**, which includes changing the status of the tank to any of the following:
  - Current in Use (tank brought in service).
  - Exempt – Temporarily Out of Service (tank is not in use, empty and cleaned, disconnected from power source and fill port locked).
  - Temporarily Out of Service (tank is not in use, contains product, but will be used again within the next three years).
  - Permanently Out of Service (tank is not in use, is empty and cleaned, and will not be used again).
- **Change in facility mailing address.**

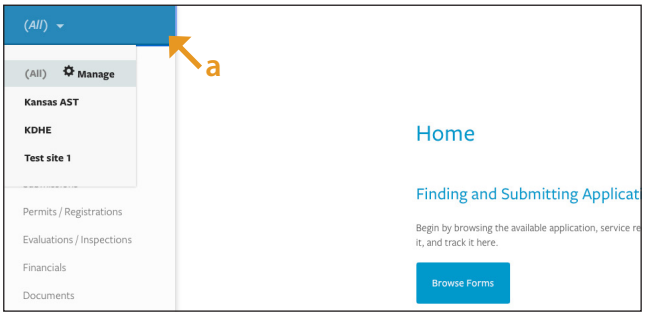
In the case of a change of ownership, the initial owner will need to complete this form rather than the new owner. If the tank is being moved, the new owner will also need to apply for a new permit.

Note: If there is personnel change (manager or responsible contact person) at an AST facility, the owner must first email Sandra Dowell at KDHE (Sandra.M.Dowell@ks.gov) to request an update to the facility's contact information. The owner must email Sandra from the email address already registered in KEIMS. It is mandatory to provide the new contact person's email address so they can be designated as an administrator for your AST facility and access the KEIMS account, which is pre-approved by KDHE.

Logging In

First you will need to log in to KEIMS and select your site. If you need instructions on logging in or linking a site to your account, see our ***KEIMS General Overview Visual Guide***. It, and other helpful KEIMS guides, can be found at www.sbeap.org/KEIMS.

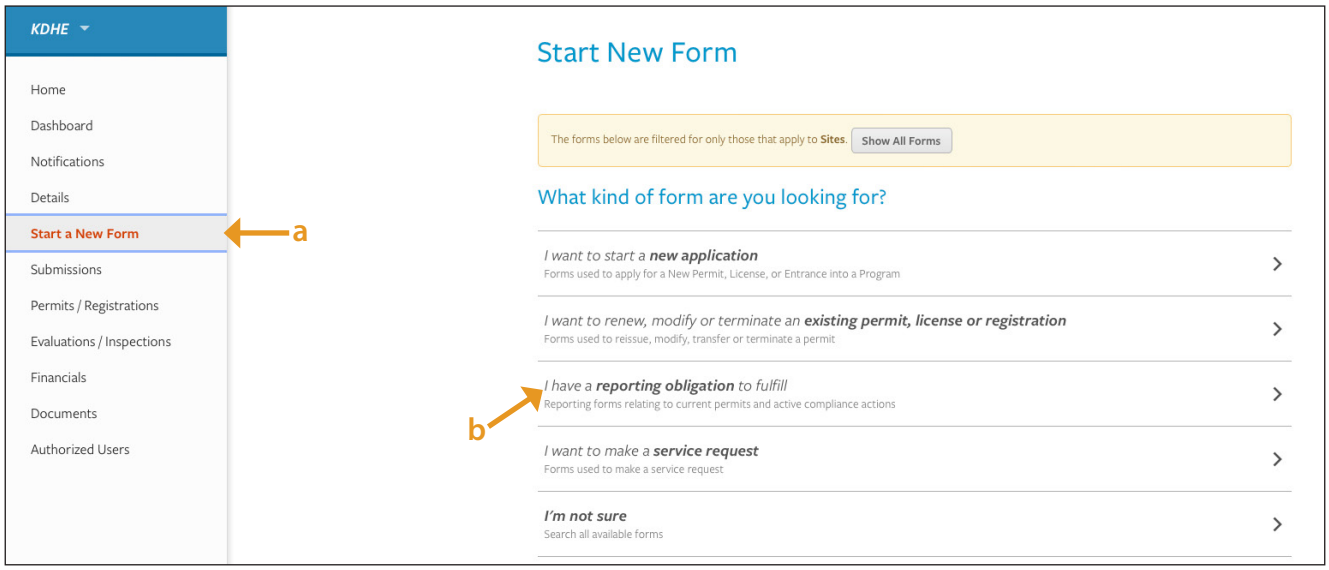
To select your site, click the blue box on the lefthand side, near the top of the page **(a)**. It will either be showing ***All*** or the name of one of your sites. Once you click the box, a dropdown menu will appear, and you can select a site from there.



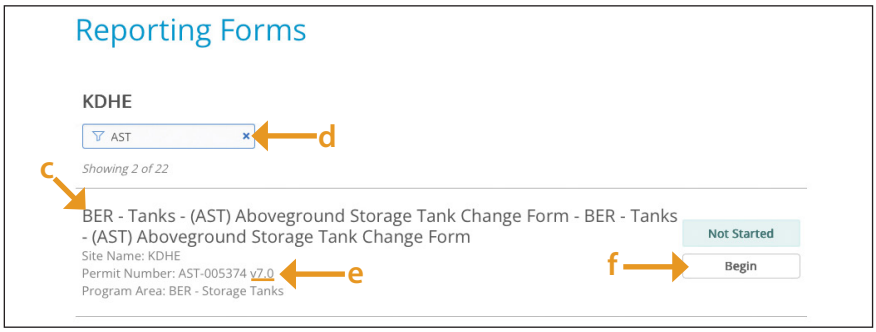
Starting the Form

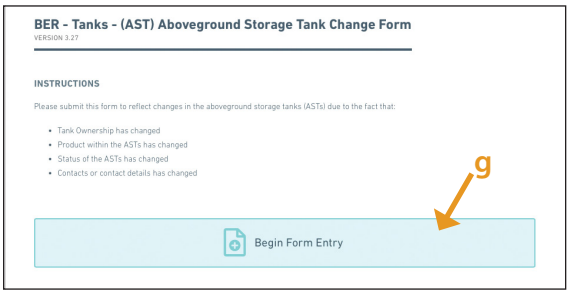
Go to ***Start a New Form*** (a) on the left menu.

Select ***I have a reporting obligation to fulfill*** (b).



Note: If you are not the designated administrator for your AST facility in KEIMS, you can still log in to your KEIMS account, but you will not have the option to fill out the change form. To become the designated administrator for your AST facility in KEIMS, the owner must email Sandra Dowell at KDHE (Sandra.M.Dowell@ks.gov) to request an update to the facility's contact information.



