

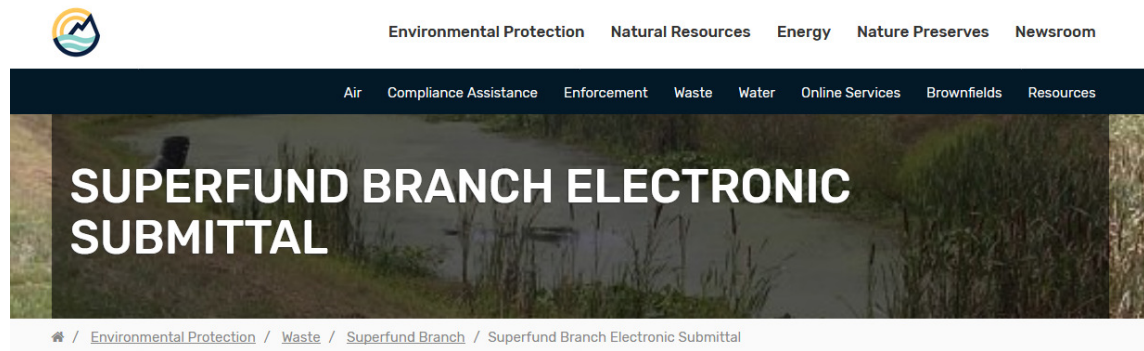
Kentucky DEP eForms Submittals to the Superfund Branch

June 2019

The eForms submittal system allows outside parties to electronically submit documents to the Kentucky Dept. for Environmental Protection (KDEP) Superfund Branch. This process removes the file size limitation of email attachments plus ensures the documents are securely transferred to KDEP's ARM database. eForms will accept document sizes of up to 150 megabytes. If you have larger documents, please contact your Superfund project manager.

DEP's eForms submittal page is accessed through the Energy and Environment Cabinet's eForms website:

<https://eec.ky.gov/Environmental-Protection/Waste/superfund/Pages/superfund-branch-electronic-submittal.aspx>



Select this link, [Submit Superfund Branch Items](#), to electronically submit documents to the Superfund Branch.

Read the [directions and additional information](#) for step-by-step instructions. The following items may be submitted through this option:

- 5-Year Review
- Access Agreement
- Annual Certification
- Corrective Action Report
- Environmental Covenant
- Extension Request
- General Correspondence
- Monitoring Report
- Quality Assurance Project Plan
- Petroleum Closure Report
- Phase I Report
- Phase II Report
- Risk Assessment Report
- Site Investigation Report
- Waste Disposal Documentation
- Other

Kentucky DEP eForms Submittals to the Superfund Branch

1. To begin, click the **'Submit Superfund Branch Items'**



Home / Environmental Protection / Waste / Superfund Branch / Superfund Branch Electronic Submittal

Select this link, [Submit Superfund Branch Items](#), to electronically submit documents to the Superfund Branch.

Read the [directions and additional information](#) for step-by-step instructions. The following items may be submitted through this option:

The **'Kentucky Online Gateway'** page will open:



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2. Click the 'Citizen or Business Partner' button to access the log in options:

I am a

Citizen or Business Partner

State Employees and Contractors logging in with Email Address or Username

State Employees and Contractors logging in with KHRIS ID

Sign In Create Account

You must have an account in order to use the eForms website. If you previously created an account with the Commonwealth's One Stop Business Services portal, you can use that account to log in to eForms.

3. To register a new account, click the 'Create Account' and the registration page will open:

Please complete your Kentucky Online Gateway Profile

? If you already have an existing Kentucky Online Gateway (KOG) Account, please click [here](#) to reset your password OR click on the Cancel button below to log into your account.

Please fill out the form below and click Sign Up when finished.
All fields with * are required.

* First Name Middle Name * Last Name

* E-Mail Address * Verify E-Mail Address

* Password * Verify Password

Mobile Phone Language Preference

Street Address 1 Street Address 2

City State Zip Code

Question * Answer

Question * Answer

Cancel Sign Up

To create the account, fill out the required fields then press the 'Sign Up' button
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4. You will receive a confirmation email to verify the account. You will have to click the verification link in the email to complete the process. Once the account has been verified, return to the '**Kentucky Online Gateway**' page and click the '**Sign In**' Button.

