

Kentucky DEP Superfund eForms Submission Guide

Purpose

This document provides instructions for outside parties submitting documents to the Kentucky Department for Environmental Protection (KDEP) Superfund Branch using the Energy and Environment Cabinet (EEC) eForms system. The eForms system has a file size limitation of two gigabytes.

Important Note

This process is only for submitting documents to the Superfund Branch. If you need to submit documents to another EEC program, contact the appropriate program representative.

Accessing the eForms Website

Navigate to the Kentucky Energy and Environment Cabinet eForms website using the following address:

<https://dep.gateway.ky.gov/eForms>

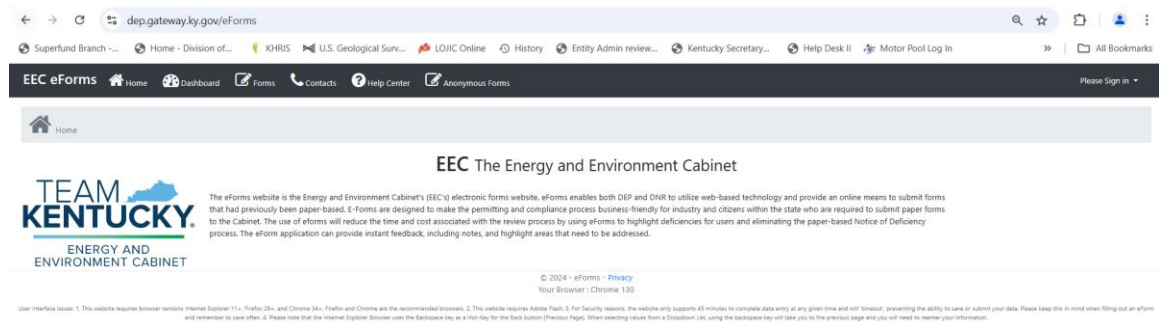


Image description: Screenshot of the eForms homepage

Step 1: Sign In or Register

You must have an account to use the eForms system.

If you already have an account with the Commonwealth's One Stop Business Services portal, use those credentials to sign in.

If you do not have an account:

1. Select 'Please Sign In' in the upper-right corner of the page.
2. Choose the 'Register' option.
3. Enter the required registration information.
4. Confirm your email using the verification message sent to your email address.

Step 2: Sign In to eForms

After verifying your account, return to the eForms site and sign in using your credentials. When you are logged in successfully, your username will appear in the upper-right corner.

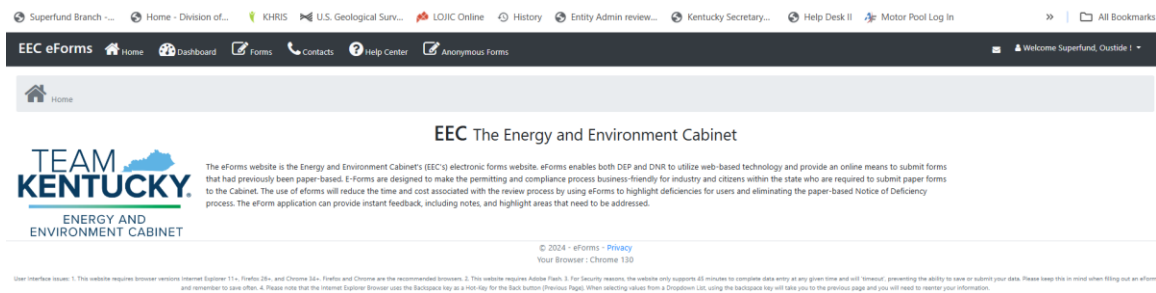


Image description: Screenshot of the eForms homepage showing the user logged in

Step 3: Open the List of Available Forms

Select the 'Forms' link located in the main navigation area. This opens a list of all available eForms.

