

Creating a New Bureau of Air Site

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

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

Log into the site with your account. If you have a facility that has already been permitted **DO NOT** set up a new site. Instructions to claim your existing site can be found at <https://www.kdhe.ks.gov/DocumentCenter/View/837/Claiming-a-Site-in-Kansas-Environmental-Information-Management-System-KEIMS-PDF>.

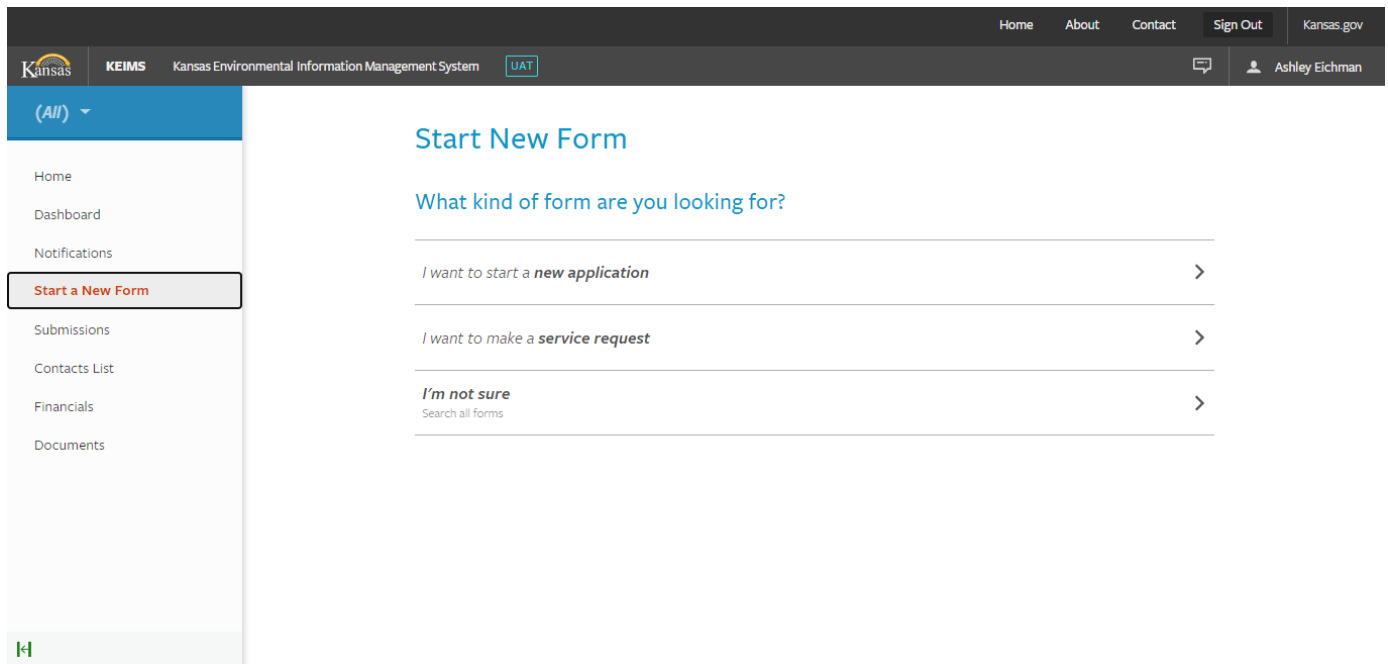
To create a new site you will need to submit a new application. Once the application is submitted a Source ID number will be assigned to your site.

If you have questions contact the BOA KEIMS Administrator at KDHE.BOAKEIMS@ks.gov.

- A. If this is your first time creating a site in KEIMS the screen will look like the example below. Instructions for adding a site when you have existing sites are in **Section B**.

