

**ENVIRONMENTAL USE CONTROL PROGRAM  
APPLICATION QUICK GUIDE**

**JANUARY 2022**



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

## ***ENVIRONMENTAL USE CONTROL APPLICATION – KANSAS ENVIRONMENTAL INFORMATION MANAGEMENT SYSTEM (KEIMS)***

In December 2021, KDHE began accepting EUC 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 Long-Term Stewardship Unit Manager to request a paper copy of the EUC 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 KDHE staff 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 entities, the public, and agency staff.

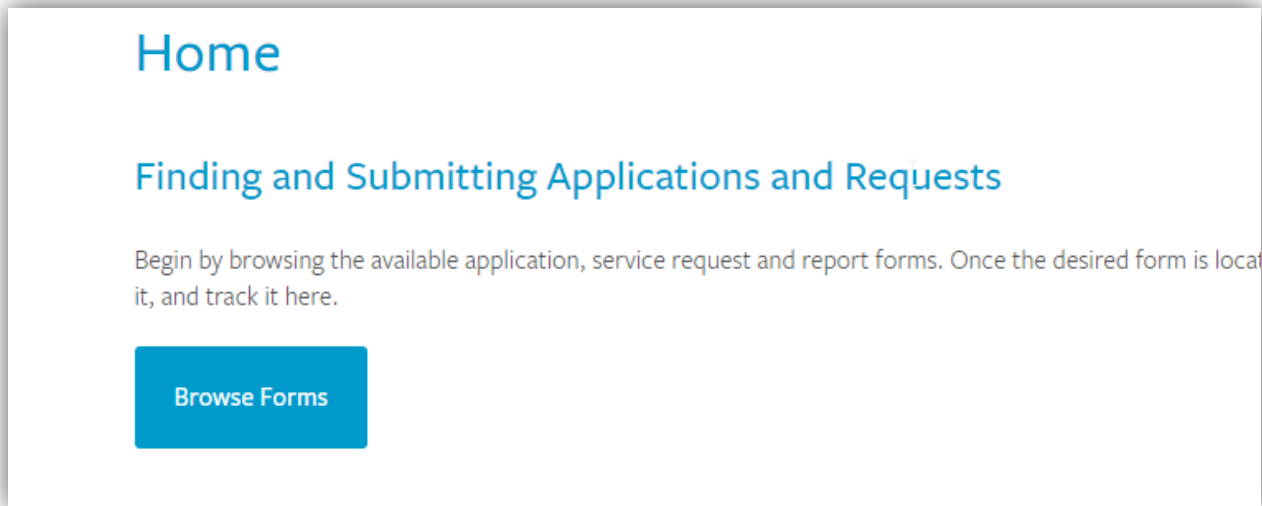
### ***How to access the EUC application?***

This quick guide assumes that all EUC applications are for sites that are currently under a BER program. Therefore, this guidance assumes that the applicant will already have a KEIMS account and the site will already exist in KEIMS. If the applicant does not have a KEIMS account, they will need to create one and request access from KDHE to the site where they wish to place EUCs. To set up an account and request access, visit the webpage:

<https://keims.kdhe.ks.gov/nsuite/ncore/external/home>.

Applicants should not create new sites in KEIMS for EUC applications without prior discussion with the Long-Term Stewardship Unit Manager.

To access the EUC application: once logged into KEIMS, under “Home”, click “Browse Forms”



