

Instructions for Submitting an eForm

The eForms website is the Energy and Environment Cabinet's (EEC's) electronic forms website. eForms enables both DEP and DNR to utilize web-based technology and provide an online means to submit forms that had previously been paper-based. E-Forms are designed to make the permitting and compliance process business-friendly for industry and citizens within the state who are required to submit paper forms to the Cabinet. The use of eForms will reduce the time and cost associated with the review process by using eForms to highlight deficiencies for users and eliminating the paper-based Notice of Deficiency process. The eForm application can provide instant feedback, including notes, and highlight areas that need to be addressed.

***New Users-** In order for this portal to be utilized, an account must first be set up in the Kentucky Online Gateway (KOG). This site has replaced the KY One Stop portal. Account registration is located at <u>https://kog.chfs.ky.gov/public/requestaccount/</u>. Once the link is selected, the following screen will appear.

lease complete you	ai Kentu	CKY OIII	ine Gale	way Pi	onie
• If you already have an exis reset your password OR click	ting Kentucky Onl on the Cancel but	ine Gateway (KOC ton below to log i) Account, please nto your account.	click <u>here</u> to	
Please fill out the form below an	d click Sign Up wi	ten finished.			
All fields with * are required.					
* first Name	Middle Name		• Last Name		
* E-Mail Address		* Venify E-Mail	Address		
* Password		* Verify Passw	ord		
Mobile Phone		Language Pref	erence		
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City		State		Zip Code	
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in what city were you born? (Entr	er fall name of c∨	ANISWER			
Question		Answer			

*Existing Users- If you already had a One Stop account, your username and password has been migrated to KOG and can be used to access your account.

Once you have completed you registration you will be ready to log into KOG. Below is the Login page for the Kentucky Online Gateway.

Attention KY Business One	
As of May 31, 2019, The applications that you previously accessed through One Stop have now associated to your One Stop Account and the same password. If you have questions about the	een transitioned to the Kentucky Online Cateway. To login, use the email address ransition and which applications are impacted, please Click Here to Learn More
Citizen (or) Business Partner Sign In	WARNING
Sign in with your Kentucky Online Gateway Account.	This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site, or any information accessed through this site, for its intended purpose. Unauthorized access or disclosure of
Email Address	personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this
Enter Email Address	website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows
Password Forgot/Reset Password?	applicable federal and state guidelines to protect the information from misuse or unauthorized access
Enter Password	information from misuse of unautorized access.
Sign In	Don't already have a Kentucky Online Gateway Citizen Account?
Resend Account Verification Email	Create An Account

Once logged in, the following dashboard will appear. At this point you may either

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Click above buttons to access respective Transporta	tion Application.		
CAN Payment and Verification	Career Counseling	CHFS BI TWIST EXT	CHFS External SharePoint Sites
The Child Abuse and Neglect (CAN) application allows the electronic submission, payment and	Manage your workforce case, locate Kentucky Career Centers, discover opportunities for training, career workshops and set career goals	TWIST BI EXT IS a SAP Business Objects external Portal for TWIST Management reports for PCC users under the Cabinet for Health and Family	SharePoint Web Application Enables site access via all ky.gov and CIT\ KOG user accounts.
validation of Child Care Central Registry Check			
alidation of Child Care Central Registry Check	Once you have found t	he EEC eForms appl	cation, using this step,
EEC eForms		app EEC eForms with	ication, using this step, ndow. This will take yo

1. Scroll down to the EEC eForms application.

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Enroll

2. Select the E radio button and the site will filter for applications which start with E.

MyKentucky.gov	Welcome Jonathan Barker 💄 🛛 😧 English 👻 🍐 Help 🍴 Sign Out 🕒
	My Apps All Apps
	Search for Applications Qsearch
A 1	B C C E F C H I J K L M N O P Q R S T U V W X Y Z
Summary	
Message - 0 In Progress - 0	
Pending - O Complete - O	

After the site has completed filtering, the EEC eForms application should appear. Select Launch. This will take you to the EEC eForms Home Page.

EEC eForms

The eForms submittal system allows facilities to submit electronic documents to the Division for Air Quality (DAQ) through a website. This process eliminates the file size limitation of email attachments and allows documents to be securely transferred to the ARM database. It also eliminates the need for sending the Division a hard copy of the submittal. After submittal of the electronic documents, the sender immediately receives a confirmation e-mail documenting the submittal.