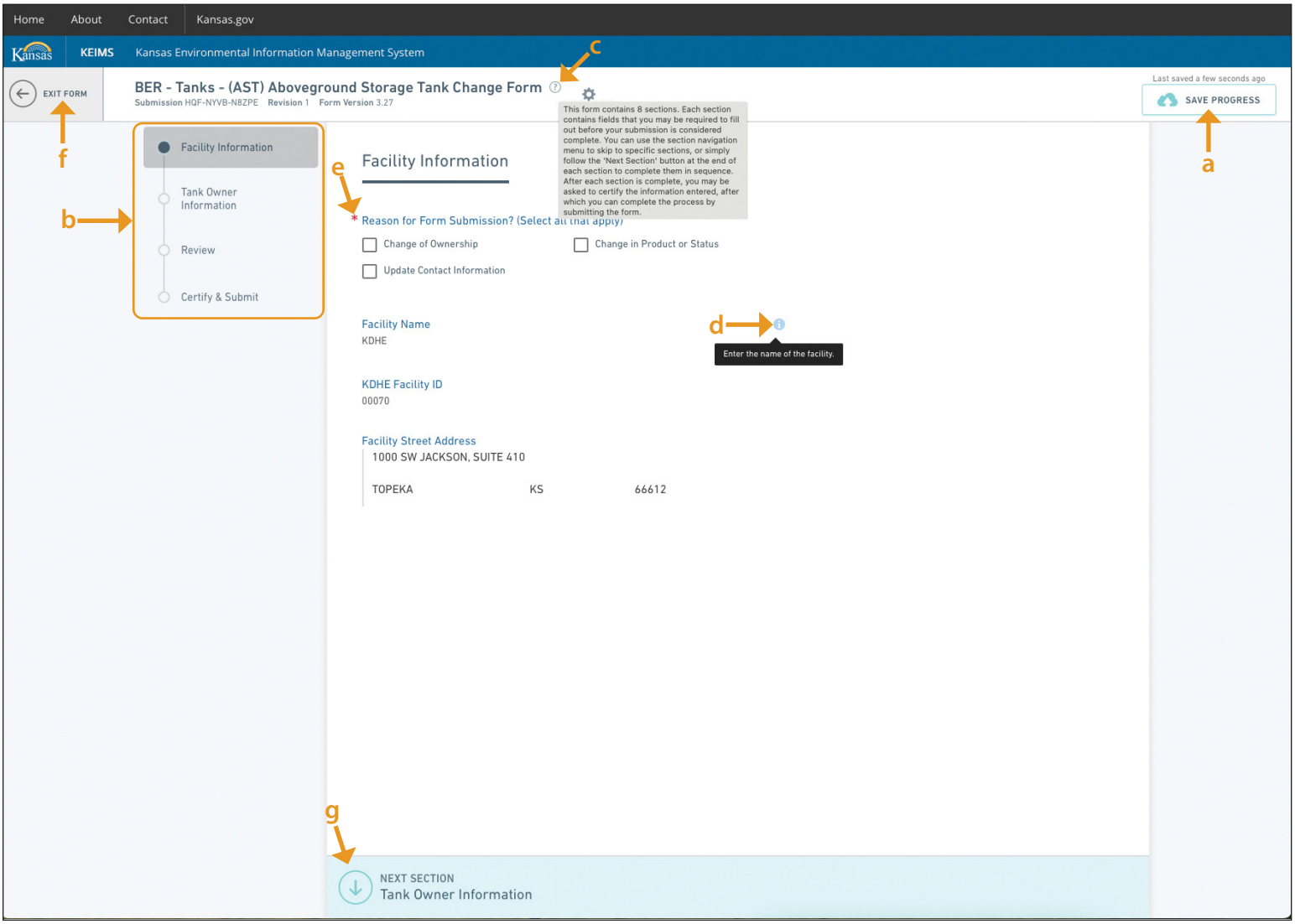


Find the form labeled ***BER - Tanks - (AST) Aboveground Storage Tank Change Form - BER - Tanks - (AST) Aboveground Storage Tank Change Form*** (c). You can use the ***Filter bar*** (d), located on the left-hand side to find the form more easily.

There may be multiple versions of this form. Choose the one with the highest version number (e).

Click ***Begin*** (f) on the right-hand side. Then click ***Begin Form Entry*** (g).

Form Navigation

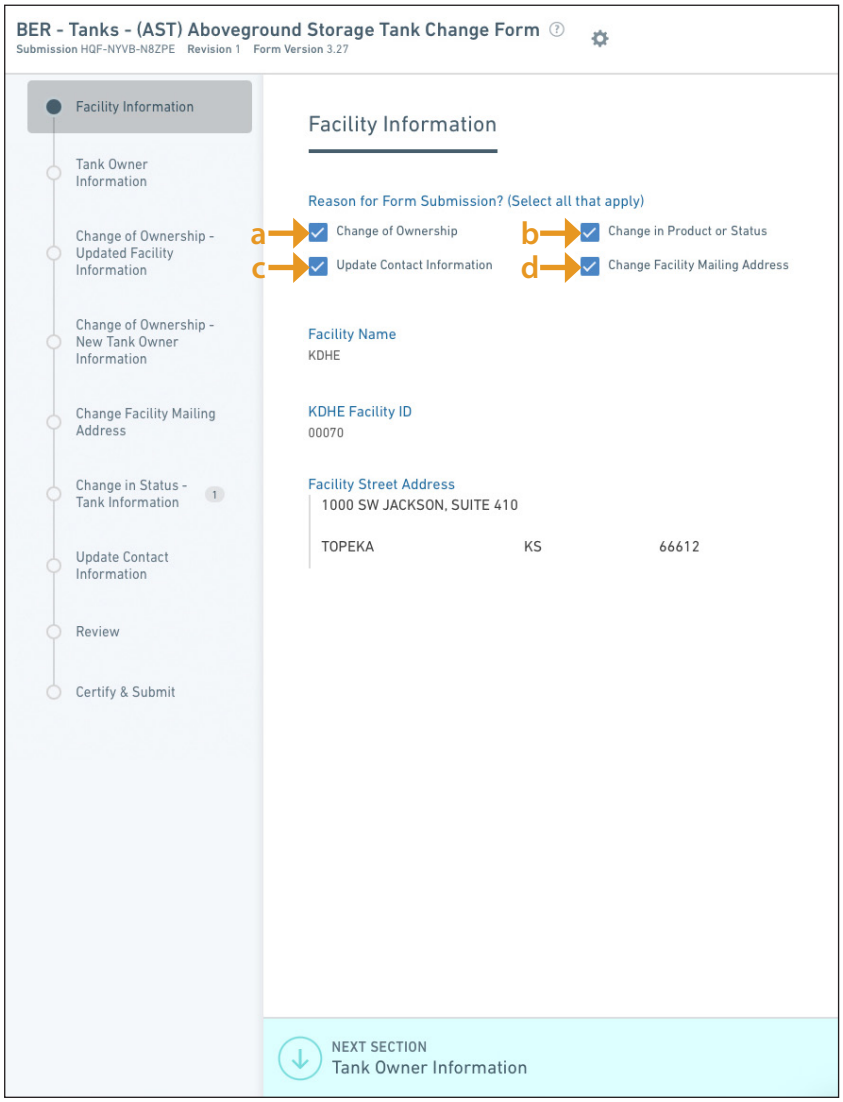


- The system automatically saves your progress each time you change sections, but the best practice is always to save regularly with the ***Save Progress*** button (a).
- You can use the outline on the left side to navigate between sections (b).
- You can mouse over the question-mark icon (c) by the title to see instructions for the form. Some sections of the form will show an ℹ symbol (d) when you mouse over them, which explains what you're supposed to enter in that section.
- Fields marked with a red asterisk (*)are required (e), 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.
- The easiest way to get back to your KEIMS profile is to use ***Exit Form*** (f).
- Once you have completed and checked the information on the current page, click ***Next Section*** (g) to proceed to the next section.

