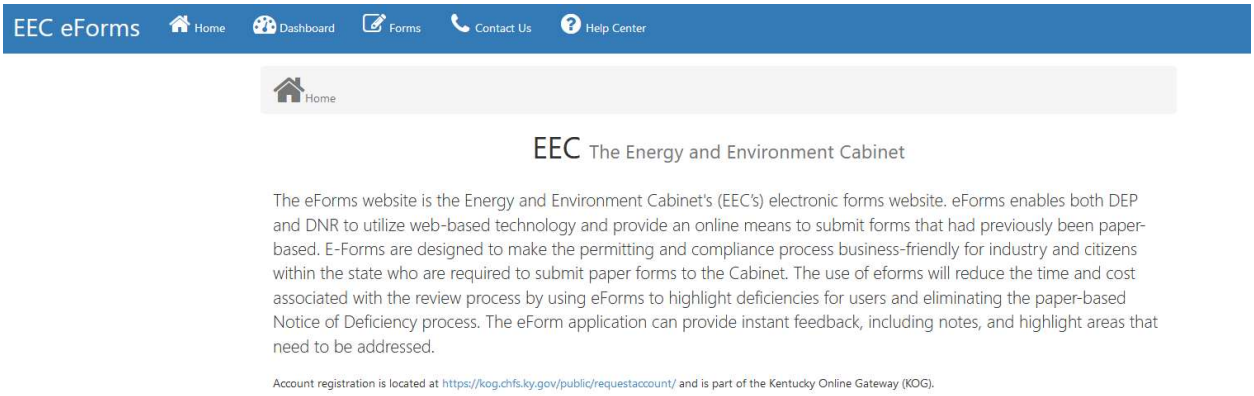
FAQ for Solid Waste Branch Submittal Form

April 23, 2025

Where do I find eForms?

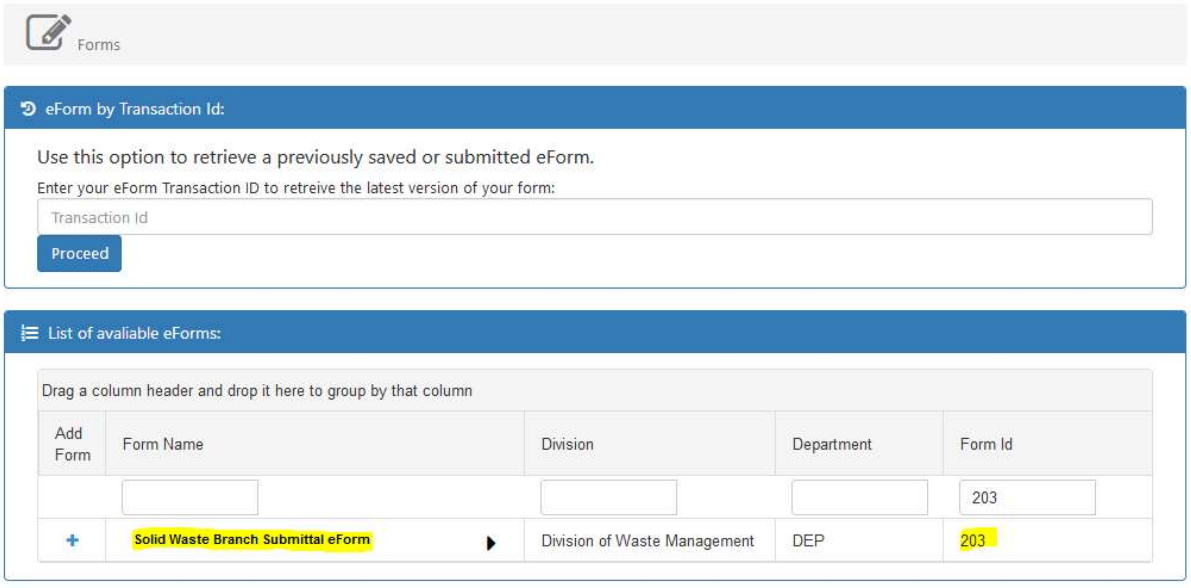
eForms are found visiting this link: https://dep.gateway.ky.gov/eForms/Account/Home.aspx

This is the home screen:



How do I find this specific eForm?

