

**VOLUNTARY CLEANUP & PROPERTY REDEVELOPMENT PROGRAM
(VCPRP)**

SUBMITTING AND VIEWING DOCUMENTS ONLINE

QUICK-REFERENCE GUIDE

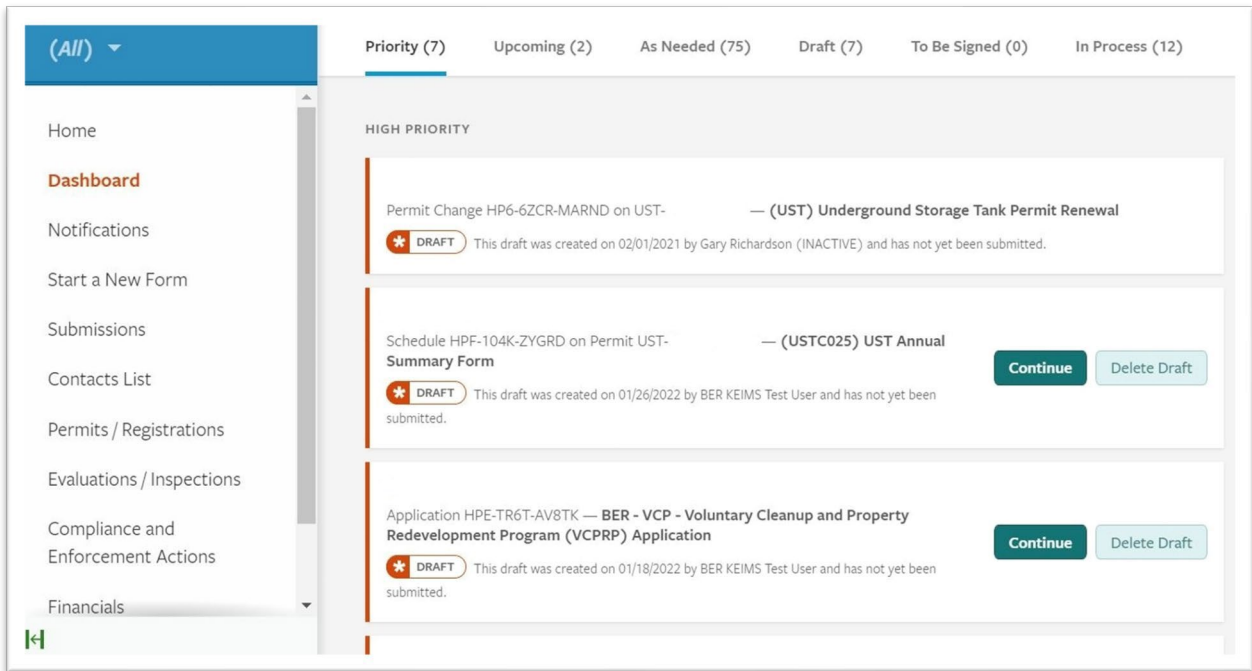


**KANSAS DEPARTMENT OF HEALTH AND
ENVIRONMENT
BUREAU OF ENVIRONMENTAL REMEDIATION
1000 SW JACKSON, SUITE 410
TOPEKA, KANSAS 66612**