Facility Information

The first section is ***Facility Information.*** It starts by asking you the reason for the form submission. You have four options:

- ***Change of Ownership*** (a).
  - Select this option if the tank is being sold or otherwise changing owners.
- ***Change in Product or Status*** (b).
  - Select this option if the product being stored is changing, or if there is a change in status, such as changing to temporarily out of service, coming back into service or being permanently removed from service.
- ***Change or Update Contact Information*** (c).
  - Select this option if there is a change in owner contact, 24-hour emergency contact, facility contact or any other contact information.
- ***Change Facility Mailing Address*** (d).
  - Select this option if you want mail regarding the facility's ASTs to be sent to an address that is different than the tank owner's address (by default, letters from KDHE are sent to the tank owner's address).

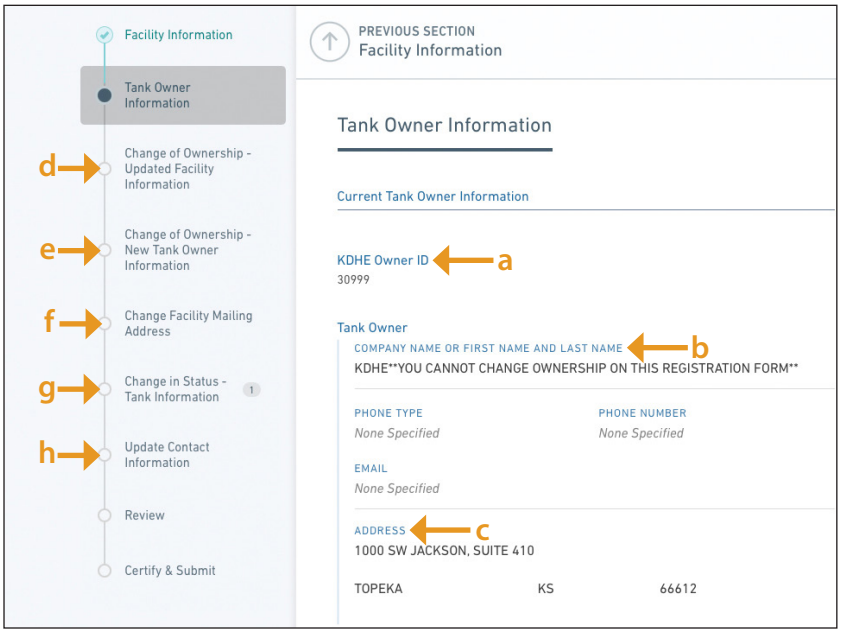


You may select more than one option, so choose all that apply. Additional sections will be added to the form depending on your selection(s), so make sure to start here rather than skipping to another section and coming back.

The rest of the information in this section is filled in automatically and cannot be changed in this form. If there are any errors in the automatically supplied information that need to be corrected, you will need to email Sandra Dowell at KDHE at Sandra.M.Dowell@ks.gov. If the tank is changing ownership, remember that this should be the correct information for the existing owner before the change of ownership, not the new owner.

Tank Owner Information

This section has the ***KDHE Owner ID*** (a), the ***Tank Owner name*** (b) and the ***Address*** (c) filled in automatically. If there are any errors in the automatically supplied information that need to be corrected, you will need to email Sandra Dowell at KDHE at Sandra.M.Dowell@ks.gov.



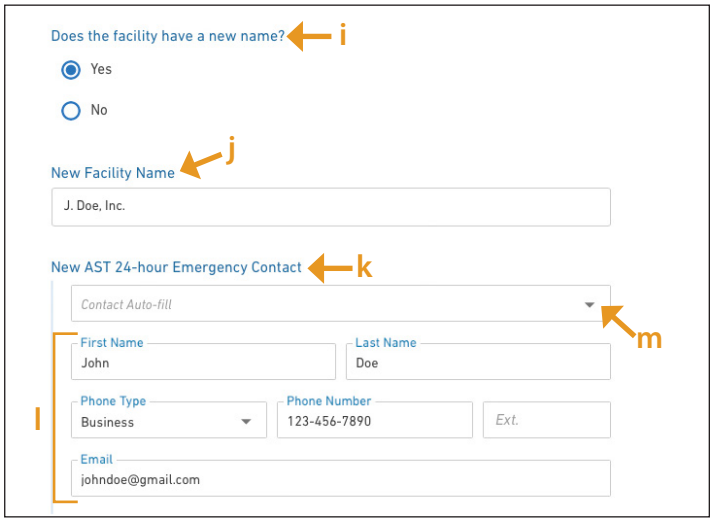
You will need to fill out at least one of the next four sections listed in this document, but you may not need to fill out all four. These sections are added based on your selections in the ***Facility Information*** section above.

If you selected ***Change of Ownership***, you will see the two sections that begin with ***Change of Ownership*** (d,e); if you selected ***Change Facility Mailing Address***, you will see that section (f); if you selected ***Change in Product or Status***, you will see the section that begins with ***Change in Status*** (g); if you selected ***Change or Update Contact Information***, you will see the section titled ***Update Contact Information*** (h); and if you selected all options, you will see all four (d,e,f,g,h).

Change of Ownership - Updated Facility Information

First, it will ask if the facility has a new name (i). If you select *Yes*, a box will appear for you to enter the ***New Facility Name*** (j).

Whether the facility has a new name or not, you will need to enter a ***New 24-hour Emergency Contact*** (k). First and last name, phone type, phone number and a valid email address are required (l). There is a ***Contact Auto-fill*** dropdown box (m), and you can select existing contacts associated with the site in KEIMS. If the contact is new to the site or has otherwise not been entered into a KEIMS form related to the site, then they will not show up, and you will need to enter this information manually.



Change of Ownership - New Tank Owner Information

This section will first ask you for the new owner's ***KDHE Owner ID*** (a). If this is a brand-new tank owner, they may not have an Owner ID, in which case, you will leave this box blank.