The eForm number is #203. Once on the forms page, you can search by form name or you can search by form number.



Are eForms only for the Solid Waste Branch?

No. Many programs within the Energy and Environment Cabinet use eForms available on this website. You may already have an account if you submitted an eForm for a different program.

Are there other eForms used by the Solid Waste Branch and which one should I use?

This is the third eForm available to the public for the Solid Waste Branch program. The other two are the Solid Waste Quarterly Waste Quantity Report eForm (eForm #51) and Groundwater and Surface Water Monitoring, Statistical Analysis, and Operating Reporting Form (eForm #52). The Groundwater and Surface Water Monitoring, Statistical Analysis, and Operating Reporting Form is eForm #52. This eForm is on the list to be discontinued. Please use the Solid Waste Branch Submittal Form, eForm #203 for the submission of groundwater, surface water, statistics and operating reports.

If the Solid Waste Quarterly Waste Quantity Report eForm (eForm #51) is not applicable, or if you are unable to obtain a pin number by the due date, please use the Solid Waste Branch Submittal Form (eForm #203).

Do I need a pin number for this eForm?

No, a pin number is not required to use this Solid Waste Branch Submittal Form (eForm #203).

What kind of documents can be submitted using this eForm?

Any application, compliance report, annual survey, response to notice of deficiency, additional information, or other submittal sent to the Solid Waste Branch program can be submitted via this eForm. The only limitation is the submittal must be specific to a site or facility; this is because the eForm requires the Agency Interest ID number.

What if I don't know the Agency Interest (AI) ID number or if this is a new site?

If this is an existing site, and you don't know the AI number for the facility, please contact the Solid Waste Branch. Please note, once the AI number is entered into the eForm, general information - including the facility name and address - auto populates on the eForm so you can confirm the accuracy of the AI number entered.

If this is a new site, there is a box to check to indicate it is a new site and this box notifies the Solid Waste Branch program a new AI number needs to be assigned to the site.

If you are unsure of the AI number or unsure if one has been assigned, please contact the Solid Waste Branch prior to submitting the eForm.

Who can submit an eForm?

Generally speaking, applicants and permittees submit documents to the Solid Waste Branch program. However, this eForm does allow others to submit documents to the Solid Waste Branch, i.e. consultants may submit on behalf of their client(s). The last section is for the contact person. The person submitting the eForm should put their information in this section.

Does this eForm serve as a substitute for other required forms and signatures?

No. The eForm works as an electronic portal. It is a way to submit documents electronically instead of submitting paper documents.

The eForm allows the user to combine the submittal into one electronic record, preferably a pdf file, and submit this combined record as an attachment (or upload) to the eForm. The attachment to the eForm should contain everything that would have been submitted in a paper format. For example, the first page of the combined pdf file might be a cover page, followed by a completed application form, and then followed by any other attachments to the application form.

Be advised, many submittals still require a signed certification statement. This signed statement should be included in the pdf upload.

Will the eForm accept multiple uploads or multiple attachments?

No. Please refer the question above. The entire submittal should be combined into a single pdf file and contain all necessary documentation for the submittal. Please do not make multiple eForms submittals if the records being submitted are part of one action for one site.

What if the file upload attachment exceeds file size limitations?

If the upload exceeds file size limitations, please contact the Solid Waste Branch. The file size limitation may be increased later, if needed.

Do I follow-up my submittal with a hard copy?

No, please do not follow-up with a hard copy paper submittal. This may result in the duplication of the processing of the action.

Can I still email my submittals to branch staff?

No, please do not also email your submittal to Solid Waste Branch program staff. This may result in the duplication of the processing of the action.

During COVID-19, we have allowed submittals to be made via email to branch staff. The development of this eForm is in part to eliminate the need for email submittals. In the event staff are out of the office, the eForm portal can be monitored remotely. At this time, we ask you no longer email submittals directly to Solid Waste Branch staff.