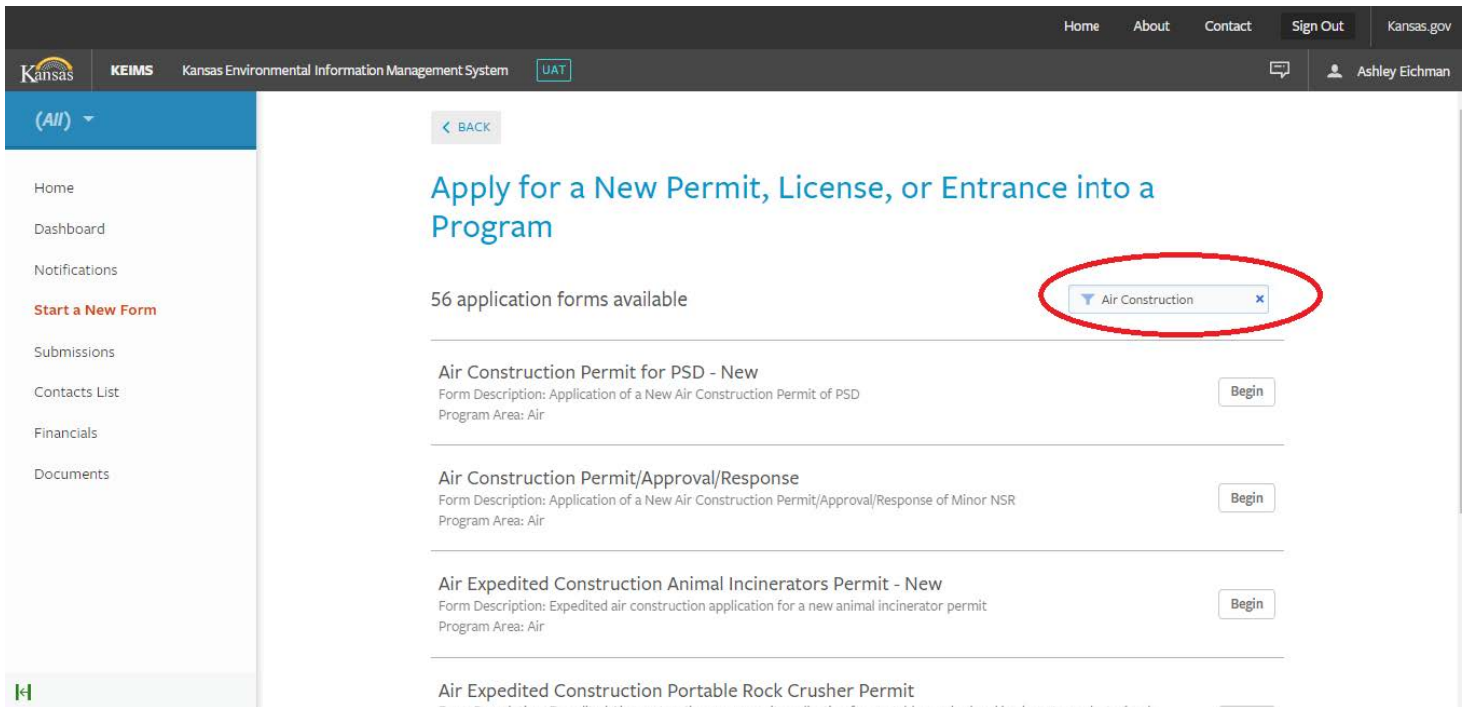
Select **Start a New Form**

Choose "I want to start a new application".