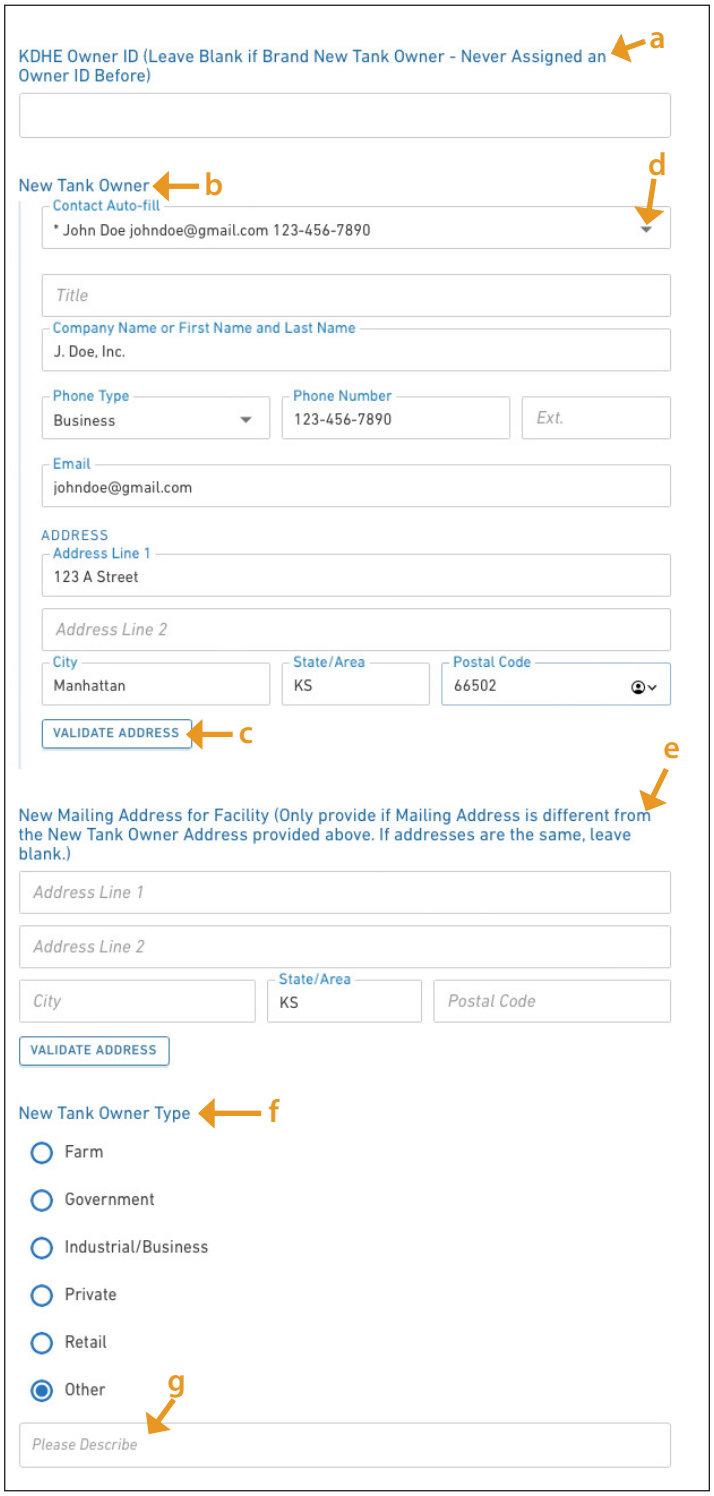
Next, you will enter the contact information for the ***New Tank Owner*** (b). You are required to provide the company name or first and last name, phone type and number, an email address and a physical address. You can check whether you've entered a valid address by clicking ***Validate Address*** (c).

There is a ***Contact Auto-fill*** dropdown box (d), and you can select existing contacts associated with the site in KEIMS. If the contact is new to the site or has otherwise not been entered into a KEIMS form related to the site, then they will not show up, and you will need to enter this information manually.

If the mailing address for the new owner is different than the address supplied under ***New Tank Owner***, you will need to enter a mailing address (e). This is not set as required in KEIMS because it will not apply to all facilities, but if the address listed under ***New Tank Owner*** is not a good mailing address, it is highly encouraged to provide a better mailing address to make sure KDHE has viable ways to reach you with important information.

Next, you will select the ***New Tank Owner Type*** (f). You will select one option from the list: *Farm*, *Government*, *Industrial/Business*, *Private*, *Retail* or *Other*. If you select ***Other***, a new field will appear for you to describe the tank owner type (g).

Note: Most communications from KDHE will be automatically sent to the email registered in KEIMS. It is strongly recommended you provide an active email address that you check regularly, so you never miss any important compliance-related communication.



Change of Ownership - New Tank Owner Information, continued

Then you will indicate whether the property has been sold (a). If you select *Yes*, additional fields will appear at the end of this section for you to supply the ***Date of Sale*** (b) and a copy of the ***Real Estate Purchase Agreement*** (c).

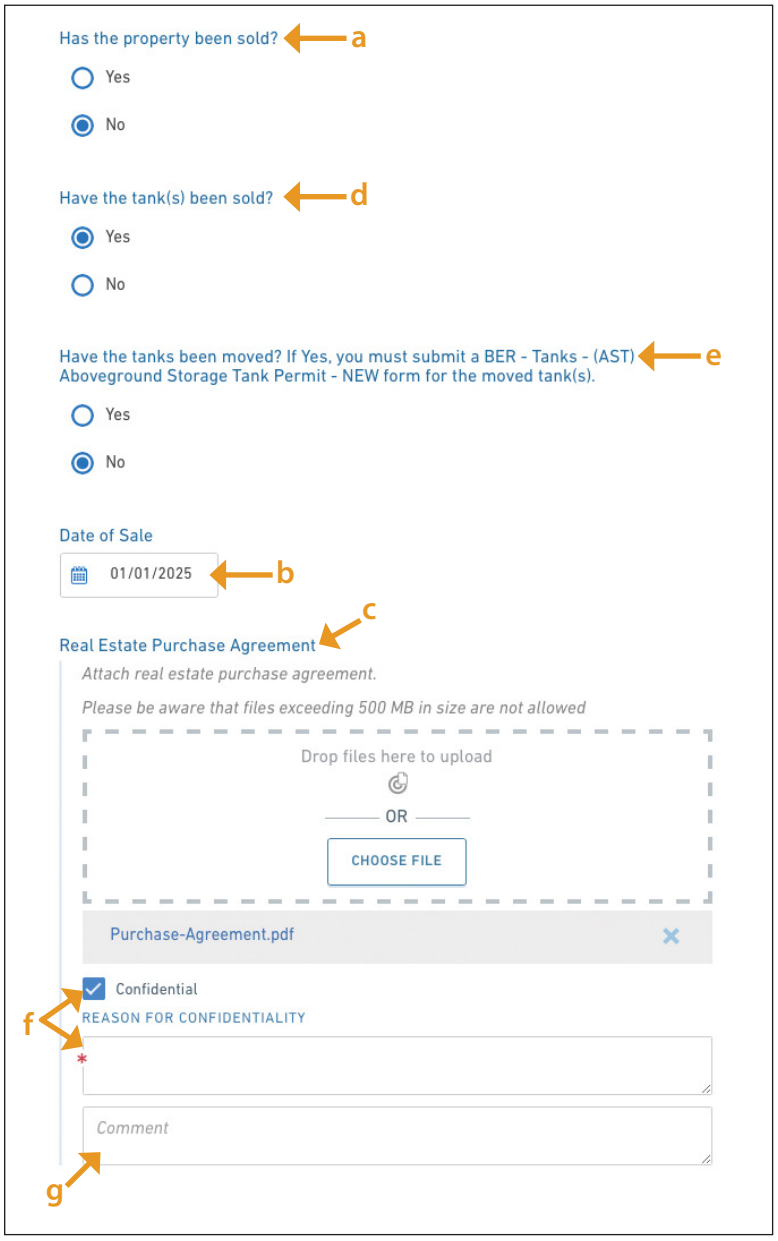
Then you will indicate whether the tank or tanks have been sold (d).