What about confirmation of receipt?

See the above comments about email submittals. The eForm system is programmed to send confirmation email notification(s). You can also check your dashboard to see the status of the submittal. If you wish to have further confirmation, please contact the Solid Waste Branch

after 24 hours. For users new to the process, we can look up the submittal and provide confirmation the eForm migrated properly into the department database.

How do I remit fees?

Unfortunately, fee payments are not available at this time with this eForm.

Fee payments should be mailed to the Solid Waste Branch along with a cover letter for recordkeeping purposes. In the cover letter accompanying the fee payment, please be sure to include the Agency Interest ID number, if it is an existing site. Also, reference the submittal ID in the cover letter accompanying the fee payment, if you can. This submittal ID is generated upon the creation of the eForm and will also be referenced in a confirmation email.

If the fee payment is not received by the Solid Waste Branch within 10 calendar days of submittal of the eForm, you may receive a notice of deficiency for failure to submit the fee or you may receive a denial of the application.

Can I start an eForm and finish it later?

Yes. You can start the eForm and select the 'Click to Save Values for Future Retrieval' at the bottom. Please keep in mind, any upload will not be available at the later time. Only the data entered into the fields will be saved.

What if I still have questions?

If you have any questions regarding the submittal of this eForm, please contact Bethany Smith or Danny Anderson in the Solid Waste Branch. Contact Danny at Danny.Anderson@ky.gov or (502) 782-6305 or Bethany at Bethany.Smith@ky.gov or (502) 782-4383.

How complicated is the eForm to complete?

Once an account was established, the completion of the eForm during testing took no longer two (2) minutes to complete.

The eForm consists of three main areas: general site information, action specific information, and contact information. Each area has a screenshot below with a short summary.

Area 1 – General Site Information

The user will select new site or existing site. For an existing site, the remaining information will auto populate. If information appears incorrect for the permittee or applicant information, there is a box to check to alert the Solid Waste Branch Staff.

Energy and Environment Cabinet

Department for Environmental Protection

Division of Waste Management

(*) indicates a required field; (✓) indicates a field may be required based on user input or is an optionally required field

Solid Waste Branch Submittal Form

Please use this eForm to submit applications or reports to the Solid Waste Branch. It may be utilized by those sites required by regulation (401 KAR Chapters 45, 46, 47, and 48) or by statute (Kentucky Revised Statute Chapter 224) to submit applications, registrations, or compliance reports.

Please do not combine multiple submittals in one eForm submittal; each permitting action or compliance report should be a unique eForm submittal. For example, please do not submit a minor modification for a landfill and a new tire application with the same eForm. You may submit multiple eForms for the same site on the same day if needed.

If you have any questions regarding the submittal of this eForm, please contact Ms. Teresa Osborne or Ms. Jamie Nielsen in the Solid Waste Branch. Contact Jamie at Jamie.Nielsen@ky.gov or at (502)782-6426. Contact Teresa at Teresa.Osborne@ky.gov or (502)782-6115.

Facility Information:

☐ Please check here if this is a new site and no Agency Interest ID number has been assigned by the Department for Environmental Protection

☐ Please check here if this is an existing site and an Agency Interest ID number has been assigned

Agency Interest ID:(✓)	Facility Name:(✓)	County:(✓)	
Agency Interest ID	Facility Name		
Facility Address:(✓)	**City:(✓)**	**State:(✓)**	**Zip:(✓)**
Physical Address	City		Zip

Permittee or Applicant Information:

If this is a new site and no Agency Interest number has been assigned, please skip this section.

☐ If this is an existing site and the information prepopulates with the incorrect or outdated information, please check this box. This section of the eForm is read-only. To update the mailing address on file with the Solid Waste Branch using this eForm, provide the updated mailing address in the Description text box in the next section.

