KEIMS Instructional Series

A/B Operators
Managing Certifications on KEIMS
• A site must be associated with at least one A/B operator with a valid certification to be in compliance

• Tank Management Services trains A/B operators but it is the responsibility of the company/individual to send notice to KDHE

• Certifications can be managed by the individual or the company or both. Determine what is best for your location(s)

• The process is slightly different for those that are renewing vs new A/B operators.
New Operators

Objective: Log in to KEIMS or create a KEIMS account then log in & find the application/form titled *BER – UST AB Operator – New*
All New Operators

START HERE: Go to https://www.kdhe.ks.gov/1122/Kansas-Environmental-Information-Management

This navigates you to the KDHE “KEIMS” information page on kdhe.ks.gov

You can also directly access the KEIMS home page using this link. https://keims.kdhe.ks.gov/nsuite/ncore/external/home
Scroll down to find and click on the “Visit their website” link found under “How do I get to KEIMS”.

- Visit their website
From here you can either login as an existing KEIMS user (if you manage compliance for a site you might already have a KEIMS account) or “Create a KEIMS account” if you are also new to KEIMS.
Next is the KEIMS log in page. Type in your username and password and remember to click the small box saying “Remember Me” to make it easier to log in the next time you visit this website.

Your username will be whatever e-mail address is associated with your KEIMS account.

If you do not remember your password, click on the “Forgot your Password” prompt.
If “Forgot Password” was selected, you will be prompted to enter your Email Address to reset your password. Follow the instructions to complete a new password.
Once you’ve logged into an existing account or created a new one you will need to find the application named “BER – UST Storage Tank A/B Operator-NEW”. Select “Apps, Requests and Reports” on the left then select “Start New Form”
Select form category “All Other Forms”
Find the application named **“BER – UST Storage Tank A/B Operator-NEW”** and select “Begin Submission”.

<table>
<thead>
<tr>
<th>Application</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BER - Tanks - (UST RED) UST Property Redevelopment Fund - Double Wall Tank Installation Application</td>
<td>UST Property Redevelopment Fund - Double Wall Tank Installation Application</td>
<td>BER - Storage Tanks</td>
</tr>
<tr>
<td>BER - Tanks - (UST066) UST System Installation Permit - NEW</td>
<td>UST System Installation Permit - New</td>
<td>BER - Storage Tanks</td>
</tr>
<tr>
<td>BER - Tanks - (UST076B) UST Registration Notification - EXISTING TANKS ONLY</td>
<td>Underground Storage Tank (UST) Registration Notification for EXISTING Tanks</td>
<td>BER - Storage Tanks</td>
</tr>
<tr>
<td>BER - Tanks - (UST085A) UST Permanent Closure (Abandoned Tank Removal)</td>
<td>Underground Storage Tank (UST) Permanent Closure (Abandoned Tank Removal)</td>
<td>BER - Storage Tanks</td>
</tr>
<tr>
<td>BER - Tanks - (USTD013A) UST Change of Ownership (Abandoned Tank Removal)</td>
<td>Underground Storage Tank (UST) Change of Ownership (Abandoned Tank Removal)</td>
<td>BER - Storage Tanks</td>
</tr>
<tr>
<td>BER - Tanks - (USTCL) Underground Storage Tank Contractor Company License - NEW</td>
<td>Underground Storage Tank (UST) Contractor Company License</td>
<td>BER - Storage Tanks</td>
</tr>
<tr>
<td>BER - Tanks - (USTCL) Underground Storage Tank Contractor License - NEW</td>
<td>Underground Storage Tank (UST) Contractor License</td>
<td>BER - Storage Tanks</td>
</tr>
<tr>
<td>BER - Tanks - (USTOP) UST A/B Operator Certification - NEW</td>
<td>Underground Storage Tank (UST) A/B Operator Certification - NEW</td>
<td>BER - Storage Tanks</td>
</tr>
<tr>
<td>BER - Tanks - Federal UST Fund (TBM) Application (INTERNAL USE ONLY)</td>
<td>BER - Tanks - Federal UST Fund (TBM) Application (INTERNAL USE ONLY)</td>
<td>BER - Storage Tanks</td>
</tr>
<tr>
<td>BER - Tanks - Invoice Submission - Tanks UST Property Redevelopment Fund - Abandoned Tank Removal</td>
<td>Tanks UST Property Redevelopment Fund Invoice Submission - Abandoned Tank Removal Request for Reimbursement (RFP) Form</td>
<td>BER - Storage Tanks</td>
</tr>
<tr>
<td>BER - Tanks - Petroleum Storage Tank Release Trust Fund Application</td>
<td>BER - Tanks - Petroleum Storage Tank Release Trust Fund Application</td>
<td>BER - Storage Tanks</td>
</tr>
<tr>
<td>BER - VCP - Voluntary Cleanup and Property Redevelopment Program (VCRFB) Application</td>
<td>BER - VCP - VCRFB Application</td>
<td>BER - Voluntary Cleanup</td>
</tr>
<tr>
<td>BOA Asbestos Demolition Notification</td>
<td>BOA Asbestos Demolition Notification</td>
<td>Air</td>
</tr>
<tr>
<td>BOW - Construction Activity Stormwater Notice of Intent (NOI) - New</td>
<td>NOI for Stormwater Runoff from Construction Activity</td>
<td>BOW - Stormwater</td>
</tr>
</tbody>
</table>
A box pops up. Enter the A/B Operators first & last name as it appears on the certificate issued by TMS. This creates a record in our database. Select “Begin Submission”
New Version of KEIMS
This is How KEIMS Will Look Soon

• Once you’ve logged into an existing account or created a new one you will need to find the application named “BER – UST Storage Tank A/B Operator-NEW”.