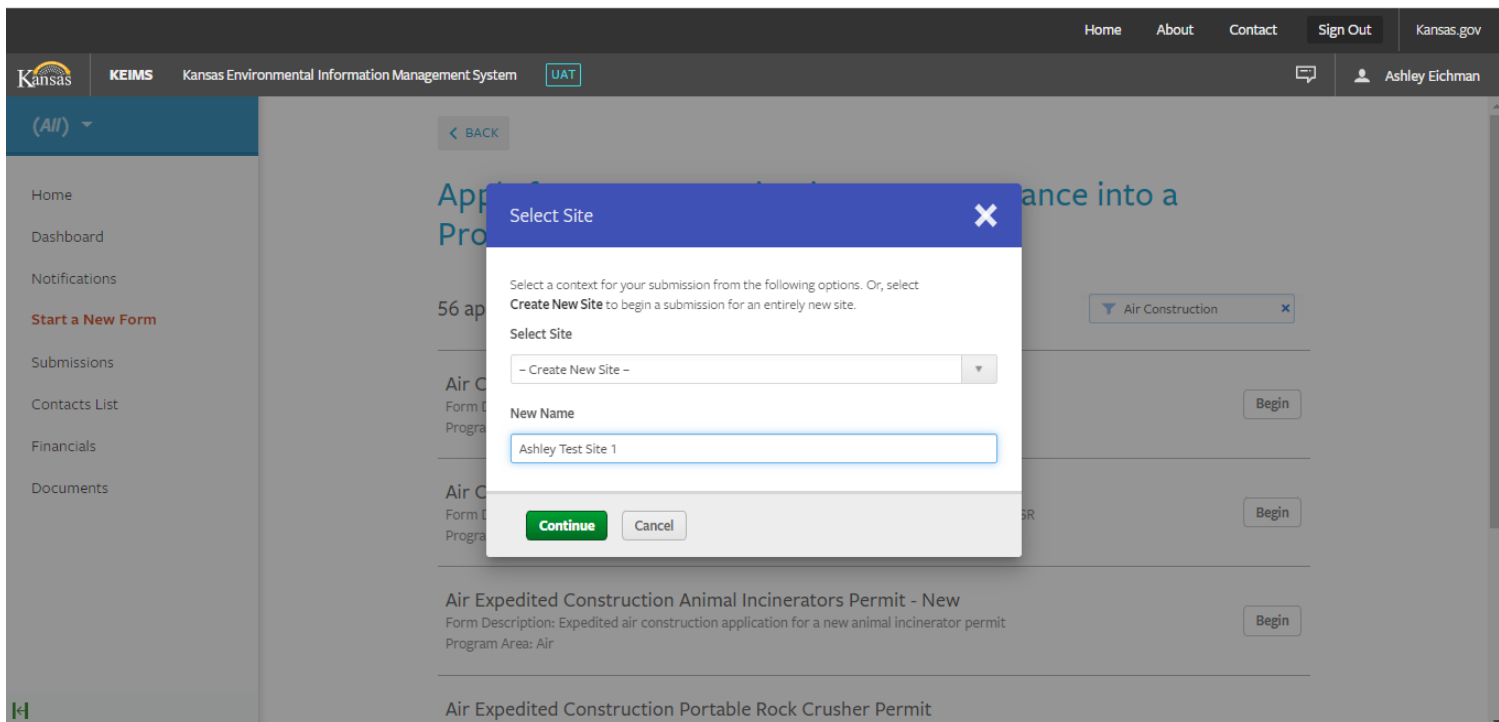
Select the appropriate form and select **Begin**

You can filter by the form name as circled in red.



You will now need to **-Create New Site-**. Type in the Site Name and press **Continue**

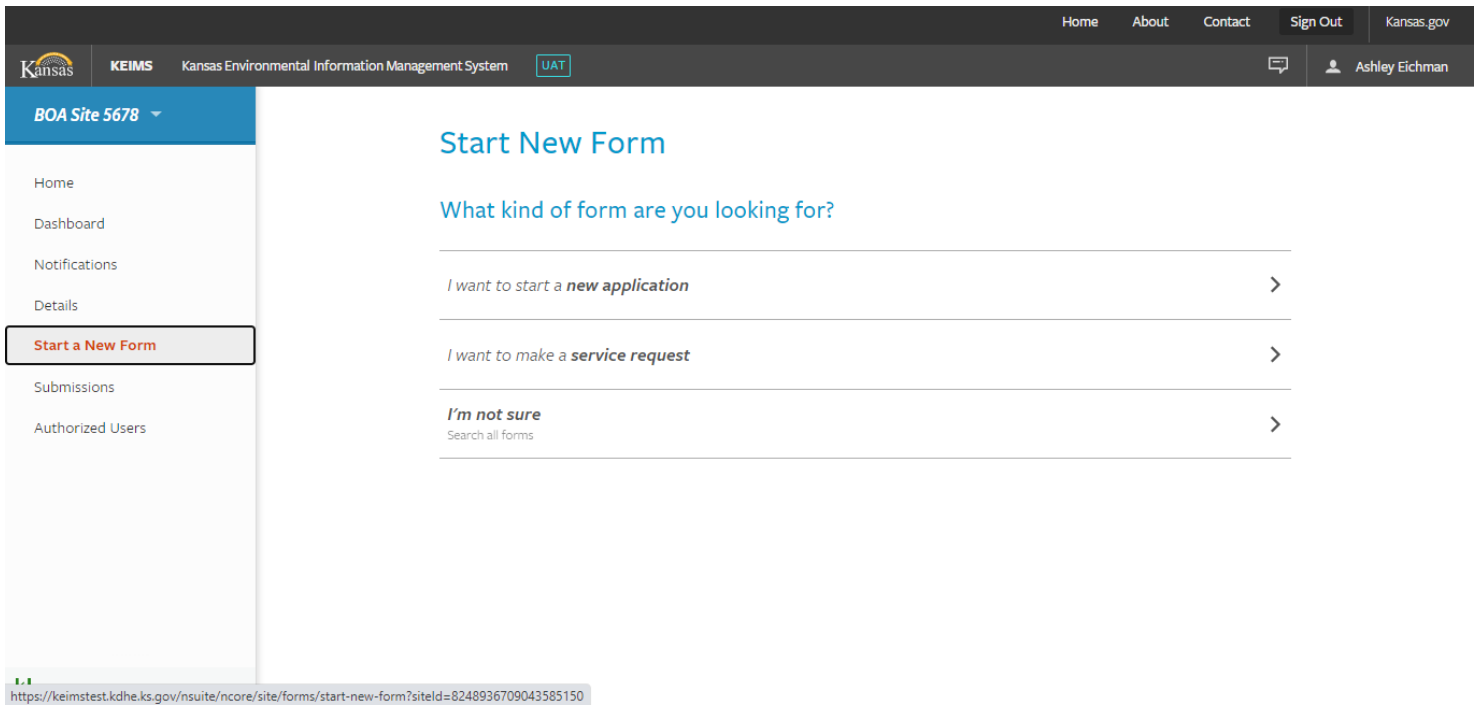
The site name should be in the following format:
Company Name- Site Name