This is the EEC electronic forms website. This is the site where you will enter your documents. To begin your submittal, select **Forms** on the left side of the page.

Once selected, you will be directed to the following screen with a list of available eForms.

nie':	9 eform	by Transaction Id:					
shboard	Use th	is option to retrieve a previously saved or submitt	ed eForm.				
rms		or eForm Transaction ID to retreive the latest version of you action lat	r form;				
	Froce						
etact Us							
Help Center	l≡ List of	avalable eForms:					
	Drag a	column header and drop it here to group by that column					
	Add	Form Name	Division	Department	Form Id		
	1,000			DEP		T	
	+	Certified Sewerline Extension Form	Division of Water	DEP	27		
	· +	DAQ Field Operations Branch Electronic Submittal	Division of Air Quality	DEP	34		
	+	DAQ Permit Application Electronic Submittal	Division of Air Quality	DEP	54		
	*	DAQ Source Sampling Section Electronic Submittal	Division of Air Quality	DEP	32		
		DCA Application for Reciprocity	Division of Compliance Assistance	DEP	20		
	+	DCA Registration Form For Exams and Training	Division of Compliance Assistance	DEP	18		
		DCA Registration Form For Exams and Training (Solid Waste)	Division of Compliance Assistance	DEP	25		
	+	DOW OII and Gas Registration	Division of Water	DEP	2		
		Dental One Time Compliance Report	Division of Water	DEP	71		
	. +	KPDES KYG04 Coal Information Update Form	Division of Water	DEP	22		
		1 2 3 4 • • Page size: 10 •			31 itema i	n 4 pages	

Who do I submit my eForm to?

DAQ's Field Operations Branch (DAQ FOB) accepts permit-required reports such as annual compliance certifications, semi-annual monitoring reports, etc. The DAQ Field Operations Branch includes the FOB Central Office and the Regional Offices where the FOB inspectors are located, along with a Supervisor for each office. Questions? Contact the appropriate <u>Regional Office Supervisor</u>.

Use this eForm to submit permit required reports to the Kentucky Division for Air Quality's Field Operations Branch. The Field Operations Branch (FOB) includes the FOB Central Office and the Regional Offices where the FOB inspectors are located along with a Supervisor for each office. Permitting application correspondences <u>are not accepted</u> through this eForm and must be submitted to the Permit Review Branch. Please note that reports required to be submitted to other branches in DAQ will not be accepted here or forwarded to other branches and **as such will not be considered received**. If you have questions about this eForm, please contact the appropriate Regional Office Supervisor.

DAQ's Permitting Section accepts files such as permit applications and related application documents. Questions? Contact Michael Kennedy at <u>Michael.Kennedy@ky.gov</u>

Use this eForm portal to submit permit applications and related application documents to the Kentucky Division for Air Quality, Permit Review Branch. Please review the list of document types below as a guide to the type of submittals accepted via this web page. For copies of blank permit application forms please see: http://dep.ky.gov/formslibrary/Pages/default.aspx

Applications submitted via <u>email will no longer be accepted</u> due to the restrictions on file size, limited tracking, and strain on our email network. Submittal using this web page portal will provide instant proof of delivery to the applicant, has no file size restrictions, and will be considered the official submittal to the agency.

Please do not send the following to DAQ's Permitting Section:

- **Compliance reports** and other permit required reporting submittals, such as Annual Compliance Certifications and Semi-Annual Reports, are not accepted through this eForm and must be submitted to the Field Operations Branch using eForms page.
- **Stack test** protocols, sampling protocols, test plans, and test result reports must be submitted to the Division's Technical Services Branch, Source Sampling Section.
- While this website is secure, please <u>do not submit confidential business</u> <u>information</u> via this website. Also, note that information claimed as confidential business information that has not previously been granted such treatment, in accordance with 400 KAR 1:060, must include a written request for such treatment in paper form to the attention of Division for Air Quality, Permit Support Section at the mailing address listed on our home page <u>http://air.ky.gov</u>

DAQ's Source Sampling Section accepts files such as sampling protocols and compliance test reports through this website. Questions? Contact Jennifer Miller at JenniferF.Miller@ky.gov

 Use this eForm portal to submit all test protocols, test notifications, test reports, and any test-related documentation to the Kentucky Division for Air Quality's Source Sampling Section. Please see the <u>Source Sampling and Testing</u> web page for additional information.

