Claiming a Site with Bureau of Air

To access the KEIMS Home Page, open your internet browser and type in:

[link]

Log into the site with your account.

If you have a facility that has already been permitted DO NOT set up a new site. Follow the instructions below to claim your existing site.

If you have questions contact KEIMS support at KDHE.BOAKEIMS@ks.gov.

Note- Instructions in this document apply specifically to Bureau of Air sites.

1. Select [Add a Site]

Getting Started

KEIMS is a one-stop portal for submitting regulatory, environmental applications and registrations, including permits, and many kinds of required or supporting documentation to the Kansas Department of Health and Environment (KDHE) Division of Environment (DOE).

If you received a letter with a verification code

Enter in the code you received to have your user account associated with the site, project or facility you represent.

[Enter Verification Code]

Add a Site to your account

In order to get started, you’ll need to link your account to a regulated business entity (a site, project or facility), or create one if it’s not yet in the KEIMS system.

[Add a Site]
To find your existing site select

If your site is or has been registered or permitted at any time, or has ever been required to submit reports (i.e. compliance documents) to KDHE, select this option.

If your site has never been registered with KDHE, if your site has never been registered, permitted or submitted reports (i.e. compliance documents) to KDHE in the past, please choose this option. After completing an application or service request, a new site record will be registered and linked to your account.

If you are trying to register a site located at a particular address, try using the maxsearch tool to find any potential matches. If no sites can be found at that address, you will need to add it as a new site.

If the entity you’re looking to connect is a site/facility with a specific address, you can use our online map to find it and request access.

Enter in the code you received to have your user account associated with the site, project or facility you represent.
4. You can search by either the facility name or Source ID number.

To view details about the site (including the source id number) select **SHOW MORE INFORMATION >**
The Source ID number is listed as the Agency Air Number under Alternative Names.

Once you have determined the correct site select...

5. Type in requested information and [Submit]
   You will need to select your Account Role. Options are Administrator, Editor, and Viewer.
6. The access request will be reviewed and approved by BOA staff. A staff member may contact you if more information is required.

If you have an existing site and would like to add another site you will select as shown below.

After selecting you can follow the instructions listed starting at Step 2 above to claim your existing site.