KEIMS

Aboveground Storage Tank New Registration

GUIDE

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

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Introduction

This visual guide will demonstrate how to complete the new registration for Aboveground Storage Tanks, or ASTs, in KEIMS. This process should be completed before the AST is installed, but the same form is used to apply for a permit for an existing AST. Renewing an existing AST permit is a separate process using a different form. Changes in ownership and product stored cannot be made in this form. If there has been a change in ownership or product stored, you will need to notify KDHE through the Change Form in KEIMS.

In Kansas, permits are required for ASTs with a capacity over 660 gallons that are used to hold regulated substances:

- Liquid petroleum product fuels such as fuel oil, diesel, gasoline, kerosene, aviation fuels and biofuels (ethanol, gasoline-ethanol blends, biodiesel and associated blends).
- Flammable or combustible liquids.
- Liquid hazardous substances listed in Table 302.4 of the Comprehensive Environmental Response Compensation, and Liability Act, or CERCLA.
- Used oil.

If any of the following apply, your tank is considered exempt and does not require a permit:

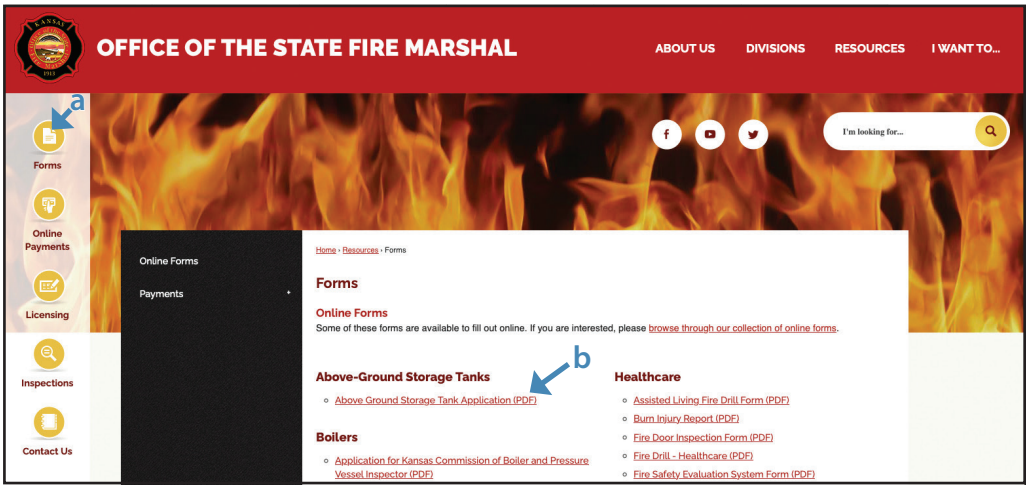
- Farm or residential tank of 1,100 gallons or less capacity used for storing motor fuel for noncommercial purposes.
- Tank used for storing heating oil for consumptive use on a single family residential premise where stored.
- A pipeline facility including gathering lines regulated under the U.S. Department of Transportation or an integral part of a pipeline; OR intrastate pipelines.
- Surface impoundments, pits, ponds, septic tanks or lagoons.
- Stormwater or wastewater collection systems.
- Flow-through process tank.
- Liquid traps, tank or associated gathering lines directly related to oil or gas production and gathering operations.
- AST of agricultural materials regulated by the Kansas Department of Agriculture (KDA).
- AST located at a petroleum refining facility.
- Pipeline terminals.
- Tank associated with oil and natural gas production.
- Electrical equipment which has a part of its design with a tank containing one or more regulated substances.

If your tank has a capacity below 660 gallons or is otherwise exempt from requiring a permit, you can still choose to apply for a permit, and no permit fee will be charged to permit an AST that does not require a permit. If your AST is permitted, you may be eligible for financial assistance from the Kansas Petroleum Storage Tank Release Trust Fund in the event of a release from your tanks requiring corrective action. You will still need approval from the Kansas State Fire Marshal's Office to apply for a permit for an AST storing flammable or combustible liquids, even if the tank is under 660 gallons or otherwise exempt.

Before You Begin

Tanks used to store flammable or combustible liquid will need approval from the Kansas State Fire Marshal's Office prior to starting the new AST permit application.

To start the approval process, go to the Kansas Fire Marshal's office website, linked in KEIMS, click ***Forms*** (a) in the left-hand menu, then click ***Above Ground Storage Tank Application (PDF)*** (b). This will bring you to a fillable PDF of the form.



Kansas Fire Marshal's Office

firemarshal.ks.gov

785-296-3401

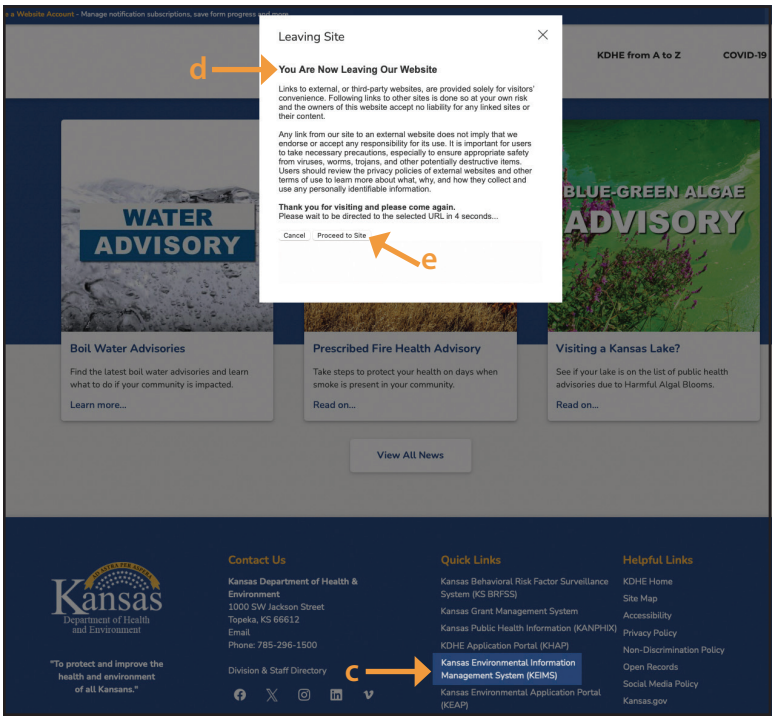
prevention@ks.gov

The form includes instructions for submittal at the bottom of the first page. Once they approve your application, they will send a PLN1, which you will need to submit as part of your permit application. The new AST permit application for KDHE asks for a lot of the same information as the application to the Fire Marshal's Office, so it's a good idea to have your completed application on hand while working on your application to KDHE.

To complete this process, you will need information from the data plate of the tank, and possibly other information from the manufacturer. You will also need to upload a copy of the Safety Data Sheet (SDS) of each product stored in any ASTs you are trying to permit, as well as a site plan. If you applied for approval from the Kansas State Fire Marshal's Office, you would submit the same plan you submitted in that process. If you did not, there is further detail in that section of the form on what the plan should include.

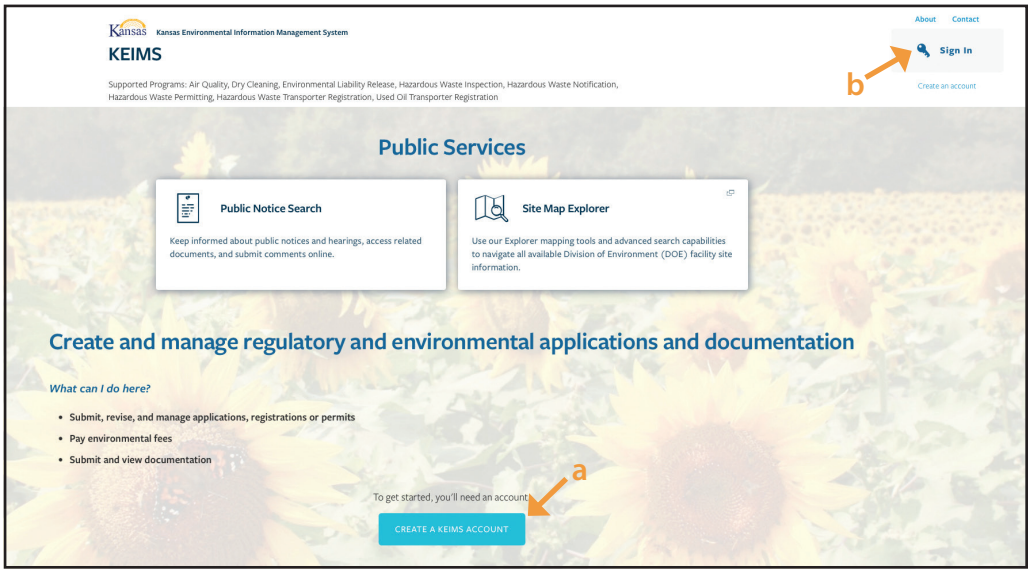
Logging In

There are several ways to get to KEIMS. You can use the link to the KEIMS login page: https://keims.kdhe.ks.gov/nsuite/ncore/login. Another way is to go to the KDHE homepage, scroll to the bottom, and under Quick Links, click Kansas Environmental Information Management System (KEIMS) (c). You will get a notification saying ***You Are Now Leaving Our Website*** (d). Select ***Proceed to site*** (e) to get to the KEIMS login page, or if you wait a few seconds, it will proceed without you selecting an option.



Logging In, continued

From here, you can either create a KEIMS account (a), or sign in with an existing account (b). You can also access KEIMS by going to the BER KEIMS page, scrolling down, and clicking the KEIMS logo (c). The BER KEIMS page also contains additional resources created by KDHE and contact information in case you need to contact KDHE directly.