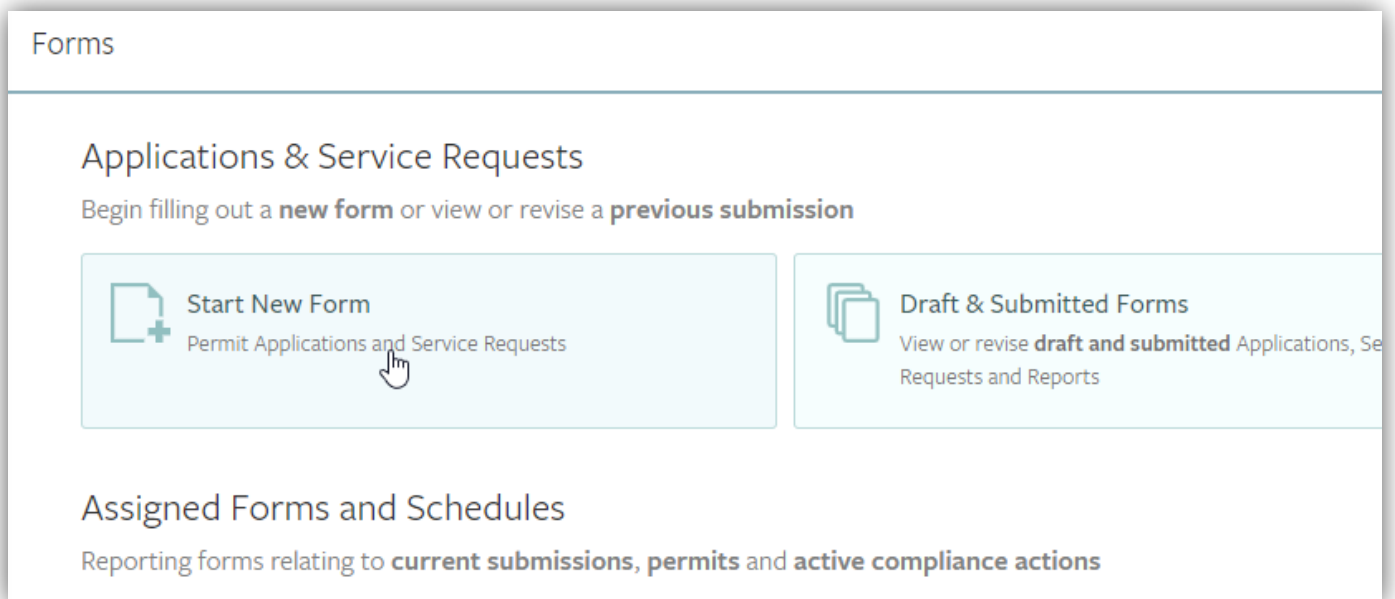
## Home

### Finding and Submitting Applications and Requests

Begin by browsing the available application, service request and report forms. Once the desired form is located, click on it, and track it here.

[Browse Forms](#)

Click “start new form”



## Forms

### Applications & Service Requests

Begin filling out a **new form** or view or revise a **previous submission**

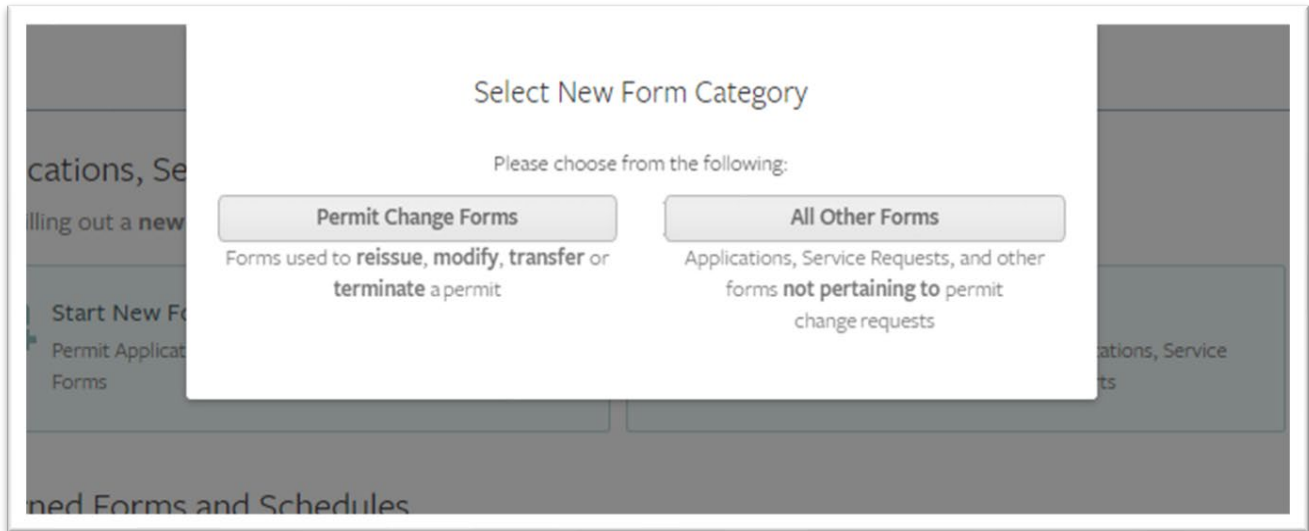
[Start New Form](#)  
Permit Applications and Service Requests

[Draft & Submitted Forms](#)  
View or revise **draft and submitted** Applications, Service Requests and Reports