MARCH 2022

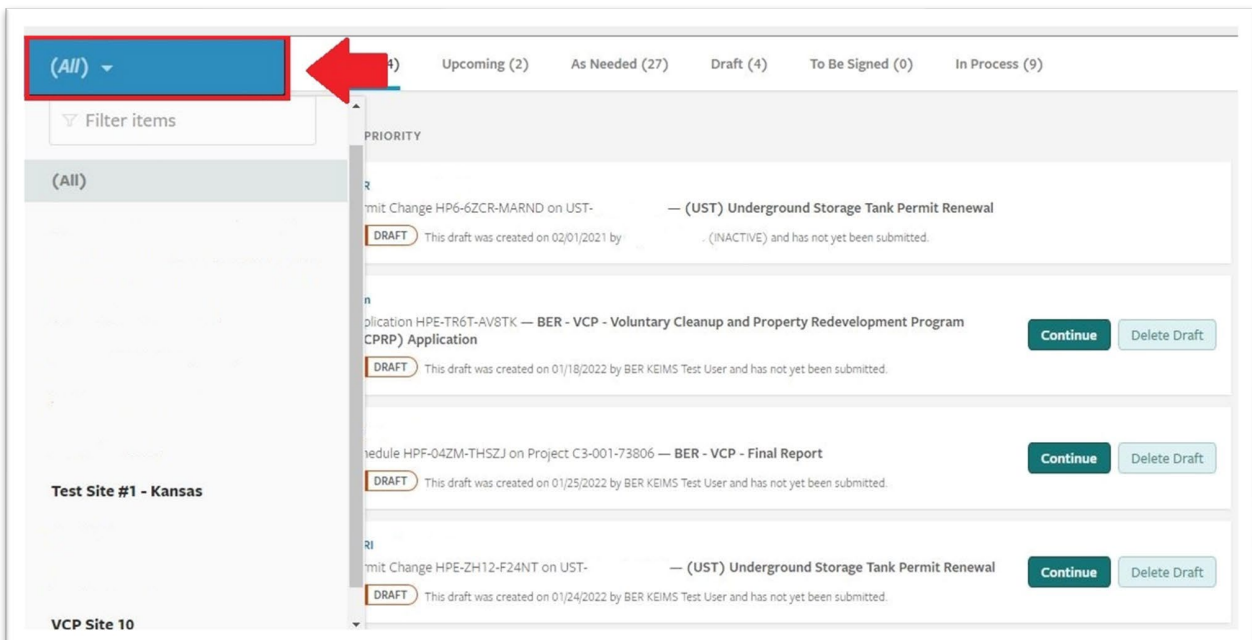
1. SUBMITTING DOCUMENTS

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.”



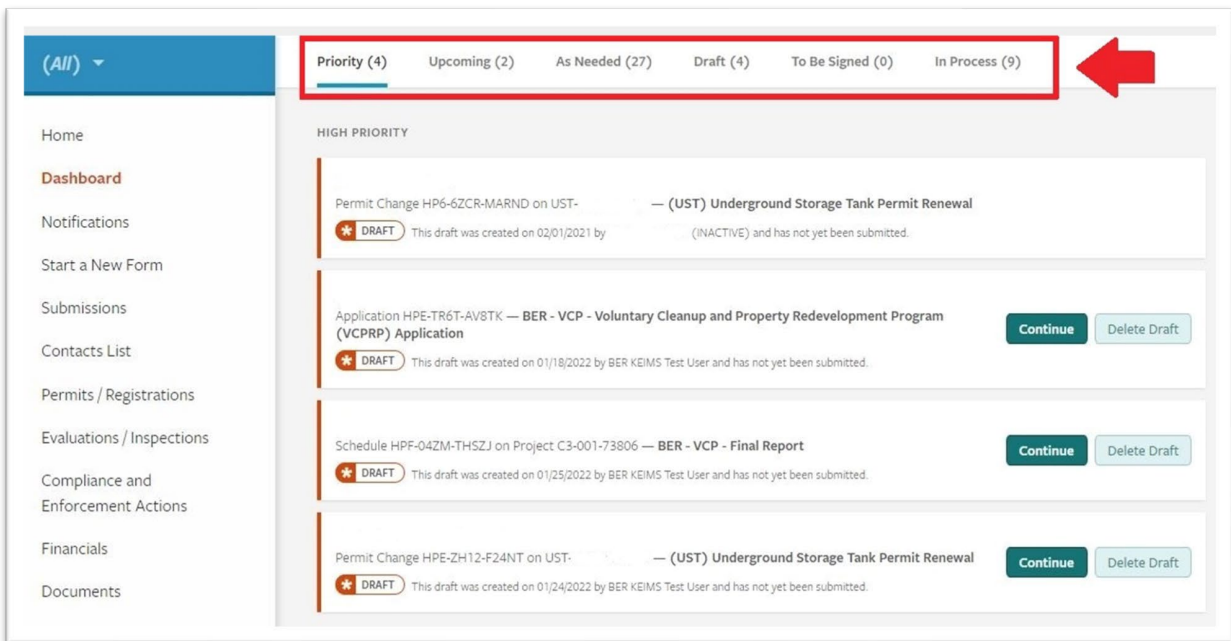
To submit a document for a Site, you need to access the appropriate form/schedule.