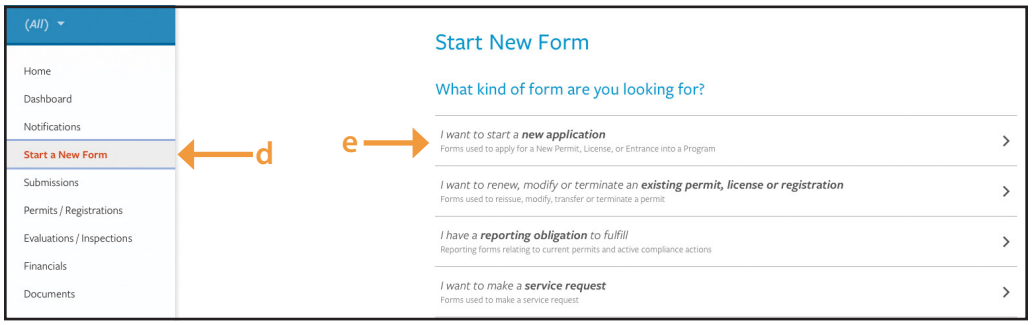


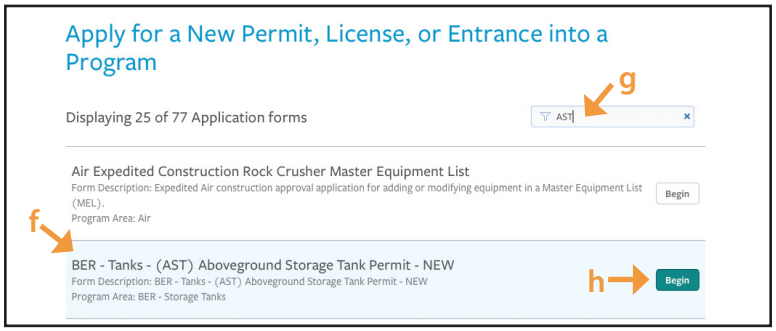
If you do not have an existing KEIMS account, you will need to create one. Instructions on creating a KEIMS account are available in the KEIMS General Overview Visual Guide.

Note: KEIMS passwords expire every 90 days, so make sure you use an email account you can access and security questions you can remember or write down your questions and answers.

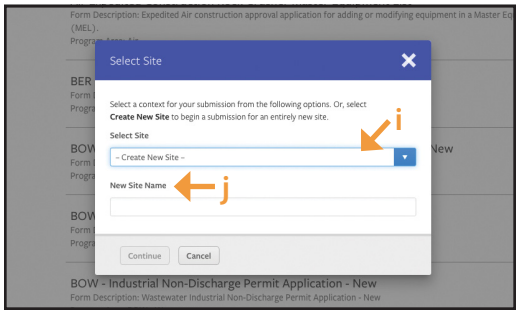
Starting the Form

Once you've logged into KEIMS, go to ***Start a New Form*** (d) and select ***I want to start a new application*** (e). You can use the filter bar in the top right to find the form ***BER – Tanks – (AST) Aboveground Storage Tank Permit - NEW*** (f). You can also type part of the title to narrow down the list without typing in the entire title—for example, if you type "AST" into the filter bar (g), it will show you only those forms with "AST" in the name. Click ***Begin*** (h) on the right-hand side.





Here it will prompt you to either select a site or create a new one. If your facility is already in KEIMS and linked to your account, select it from the drop down (i). If your site is not yet in KEIMS, type the name of the site into the space under ***New Name*** (j). Then click ***Select*** to begin your new application.

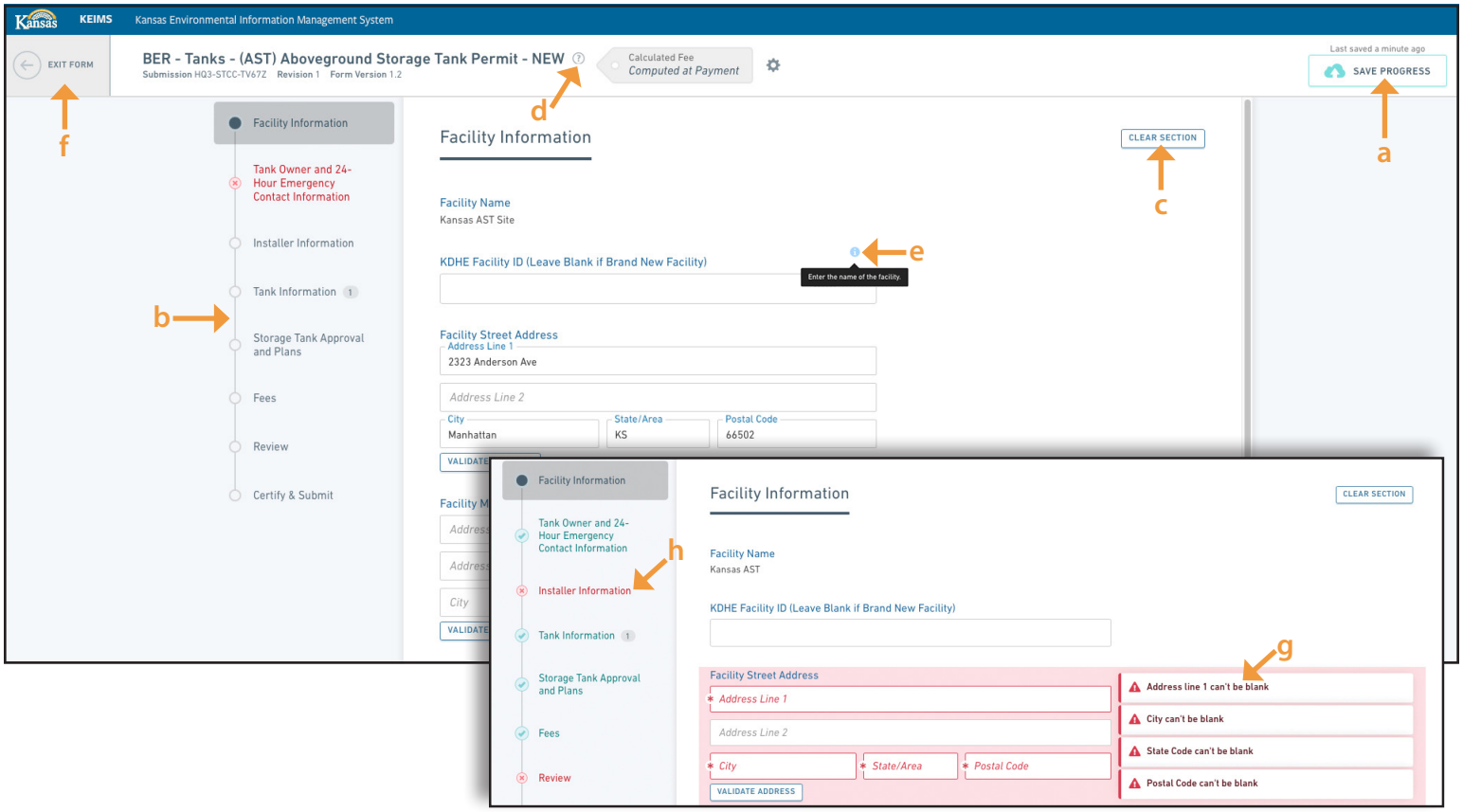


Click ***Begin form entry***. This can take a bit to load, so don't worry if it doesn't load right away.

Form Navigation

Some notes on form navigation:

- The system automatically saves your progress each time you change sections, but the best practice is always to save regularly. Click ***Save Progress*** (a) on the upper right corner of the page.
- You can use the outline on the left side (b) to navigate between sections.
- If you click the ***Clear Section*** button (c) to clear your progress in a section, it will delete all information entered in addition to any auto-populated data. It is generally recommended to correct individual spaces rather than using the clear section button.
- You can mouse over the question mark icon by the title to see instructions for the form (d). Some sections of the form will show an *i* symbol (e) when you mouse over them, which explains what you're supposed to enter in that section.
- The easiest way to get back to your KEIMS profile is to use ***Exit Form to Home*** (f).
- Items marked with a red asterisk are required, meaning that you cannot submit the form without putting something in that field. You can proceed to the next section without filling those fields, but you cannot submit the final application form until they are filled. If you proceed to the next section without filling a required field, these fields will be marked with a red background and a warning message saying what needs to be done (g). Note that not all items required by KDHE are marked with a red asterisk, so the absence of one does not necessarily mean you do not need to fill out that field. However, it is important and highly recommended to provide correct information to get your application approved.
- The outline on the left side of the screen 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. If the title is blue, and the circle is blue with a checkmark in it, all fields marked as required have been filled. 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 (h).
- You will need to upload files to KEIMS as part of this process. KEIMS has a maximum file size of 500MB and accepts the following file formats: .docx, .pdf, and .jpeg, and .tif.



