VOLUNTARY CLEANUP & PROPERTY REDEVELOPMENT PROGRAM
(VCPRP)

SUBMITTING AND VIEWING DOCUMENTS ONLINE

QUICK-REFERENCE GUIDE

KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT

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1. SUBMITTING DOCUMENTS

After logging into KEIMS, the first screen will default to show your “Dashboard”.

First, in order to narrow down your search, select “All” at the top of the left-hand menu, to see all the Sites you are associated with in a list format. Then, select a Site from the drop-down list.

If you want to see the documents due for all your sites at once, then keep the word “All.”
To submit a document for a Site, you need to access the appropriate form/schedule. There are two ways to access a form/schedule: A) under “Dashboard” from the top menu bar, or B) under “Submissions.”

A) Dashboard

Under “Dashboard,” the top tabs list out your documents, permits, etc. which are due for your Site/s, sorted by “Priority,” “Upcoming,” “As Needed,” “Draft,” “To Be Signed,” and “In-Process.” Select a category from the top-hand menu with a number, and you will see a list of the forms/schedules which fall into that category.

Then Proceed to “Both A) and B)” below.
B) Submissions

Select “Submissions” from the left-hand menu. Under “Submissions,” the top tabs list out your documents, permits, etc. which are due for your Site/s, sorted by “All Active,” “Not Started,” “Draft,” “In Process,” and “Completed.” Select a category from the top-hand menu with a number, and you will see a list of the forms/schedules which fall into that category.

Then Proceed to “Both A) and B)” below.

Both A) and B):

1. Select the appropriate form/schedule and then press the “Begin” button on the right-hand side. The Begin button will appear after you have selected the form/schedule, which will become highlighted with a light blue color.

NOTE: If you do not see the appropriate form/schedule that you need for submitting a document, please contact the KDHE Project Manager (PM), so they can add it to KEIMS. Schedules/forms only exist after they have been added by the PM.
2. Press the “Begin Form Entry” button.

For each submission, please verify the pre-populated information is correct and ensure that the information is complete.

If you have any problems with completing a submission for your Site or questions regarding a form, please contact the KDHE Project Manager for your Site.

2. VIEWING DOCUMENTS

You can view important documents through KEIMS, including anything you have submitted, final legal documents, and correspondence. First, in order to narrow down your search, select “All” at the top of the left-hand menu, to see all the Sites you are associated with in a list format (see screenshot on p.2). Then, select a Site from the drop-down list. If you want to see the documents available for your sites at once, then keep the word “All.” Select “Documents”.