

## Electronic Submittal Information Underground Storage Tank Branch Claims and Payments

The UST Branch has an electronic submittal system that accepts select Claims and Payments documents.

### Basic Procedure

Open your web browser, go to the UST Branch website at <http://waste.ky.gov/ust>, and follow the electronic submittal links, taking note of any posted updates and information along the way. The links will lead to this opening screen for the application:

The screenshot shows a web browser window with the URL <https://dep.gateway.ky.gov/eforms/default.aspx?Fo>. The page header includes the DEP logo and the text "Department For Environmental Protection". Below the header, it says "Welcome to the Department for Environmental Protection eForms Application." The main content area contains two options for selecting an eForm:

- Option A:** Select this option to fill out a blank eForm. A button labeled "Continue with Blank eForm" is visible.
- Option B:** Select this option to retrieve a previously saved or submitted eForm. This section includes a text input field for "Enter your eForm Transaction ID to retrieve the latest version of your form:" and a checkbox labeled "I want a NEW eForm with the values from the previously saved/ submitted ID." Below this is a "Proceed" button.

At the bottom of the page, there is a "User Interface issues" section with the following text: "1. 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. 2. 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."

To make the first submittal for a site, find Option A and click the "Continue with Blank eForm" button. (Option B is used for retrieving a previously saved or submitted eForm. If selecting this option, an eForm Transaction ID is required.)

On the next page titled "UNDERGROUND STORAGE TANK BRANCH ELECTRONIC SUBMITTAL," enter the requested information and upload the file(s). All fields with an asterisk (\*) are required.

Upload one file per "Type of Document Submitted." For example, if part of the submittal is a Word file and part of the submittal is an Excel file, these must be combined into one document (preferably PDF file type) for uploading.

PDF is the preferred file type. Other acceptable files extensions are .doc, .docx, .xls, .xlsx, .jpeg and .tif.

Click the "Click to Submit to DEP" button. The system will provide an eForm Transaction ID that can be saved and used in Option B on the entry page to recall previously submitted Agency Interest specific information.

A confirmation of receipt will be generated and sent via email once the UST Branch has received the document and entered it into TEMPO. The confirmation number and transaction ID will be included in the confirmation of receipt email.

**If you do not receive a confirmation of receipt via email within 24 hours, encounter problems, have questions or have suggestions, please contact the following individual at the UST Branch:**

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