In January 2022, KDHE began accepting VCPRP applications online, through the Kansas Environmental Information Management System (KEIMS). While online submittal of applications is KDHE’s preferred method, paper copies will still be accepted. Please contact the Voluntary Cleanup Unit Manager to request a paper copy of the VCPRP Application.

**What is “KEIMS”?**

KEIMS is the new online data management system built to improve communication, enable sharing of site information, and increase the ease and accessibility of business conducted between various regulatory programs within KDHE and the regulated community. KEIMS can be accessed by both internal users (state employees) and external users (site owners, consultants, etc.) to create and manage applications, submissions, and even payments. This combining of multiple databases in the Division of Environment will create efficiencies to benefit regulated communities, the public, and agency staff.

**How to set up a KEIMS account?**

If the applicant does not already have a KEIMS account, they will need to create one. To set up an account, visit the webpage: [https://keims.kdhe.ks.gov/nsuite/ncore/external/home](https://keims.kdhe.ks.gov/nsuite/ncore/external/home).

**How to submit a VCPRP Application online?**

If the applicant received an encouragement letter from KDHE, the applicant should contact the VCPRP Coordinator, in order to be associated with the existing site before proceeding. Otherwise, the applicant may follow the steps below to apply:

1. Once logged into KEIMS, under “Home”, press the “Browse Forms” button
2. Select “I want to start a new application.”

3. Search for “Voluntary Cleanup” and the VCPRP application will be listed. Press the “Begin” button next to the form.
4. You will now select an existing Site or create a new Site. If this is a new Site, then under the first dropdown menu, select “Create New Site”. The dropdown will also list all existing Sites your account may be associated with. Under “New Site Name” add a name. Then press the “Select” button to continue.

NOTE: If you received an encouragement letter from KDHE, the encouragement letter specified a Site name. Please select the Site name from the dropdown menu and do not create a new site. If the Site is not listed, please contact the VCPRP Coordinator at (785)-296-8064.
5. You will now see the first page of the VCPRP application, which includes additional information regarding the application process. After thoroughly reading, click the “Begin Form Entry” button. For later reference, you may want to print this page, but it is not required.

If there are any issues with accessing the application form or while completing and submitting your application form, please contact the VCPRP Coordinator at (785) 296-8064.