Finally, it will ask if the tank or tanks have been moved (e). For any tanks that have been moved, you will also need to submit a new AST permit application.

If you indicated that the property has been sold, two new required fields will appear. One is for the ***Date of Sale*** (b). You can either type a date in mm/dd/yyyy format, or click the calendar icon on the left side of the box to use the date picker.

You will then need to upload a copy of the ***Real Estate Purchase Agreement*** (c). KEIMS accepts files in .docx, .pdf, .jpeg and .tif, and files must be no larger than 500 MB.

You have the option to mark this as ***Confidential*** (f). Normally, permit changes become part of the public record, but you can mark certain information confidential so that it doesn't become public. This shows up automatically in parts of the form where it asks you to upload a document. If you choose to mark a document as confidential, a required field will appear for you to give a reason for this document to be confidential. You can include any additional notes about the document in the ***Comment*** (g) box below the ***Confidential*** checkbox.



Note: If there is personnel change (manager or responsible contact person) at an AST facility, the owner must first email Sandra Dowell at KDHE (Sandra.M.Dowell@ks.gov) to request an update to the facility's contact information. The owner must email Sandra from the email address already registered in KEIMS. It is mandatory to provide the new contact person's email address so they can be designated as an administrator for your AST facility and access the KEIMS account, which is pre-approved by KDHE.

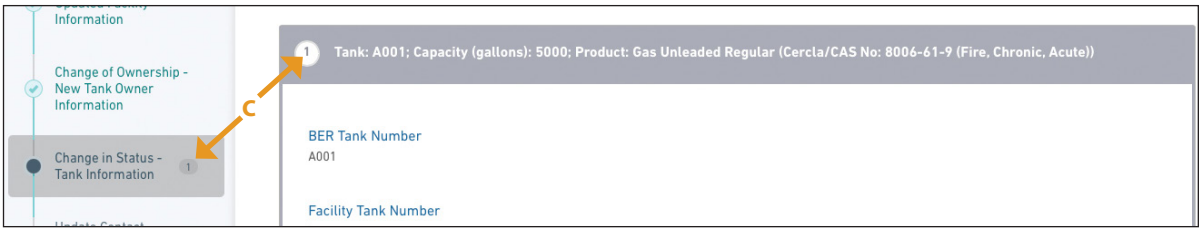
Facility Mailing Address

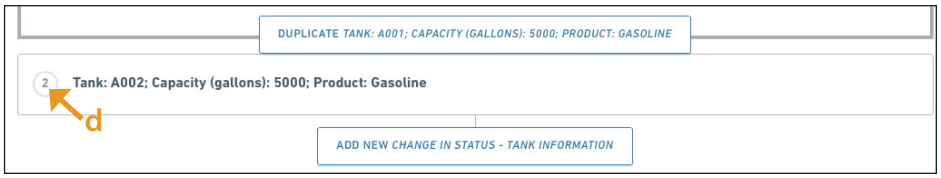
By default, letters regarding the facility's ASTs are sent to the address listed in the Tank Owner Information section. If you are also doing a Change of Ownership, letters will begin to route to the new tank owner's address. If you want letters regarding the facility's ASTs to be sent to a different address, enter a new facility mailing address here (a). You can check whether you've entered a valid address by clicking ***Validate Address*** (b).

Change in Status - Tank Information

You will need to fill out this section if you are changing the product in one or more ASTs or changing the status of one or more ASTs. If you have multiple ASTs, you will need to fill this out for each tank, even if some are not changing.

This section and the outline on the lefthand side will show a number indicating how many ASTs you have (c). You will start on the first tank, and you can scroll down to the bottom of the section to select a different tank (d).





You will not be able to add all the information needed to add a new tank or modify an existing tank—this would have to be done either by registering a new tank in a separate form or by contacting KDHE to correct auto-filled information. If you intend to remove a tank from your permit, you will still need to keep it in this form in order to declare a change in status. If you have a tank for which there are no changes, keep it in the form and indicate that there are no changes.

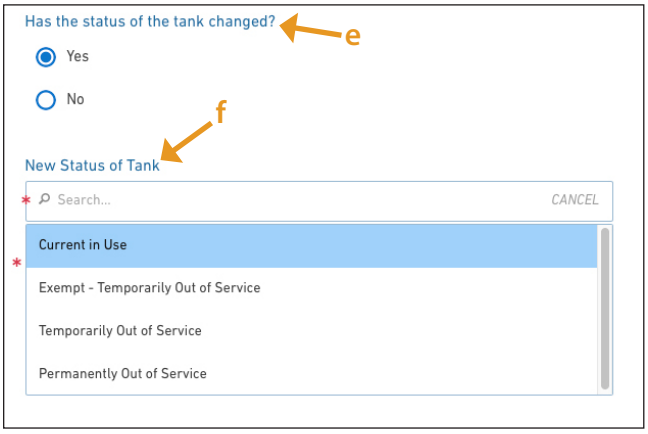
Most of the information in this section is filled in automatically and cannot be changed. If there are any errors in the automatically supplied information that need to be corrected, email Sandra Dowell at KDHE at Sandra.M.Dowell@ks.gov.

At the bottom of this section, for each tank, there are two questions, and additional fields will appear based on your answers. First, it will ask ***Has the status of the tank changed?*** (e) If you select *Yes*, a required dropdown menu (f) will appear for you to choose the new status of the tank. Additional questions will appear based on your answer.