Facility Information

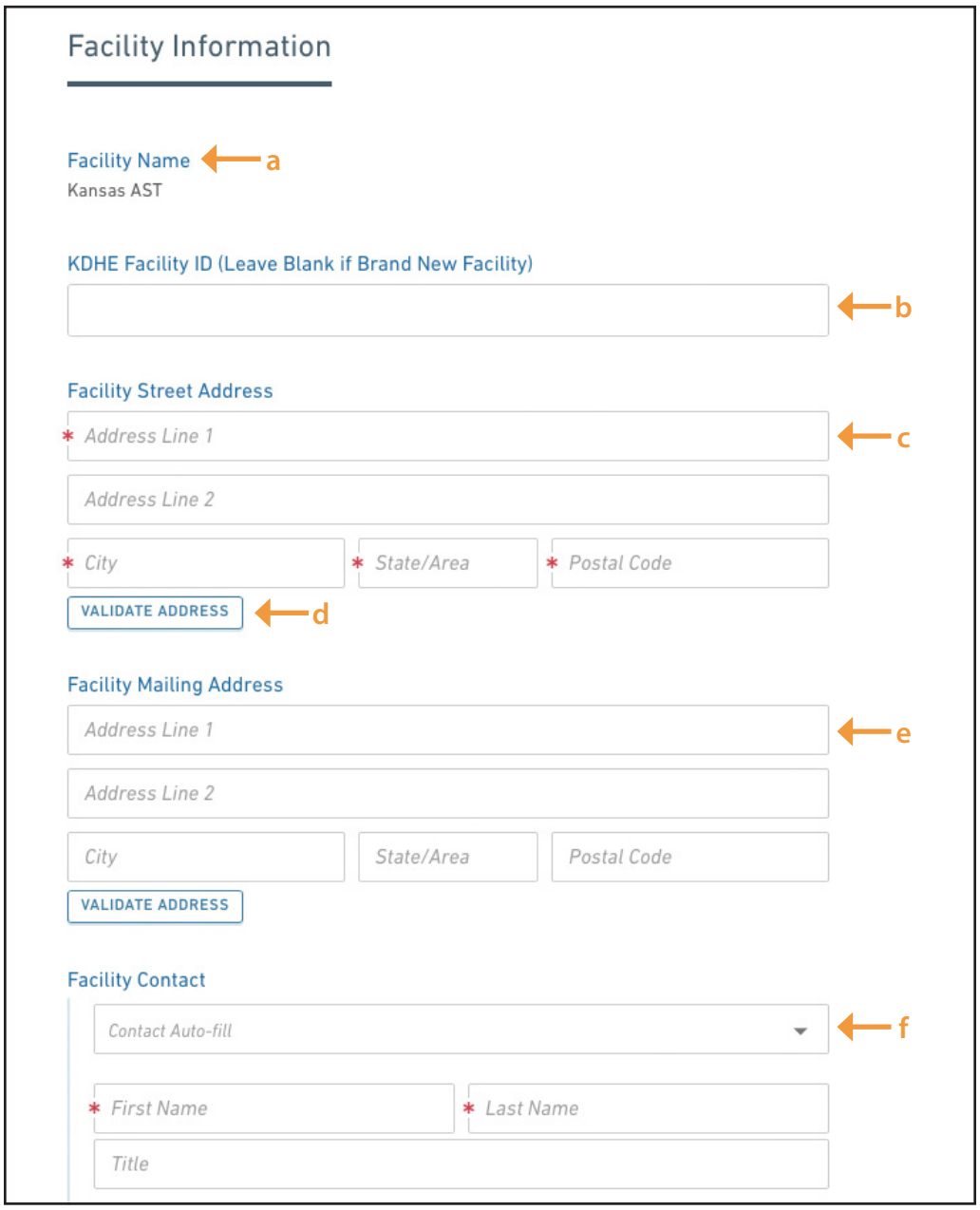
The first section of the permit application form is Facility Information. The ***Facility Name*** (a) is auto filled based on the name of the site in KEIMS.

If your facility is already in KDHE's storage tanks program, you will enter your ***KDHE Facility ID*** here (b), but if this is a new site, you will not have a Facility ID yet. If this is the case, leave this space blank.

Next, enter the address information for the facility where the tanks are or will be installed (c). Note that if you are adding tanks at an existing facility (i.e. one that is already in KDHE's system), you cannot change the address in this form. You can check whether you've entered a valid address by clicking ***Validate Address*** (d).

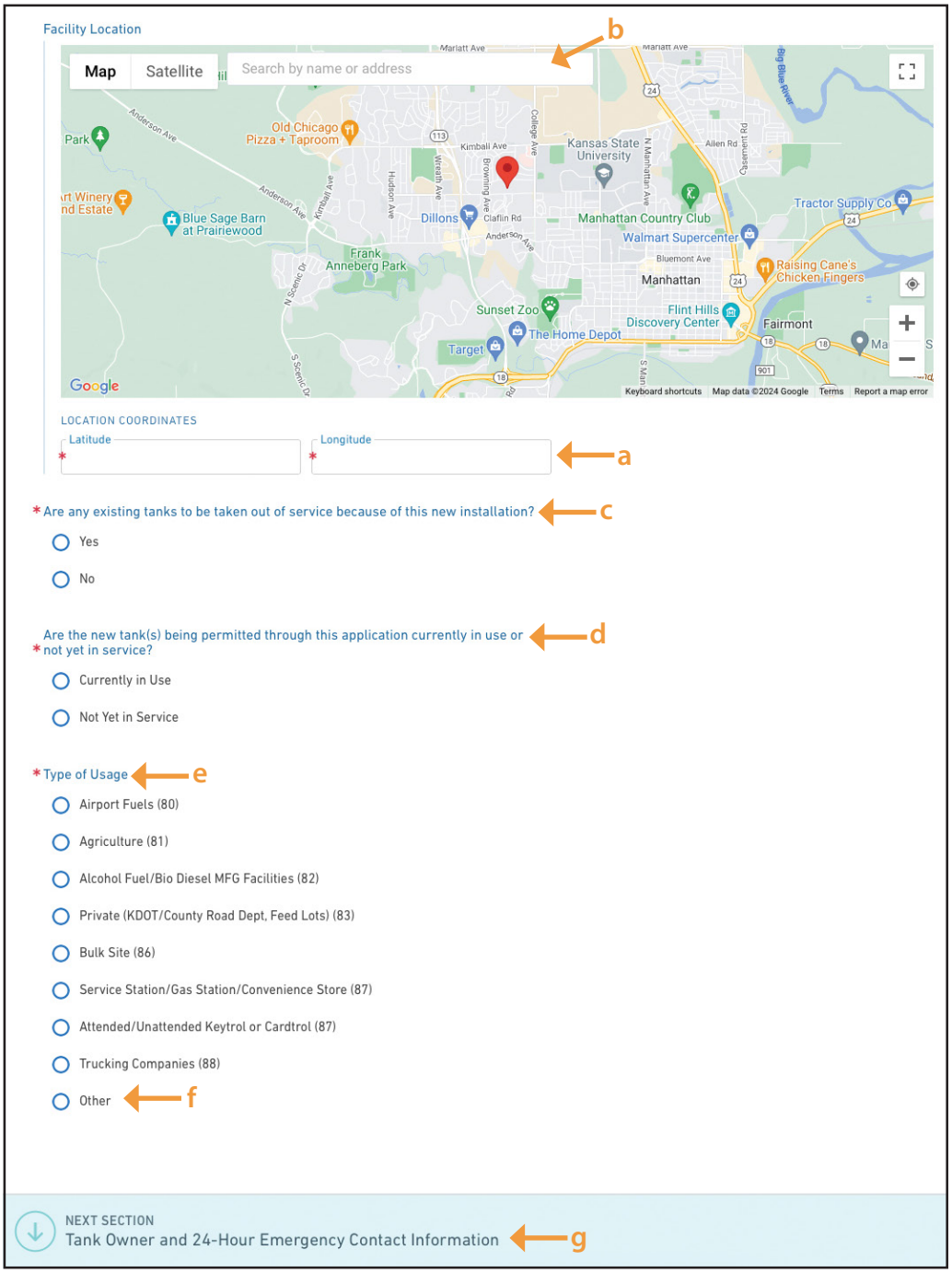
You can also enter a facility mailing address (e), if the mailing address is different than the facility address. Though this is not required, it is highly recommended that you include a mailing address if the facility address is not the best address for you to receive mail.

Next, enter the ***Facility Contact*** (f). This is the person KDHE should contact for communication regarding the tank(s), usually the owner or a manager.



Facility Information, continued

Next is ***Facility Location***. The form requires latitude and longitude (a). If you do not know the latitude and longitude of your facility, you can use the map tool provided and search by name or address of the facility (b) or locate the facility on the map.



Next, you will need to indicate if there are any existing tanks to be taken out of service because of this new installation (c).I f you are removing an AST or a UST to replace it with the AST being installed, you will need to select *Yes*. If an AST is being removed, you will need to submit ***BER – Tanks – (AST) Aboveground Storage Tank Change Form***, and if you are removing one or more Underground Storage Tanks, you will need to submit ***BER – Tanks – (UST008) UST Permanent Closure or Changes-In-Service*** in addition to this form. If no tanks are being removed as part of this installation, select *No*.

Next, you will be asked if the new tanks being permitted through this application are currently in use or not yet in service (d). If you are applying for a permit for an existing tank, select *Currently in Use*. If you are applying for a permit for a new AST and therefore will be installing it after the permit is granted, you will need to select *Not Yet in Service*.

Next, you will select the ***Type of Usage*** (e), choosing one option from the list:
If you select *Other* (f), a text box will appear below the list, and you will need to describe the type of usage.

- Airport Fuels
- Agriculture
- Alcohol Fuel/Bio diesel manufacturing facilities
- Private (KDOT/County Road Department, Feed Lots)
- Bulk site
- Service Station/Gas Station/Convenience store
- Attended/Unattended Keytrol or Cardtrol
- Trucking Companies
- Other

Once this section is complete, click ***Next Section - Tank Owner and 24-Hour Emergency Contact Information*** (g).

Tank Owner and 24-Hour Emergency Contact Information

First, this section asks for the ***Owner ID*** (a), which the owner will have if they already have storage tanks permitted with KDHE. Otherwise, leave this space blank.

Then you will need to enter the tank owner first and last name, or company name if owned by a company rather than an individual, and the address (b).