There are two options for uploading your documents.

Option A allows you to go directly to a screen for uploading your document. Use this option when you are submitting a file for the first time for a facility. Basic information about the facility (agency interest number, address, etc.) is required, allowing the file to be uploaded and submitted.

Option B has 2 choices. You can either view a previously submitted eForm or you can retrieve a previous eForm to use as a template for a new submittal. Use of this option requires that you enter an eForm transaction ID that was emailed to you after submittal of a previous eForm.

Option A:

 After you have determined who you need to submit your eForm to select the + radio button under the Add Form column adjacent to your intended recipient.
Once you have made a selection, an entry page will appear.

List of a	valiable eForms:			
)rag a co	olumn header and drop it here to group by that column			
Add Form	Form Name	Division	Department	Form Id
			DEP	T
+	Certified Sewerline Extension Form	Division of Water	DEP	27
+	DAQ Field Operations Branch Electronic Submittal	Division of Air Quality	DEP	34
+	DAQ Permit Application Electronic Submittal	Division of Air Quality	DEP	54
+	DAQ Source Sampling Section Electronic Submittal	Division of Air Quality	DEP	32
+	DCA Application for Reciprocity	Division of Compliance Assistance	DEP	20
+	DCA Registration Form For Exams and Training	Division of Compliance Assistance	DEP	18
+	DCA Registration Form For Exams and Training (Solid Waste)	Division of Compliance Assistance	DEP	25
+	DOW Oil and Gas Registration	Division of Water	DEP	2
+	Dental One Time Compliance Report	Division of Water	DEP	71
+	KPDES KYG04 Coal Information Update Form	Division of Water	DEP	22

• In this example DAQ Field Operations Branch Electronic Submittal was selected.

Division for Air Quality
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White this vehicle is secare, do NOT robuit confidential business information via this vehicle. Alon, out that information that is a not provinally been granted as such in accordance with 400 KAR 3:600 must be solvailed asian to the Permit Support Section as required in 441 KAR 3:610, 004 Hell.
AgencySite Information:
Agency Interest # (*) County -
lin Nms (?
Size Address (*) (Namber and Street)
Site Stats (7) Site Stats (7)
Bubmittal of Report By:
Company/Affiliation Nama (*) Company/Affiliation Phone Number (*): ====================================
Contact Person First Name (*) Contact Person Last Name (*)
E-Mail Addres(*)
Alternite Z-Mail Address
Type of Document Submitted:
Note: All reports must signed by the responsible official as defined in 401 KAR 52:001.

2) In the 'Agency/Site Information' and 'Submittal of Report By' sections of the page, fill out the blank fields and use the provided dropdown fields to enter data about the facility.



The fields marked by an asterisk (*) **are required** to submit your document.

- The Agency Interest number (AI) for a facility is located on the cover page of the permit. If you cannot find your permit, look for this number on any other correspondences from DEP or call your regional office.
- The system will time-out if left idle for 45 minutes. If you are in the middle of completing an eForm and wish to have the system save the entered information for future retrieval, click the 'Click to Save Values for Future Retrieval' button at the bottom of the page. This will return you to the eForms Application page, and display an eForm Transaction ID number that you should save for use in the Option B Method below. The eForm transaction ID number is lengthy so copying and pasting and saving it is recommended.
- 3) In the 'Type of Document Submitted' section of the page, click the 'Upload File' button that best corresponds to the type of document you are submitting. If you don't think your file is any of the types listed or you are not sure use the 'Other:' type selection, making sure to type a brief description in the provided field.

