

# KANSAS AIR PERMIT AND REPORTING SYSTEM (KAPRS)



Our Mission: To protect and improve the health and environment of all Kansans.

# Why Use KAPRS?

- The purpose of KAPRS is to allow electronic submission of permit applications
- Currently, use of KAPRS is limited to oil and gas and related industries
- Future plans include adding more applications, reporting forms, notices, etc.

# On-line Permit Development

- 2012 – Discussions with in-house IT staff
- 2013 – Grant application submittal and contract with outside vendor
- 2014– Development of system; forms; linking to ID / project numbering and permit database systems

# On-line Permit Development, Con't.

- 19 external users have signed up
- 12 applications submitted as of October 2014
- Currently working on payment issues
- BOA is planning a more extensive roll out in early 2015

# Bureau of Air Homepage

Bureau of Air (BoA)



## Air

Rick Brunetti, Director  
Phone: (785) 296-1551 Fax: (785) 296-7455

1000 SW Jackson, Suite 310  
Topeka, KS 66612-1366

*Mission - To protect the public and the environment from air pollution.*

[A to Z Topic Listing](#)

### Links

- [Contact Us](#)
- [Air Monitoring Data/Air Quality Index](#)
- [Air Quality Statutes and Regulations](#)
- [AIRNow - Air Quality Mapping](#)
- [Clean Air Tips](#)
- [EPA Air Quality](#)
- [Flint Hills Smoke Management Plan Development](#)
- [Kansas Flint Hills Smoke Management](#)
- [Greenhouse Gas Tailoring Rule, Step 2](#)
- [Idling Reduction Rule](#)
- [Kansas Clean Air Act Advisory Group](#)
- [Kansas Clean Diesel Program](#)
- [Kid's Zone](#)
- [Outreach and Education](#)
- [Salina-Saline County Lead Information](#)

**Air Quality Forecast**  
Nov 20 N/A

### Compliance and Enforcement

- [Compliance Forms](#)
- [Compliance Technical Guidance and Information](#)
- [Compliance Frequently Asked Questions](#)
- [Compliance Helpful Links](#)

### Emissions Inventory

- [Inventory Forms](#)
- [Inventory Guidance and Resources](#)
- [Inventory Data](#)
- [Inventory Frequently Asked Questions](#)

### Kansas Air Permit & Reporting System

- [KAPRS Information & Instructions](#)
- [Kansas Environmental Application Portal](#)
- [Air Permit & Reporting Application](#)

### Monitoring and Planning

- [Air Monitoring Data/Air Quality Index](#)
- [KDHE Exceptional Event Documentation](#)
- [Kansas Mercury Deposition](#)
- [SIP Modeling](#)
- [About Ambient Air Monitoring](#)

### Permitting

- [Permit Forms and Applications](#)
- [Permit Technical Guidance and Information](#)
- [Permit Modeling](#)
- [Permit Helpful Links](#)
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### Public Notices

- [Air Monitoring](#)
- [Air Permit](#)
- [Kansas Clean Diesel Program](#)
- [Planning](#)
- [Air Regulation](#)

# KAPRS- DOE Homepage



DHE Test Home

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## Organizations

Select the organization from which you would like to submit a form.

Select Organization ▾

## Forms

To locate a specific form please use our form finder.

Form Finder

## Frequently Asked Questions

? What can I use the KDHE Division of Environment Electronic Permitting System to do?

? How do I get signed up for the KDHE Division of Environment Electronic Permitting System?

? What is the purpose of the online permitting system?

[view more FAQs](#)

## KDHE Division of Environment Electronic Permitting

Welcome to the State of Kansas, Department of Health and Environment, Division of Environment's Electronic Permitting system.

The mission of the Division of Environment is the protection of the public health and environment of Kansas. The Division oversees regulatory programs involving public water supplies, industrial discharges, wastewater treatment systems, solid waste landfills, hazardous waste, air emissions, radioactive materials, asbestos removal, refined petroleum storage tanks, and other sources which impact the environment. In addition, the Division administers other programs to remediate contamination, lessen nonpoint pollution, and evaluate environmental conditions across the state. The Division works with operators to achieve compliance with state and federal environmental statutes and regulations. The Division strives to reduce pollution by increasing access to various programs, strengthening the district offices, and providing information to the regulated community and the public at large.