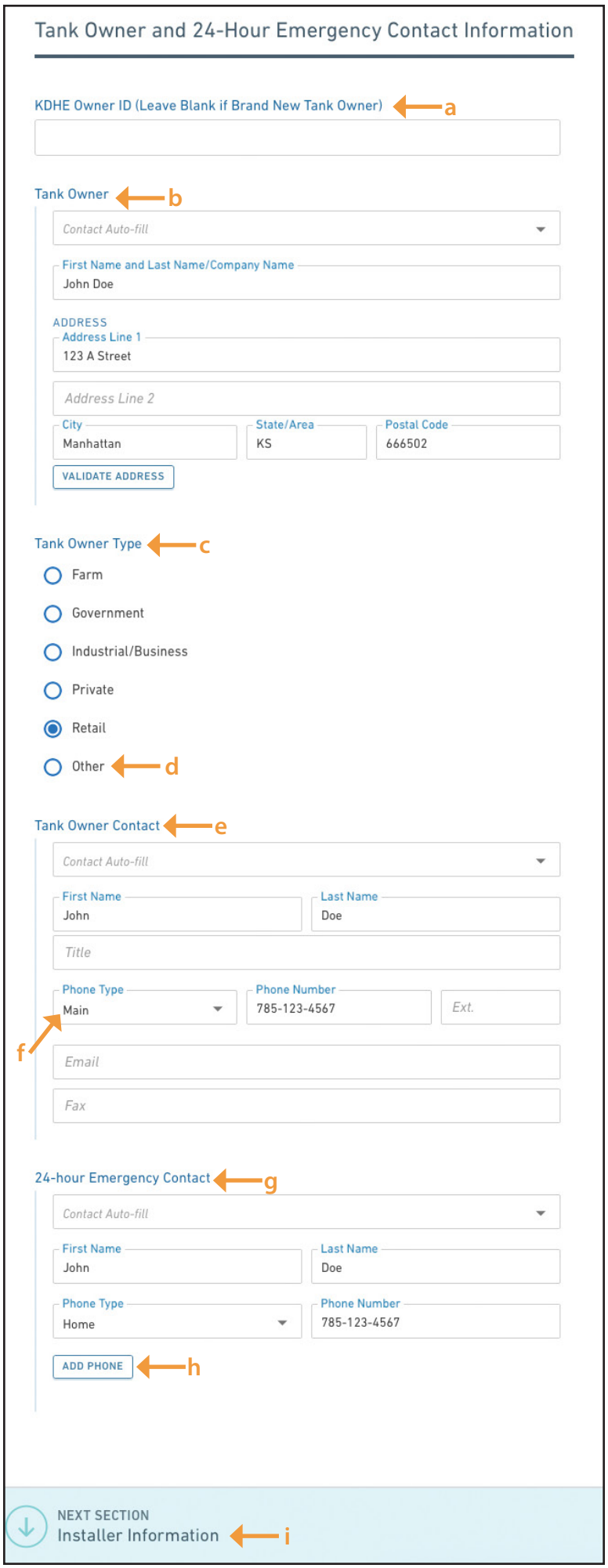
Next is the ***Tank Owner Type*** (c), which is basically the type of organization that owns the tank. You can select one of the options, which are Farm, Government, Industrial/Business, Private, Retail and Other. Note that if you select Other (d), you will need to describe the organization.

Next is ***Tank Owner Contact*** (e). This will require the name and contact information for an individual, not a company. If that person also has a KEIMS account, it's best to use the same email address they used to set up their KEIMS account, in order to streamline any communication with KDHE. However, email address and fax number are not required.

You will also need to enter a phone number and the ***Phone Type***, e.g. Home, Main, Business, Other or Mobile (f).

You will need to enter information for the ***24-hour Emergency Contact*** (g), including phone type and number. You can also give additional phone numbers (h). This is how KDHE will contact you in case of an emergency, so make sure this is a number that will be reliably answered at any time.

Click ***Next Section - Installer Information*** to move to the next section (i).

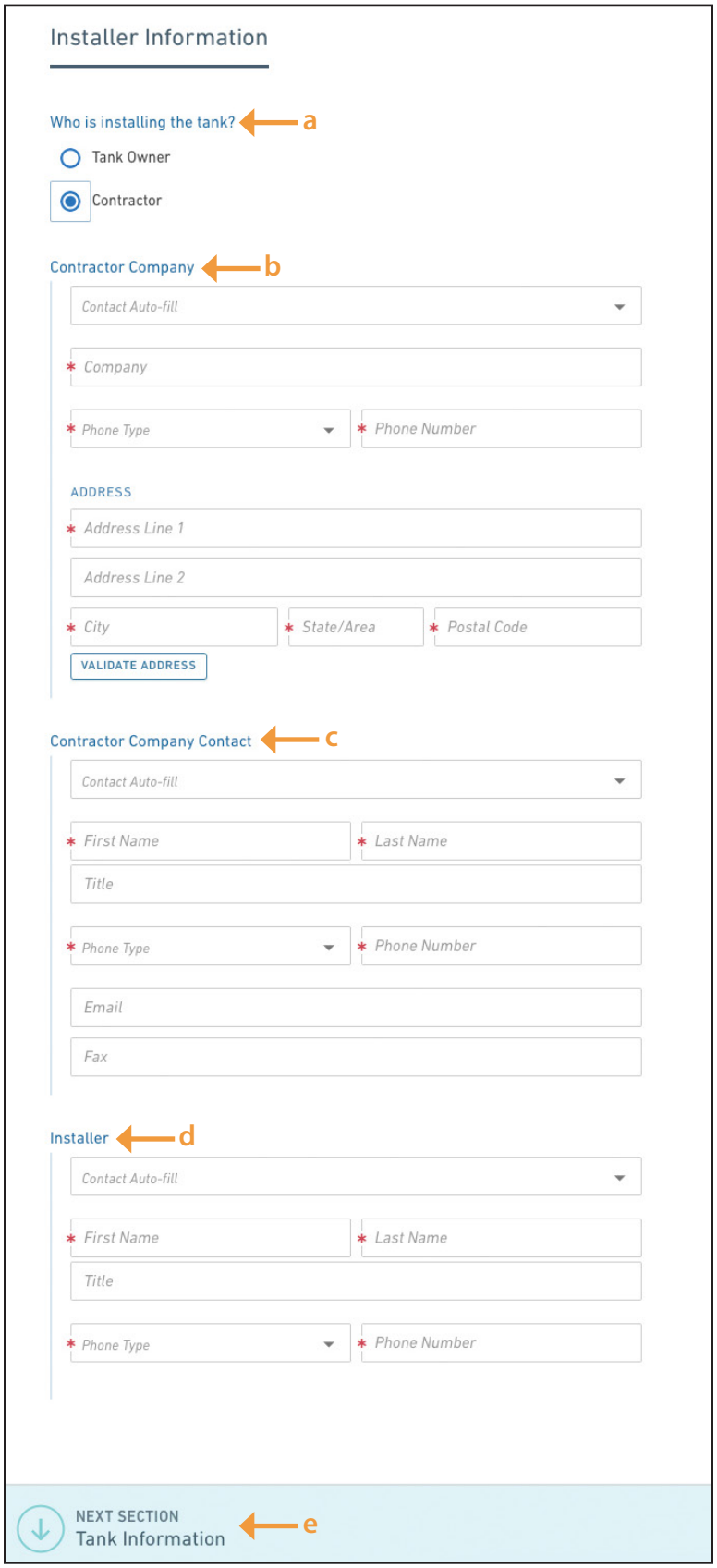


Installer Information

Next is Installer Information. It will ask whether the tank is being installed by the owner or by a contractor (a).

If you select contractor, it will then ask you for additional information about the contractor. You will need to provide the company name, phone number and address (b). Then you will need to provide the name, phone number and phone type for your contact at the company (c). Finally, you will need the name, phone number and phone type of the installer specifically (d).

Once this section is complete, click ***Next Section - Tank Information*** (e).



Tank Information, Part 1

Here you need to provide details of the tanks being installed. If you applied for approval from the Kansas State Fire Marshal's Office, a lot of this information will be in the document you submitted. Note that if you are permitting multiple tanks, you will need to enter information for each of them. There are buttons at the top right to clear the information entered for this tank or to duplicate it, if you have two tanks with similar details, though no two will have the same details.

There is also a button to delete the tank entirely. However, use of the ***Clear*** (a) and ***Delete*** (b) buttons is not recommended. If you need to change data, it is generally recommended that you do so manually, and deleting tanks is not recommended unless you accidentally added more tanks than you want to put in your permit application. At the bottom, there will be another button to duplicate tank information and a button to add a new tank.

First you will enter the facility tank number (c), and the tank identifier if the tank being installed is part of a multi-compartment tank (d). These are based on the site plan. If you are using this tank to store a flammable product, this will be the same site plan you supplied to the Kansas State Fire Marshal's Office. Otherwise, you may need to draw one up. There's more information on this in the next section, *Storage Tank Approval and Plans*.

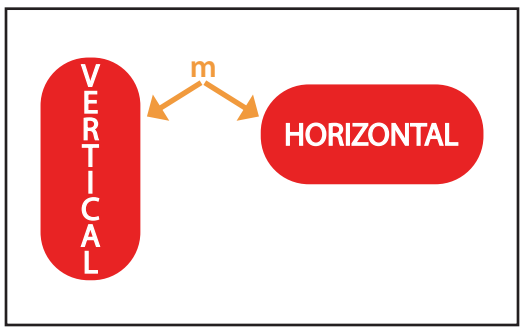
You will then need to supply the ***Individual Tank Number*** (e). This should be included on a data plate mounted on your tank. You can also find several other items in this section on the data plate.