I am a

- Citizen or Business Partner
- State Employees and Contractors logging in with Email Address or Username
- State Employees and Contractors logging in with KHRIS ID

[Sign In](#) [Create Account](#)

The sign in page will open:

Citizen (or) Business Partner Sign In

Sign in with your Kentucky Online Gateway Account.

Email Address
Enter Email Address

Password [Forgot/Reset Password?](#)
Enter Password

[Resend Account Verification Email](#)

[Sign In](#)

WARNING

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 personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows applicable federal and state guidelines to protect the information from misuse or unauthorized access.

[Don't already have a Kentucky Online Gateway Citizen Account?](#)

[Create An Account](#)

[Click here to select user account type](#)

5. Enter your user credentials and click '**Sign In**' button. The '**Apps**' page opens (next page):

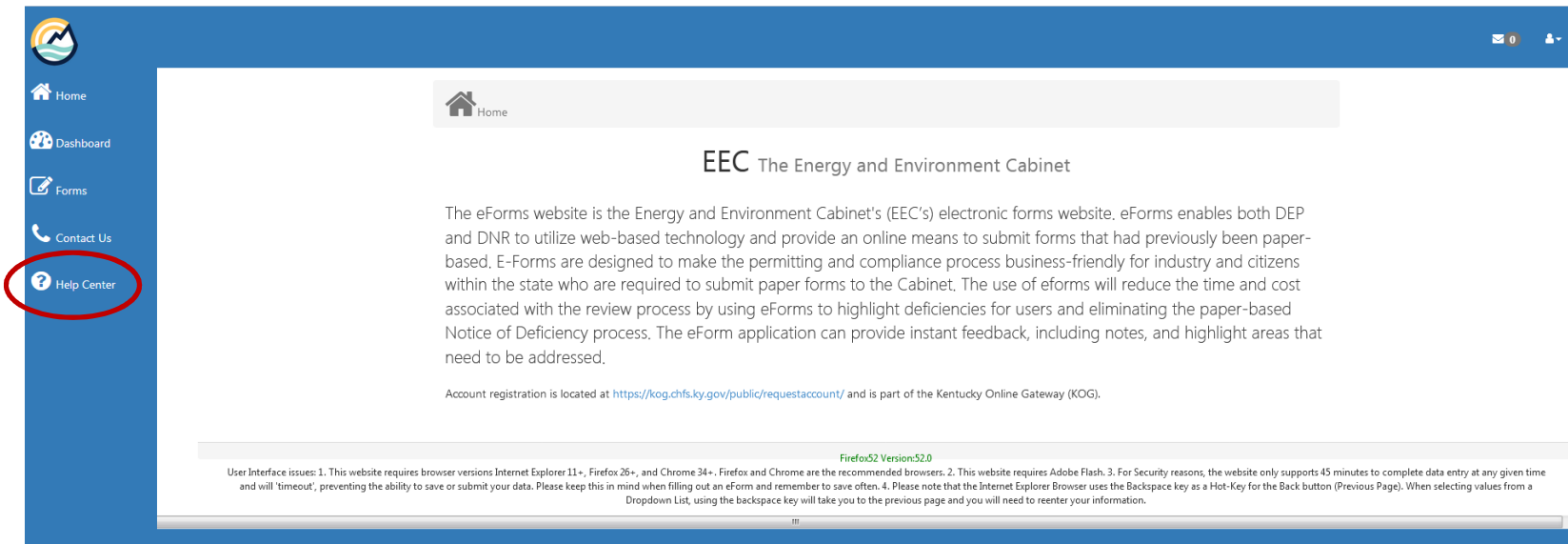
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The screenshot shows the 'My Apps' page in the KY.gov portal. At the top, there is a navigation bar with the user's name 'Nathan Hancock', language options, and a sign-out button. Below the navigation bar is a search bar and an alphabetical index. The main content area is a grid of application tiles, each with a title, description, and an 'Enroll' button. A yellow arrow points to the 'Enroll' button on the 'EEC eForms' tile.