The new site will be created once you begin the application.

B. If you have existing sites in KEIMS and wish to create a **new Air** site please follow the instructions below.

Select **Start a New Form**



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BOA Site 5678

Home
Dashboard
Notifications
Details
Start a New Form
Submissions
Authorized Users

Start New Form

What kind of form are you looking for?

*I want to start a **new application*** >

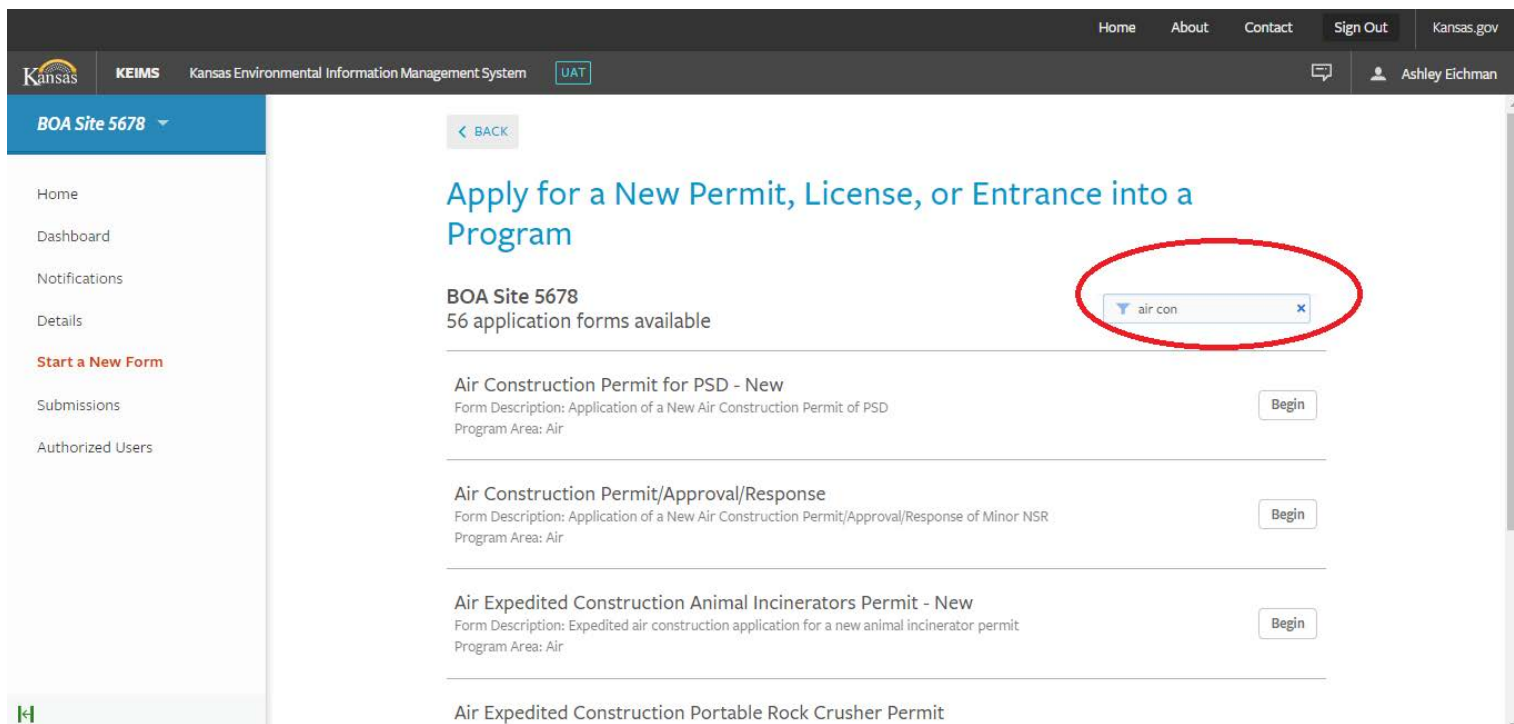
*I want to make a **service request*** >