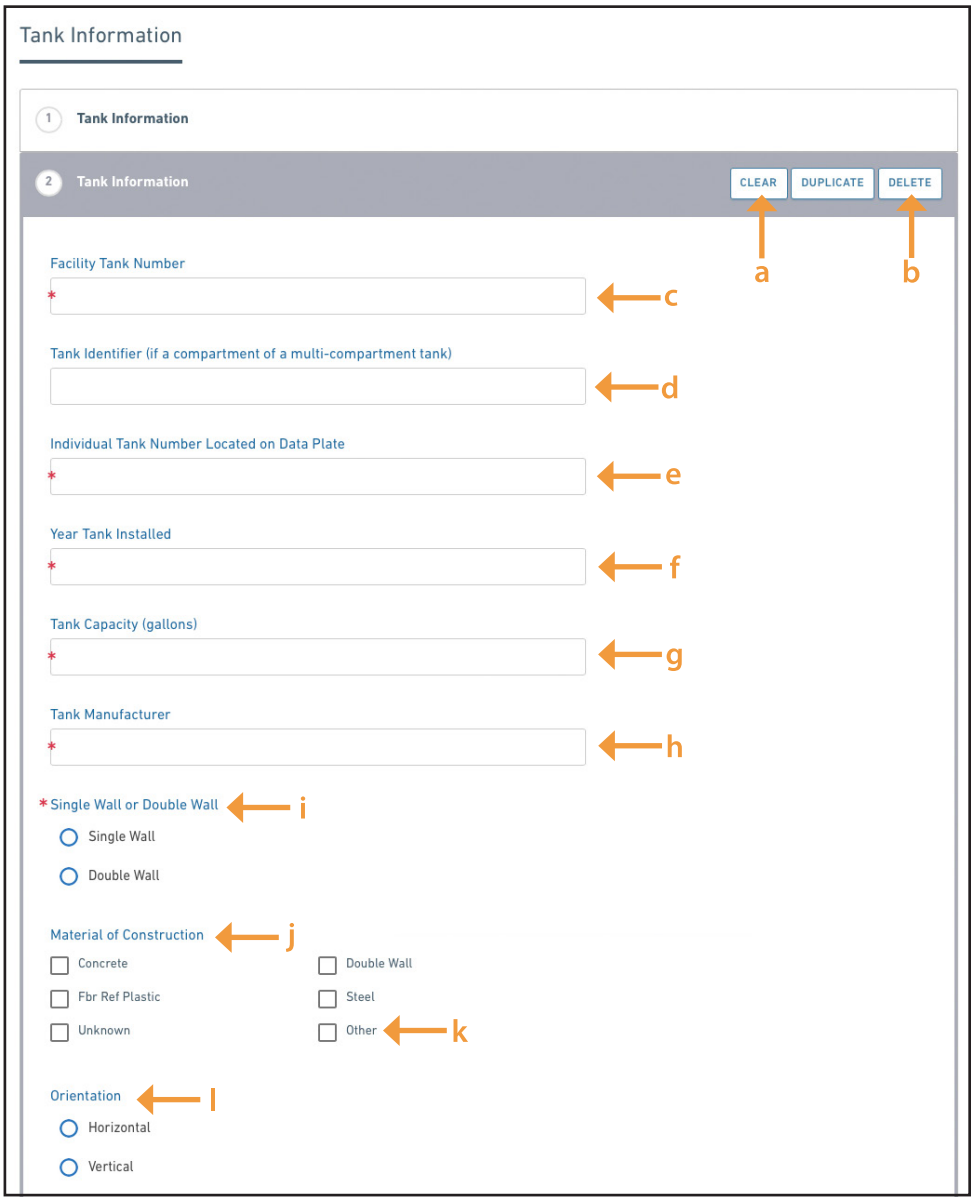
Next you will also need to enter:

- The year the tank was or will be installed (f).
- The tank capacity in gallons (g).
- The tank manufacturer (h).

You will then need to select whether the tank has a ***Single or Double Wall*** (i), and specific ***Materials of Construction*** (j) (note that you can choose more than one). If you don't have information about materials of construction, you can contact the manufacturer. If your tank is wholly or partly made of materials other than those listed, select *Other* (k). A box will appear when you select *Other*, and you will need to describe the material(s) in that field.

Next, you will need to indicate whether the tank is oriented horizontally or vertically (l,m).





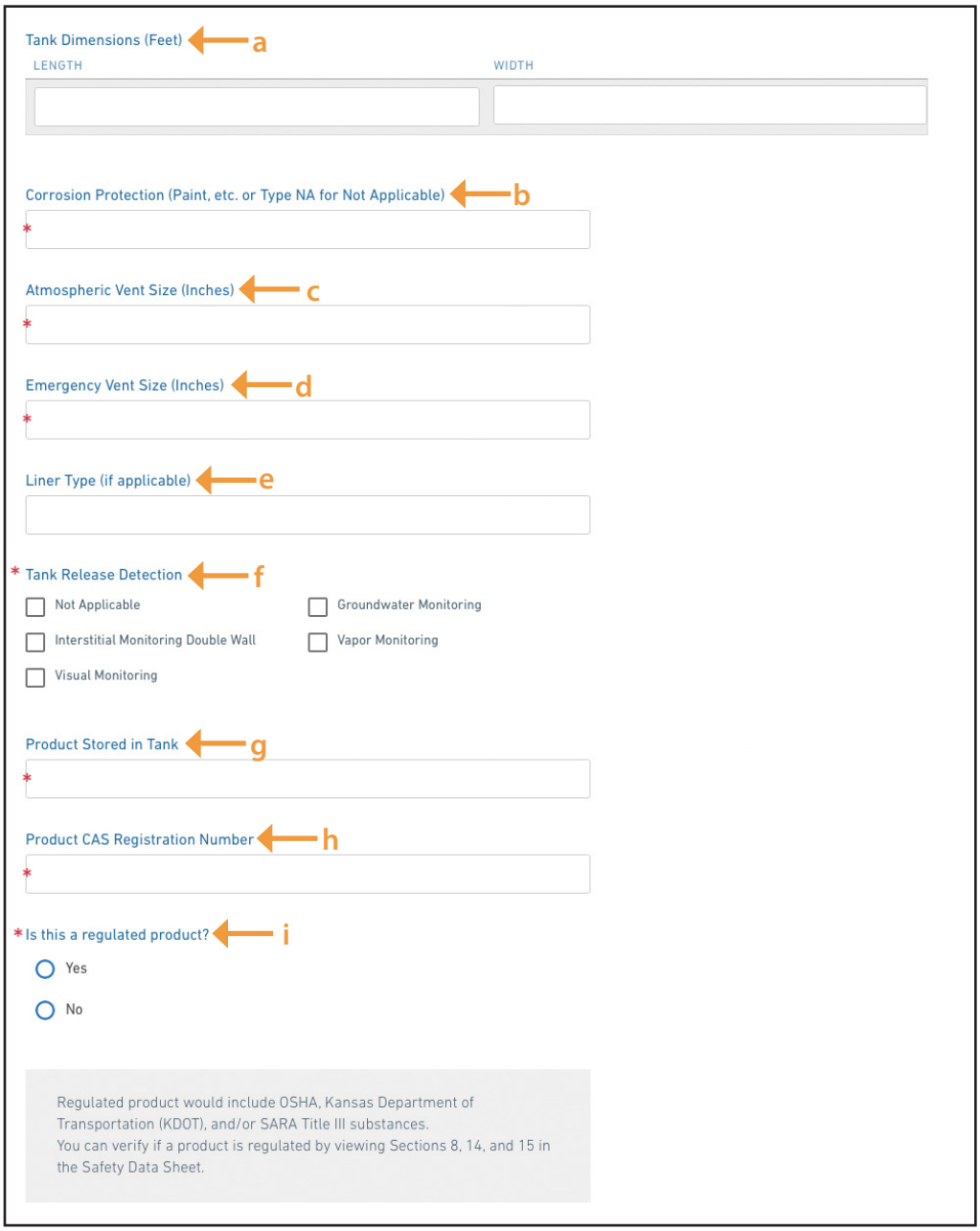
Tank Information, Part 2

Provide the ***Tank Dimensions*** (length and width) in feet (a), the style of ***Corrosion Protection*** (b), such as paint, or put *NA* if the tank has no corrosion protection, the ***Atmospheric Vent Size*** (c) and ***Emergency Vent Size*** (d), both in inches, and the ***Liner Type*** (e) if the tank is lined.

Next, you will indicate any forms of ***Tank Release Detection*** used for the tank (f). Again, you can select more than one option. Release detection is not required on ASTs, so if you can't find information on it, it is likely that you do not have release detection.

Next you will need to give some information on the ***Product Stored in the Tank*** (g), including the name and ***Chemical Abstract Service, or CAS, number*** (h). You can find this in section 3 of the SDS or by searching the name of the substance online and the word *CAS*.

It will then ask you whether it is a ***regulated product*** (i), which it explains as follows: "Regulated product would include OSHA, Kansas Department of Transportation (KDOT), and/or SARA Title III substances. You can verify if a product is regulated by viewing Sections 8, 14, and 15 in the Safety Data Sheet."



Tank Information, Part 3

You will then need to upload a ***Safety Data Sheet***, or SDS (a). This will be the same SDS you submitted to the fire marshal for approval.

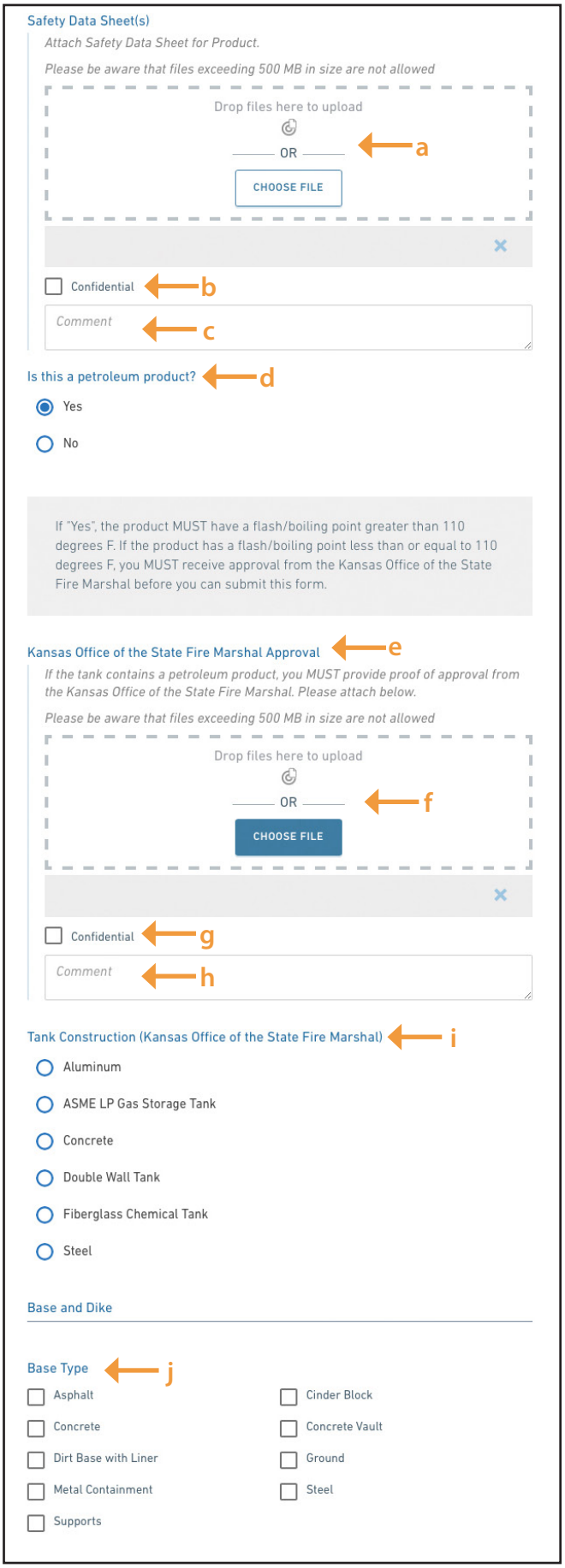
Now, it gives you the option to mark this as ***Confidential*** (b). Normally, permit applications become part of the public record, but you can mark certain information confidential so that it doesn't become public. This shows up automatically in parts of the form where it asks you to upload a document, 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 (c). You can include any additional notes about the document in the comment box below the *Confidential* checkbox. SDSs are often publicly available anyway, so there would rarely be a reason to mark this confidential, if ever.