## Contact Information

**Address:**  
1000 SW Jackson Suite 400  
Topeka, Kansas 66612-1367

**Contacts:**  
Phone: (785) 296-1570  
Fax: (785) 291-3953  
Email: [KAPRS@kdheks.gov](mailto:KAPRS@kdheks.gov)

## Additional Links

[KDHE Division of Environment Homepage](#)

## Forms

Can't find a specific form? Please use our [Form Finder](#)

# KAPRS- BOA Page

## Organizations

Select the organization from which you would like to submit a form.

Select Organization ▾

Division of Environment

Bureau of Air

To locate a specific form please use our form finder.

[Form Finder](#)

## Frequently Asked Questions

- [? What is KAPRS?](#)
- [? Why submit my application online?](#)
- [? Where do I find air permitting forms?](#)

[view more FAQs](#)

## Bureau of Air

Welcome to the Bureau of Air page. Note: THIS IS A TEST VERSION OF THE SYSTEM AND IS NOT YET AVAILABLE TO THE PUBLIC.

The mission of the Bureau of Air (BOA) is to protect the public and the environment of Kansas from the harmful effects of air pollution. BOA strives to conserve air quality, control air pollution, and protect the public health by providing quality service and information to the regulated community and general public. BOA is responsible for reviewing air quality control permit applications and issuing permits for air emissions in accordance with state and federal air quality regulations. BOA monitors and tracks air pollutants across Kansas to assure that health-based air quality standards, set by the Environmental Protection Agency (EPA), are not exceeded. BOA is also responsible for assuring air pollution compliance with state and federal regulations.

The Kansas Air Permitting and Reporting System (KAPRS) is designed as a web-based application and reporting submittal system for the BOA. The goal of KAPRS is to improve the permitting and reporting process by providing automated data-collection forms, online fee-payment, access to permit status, and electronic submission of forms. The system also indicates when a permit/approval is not needed.

## Contact Information

**Address:**  
1000 SW Jackson, Suite 310  
Topeka, KS 66612-1366

**Contacts:**  
Phone: (785) 296-1570  
Fax: (785) 291-3953

Email: [KAPRS@kdhks.gov](mailto:KAPRS@kdhks.gov)

## Additional Links

[Bureau of Air Permit Forms and Applications](#)

## Forms

### [Demonstration Form DELETE ME](#)

This form is used to demonstrate the functionality of the nForm system to support training sessions.

### [Hot Mix Asphalt Facilities DELETE ME](#)

Hot Mix Asphalt Facility

# Form Finder



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## Help

Use this page to identify the forms which may be most appropriate for your needs.

If you know the form you are looking for, enter the name of the form in the Form Search area.

If you are not sure which forms you need, describe the activity you are looking to in the Form Search area and the system will recommend the forms that may be needed.

Once the appropriate forms are identified, click on the name of a form to view the details of that form and to initiate the form submission process.

## Organization Browser

To find information specific to an organization, please identify the organization using the Select Organization button below.

Select Organization ▾

## Form Search

Looking for a form? Please enter the name of the form below.

Don't know the name of the form? Not a problem. Please tell us about the type of activity you need to perform and we will recommend the form which may need to be submitted.

## Recommended Forms



# History



KDHE Test Home

## Help

Use this page to view and manage your submissions. The list on the right provides a historical list of all submissions you have created or submitted. From this area you can view the status of any submission; complete, submit and/or remove draft submissions; and revise and/or view previously submitted forms.

Use the Print button at the bottom of the page to print a list of your submissions.

If you would like to customize the name of a submission for your own reference purposes, click on the Submission Name for the submission in question and the name can then be adjusted.

Please note that a form must be officially certified and submitted by yourself for it to be available to KDHE Test. KDHE Test will not have visibility or access to draft submissions that are not submitted.