I'm not sure
Search all forms >

https://keimstest.kdhe.ks.gov/nsuite/ncore/site/forms/start-new-form?siteId=8248936709043585150

Select the appropriate form and select **Begin**

You can filter by the form name circled in **red**.



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Apply for a New Permit, License, or Entrance into a Program

BOA Site 5678
56 application forms available

air con x

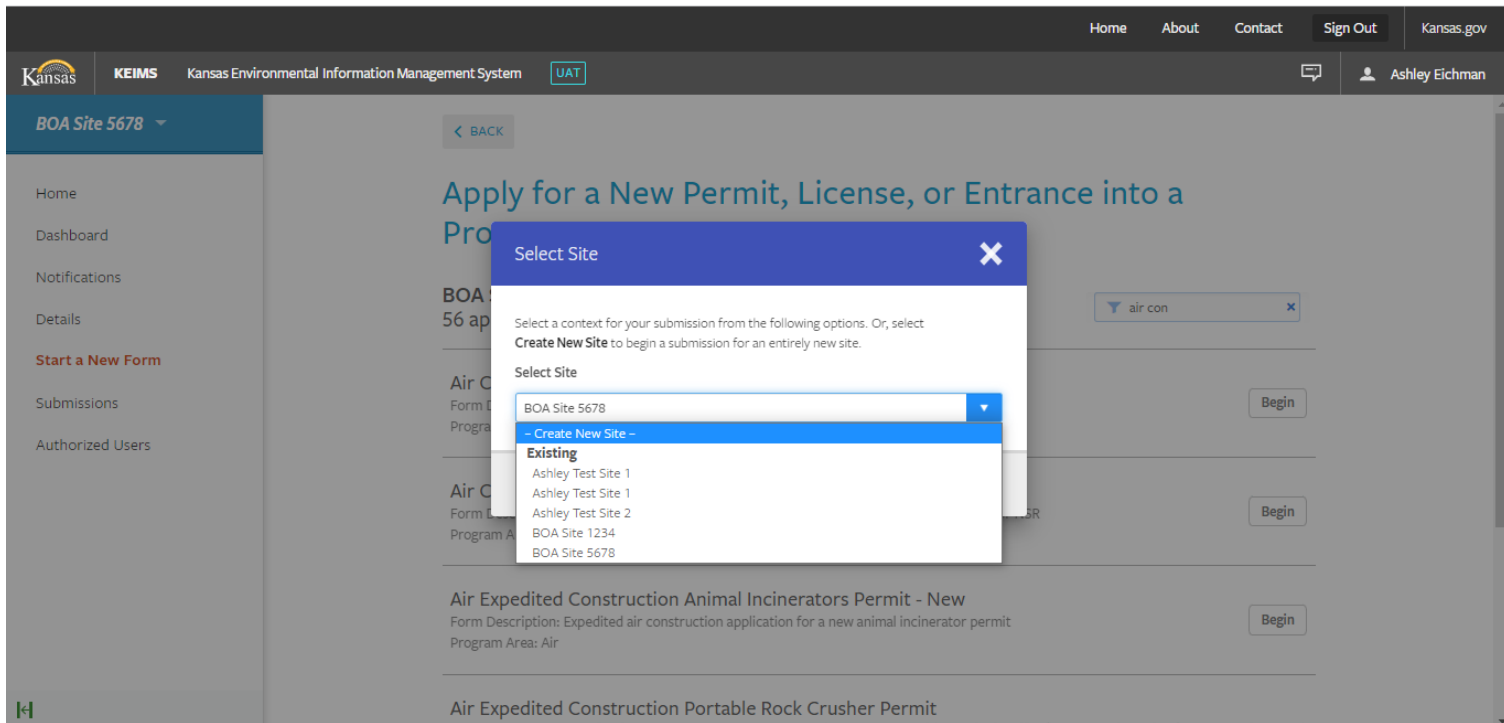
Air Construction Permit for PSD - New
Form Description: Application of a New Air Construction Permit of PSD
Program Area: Air **Begin**