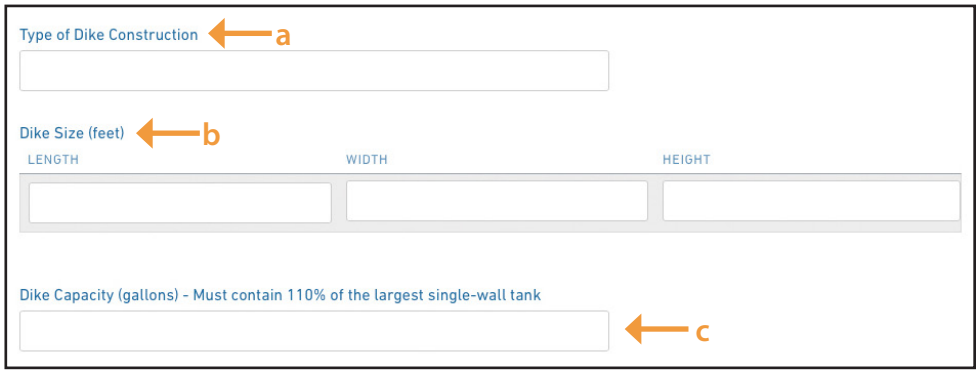
Then, it will ask you whether it is a petroleum product (d). If you have ***Fire Marshal Approval*** (e), this is where you will submit it. If you select *Yes*, there will be a space to upload the approval (f). The Fire Marshal's office can help you determine if you have a petroleum product, but basically, if you have an approval from the fire marshal, you need to click *Yes* in order to submit it, and if you didn't have to go through the Fire Marshal's office, then you definitely don't have a petroleum product. Approval from the Fire Marshal's Office is required for any product with a flash or boiling point less than or equal to 110 degrees Fahrenheit. If you are not storing a petroleum product then select *No*.

Again, it gives you the option to mark this as ***Confidential*** (g). 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 the *Confidential* checkbox (h).

If you indicated you are storing a petroleum product, you must select the ***Tank Construction*** (i), which can be aluminum, ASME LP Gas storage tank, concrete, double wall tank, fiberglass chemical tank or steel.

You will then need to select the ***Base Type*** (j) used for the tank from the list: asphalt, concrete, dirt base with liner, metal containment, supports, cinder block, concrete vault or ground steel. Again, you can select more than one, so select all that apply.
If you indicated earlier that the tank is single-wall rather than





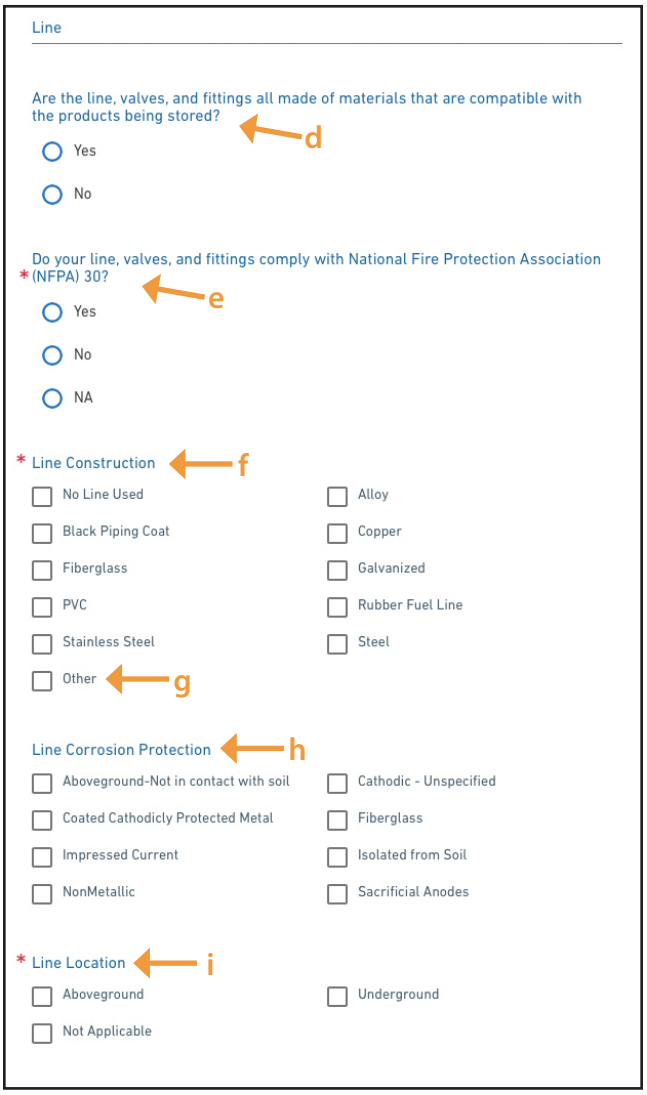
double-wall, you will also need to provide information about the containment dike. First, you will need to provide the ***Type of Dike Construction*** (a). Common examples would be metal or earthen with an impermeable liner for larger tanks. You will then provide the dimensions of the dike, meaning the length, width and height, in feet (b). Finally, you will enter the dike capacity in gallons (c)—note that the capacity of the containment dike must be at least 110% of the capacity of the largest single-wall tank in the containment dike.

Then it asks if your lines, valves, and fittings are compatible with the products being stored (d). Basically, it is asking whether these parts are designed to work with the material stored, or if they will interact in some way. For example, biodiesel is not compatible with rubber because it can dissolve rubber. This information should be in materials supplied by the manufacturer.

Next it asks if your lines, valves, and fittings comply with NFPA 30 (e). This is a code from the National Fire Protection Association relating to flammable and combustible liquids. If the substance stored in the tank is a flammable or combustible liquid, then the lines, valves and fittings must be compliant with NFPA 30. This is not required if the substance stored is not flammable or combustible, so if this is the case, you can select yes or no if you know whether these items are compliant, or you can select *NA*.

You will also need to designate your ***Line Construction*** (f), which refers to the material of construction here. You can select multiple, so select all that apply. If you select *Other* (g), a new field will appear for you to describe the material, and this is required as long as *Other* is selected.

You will then need to indicate what kind of ***Line Corrosion Protection*** (h) you have, if any. Again, you can select multiple, so select all that apply. Corrosion protection is a good idea to avoid spills and related injuries or damage, but it is not required for ASTs, including their lines, so if you cannot identify a type of corrosion protection, you likely don't have any.



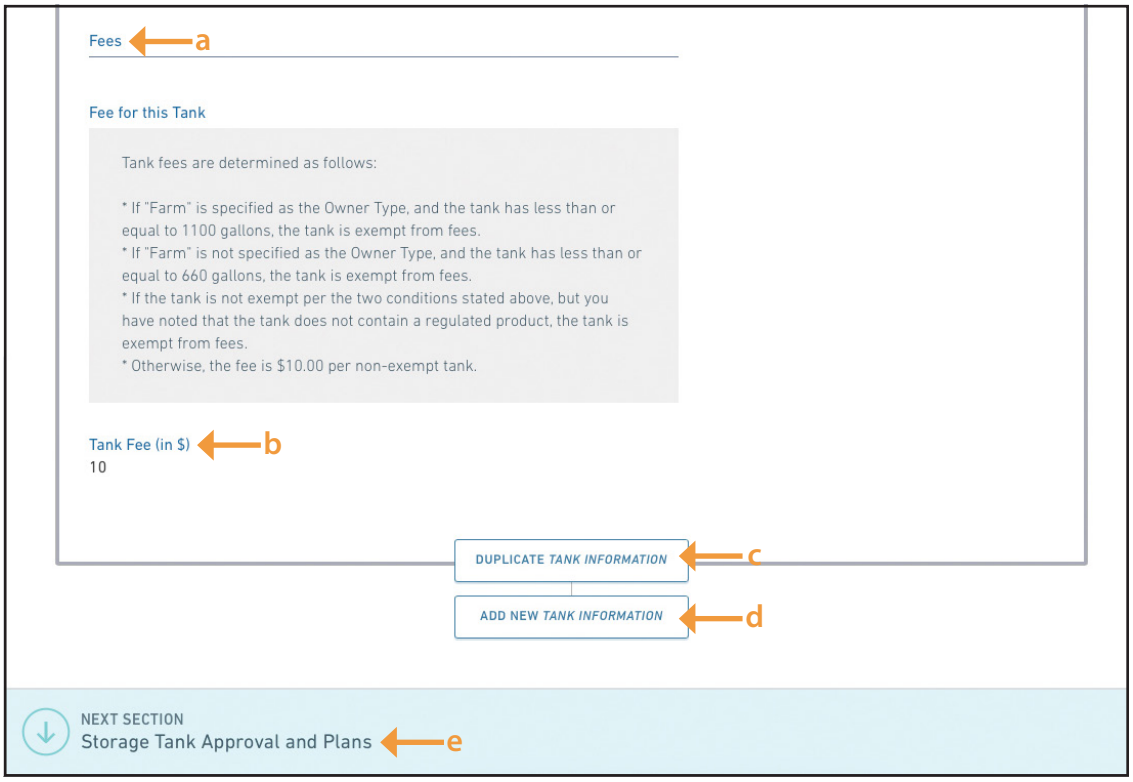
Finally, you will need to indicate whether the lines are above or below ground (i). If you do not have lines, for instance if you dispense directly from the tank using a spigot, you will mark ***Not Applicable***.