## Submission History

Final Records: 6 Showing 3 filtered from total records

Filter:

Submission #	Submitted	Submission Name	Status	Locked	Actions
1VP-1RC7-PRK6		Notification of Construction or Modification	Draft	No	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
1VN-SZCW-MFPV		Notification of Construction or Modification	Draft	No	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
1VQ-EEEX0-22ZM		Notification of Construction or Modification	Draft	No	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
1VW-508G-Q51Q		Notification of Construction or Modification	Draft	No	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
1VW-4PQ3-HTQR	04/11/2014 09:36 AM	Relocation Notification	Submitted (Due)	No	<a href="#">View</a>
1VW-48DW-8K56	04/11/2014 09:36 AM	Notification of Construction or Modification	Submitted	No	<a href="#">View</a>

[Print](#)

# KAPRS- Notification Form



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## Permit Form

[Submit online form](#)

## Frequently Asked Questions

[? Where do I view my draft applications or previously submitted applications?](#)

[? Why is the equipment I am using is not included in the form?](#)

[? How do I submit an application?](#)

[view more faq's](#)

## Notification of Construction or Modification

version 1.13

### Kansas Department of Health and Environment

#### Bureau of Air

Please complete the **notification of construction or modification application** and all appropriate **process equipment description form(s)**. Include as attachments to the application the following (as applicable):

- Cover letter describing the proposed activity.
- Potential-to-emit calculations (including CO<sub>2</sub>e emissions estimates)
- Site diagram/ Process flow diagram(s)/ Site map
- Material data safety sheets (MSDS)
- Manufacturer's specification sheet(s)
- Engine Certification of conformity
- Any other information that would be helpful in drafting a permit/approval

Please note the **Submission ID** at the top of the form. The submission ID can be used to track your application. Once the application has been submitted you will receive an email indicating a successful submission. This email will also contain the reference number for the submission (submission ID). Existing facilities **should** include their current Source ID Number wherever it is required. If you are submitting an application for a new facility you **will not** have a source id number, please **do not** include any number in the source ID fields.

### Contact Information

#### Billing Address

Kansas Department of Health and Environment  
Bureau of Air  
1000 SW Jackson, Suite 310  
Topeka, Kansas 66612-1366

#### Home Address

#### Contacts:

Phone: 785-296-1570

Fax: 785-291-3953

Email: [KAPRS@kdheks.gov](mailto:KAPRS@kdheks.gov)

# Form Sections

## Data Entry

This step allows you to fill out the form and to validate the information provided. The form is divided into separate sections as listed on the left. Please fill out each relevant section.

The indicators next to the sections names on the left denote the validity of each section. A red X indicates the section has an omission or invalid value. A yellow star indicates that the section has not yet been visited. A green check indicates a complete section.

Once the form is complete and all sections show a green check, click on the 'Next Step' button to proceed.

Please note: Any work you perform filling out a form will not be accessible by KDHE staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to KDHE and it will become part of the public record, accessible per the Arkansas Freedom of Information Act.

## Form Sections

★ Facility Information

★ Permit Determination

★ Activity

★ Combustion Engine

★ Catalytic Converter

★ Equip in VOC Service

★ Indirect Heating Unit

★ Tanks / Vessels

★ Flares/Incinerator

## Actions

Steps:

[Processing Info](#) > [Entry](#) > [Review](#) > [Certify & Submit](#) > [Payment](#) > [Confirmation](#)

## Notification of Construction or Modification

version 1.7

(Submission #: 1ZA-8T0R-D4S2, revision 1)

### Facility Information

Please provide the following information about the facility you are attempting to permit.

Populate from a common information template  | [save as common template](#) | [clear section](#)

Facility Name (All Upper Case Letters) \*

Facility Common Name

Assigned KDHE Source ID #

Facility Description \*

North American Industry Classification System (NAICS)

Please provide the 6 digit NAICS code that best represents your facility's primary industry.