4) After clicking the 'Upload File' button the following window will open. Navigate to the location on your computer where the document is stored, click on the document to select it, then click the '**Open**' button:

🧟 Select file(s) to	upload by dep.	gateway.ky.gov		8
Look in:	🔒 eForm upload	d documents	G 🤌 📂 🖽	
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	File name:	Semi- annual 2013 thru June.pdf	•	Open
	Files of type:	*.png;*.jpg;*.bmp;*.jpeg;*.gif;*.tif;*.tiff;	*.pdf;*xls;* 💌	Cancel

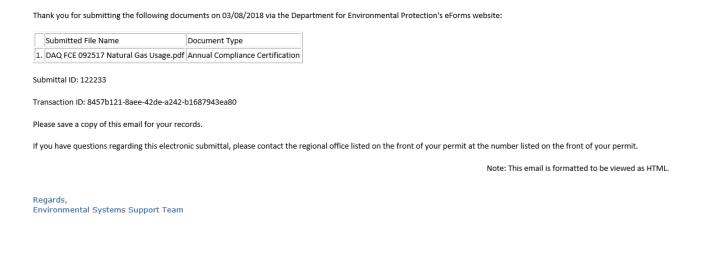
Your document will be uploaded to the web page and the file name will display under the **Upload file** button:

State Semi-Annual Report		B 1st Semi Annual Monitoring Report.docx (11.0KB) Remove st submittal for the time period.
To remove the uploaded file, click the	[∗] Remove ' button.	Use this drop down to select whether this is the first submittal or a revision of a previously submitted form.
The DAQ FOB eForm allows the user upload multiple files, repeat the proces allows you to upload up to 5 files for ea	s above for uploading file	or

• DAQ FOB eForm only- some document types require you to make a selection from the drop-down menu to identify whether the submittal is the first submittal for the time period or whether it is a revised submittal of a previously submitted report.

 When you are satisfied with the uploaded file(s), click the 'Click to Submit to DEP' button. The page will refresh and display a receipt at the top of the page.

You may wish save this page as proof of your submittal and to have the submittal ID and transaction ID for future use. This information will also be emailed to you upon submittal of your document.



Option B – Use of this method requires an eForm transaction ID that was previously provided to you as described above. If you do not know your transaction ID, log in to KOG, and go to your EEC Homepage. Select **Dashboard** located in the menu down the left.

lome	Home
Dashboard	EEC The Energy and Environment Cabinet
iorms Contact Us	The eForms website is the Energy and Environment Cabinet's (EEC's) electronic forms website. eForms enables both DEP and DNR to utilize web-based technology and provide an online means to submit forms that had previously been paper- based. E-Forms are designed to make the permitting and compliance process business-friendly for industry and citizens within the state who are required to submit paper forms to the Cabinet. The use of eforms will reduce the time and cost
lelp Center	associated with the review process by using eForms to highlight deficiencies for users and eliminating the paper-based Notice of Deficiency process. The eForm application can provide instant feedback, including notes, and highlight areas that need to be addressed.
	Account registration is located at https://kog.chfs.ky.gov/public/requestaccount/ and is part of the Kentucky Online Gateway (KOG).
	Firefox52 Version:52.0 User Interface issues: 1. This website requires browser versions Internet Explorer 11+, Firefox 26+, and Chrome 34+, Firefox and Chrome are the recommended browsers. 2. This website requires Adobe Flash. For Security reasons, the website only supports 45 minutes to complete data entry at any given time and will timeout, preventing the ability to save or submit your data. Please keep this in mind when filling an eForm and remember to save often. 4. Please note that the Internet Explorer Browser uses the Backspace key as a Hot-Key for the Back button (Previous Page). When selecting values from a Dropdown Lis using the backspace key will take voi to the previous page and you will need to remeter your information.

• From the dashboard you can access incomplete, pending, and completed eForms.

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	d drop it here to group by that column					
rag a column header and Submittal Id	d drop it here to group by that column Form Name		Date		Status	
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Submittal Id	Form Name			T	eForm created but new	
Submittal Id 154055	Form Name DAQ Field Operations Brand	ctronic Submittal	4-05-2019	Ţ	eForm created but new by user eForm created but new	ver saved

• Once you have selected the file you wish to work with, the following form details screen will appear.

Form Name: Form Id: eForm Submittal ID: eForm Transaction ID:	DAQ Field Operations 34 117623 811.bd79f-3457-4722-b	Branch Electronic Submittal	the eForm ID, highli	nd copy it for	
Status:		Completed Migration to EEC Data Management System @Help			4
Date:	03/08/2018	······			
Submitted to DEP?:	Yes @Help Create a new eForm	with values from this previously saved/submitt	ed eForm.	Note: At this point can select this option you are creating and form from previous	on it new sly
Document(s):		Description/Type		saved information. Click Image to Download	
Relief Request SOP (2).docx		Annual Compliance Certification		*	
		eForm Submittal			