Air Construction Permit/Approval/Response
Form Description: Application of a New Air Construction Permit/Approval/Response of Minor NSR
Program Area: Air **Begin**

Air Expedited Construction Animal Incinerators Permit - New
Form Description: Expedited air construction application for a new animal incinerator permit
Program Area: Air **Begin**

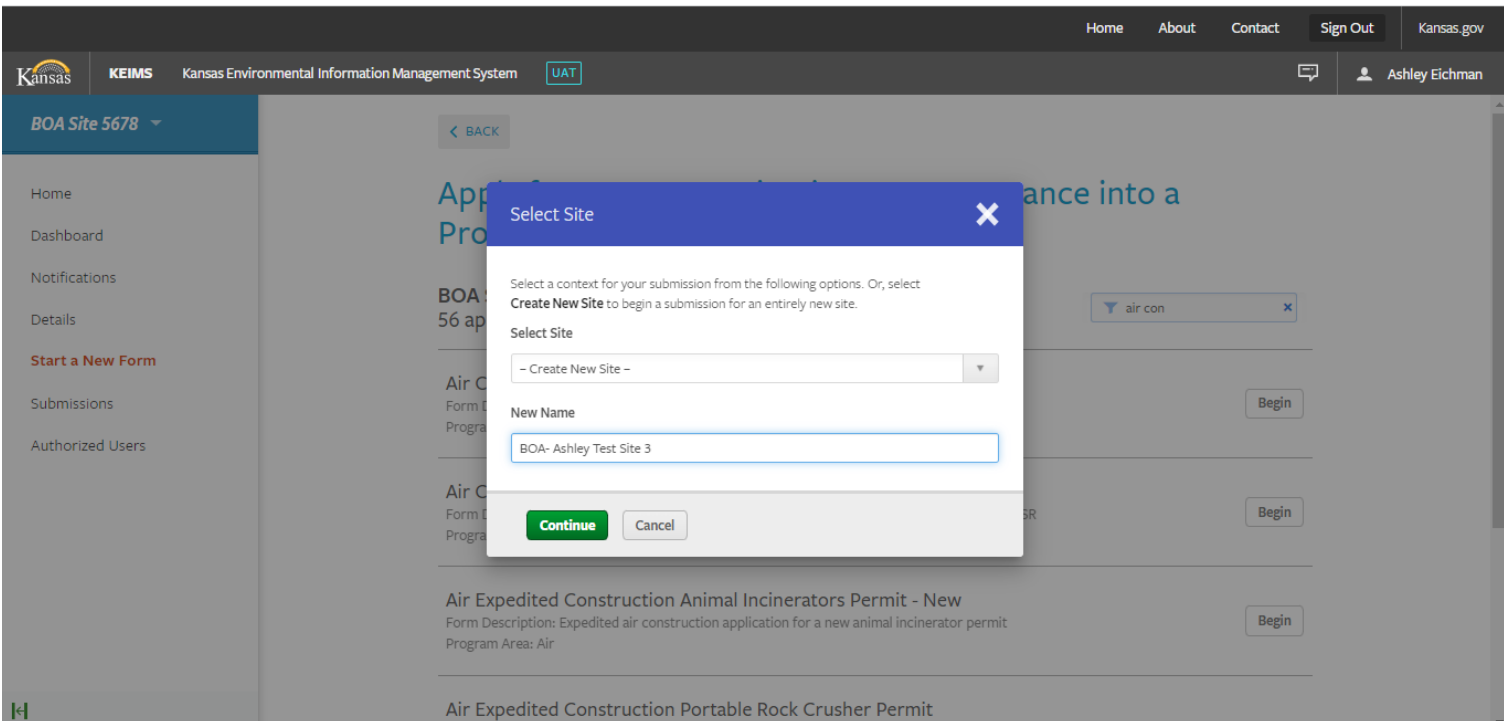
Air Expedited Construction Portable Rock Crusher Permit

From the drop down select -Create New Site-.



You need to name the site and select **Continue**

The site name should be in the following format:
Company Name- Site Name



The new site will be created once you begin the application.