Current in Use

Tank brought in service.

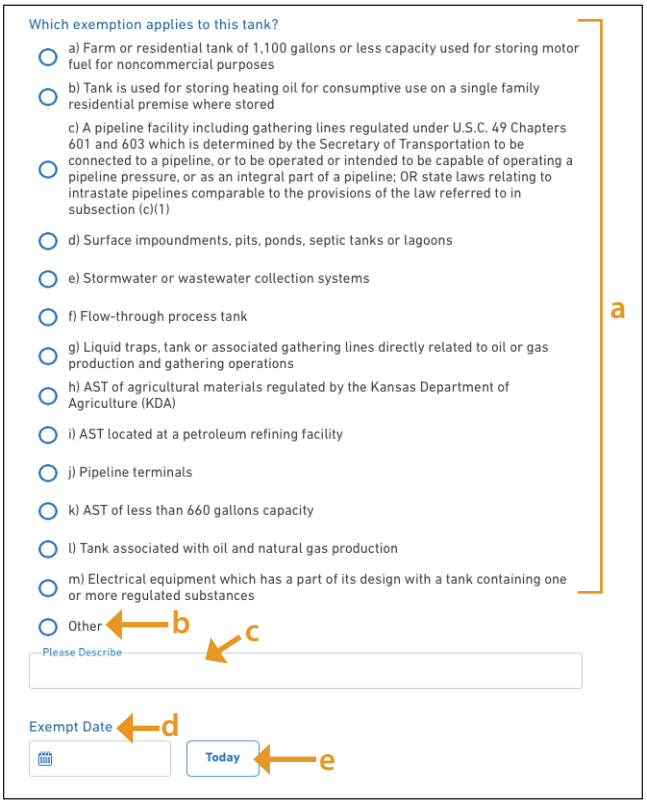
- You will need to supply the date that the ASTs are returning to service, or the ***Back in Service Date*** (g). You can type a date in mm/dd/yyyy format or click the calendar icon on the left side of the box to use the date picker, or if the ***Back in Service Date*** is the same day you are filling out the form, you can click the button on the right that says ***Today*** (h). If you use this button, it will keep the date that you put in, even if you do not submit on that day. For example, if you started filling out the form on Aug. 6, and you clicked Today on Aug. 6, but did not submit until a later date, it will still say Aug. 6.



Change in Status - Tank Information, continued

Exempt – Temporarily Out of Service

Tank is not in use, empty, cleaned, disconnected from power source and fill port locked.



- Within AST, certain substances stored in tanks and/or at specific volumes are exempt from registration with KDHE.

  Select which exemption applies to the tank (a). If none of the given options apply, choose ***Other*** (b) and provide information on why this tank is ***Exempt – Temporarily Out of Service*** (c). Then enter the ***Exempt Date*** (d), meaning the date from which the tank is exempt from the need for a permit due to being out of service. You can type a date in mm/dd/yyyy format or click the calendar icon on the left side of the box to use the date picker. If the ***Exempt Date*** is the same day you are filling out the form, you can click the button on the right that says ***Today*** (e). If you use this button, it will keep the date that you put in, even if you do not submit on that day. For example, if you clicked ***Today*** on Aug. 6, but did not submit until a later date, it will still say Aug. 6.

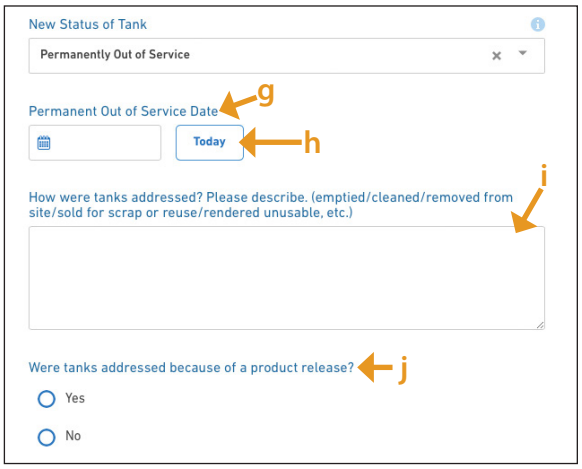
Temporarily Out of Service

Tank is not in use, contains product, and will be used again within the next three years.

- You will need to supply the ***Temporary Out of Service Date***, meaning the date from which the tank is exempt from the need for a permit due to being out of service (f). You can type a date in mm/dd/yyyy format or click the calendar icon on the left side of the box to use the date picker.

Permanently Out of Service

Tank is not in use, is empty and cleaned, and will not be used again.



- You will need to supply the ***Permanent Out of Service Date*** (g), meaning the date the tank was removed from service. You can type a date in mm/dd/yyyy format or click the calendar icon on the left side of the box to use the date picker, or if the ***Permanent Out of Service Date*** is the same day you are filling out the form, you can click the button on the right that says ***Today*** (h). If you use this button, it will keep the date that you put in, even if you do not submit on that day. For example, if you clicked *Today* on Aug. 6, but did not submit until a later date, it will still say Aug. 6.

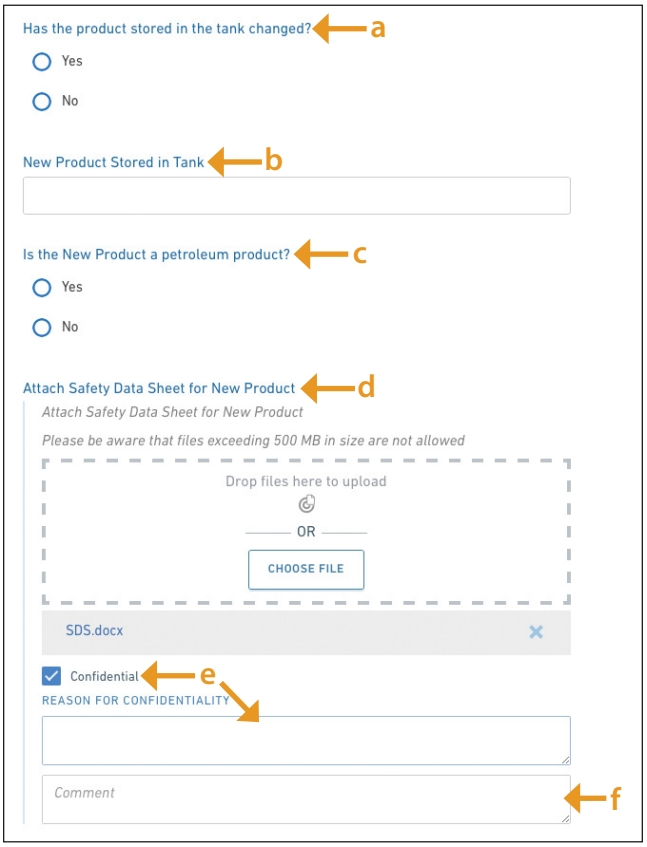
- The form will then ask ***How were tanks addressed? Please describe. (emptied/cleaned/removed from site/sold for scrap or reuse/rendered unusable, etc.*** (i) You will have a text box to answer.