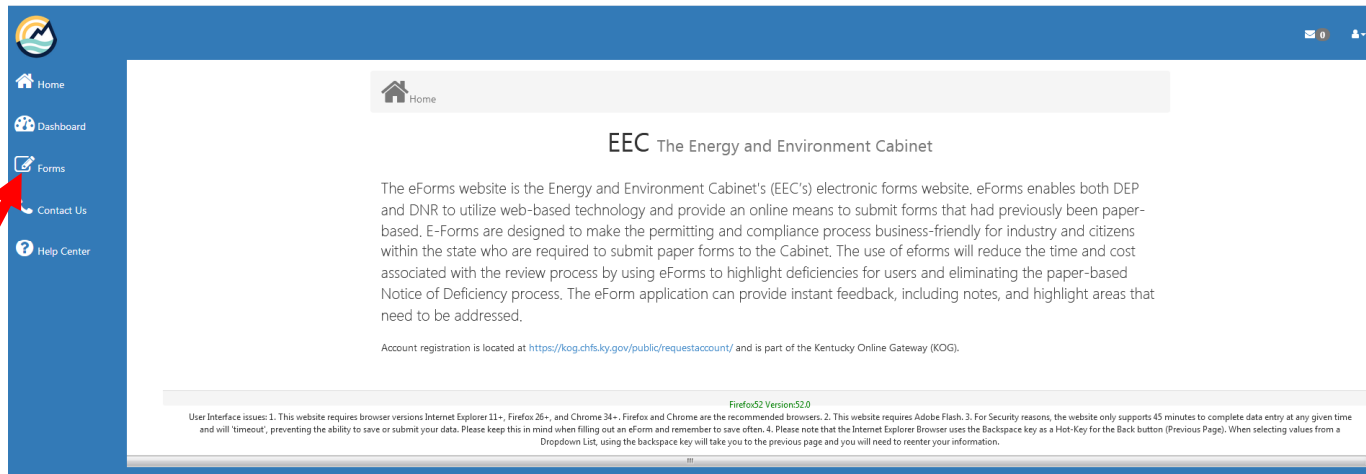
Application Name	Description	Action
CHFS BI HSSMB EXT	HSSMB Business Objects reports can access externally.	Enroll
Benefind	Learn about public assistance program and apply for benefits.	Enroll as Citizen
CAN Payment and Verification	The Child Abuse and Neglect (CAN) application allows the electronic submission, payment and validation of Child Care Central Registry Check (DCC-374) and Central Registry Check (DPP-156) form(s).	Enroll
Career Counseling	Manage your workforce case, locate Kentucky Career Centers, discover opportunities for training, career workshops and set career goals.	Enroll
CHFS BI TWIST EXT	TWIST BI EXT is a SAP Business Objects external Portal for TWIST Management reports for PCC users under the Cabinet for Health and Family Services (CHFS).	Enroll
CHFS External SharePoint Sites	SharePoint Web Application Enables site access via all ky.gov and CHS KOG user accounts.	Enroll
Child Sexual Abuse Prosecution Data Collection Program	A web application (or online program) that collects and compiles data for the Child Sexual Abuse Prosecution Data Collection Program pursuant to KRS 15.706	Enroll
Child Support Website	Allows public to create, update and view their accounts (custodial and non-custodial parents).	Enroll
CLPPP	Application to track Lead Poisoning	Enroll
CSE Monthly Invoicing Portal	Allows contracting officials to enter their expenses.	Enroll
CSE Policy and Procedures	Allows caseworkers to view Policy	Enroll
DHBC Online Portal	Plans, Permits, Inspections and Licenses.	Enroll
EDRS	EDRS Electronic death reporting system Hospitals, funeral homes are required to use EDRS to report deaths in KY. EDRS is a mission critical 24/7 application.	Enroll
EEC eForms	eForms enables the public and regulated entities to utilize web-based technology to submit on-line forms that had previously been paper-based to DEP, DNR, and OAH.	Enroll
GenTrack	Small generic applications almost 300 in GenTrack and almost 100 in GenLog. Supports entry and tracking of generic information.	Enroll
HANDS	Application to monitor worker services to pregnant women, first time parents.	Enroll

6. Click the EEC eForms 'Enroll' button to open the eForms app. The eForms app page opens (next page):

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The '**Help Center**' on the menu to the left includes a detailed presentation on how to use eForms. The remainder of this document will provide directions on how to immediately upload a document.