• Select “Start New Form” then select “I want to start a new application”
This is How KEIMS Will Look Soon

Find the application named “BER – UST Storage Tank A/B Operator-NEW” then select “Begin”
A box pops up. Select “create a new person/entity” under site then enter the A/B Operator’s first & last name as it appears on the certificate. Select “continue” to begin form entry & submission.
Objective: Wait for email invite to be an “administrator” of an existing account/record in KEIMS, log in or create an account then find the application titled BER - *UST A/B Operator Certification Renewal*
Renewing A/B Operators

• You should provide a work email address to Tank Management Services when you attend class.
• Wait for an email invite from “KEIMS Admin” to be the administrator of your account & accept the invite
• If you already have a KEIMS account then accepting the invite will add the A/B operator to your account
• If you have not yet created an account you’ll be prompted to create one
Renewing A/B Operators
Current KEIMS Version

• Find the application titled “UST A/B Operator Certification Renewal” by selecting the A/B operators name in the top left then select permits/registrations to see their certification history
Renewing A/B Operators
Current KEIMS Version

- Select the three dots to the right of the most recent permit record then select “View Permit Change Forms”
• Select the three dots to the right of the most recent permit record then select “View Permit Change Forms”
Renewing A/B Operators
Current KEIMS Version

• Find the form titled BER-Tanks-(USTOP) UST A/B Operator Certification Renewal then select “Begin Permit Change Submission” to the right.
Renewing A/B Operators
New Version

After accepting the email invite & signing in or creating an account select the A/B operator’s name then “start New Form then “I want to renew, modify or terminate an existing license or registration.”
Renewing A/B Operators
New Version

Select “Begin”
INSTRUCTIONS
Use this form to document and submit Underground Storage Tank (UST) A/B Operator Certification Renewal to KDHE.

CONTACT INFORMATION

Main Address
Kansas Department of Health and Environment
Bureau of Environmental Remediation
Storage Tank Section
1000 SW Jackson, Suite 410
Topeka, KS 66612-1367

CONTACTS
KDHE Storage Tank Section: 785-296-8061

Select “Begin Form Entry”
First Section: “A/B Operator Information”
Second Section: “A/B Certificate Course Information”

The Form

A/B Certificate Course Information

Enter details regarding the A/B certificate course, including the list of storage tank facilities and owners to which you are affiliated.

Certification Date

Renewal (Expiration) Date (Four Years from Certification Date)

Storage Tank Facility and Owner Information (list one per row)

<table>
<thead>
<tr>
<th>KDHE FACILITY ID</th>
<th>FACILITY NAME</th>
<th>KDHE OWNER ID</th>
<th>OWNER NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
</tbody>
</table>

ADD ROW
Third Section: “Attach Documentation”

If you fail to attach your A/B operator certificate here we will deny your application.
Fourth Section: “Review”

This step allows you to review the form to confirm the form is populated completely and accurately, prior to certification and submission.

### A/B OPERATOR INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/B Operator ID</td>
<td>None Specified</td>
</tr>
<tr>
<td>First Name</td>
<td>None Specified</td>
</tr>
<tr>
<td>Last Name</td>
<td>None Specified</td>
</tr>
<tr>
<td>Company</td>
<td>None Specified</td>
</tr>
<tr>
<td>Phone Type</td>
<td>None Specified</td>
</tr>
<tr>
<td>Phone Number</td>
<td>None Specified</td>
</tr>
<tr>
<td>Email</td>
<td>None Specified</td>
</tr>
<tr>
<td>Address</td>
<td>None Specified</td>
</tr>
<tr>
<td>County of Address</td>
<td>None Specified</td>
</tr>
<tr>
<td>Are you a contractor doing only walkthrough inspections?</td>
<td>None Specified</td>
</tr>
</tbody>
</table>

### A/B CERTIFICATE COURSE INFORMATION

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The Form
Final Section: “Certify & Submit”

If you fail to attach your A/B operator certificate here we will deny your application.
Quick Note: You can set up your account so multiple people can see your information. Example: Maybe you are responsible for submitting your paperwork to KDHE but your supervisors want to track your certification so they can be sure a site has a valid A/B operator.
This new process will not only expedite the review timeline for your permit, but it will also allow the KDHE staff to keep better electronic records of your permit documentation. Cooperation and adoption of these new methods assists the KDHE and its partners to develop better and more effective tools in the future due to feedback and full-scale use from the storage tanks community.

This process also allows you, the tank owner to integrate with our systems seamlessly and removes the need to mail documentation.

For users who have not yet adopted KEIMS and the new renewal process. You will be encouraged to use the new system for it ensures a more accurate permit renewal process than in years prior.

If you have any questions, please send them to kdhe.tankinfo@ks.gov.