- It will then ask if the tanks were addressed because of a product release, and you will need to select yes or no (j).

Change in Status - Tank Information, continued

Next, you will be asked if the product stored in the tank has changed (a). If you select *Yes*, you will need to give the name of the new product stored in the tank (b) and indicate whether it is a petroleum product (c). You will then need to upload a Safety Data Sheet, or SDS, for the new product being stored (d). KEIMS accepts files in .docx, .pdf, .jpeg and .tif, and files must be no larger than 500 MB.

KEIMS gives you the option to mark this as ***Confidential*** (e). Normally, permit changes become part of the public record, but you can mark certain information confidential so that it doesn't become public. This shows up automatically in parts of the form where it asks you to upload a document, so you have the option to mark an SDS as confidential. If you choose to mark a document as confidential, a required field will appear for you to give a reason for this document to be confidential. You can include any additional notes about the document in the ***Comment*** box below (f).



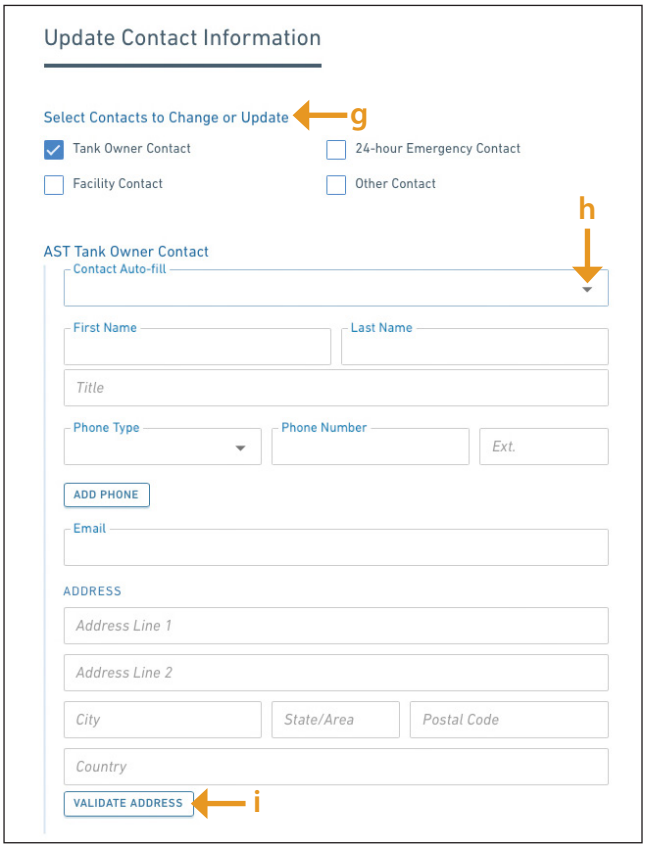
Update Contact Information

In this section, you can select which contacts you want to change or update. Click all contacts that you want to change or update (g) and then enter the necessary information.

Use the ***Contact Auto-fill*** dropdown boxes (h) to select existing contacts associated with the site in KEIMS. If the contact is new to the site or has otherwise not been entered into a KEIMS form related to the site, then they will not show up, and you will need to enter this information manually. After entering the street address, you can verify its accuracy by clicking the ***Validate Address*** button (i).

AST Tank Owner Contact

If there is a change in the facility owner's contact information, please complete all mandatory fields marked with a red asterisk (*). These include first and last name, phone type and number, a valid email address and a street address.

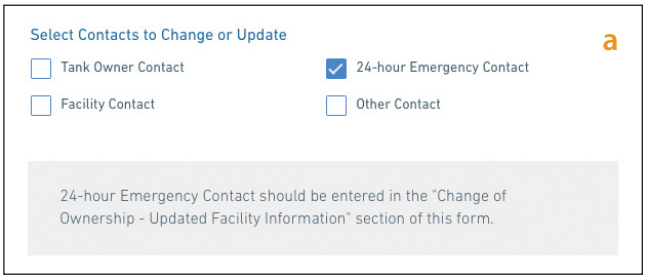


Update Contact Information, continued

24-hour Emergency Contact

If there is a change in the 24-hour Emergency Contact for your AST facility, you may have already entered this information under Change of Ownership – Updated Facility Information (a). Even if the information has been previously provided in earlier sections of the form, you should still click this box whenever there is a change in the contact details of your AST facility.

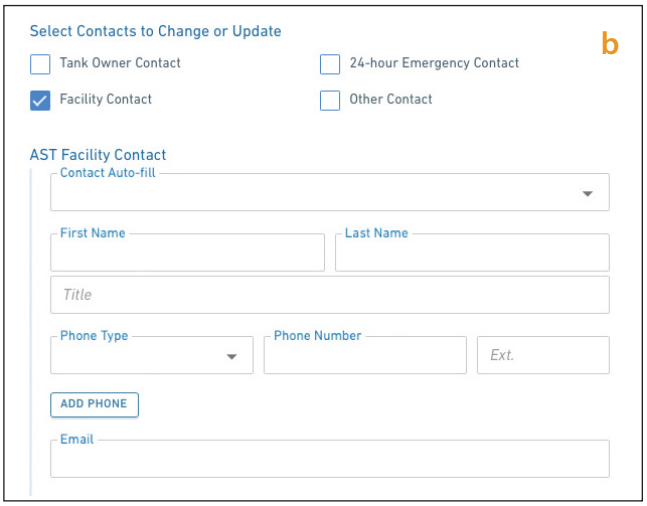
The 24-hour Emergency Contact information is required for all storage tank facilities, as it ensures that a responsible person can be reached promptly in case of unexpected situations at the facility. If there is a change in the contact information of the AST facility, it is important to review and update the 24-hour Emergency Contact accordingly.



Facility Contact

The Facility Contact is the person KDHE should contact for communication regarding the tank(s), usually the owner or a manager (b).

KDHE strongly recommends keeping your facility contact information up to date. Doing so helps prevent any mishandling of your KEIMS account that could occur if the information is outdated.