7. Click the '**Forms**' link in the upper left. The DEP eForms page will open:

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Kentucky DEP eForms Submittals to the Superfund Branch

Forms

eForm by Transaction Id:

Use this option to retrieve a previously saved or submitted eForm.

Enter your eForm Transaction ID to retrieve the latest version of your form.

Transaction Id

Proceed

List of available eForms:

Drag a column header and drop it here to group by that column

Add Form	Form Name	Division	Department	Form Id
<input type="checkbox"/>				
+	Certified Sewerline Extension Form	Division of Water	DEP	27
+	DAQ ASBESTOS ABATEMENT Course Registration Form	Division of Air Quality	DEP	69
+	DAQ Application For Asbestos Accreditation	Division of Air Quality	DEP	67
+	DAQ Application for Asbestos Certification (Contractors or Facilities)	Division of Air Quality	DEP	68
+	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


Page size: 10 35 items in 4 pages

This page will actually let you access the eForms pages for many DEP programs. Navigate to the Superfund eForms page (should be on Page 3):

+	DCA Registration Form For Exams and Training (Solid Waste)	Division of Compliance Assistance	25
+	DOW Oil and Gas Registration	Division of Water	2
+	KPDES KYG04 Coal Information Update Form	Division of Water	22
+	KPDES NOI for KYG04 Coal Mining General Permit	Division of Water	42

Page size: 10 27 items in 3 pages

Kentucky DEP eForms Submittals to the Superfund Branch

 Forms

eForm by Transaction Id:

Use this option to retrieve a previously saved or submitted eForm.











Enter your eForm Transaction ID to retrieve the latest version of your form:

Transaction Id

Proceed

List of available eForms:

Drag a column header and drop it here to group by that column

Add Form	Form Name	Division	Department	Form Id
<input type="checkbox"/>				<input type="text"/>
	KPDES NOT (Notice of Termination for General Permits)	Division of Water	DEP	49
	KPDES No Exposure Certification	Division of Water	DEP	33
	Kentucky Soil and Water Cost Share Program Application	Cost Share Application	DNR	60
	Municipal Separate Storm Sewer System Submittal	Division of Water	DEP	50
	SME90 - Active Surface and Ground Water Monitoring	Division of Mine Reclamation and Enforcement	DNR	81
	Stream Construction Application Form 7116	Division of Water	DEP	24
	Superfund Electronic Submittal	Division of Waste Management	DEP	29
	Underground Storage Tank Branch Claims and Payments Electronic Submittal	Division of Waste Management	DEP	28
	Underground Storage Tank Branch Notice of Intents (NOI) Submittal	Division of Waste Management	DEP	53
	Underground Storage Tank Branch Registration Electronic Submittal	Division of Waste Management	DEP	35

Page size: 10 35 items in 4 pages

8. Click the “+” symbol by the Superfund Electronic Submittal link in order to set up the submittal of your document. The Superfund Branch Electronic Submittal Page will open (next page):