[Click here to search for and review the NAICS codes via the Census Bureau NAICS search application.](#)

Primary 6 Digit NAICS Code \*

Standard Industrial Classification (SIC)

Please provide the 4 digit SIC code that best represents your facility's primary industry.

[Click here to search for and review the SIC codes via the US Department of Labor search application.](#)

Primary 4 Digit SIC Code \*

# Permit Determination

## Data Entry

This step allows you to fill out the form and to validate the information provided. The form is divided into separate sections as listed on the left. Please fill out each relevant section.

The indicators next to the sections names on the left denote the validity of each section. A red X indicates the section has an omission or invalid value. A yellow star indicates that the section has not yet been visited. A green check indicates a complete section.

Once the form is complete and all sections show a green check, click on the 'Next Step' button to proceed.

Please note: Any work you perform filling out a form will not be accessible by KDHE Test staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to KDHE Test and it will become part of the public record, accessible per the Freedom of Information Act.

## Form Sections

✖ Facility Information

★ Permit Determination

★ Activity

★ Combustion Engine

★ Catalytic Converter

★ Equip in VOC Service

★ Indirect Heating Unit

★ Tanks / Vessels

★ Flares/Incinerator

## Actions

🔒 Manage Access to Submission

Steps:

Processing Info > **Entry** > Review > Certify & Submit > Payment > Confirmation

## Notification of Construction or Modification

version 1.13

(Submission Id: 1VR-BVZO-40VM, revision 1)

### Permit Determination

Please provide your potential-to-emit (PTE) for the proposed activity to determine if you require a Construction Permit or Construction Approval, pursuant to K.S.A. 65-3008.

clear section

Determine your Potential-to-Emit for K.A.R.28-19-300(a)(1) - Construction Permits

Please indicate the potential-to-emit (PTE) for the proposed activity and determine if the PTE exceeds the threshold in tons per year for each pollutant which will determine if a Construction Permit is required pursuant to K.A.R.28-19-300(a)(1).

1. What is the PTE for CO (in Tons per Year) \*

2. What is the PTE for NOx (in Tons per Year) \*

3. What is the PTE for PM (in Tons per Year) \*

4. What is the PTE for PM10 (in Tons per Year) \*

5. What is the PTE for Pb or Pb compounds (in Tons per Year) \*

6. What is the PTE for SO2 or SO3 or a combination thereof (in Tons per Year) \*

7. What is the PTE for VOC (in Tons per Year) \*

9. What is the PTE for Combined HAPs (in Tons per Year) \*

# Stop and Read and Additional Information

STOP AND READ - This will determine if you need to complete and submit this form.

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For a Construction Permit or Construction Approval you will be required to submit this form.

If you answered YES to Question 10 above, you are seeking a Construction Permit and will be required to register any and all relevant equipment in the subsequent sections and then submit this form.

If you answered NO to question 10 above, but YES to questions 18, 19, 20, or 21, you are seeking a Construction Approval and will be required to register any and all relevant equipment in the subsequent sections and then submit this form.

If you answered NO questions 10, 18, 19, 20 and 21, print this page and archive for your records, and no further action is required at this time. Once printed, you can leave the form and no submission is required.

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What is the PTE for CO<sub>2</sub>e (Tons per Year)? \*

## Additional Information

If you are required to submit an application please attach the following additional information as applicable: cover letter, potential to emit calculations, site diagram(s), process flow diagram(s), site map, MSDS, manufacturers specification sheet(s), certification of conformity for engine(s), etc.

Please be aware that files exceeding 10 MB in size are not recommended

[Select Attachment...](#)

Confidential?

Comment:

[Previous Section](#)

[Next Section](#)

Steps:

# Activity- Fee Calculation

Version 1.13

The indicators next to the sections names on the left denote the validity of each section. A red X indicates the section has an omission or invalid value. A yellow star indicates that the section has not yet been visited. A green check indicates a complete section.

Once the form is complete and all sections show a green check, click on the 'Next Step' button to proceed.

Please note: Any work you perform filling out a form will not be accessible by KDHE Test staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to KDHE Test and it will become part of the public record, accessible per the Freedom of Information Act.