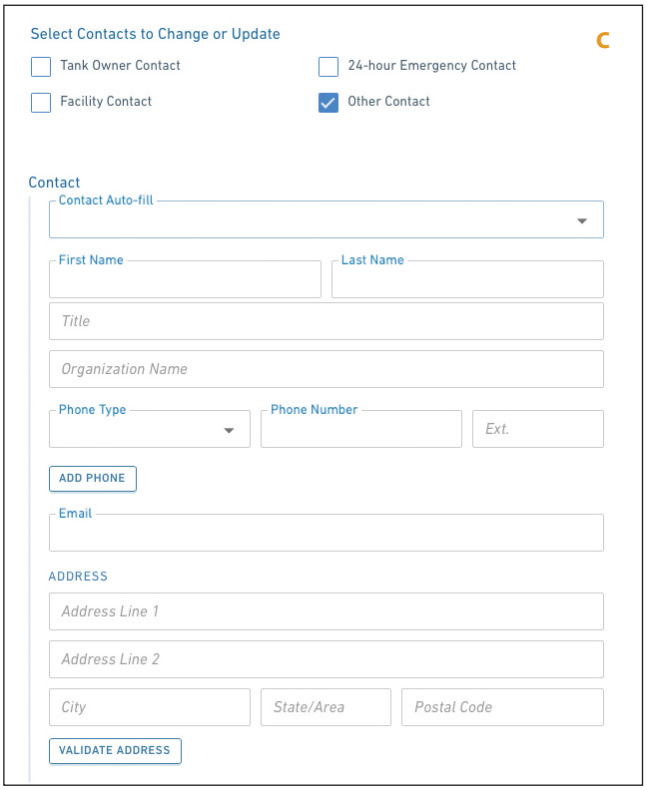


Other Contact

If you have additional contact information, such as a new operator, manager or AST business partner, you may provide it here (c). You can also use this option in cases where personnel changes occur, such as appointing a new manager who will serve as the authorized person to access your KEIMS account.

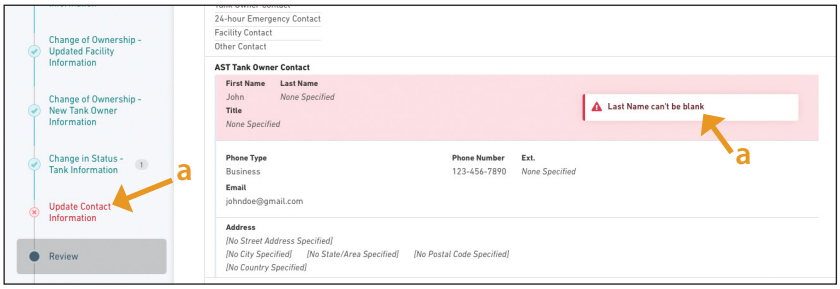
This provision also allows you to notify KDHE of inactive email addresses or updates to contact preferences as the administrator, which helps safeguard your tank information. By updating this information, KDHE can ensure that the new responsible person is recognized as the primary contact for managing your AST facility.

Please note that until KDHE staff are officially notified of a change in contact information from the tank owner, the previously authorized person will continue to have access to your AST KEIMS account. Therefore, it is strongly recommended that you contact KDHE immediately whenever there is a change in your contact information.



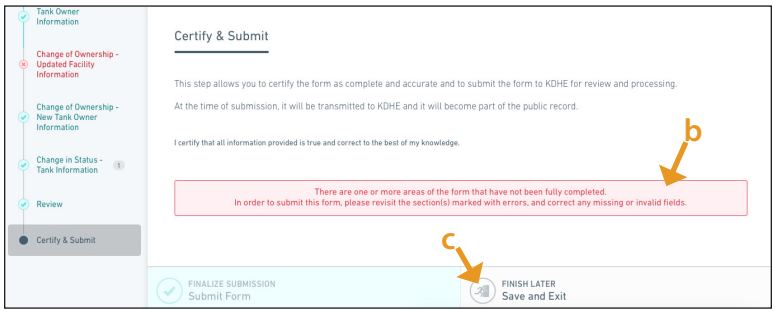
Review

Next you will review your form before submitting. The form will flag any missing information that is flagged as required by the system (a), 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.

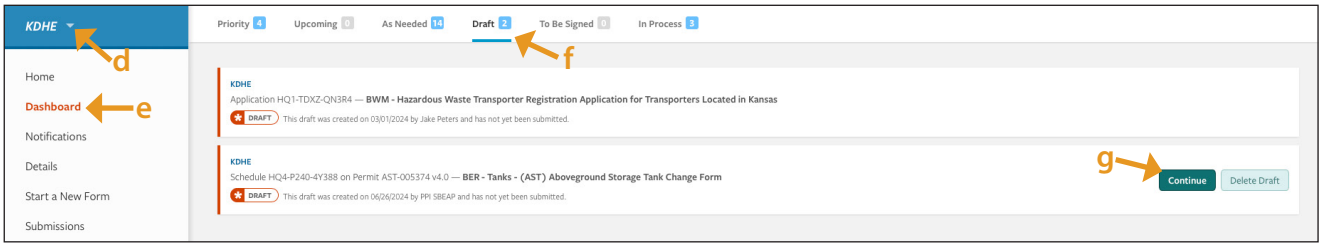


Certify and Submit

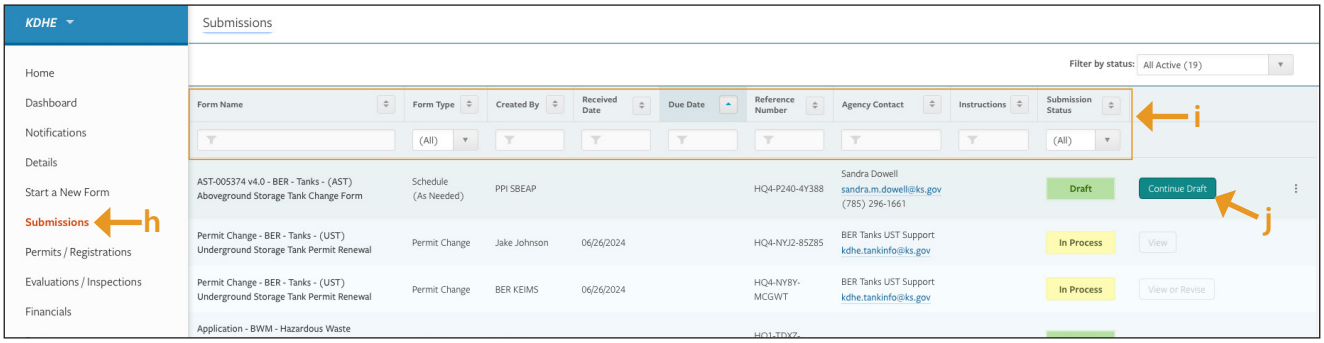
Next is ***Certify and Submit***. You will certify that the information provided is true and correct to the best of your knowledge by submitting your change form. If you are missing anything that is marked as required, it will display a message in red text stating that the form is incomplete (b), and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



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 (d). You can access your draft form two ways:



- Click ***Dashboard*** (e) and click ***Draft*** (f). 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*** (g).



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

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 change form has already been submitted for the relevant change. Once a form has been submitted, it cannot be deleted.

Contact

If you need to contact KDHE regarding ASTs, please send an email to Sandra Dowell at KDHE at Sandra.M.Dowell@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@k-state.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.