Tank Information, Part 5

Next, it explains the fee structure (a):

- If *Farm* is specified as the *Owner Type*, and the tank has less than or equal to 1,100 gallons, the tank is exempt from fees.
- If *Farm* is not specified as the *Owner Type*, and the tank has less than or equal to 660 gallons, the tank is exempt from fees.
- If the tank is not exempt per the two conditions stated above, but you have noted that the tank does not contain a regulated product, the tank is exempt from fees.
- Otherwise, the fee is $10.00 per nonexempt tank.

Below the explanation, it will show the fee for this tank (b). Note that if there are multiple tanks on your application, this is not the total for the application, only the fee for this tank.



In the bottom, there are two options *Duplicate Tank Information* (c) and *Add New Tank Information* (d). If you have an additional tank to add with similar information, you can duplicate a tank you have already entered and edit the information as required for the additional tank. Make sure to check that you changed any information that was different for the tank you added, including uploading the correct version of any different documents. If you have the same documents for both, for example, if both are storing the same product and therefore have the same SDS, you do not need to reupload the document.

If you need to add another tank with substantially different information from any tanks you have already entered, you may want to use *Add New Tank Information*.

Add tanks as needed and repeat this section as needed for each before moving on to the next step.

Once you have entered information about all the tanks, click *Next Section – Storage Tank Approval and Plans* (e).

Storage Tank Approval and Plans

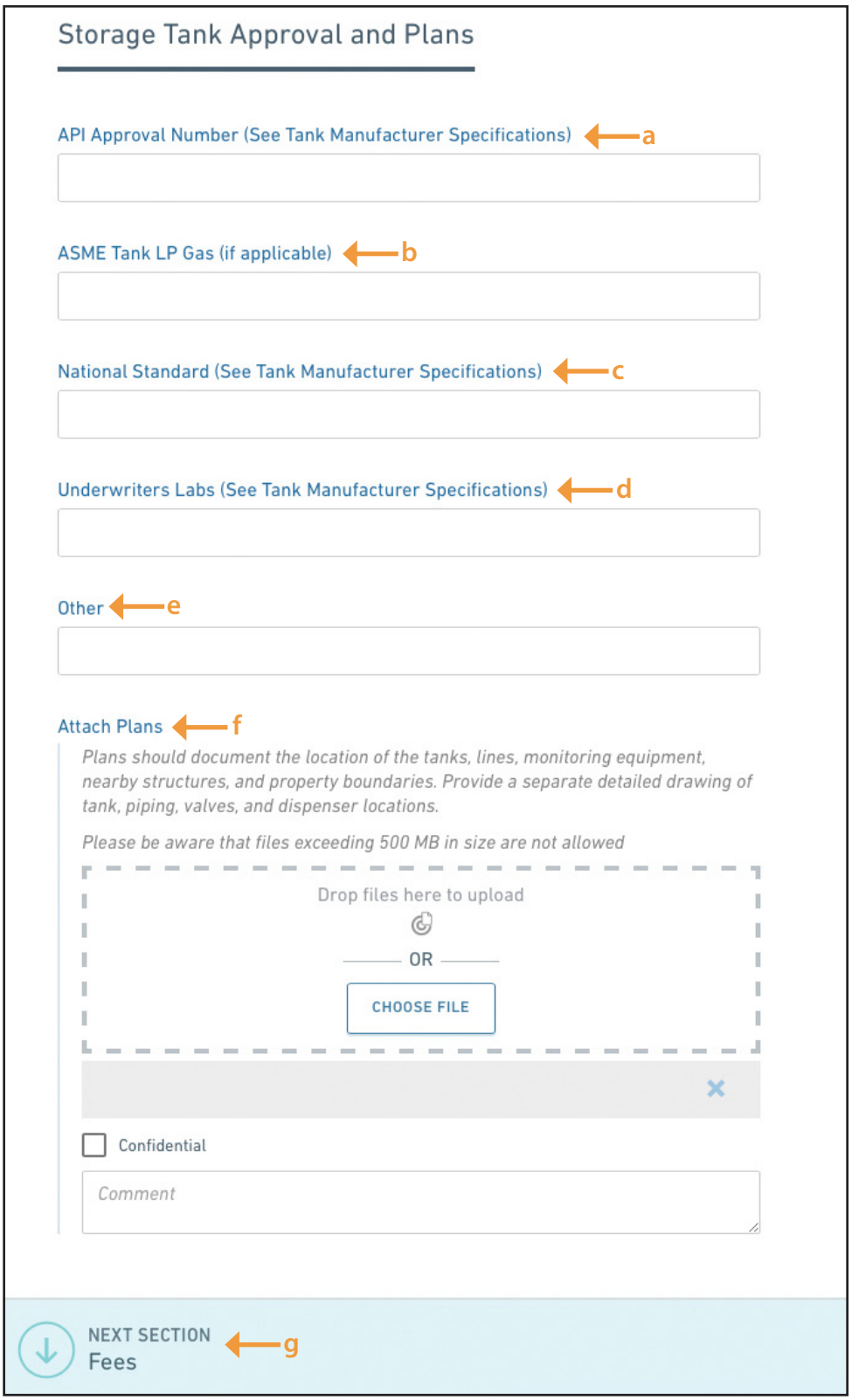
Next is Storage Tank Approval and Plans. There are several spaces for approvals: ***API Approval Number*** (a), ***ASME Tank LP Gas*** (b) (if applicable), ***National Standard*** (c), ***Underwriters Labs*** (d) and ***Other*** (e). You will get this information from tank manufacturer specifications, and if you went through the approval process with the fire marshal, you would have them as part of that documentation. If you have additional information, use ***Other*** options.

Finally, you will submit your plans (f). If you went through the approval process with the fire marshal, you could upload the plans you used for that, and if you did not need Fire Marshall approval, you will need something that meets the requirements listed here:
"Plans should document the location of the tanks, lines, monitoring equipment, nearby structures and property boundaries. Provide a separate detailed drawing of tank, piping, valves and dispenser locations."

Note that you can submit multiple files if needed. KEIMS has a maximum individual file size of 500MB and accepts the following file formats: .docx, .pdf, and .jpeg, and .tif.

Again, it gives you the option to mark this as confidential. If you choose to do so, then you must explain why in the space provided. You can include any additional notes about the document in the *Comment box* below the *Confidential checkbox*.

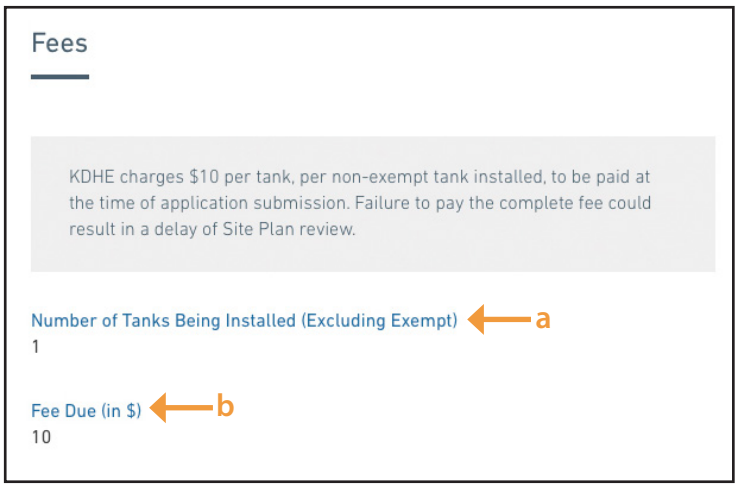
Once you have entered the information and attached plans, click ***Next Section – Fees*** (g).



Fees

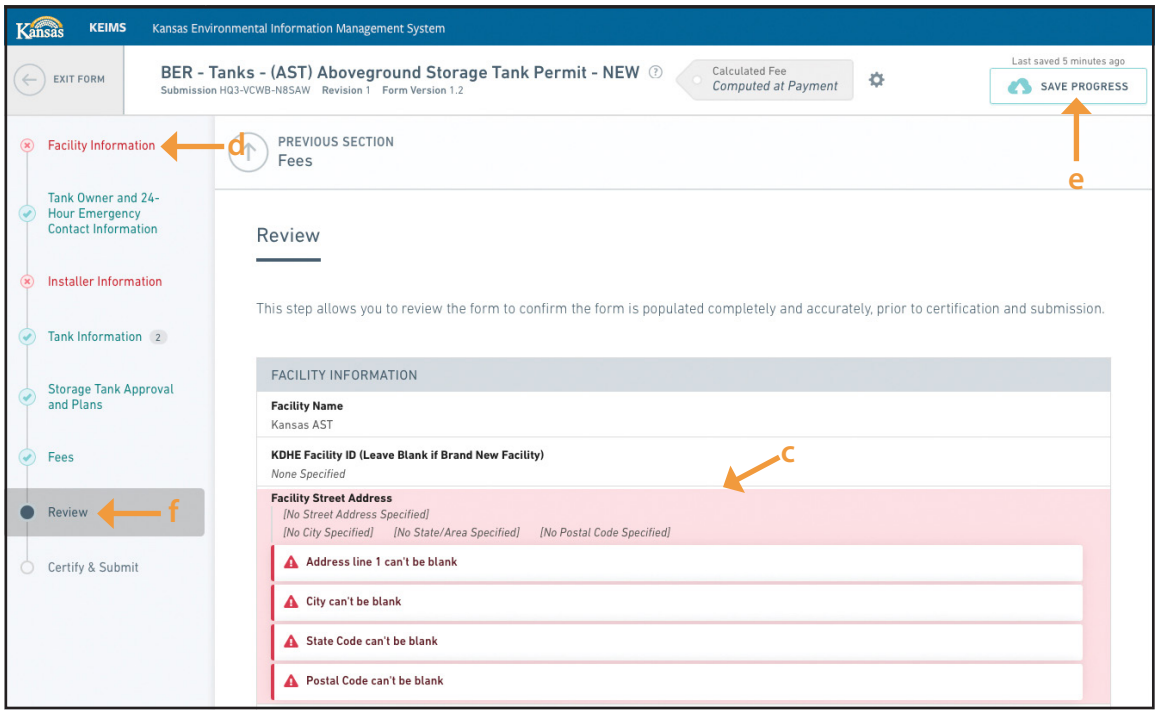
Next is fees, which will show your total fees for the permit application. The permitting fee is $10 per nonexempt tank. This section will display the number of tanks being installed (a) (excluding exempt) and the total fee (b).