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.

The screenshot shows the 'Submissions' page in the KEIMS system. A red box highlights the filter tabs at the top: 'All Active (3)', 'Not Started (1)', 'Draft (1)', 'In Process (1)', and 'Completed (1)'. A red arrow points to the 'Completed (1)' tab. Below the filters is a table with columns: Form Name, Form Type, Created By, Received Date, Due Date, Submission Reference Number, Agency Contact, and Status. Three rows are visible, each with a status button: 'Not Started', 'Draft', and 'In Process'.

Form Name	Form Type	Created By	Received Date	Due Date	Submission Reference Number	Agency Contact	Status
C3-001-73806-02 - Project Vendor Reporting - VCP - Voluntary Cleanup Investigation - BER - VCP - Final Report	Schedule (As Needed)						Not Started
C3-001-73806-02 - Project Vendor Reporting - VCP - Voluntary Cleanup Investigation - BER - VCP - Final Report (HPF-042M-THSZJ)	Schedule (As Needed)	BER KEIMS Test User			HPF-042M-THSZJ		Draft
C3-001-73806-02 - Project Vendor Reporting - VCP - Voluntary Cleanup Investigation - BER - VCP - Work Plan (HPF-02TF-VK8JR)	Schedule	BER KEIMS Test User	01/25/2022	02/24/2022	HPF-02TF-VK8JR Revision 2		In Process

Both A) and B):

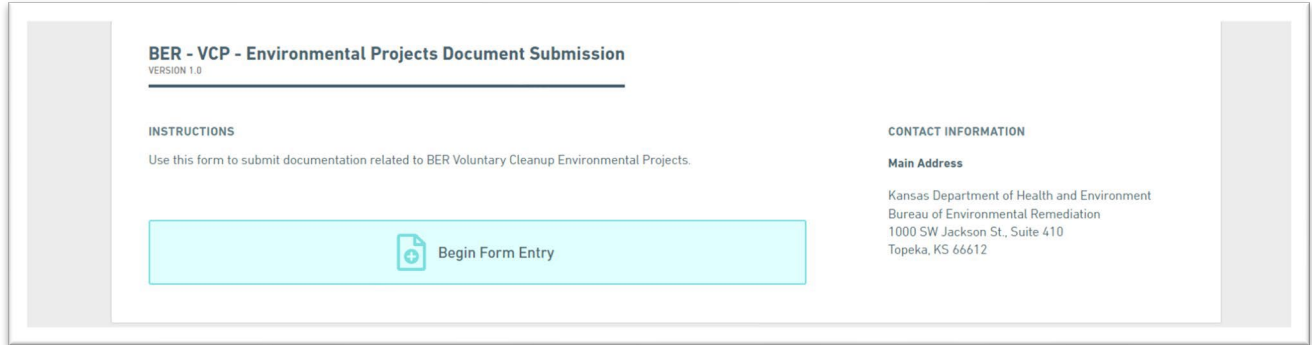
1. Select the appropriate form/schedule and then press the “Begin” button on the right-hand side. The Begin button will appear after you have selected the form/schedule, which will become highlighted with a light blue color.

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.

This screenshot shows the 'Submissions' page with the filter tabs set to 'All Active (2)', 'Not Started (1)', and 'Completed (0)'. The table below shows two rows. The second row has a 'Preprocessing' status and a red 'Begin' button highlighted with a red arrow.

Form Name	Form Type	Created By	Received Date	Due Date	Submission Reference Number	Agency Contact	Status
C3-001-73806-02 - Project Vendor Reporting - VCP - Voluntary Cleanup Investigation - BER - VCP - Final Report	Schedule (As Needed)						Not Started
C3-001-73806-02 - Project Vendor Reporting - VCP - Voluntary Cleanup Investigation - BER - VCP - Work Plan (HPF-02TF-VK8JR)	Schedule	BER KEIMS Test User		02/24/2022	HPF-02TF-VK8JR		Preprocessing

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”.