## Form Sections

Facility Information

Permit Determination

**Activity**

Combustion Engine

Catalytic Converter

Equip in VOC Service

Indirect Heating Unit

Tanks / Vessels

Flares/Incinerator

## Actions

[Manage Access to Submission](#)

(Submission Id: 1VR-BVZD-40VM, revision 1)

## Activity

Provide the details of the activity being performed at the facility.

Estimated capital cost (\$) of the proposed activity for which the application is made, including the total cost of equipment and services to be capitalized. \*

[clear section](#)

### Permit Application Fee Calculation

If you applying for a construction approval, please enter 0 in the Permit Application Fee field below and skip the Permit Application Fee Calculation step.

Otherwise, please download this spreadsheet, following the directions in the spreadsheet to calculate the Permit Application Fee and enter the resulting fee amount in the Permit Application Fee field below.

[Click here to download the Permit Application Fee Calculation spreadsheet.](#)

### Permit Application Fee Calculation Results

Please upload the resulting Permit Application Fee Calculation spreadsheet to show how you calculated the Permit Application Fee.

Please be aware that files exceeding 10 MB in size are not recommended

[Select Attachment...](#)

Confidential?

Comment:

Permit Application Fee (\$) \*

[Previous Section](#)

[Next Section](#)

Steps:

[Processing Info](#) > [Entry](#) > [Review](#) > [Certify & Submit](#) > [Payment](#) > [Confirmation](#)

[Save For Later](#)

[Previous Step](#)

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# Certify and Submit



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## Certify and Submit

This step allows you to certify the form as complete and accurate and to submit the form to KDHE Test for review and processing.

Please note: Any work you perform filling out a form will not be accessible by KDHE Test staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to KDHE Test and it will become part of the public record, accessible per the Freedom of Information Act.

## Notification of Construction or Modification

version 1.13

(Submission #: 1WS-YW8Y-0NAF, revision 1)

By clicking the submit button, I agree to the following:

- The information provided is complete and accurate to the best of my knowledge.
- I am authorized to submit this information on behalf of my facility.
- I agree to the terms and conditions of this KDHE application.

Steps: [Processing Info](#) > [Entry](#) > [Review](#) > [Certify & Submit](#) > [Payment](#) > [Confirmation](#)

Steps: [Processing Info](#) > [Entry](#) > [Review](#) > [Certify & Submit](#) > [Payment](#) > [Confirmation](#)

[Save for Later](#)

[Previous Step](#)

[Submit Form](#)

# Fee Payment- fee required

## Submission Information

Submission #:	1VV-FPF8-SCRK, revision 1	Source ID:	
Submitted On:	2014-03-03	Facility:	
Form:	Notification of Construction or Modification	Applicant:	ASHLEY N EICHMAN

## Fee Details

Permit Application Fee - :

Amount Due: \$100.00

Enter the Paid Amount Here:

Calculation: (100)

## Payment

Online

Pay online using a secure payment gateway.

Later

Your forms cannot be processed until payment is received in full.



# Submittal Confirmation



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## Submission Confirmation

Your form has been submitted to KDHE Test. The information pertaining to this submission is available on the right. You can always review this information later by clicking on the Submission History link in the header of the system.

## Notification of Construction or Modification

*version 1.13*

(Submission #: 1WS-YW8Y-ONAF, revision 1)

You have successfully submitted your form.

Submission #:	Amount Paid:	Payment Status:	Submitted:
1WS-YW8Y-ONAF	\$0.00	None	4/11/2014 10:45 AM

You can track the processing of your form on your [submission history page](#) or by viewing the details of the form.

# Lessons Learned

- ⦿ Limit number of extensions (i.e. payment, databases, etc.)
- ⦿ Cross-Media Electronic Reporting Regulation (CROMERR) from beginning
- ⦿ More research on payment options, form types, log-in options

# Questions & Contact Info

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[www.kdheks.gov](http://www.kdheks.gov)

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Our Mission: To protect and improve the health and environment of all Kansans.