Kentucky DEP eForms Submittals to the Superfund Branch

SUPERFUND BRANCH ELECTRONIC SUBMITTAL			
<small>Use this form for submittals to the Superfund Branch.</small>			
Agency/Site Information:			
Agency Interest # (*)	<input type="text"/>	County:	<input type="text"/>
Site Name (*)	<input type="text"/>		
Site Address (*) (Number and Street)	<input type="text"/>		
Site City (*)	<input type="text"/>	Site State (*)	<input type="text"/>
		Site Zip Code (*)	<input type="text"/>
Latitude (Decimal Degrees, NAD83) <small>DMS to DD Converter</small>	<input type="text"/>	Longitude (Decimal Degrees, NAD83)	<input type="text"/>
		Negative Number	<input type="text"/>
Submittal of Report By:			
Company/Affiliation Name (*)	<input type="text"/>	Company/Affiliation Phone Number (*) :###-###-####	<input type="text"/>
Contact Person First Name (*)	<input type="text"/>	Contact Person Last Name (*)	<input type="text"/>
E-Mail Address(*)	<input type="text"/>		
Alternate E-Mail Address	<input type="text"/>		
Type of Document Submitted:			
5 Year Review	<input type="button" value="Upload file"/>		
Access Agreement	<input type="button" value="Upload file"/>		
Annual Certification	<input type="button" value="Upload file"/>		
Corrective Action Report	<input type="button" value="Upload file"/>		
Environmental Covenant	<input type="button" value="Upload file"/>		
Extension Request	<input type="button" value="Upload file"/>		
General Correspondence	<input type="button" value="Upload file"/>		
Monitoring Report	<input type="button" value="Upload file"/>		
QAPP	<input type="button" value="Upload file"/>		
Petroleum Closure Report	<input type="button" value="Upload file"/>		
Phase I Report	<input type="button" value="Upload file"/>		
Phase II Report	<input type="button" value="Upload file"/>		
Risk Assessment Report	<input type="button" value="Upload file"/>		
Site Investigation Report	<input type="button" value="Upload file"/>		
Waste Disposal Documentation	<input type="button" value="Upload file"/>		
Other:	<input type="button" value="Upload file"/>		
<input type="button" value="Click to Save Values for Future Retrieval"/>		<input type="button" value="Click to Submit to DEP"/>	

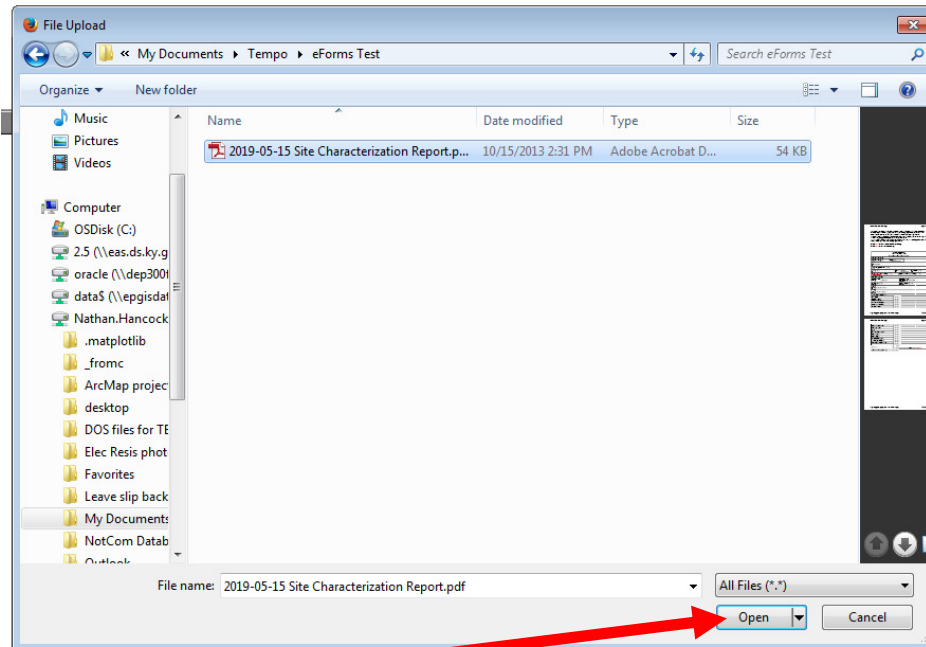
Kentucky DEP eForms Submittals to the Superfund Branch

9. In the **'Agency/Site Information'** and **'Submittal of Report By'** sections of the page, fill out the blank fields & use the provided dropdown fields to enter data for the site that is the subject of your document.

NOTES:

- The fields marked by an asterisk (*) are required to submit your document.
- If you don't know the Agency Interest number for the site, you can use the agency's web page to search for the number - http://dep.gateway.ky.gov/eSearch/Search_Al.aspx
- If you cannot find the Agency Interest number for the site, enter **'200000'**. KDEP staff are able to review the provided information and correct any errors or incomplete information so the document can be correctly added to TEMPO.