Note: *The section below prepopulates based on the Agency Interest ID number. If an Agency Interest number has not been assigned, or if an Agency Interest number has been assigned, but a permit has never been issued by the Solid Waste Branch, the data may not be available at this time.*

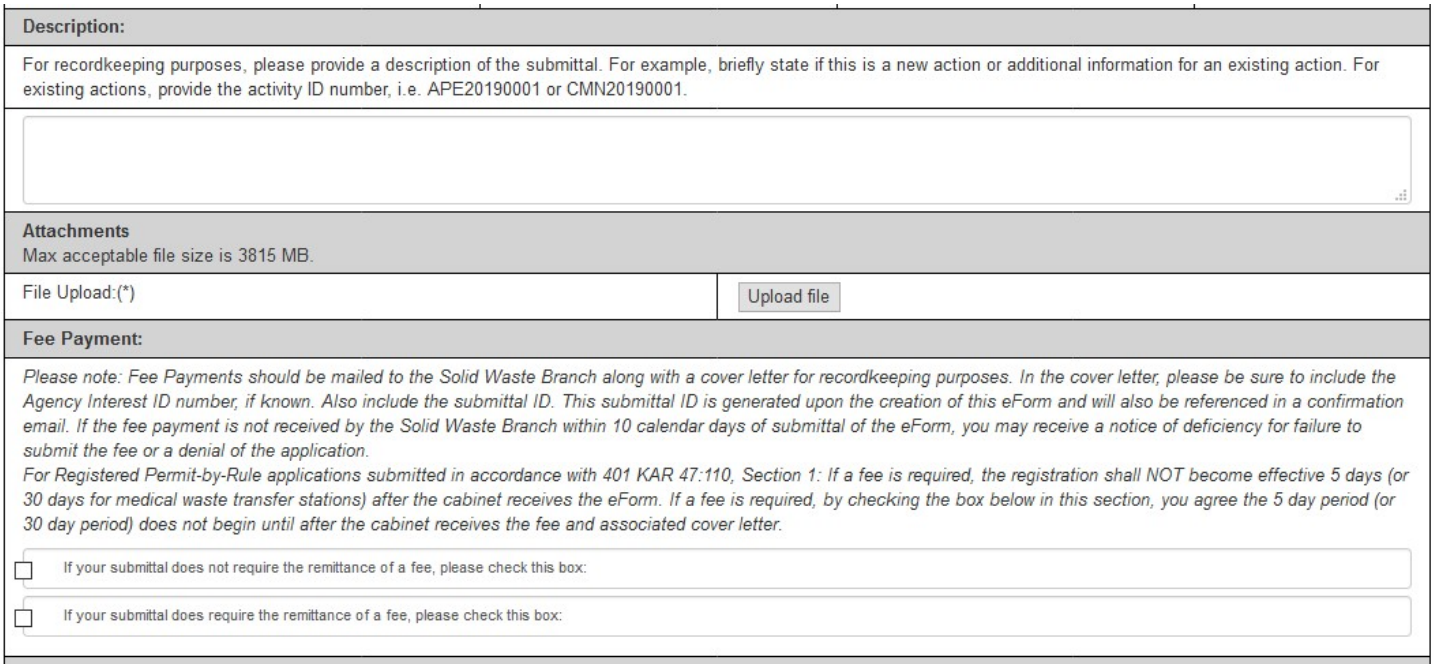
Permittee Name:(✓)			
Permittee Name			
Mailing Address:(✓)	**City:(✓)**	**State:(✓)**	**Zipcode:(✓)**
Mailing Address	City		Zip

Area 2 – Action Specific Information

The user will include a short description like “NOD response for modification APE20190001” or “new minor modification application” or “annual landfarm report” in the description text box. This is intended to be flexible and allows the user to reference information which may make processing more efficient.

The user will then upload the file, preferably a pdf file.

The user will then select if a fee payment is forthcoming or if a fee payment is not required.



Area 3 – Contact Information

This area is intended to have the name and contact for the person submitting the eForm. If a consultant is submitting on behalf of their client, the consultant information should be included. The date must be the date of submittal and should be entered just before selecting the ‘Click to Submit to EEC’ button.