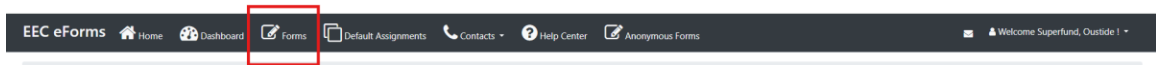


Image description: Screenshot showing the main navigation area with the 'Forms' link highlighted

Step 5: Select the Superfund Electronic Submittal Form

Find 'Superfund Electronic Submittal' in the list of forms. Select the plus (+) symbol next to the form name to open the submission page.

EEC eForms Home Dashboard Forms Default Assignments Contacts Help Center Anonymous Forms

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

List of available eForms:

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

Add Form	Form name	Division
+	DCA Registration Form For Exams and Training	Division of Compliance Assistance
+	DCA Application for Reciprocity	Division of Compliance Assistance
+	Underground Storage Tank Branch Site Assessment and Remediation Electronic Submittal	Division of Waste Management
+	Underground Storage Tank Branch Site Operational Compliance Tests Electronic Submittal	Division of Waste Management
+	Stream Construction Application Form 7116	Division of Water
+	DCA Registration Form For Exams and Training (Solid Waste)	Division of Compliance Assistance
+	WIB Certified Review Form for MSD/SD1	Division of Water
+	Underground Storage Tank Branch Claims and Payments Electronic Submittal	Division of Waste Management
+	Superfund Electronic Submittal	Division of Waste Management
+	KPDES NOI for KYR00 (Industrial Stormwater General Permit)	Division of Water

1 2 3 4 5 ... 10 Items per page

Image description: Screenshot of the 'Forms' page with the 'Superfund Electronic Submittal' selection highlighted

**Commonwealth of Kentucky
 Division of Waste Management
 Superfund Branch
 Electronic Submittal**

Use this form for submitting documents to the Superfund Branch.
 (*) indicates a required field; (✓) indicates a field may be required based on user input or is an optionally required field

Agency Interest/Site Information:		
Agency Interest # AI #	County(*) Select ...	
Agency Interest Name(*) Agency Interest name	Address (number and street)(*) Agency Interest Address	
City(*) Agency Interest City	State(*) Select ...	Zip code(*) ##### or ####-####
Latitude (Decimal Degrees, NAD83):(*) ##### DMS to DD Converter	Longitude (Decimal Degrees, NAD83):(*) -#####	
Submittal of Report By:		

Image description: Screenshot showing the Superfund Branch Electronic Submittal form that opens after clicking the '+' symbol from the above step

Step 6: Enter Site and Submitter Information

Complete the fields in 'Superfund Branch Electronic Submittal' form. Fields marked with an asterisk (*) are required.

When you enter an Agency Interest number, in the first field, the rest of the fields in the 'Agency Interest/Site Information' section will be automatically filled in using information from the cabinet's database.

1. If you do not know the Agency Interest number for the site, you can search for it at: <https://dep.gateway.ky.gov/eSearch/agencyInterest>. If you don't know or cannot find the number, you can leave that field blank and proceed to the 'County' field.
2. Be sure to fill out all the fields marked with an '*' asterisk symbol in the 'Agency Interest/Site Information' and 'Submittal of Report By' sections.

Agency Interest/Site Information:			
Agency Interest # 2117		County(*) Jefferson	
Agency Interest Name(*) Louisville Environmental Service		Address (number and street)(*) 15700 Dixie Hwy	
City(*) Louisville	State(*) Kentucky	Zip code(*) 40272	
Latitude (Decimal Degrees, NAD83):(*) 38.026346 DMS to DD Converter		Longitude (Decimal Degrees, NAD83):(*) -85.916664	
Submittal of Report By:			
Company/Affiliation Name(*) Environmental Company		Company/Affiliation Phone Number(*) 555-555-5555	
Contact Person First Name(*) Environmental		Contact Person Last Name(*) Professional	
Email Address(*) EP@enviroco.com		Alternate Email address username@domain.type	

Image description: Example screenshot of the eForms submittal form with completed 'Agency Interest/Site Information' and 'Submittal of Report By' sections.