10. In the **'Type of Document Submitted'** section of the page, click the **'Upload File'** that best corresponds with the type of document you are submitting. If you use the **'Other:'** type selection, be sure to enter a brief description in the provided field. A **'File Upload'** window will open. Navigate to the location of the file you wish to upload:



Then click the **'Open'** button

Kentucky DEP eForms Submittals to the Superfund Branch

Your document will be uploaded to the web page and the file name will display in the field by the type you selected:

Phase II Report	<input type="button" value="Upload file"/>						
Risk Assessment Report	<input type="button" value="Upload file"/>						
Site Investigation Report	<input type="button" value="Upload file"/>						
Waste Disposal Documentation	<input type="button" value="Upload file"/>						
Other:	<input type="button" value="Upload file"/>						
Site Characterization Report	<table border="1"><thead><tr><th></th><th>Files</th><th></th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>2019-05-15 Site Characterization Report.pdf (54.0KB)</td><td><input type="button" value="Remove"/></td></tr></tbody></table>		Files		<input type="checkbox"/>	2019-05-15 Site Characterization Report.pdf (54.0KB)	<input type="button" value="Remove"/>
	Files						
<input type="checkbox"/>	2019-05-15 Site Characterization Report.pdf (54.0KB)	<input type="button" value="Remove"/>					
<input type="button" value="Click to Save Values for Future Retrieval"/>	<input type="button" value="Click to Submit to DEP"/>						

You can click the **Remove** button to remove the uploaded file and upload a different file.

11. Once you are satisfied with the uploaded file, click the **Click to Submit to DEP** button. The page will refresh and take you to the **Form Details** page of the eForms **Dashboard** (next page):

Kentucky DEP eForms Submittals to the Superfund Branch

Forms - Form Details

Form Details:

Form Name: Superfund Electronic Submittal
Form Id: 29
eForm Submittal ID: 159710
eForm Transaction ID: 0fd6c93e-9991-44a7-80b8-89a7120b9933
Status: Submitted to EEC [Help](#)
Date: 06/18/2019
Submitted to EEC?: Yes [Help](#)

[Create a new eForm with values from this previously saved/submitted eForm.](#)

Document(s):

Document Name	Description/Type	Click Image to Download File
2019-05-15 Site Characterization Report.pdf	Other	
159710.html	eForm Submittal	

[Assign Submittal:](#)

The **Form Details** information serves as an electronic receipt for your uploaded document. Click on the 'Dashboard' menu item in the upper left to see the status of all of your eForms submittals. The Dashboard opens (next page):

Kentucky DEP eForms Submittals to the Superfund Branch

The screenshot displays a web dashboard with a blue sidebar on the left containing navigation links: Home, Dashboard, Forms, Contact Us, and Help Center. The main content area features a 'Dashboard' header and four summary cards: 'Unread Messages' (1), 'My Incomplete eForms' (0), 'eForms Pending EEC Review' (1), and 'Completed eForms' (0). Below these is a section titled 'eForms Pending DEP Review - Details' which contains a table with columns for Submittal id, Form Name, Date, and Status. A single row is visible with the following data: Submittal id 159710, Form Name Superfund Electronic Submittal, Date 6-18-2019, and Status Pending review by EEC Admin Staff. At the bottom of the page, there is a small text block with user interface issues and a Firefox version notice.

Submittal id	Form Name	Date	Status
159710	Superfund Electronic Submittal	6-18-2019	Pending review by EEC Admin Staff

Firefox52 Version52.0
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. 3. 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 out 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 List, using the backspace key will take you to the previous page and you will need to reenter your information.

Documents that have just been uploaded and not yet reviewed by EEC staff will be listed in the **'eForms Pending EEC Review'** area. You will also receive an email confirming that your document was successfully submitted to the eForms document queue.

Once a Superfund staff member moves your document into the agency's database, the document will be removed from the **'eForms Pending DEP'** and will instead be listed in the **'Completed eForms'** page. You will also receive another email indicating that the document was successfully submitted to the agency's database.

The Superfund Branch hopes you will find eForms to be an effective process for submitting your documents. Please contact the Branch if you have any problems using the system, or have feedback to make this guidance document more useful.