Click ***Next Section – Review***.



Review

Before certifying and submitting, you are asked to review the information you have entered. It is the applicant's responsibility to ensure all information provided is correct. Incorrect information may delay the processing of your application.



If you are missing anything that is marked as required, it will display a message in red text stating that the form is incomplete, and you will not be allowed to submit (c). Note that it will not catch errors, so be sure to review before submitting. If you find any errors or missing information while reviewing your application, click the title of that section on the left to edit (d). When you are done, click ***Save Progress*** (e) and go back to ***Review*** (f) and verify that the information is correct. You can also save and exit from here and come back to the form later.

At the bottom of this page, you can find ***Print Review*** (g). It's highly recommended that tank owners use these options either to print their submitted application or save the electronic submitted copy for their future reference.

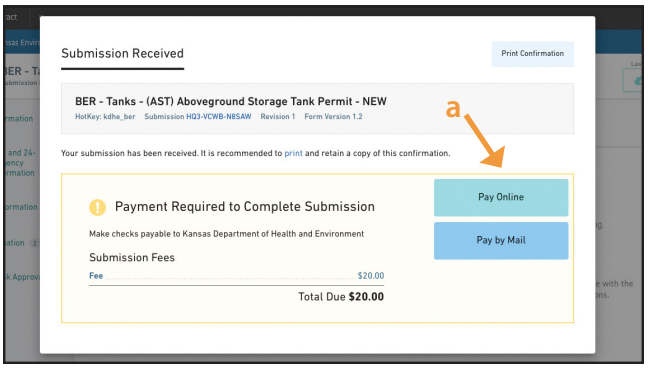
Once all of your information is complete and correct, click ***Next Section – Certify & Submit*** (h).

Certify and Submit

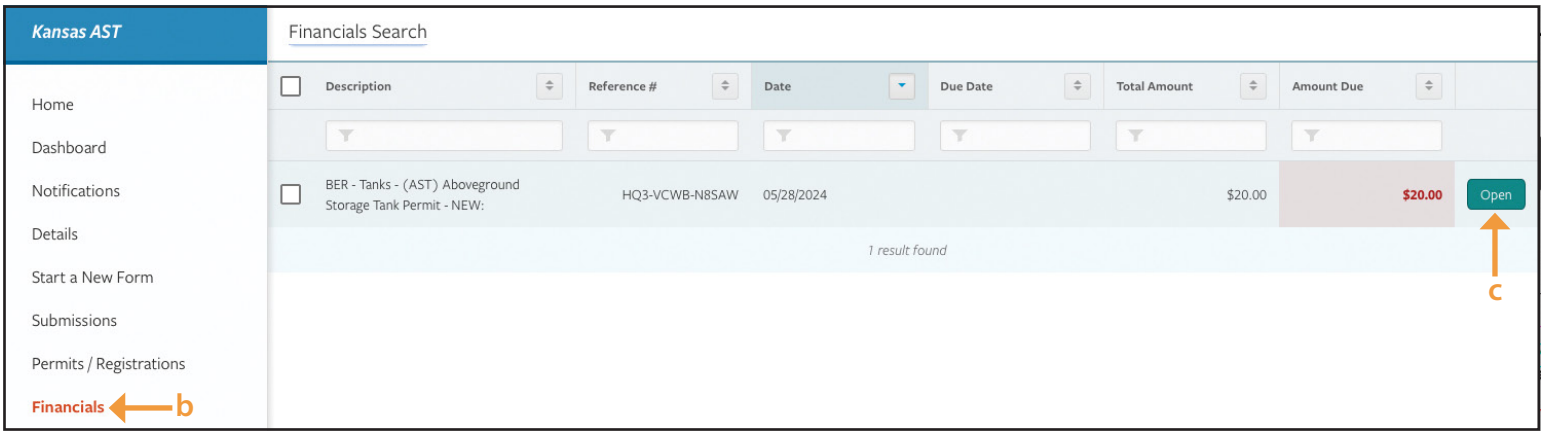
In this section, you will certify that all the information provided in this form is true and correct to the best of your knowledge.

Payment Options

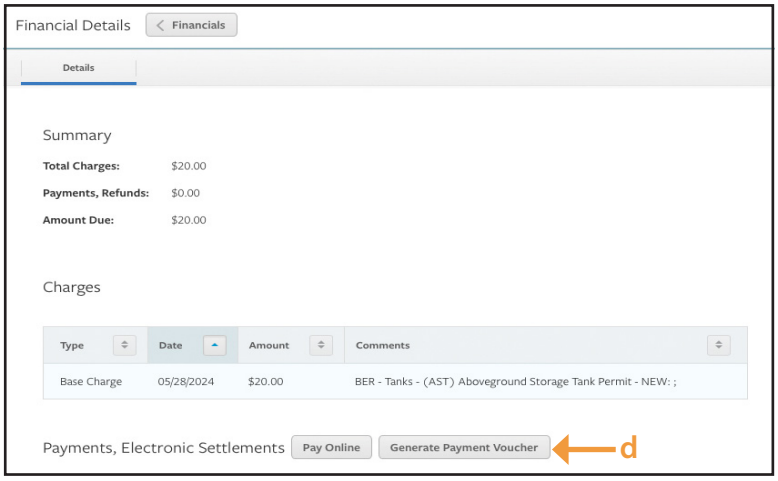
Once you click ***Submit***, the system will prompt you to pay the fee for your permit (a). You can pay online or by mail. You can pay the fee immediately at the end of the permit application form, or you can view the total in the ***Financials*** section (b) in the left-hand column.



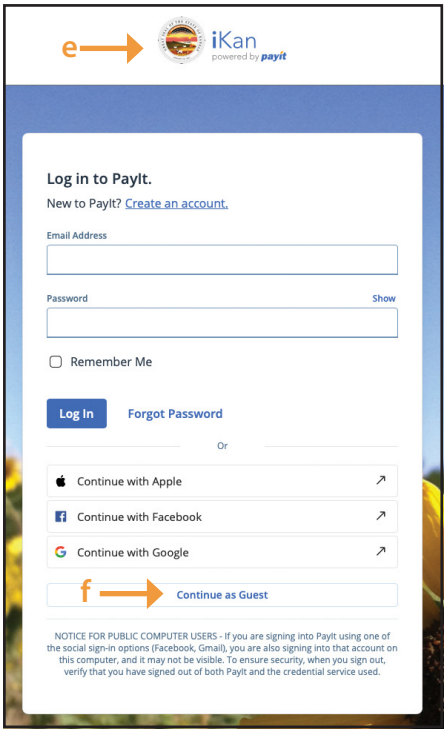
In the Financials section, mouse over the renewal form and click *Open* (c). Then scroll down to find ***Pay Online*** and ***Generate Payment Voucher*** (d) to pay by mail.



If paying online, you will be directed to PayIt, offered through iKan (e).



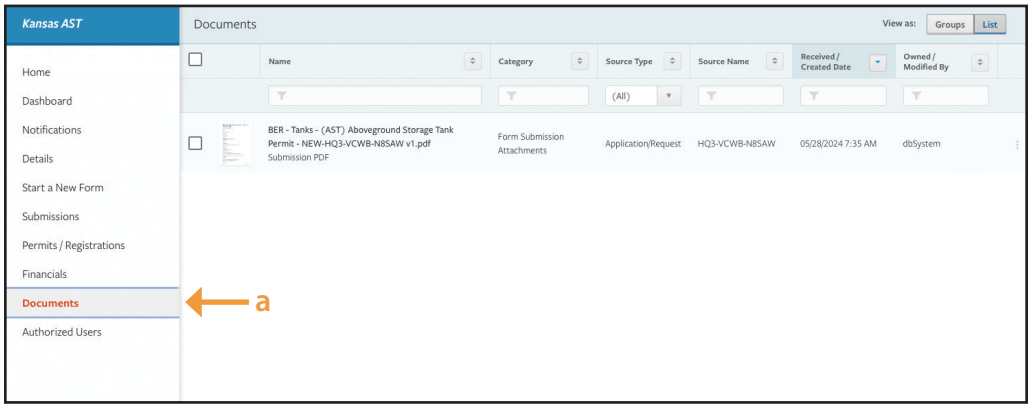
You do not need to login unless you have a PayIt account and want to use it. You may ***Continue as Guest*** (f) to complete the payment.



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

Completed Applications

Once you have paid online or KDHE has received your payment by mail, you have completed your permit application. KDHE will process your application and contact you if there are any issues. When your application is approved, you'll receive an email notice from KEIMS that your permit submission has been updated to ***Completed***, and the status of the permit will be ***In Effect***.



When the permit process has been completed, you can go to your site in KEIMS and print your permit which is found in the ***Documents*** (a) tab for the corresponding facility. Permits will be available to print the day following completion of processing.

The Storage Tank Program prefers that you work as much as possible in the KEIMS system. If you need to contact KDHE regarding ASTs, please send an email to kdhe.tankinfo@ks.gov with your specific questions and your owner ID and Facility ID. If you do not yet have your owner ID and facility ID, include the submission number. To find this number, select ***Submissions*** (b) from the lefthand menu, find the form in question, and find the corresponding number in the column titled ***Submission Reference Number*** (c).