Step 7: Upload Your Document

1. In the 'Type of Document Submitted' section, choose the option that most closely matches the type of file you are submitting.
2. Select 'Upload File', then navigate to the file on your computer and choose 'Open' to upload it.
3. If your file type does not match any of the document types listed on the 'Type of Document Submitted' section, select the 'Other' and provide a short description.

Brownfield Redevelopment Program Application:	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;">Select files...</div> <div style="display: flex; align-items: center; border-bottom: 1px solid #ccc;"> <div style="font-size: 20px; margin-right: 10px;">x</div> <div style="flex-grow: 1;">TEST Brownfield Application Form.pdf</div> <div style="font-size: 10px; margin-left: 10px;">183.82 KB</div> </div> </div>
Property Deed:	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;">Select files...</div> <div style="display: flex; align-items: center; border-bottom: 1px solid #ccc;"> <div style="font-size: 20px; margin-right: 10px;">x</div> <div style="flex-grow: 1;">TEST Deed.pdf</div> <div style="font-size: 10px; margin-left: 10px;">183.82 KB</div> </div> </div>
Property Management Plan:	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;">Select files...</div> <div style="display: flex; align-items: center; border-bottom: 1px solid #ccc;"> <div style="font-size: 20px; margin-right: 10px;">x</div> <div style="flex-grow: 1;">TEST Property Management Plan.pdf</div> <div style="font-size: 10px; margin-left: 10px;">183.82 KB</div> </div> </div>
Phase I Report:	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;">Select files...</div> <div style="display: flex; align-items: center; border-bottom: 1px solid #ccc;"> <div style="font-size: 20px; margin-right: 10px;">x</div> <div style="flex-grow: 1;">TEST Phase I Report.pdf</div> <div style="font-size: 10px; margin-left: 10px;">183.82 KB</div> </div> </div>
Phase II Report:	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;">Select files...</div> <div style="display: flex; align-items: center; border-bottom: 1px solid #ccc;"> <div style="font-size: 20px; margin-right: 10px;">x</div> <div style="flex-grow: 1;">TEST Phase II Report.pdf</div> <div style="font-size: 10px; margin-left: 10px;">183.82 KB</div> </div> </div>
Other:(✓) <input type="text" value="Additional environmental documents"/>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;">Select files...</div> <div style="display: flex; align-items: center; border-bottom: 1px solid #ccc;"> <div style="font-size: 20px; margin-right: 10px;">x</div> <div style="flex-grow: 1;">TEST Environmental Covenant.pdf</div> <div style="font-size: 10px; margin-left: 10px;">183.82 KB</div> </div> <div style="display: flex; align-items: center; border-bottom: 1px solid #ccc;"> <div style="font-size: 20px; margin-right: 10px;">x</div> <div style="flex-grow: 1;">TEST Waste Disposal Documentation.pdf</div> <div style="font-size: 10px; margin-left: 10px;">183.82 KB</div> </div> </div>
<div style="display: flex; justify-content: center; gap: 20px;"> Click to Save Values for Future Retrieval Click to Submit to EEC </div>	

Image description : Screenshot showing example image of the ‘Type of Document Submitted’ section after files are uploaded.

Step 8: Review and Submit

After uploading your file or files, review the information on the form. When ready, select 'Click to Submit to DEP' to send the submission.

Step 9: Confirmation and Tracking

After submitting, the page will refresh and display the form details page. You will see a submission ID and transaction ID that can be used to track the submission.