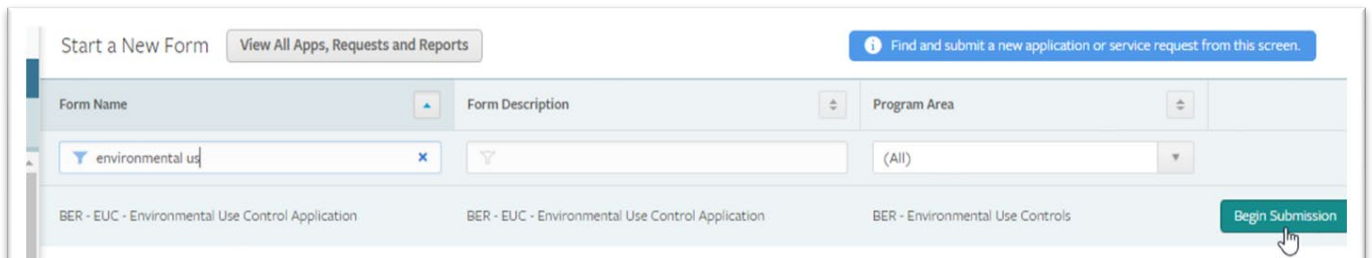
### Assigned Forms and Schedules

Reporting forms relating to **current submissions, permits** and **active compliance actions**

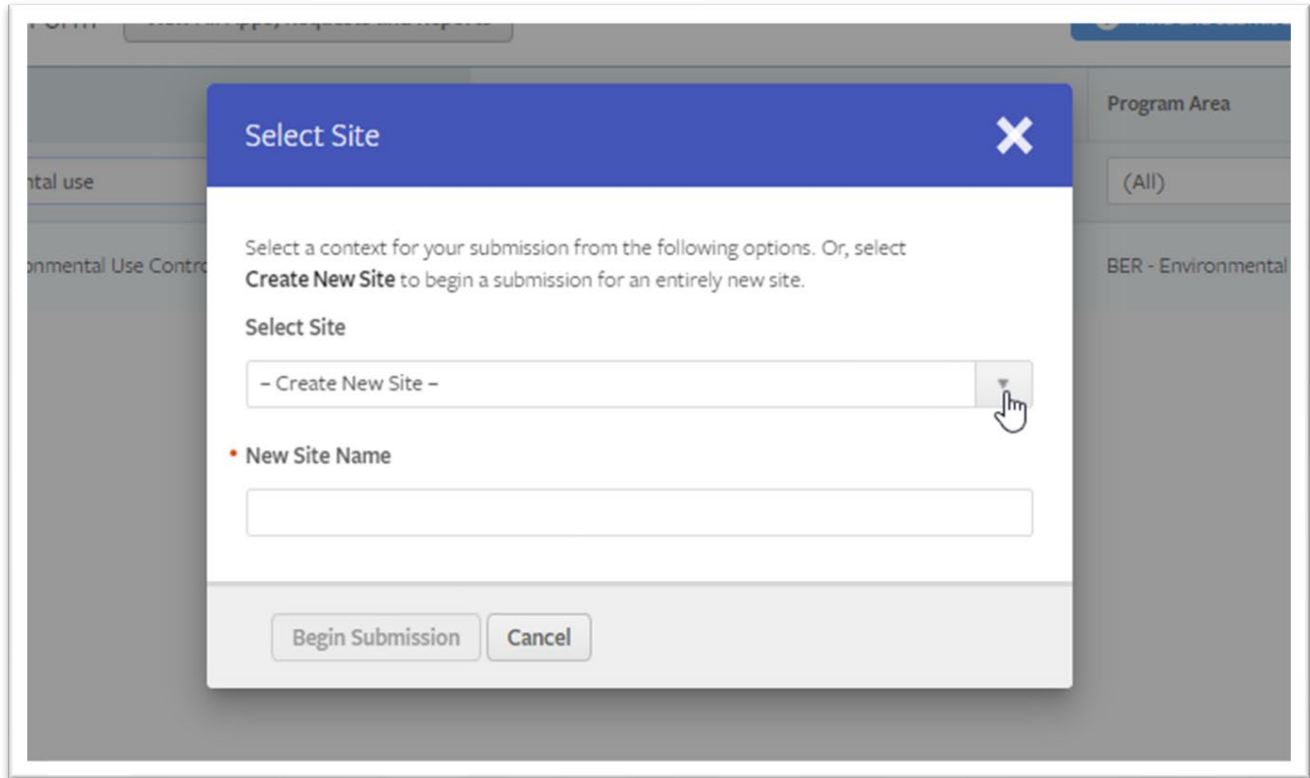
Click “All Other Forms”



Search for “environmental use” and the EUC application should be listed. Click “Begin Submission”



From the dropdown box, select your site. The dropdown will list all sites your account is associated with. **DO NOT CREATE A NEW SITE FOR EUC APPLICATIONS.** After you select your site, click “Begin Submission”.



This should take you to the first page of the EUC application. If there are any issues with accessing the application or while completing and submitting the application, please contact the Long-Term Stewardship Unit Manager at (785) 296-0489.