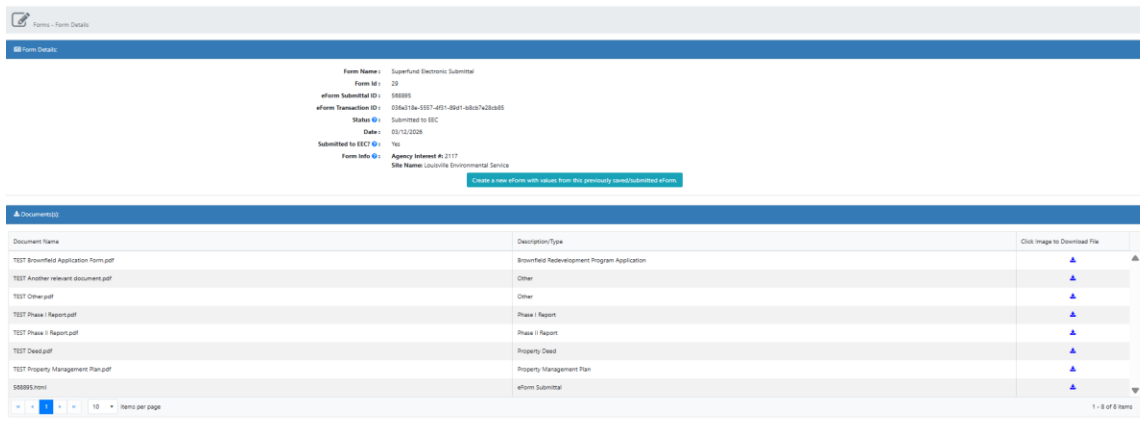


Image description : Screenshot of the 'Form Detail' page after documents were submitted
 You will also receive a confirmation email indicating the form was successfully submitted.

----- Forwarded message -----
 From: <DEPTempoSA@ky.gov>
 Date: Thu, Mar 12, 2026, 2:36 PM
 Subject: Kentucky EEC eForm Auto Response
 To: <EP@enviroco.com>

Your eForm was successfully submitted to EEC on March 12, 2026. Your submittal number is 568895. You may click [here](#) to view the status of your eForm.

Image description: Screenshot of an example email that is received after submitting a document through eForms.

Step 10: Using the Dashboard

Select the 'Dashboard' option from the main navigation area to view the status of your submissions.

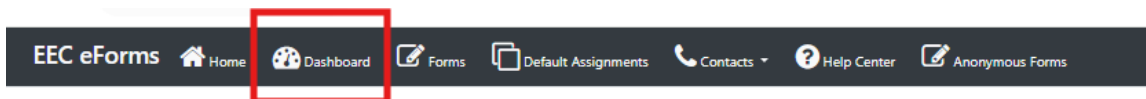


Image description: Screenshot showing the 'Dashboard' option highlighted in the main navigation area.

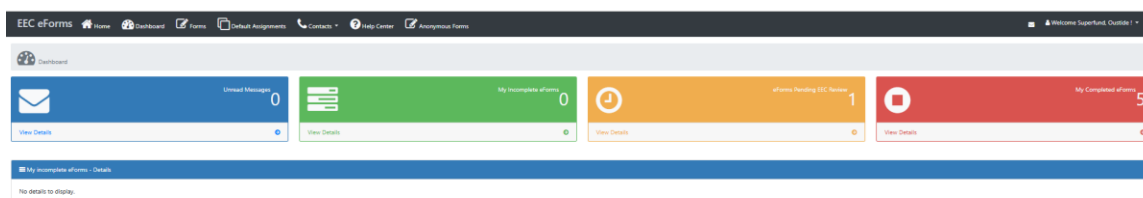


Image description: Screenshot showing an example of the 'Dashboard'.

The dashboard displays several categories:

- Messages: Notifications related to your submissions
- Incomplete eForms: Forms started but not yet submitted
- Pending EEC Review: Submissions awaiting review by EEC staff
- Completed eForms: Submissions that have been processed by EEC

Support

If you experience problems using the system or have suggestions to improve the process, contact the Superfund Branch for assistance.