

## Electronic Submittal Information

### Site Assessment and Remediation for UST Systems

The UST Branch has an electronic submittal system that now accepts documents that would normally go to the UST Closure, Additional Evaluation and Corrective Action Sections. Documents accepted include reports, deficiency responses, etc. In addition, if you have been requested through email from a technical reviewer to submit a deficiency response, please use this system instead of responding via email.

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.

Following the electronic submittal links on the UST Branch website will take you to this opening screen for the application:

The screenshot shows the opening screen for the Department for Environmental Protection eForms Application. At the top left is the DEP logo with the text "Department For Environmental Protection". Below the logo is the text "Welcome to the Department for Environmental Protection eForms Application." The main content area contains the following text: "You have selected the following electronic form (eForm): Underground Storage Tank Branch Site Assessment and Remediation Electronic Submittal (Underground Storage Tank Branch Site Assessment and Remediation Electronic Submittal). You may continue with a blank eForm by clicking on the 'Continue with Blank eForm' button below or retrieve a previously saved version by entering your eForm Transaction ID in the field provided below." Below this text are two options: "Option A: Select this option to fill out a blank eForm." with a "Continue with Blank eForm" button, and "Option B: Select this option to retrieve a previously saved or submitted eForm." with a text input field for the eForm Transaction ID and a "Proceed" button. A checkbox labeled "I want a NEW eForm with the values from the previously saved/submitted ID." is also present. At the bottom of the screenshot, there is a "User Interface issues" section with four numbered points regarding browser requirements, session timeout, and backspace key behavior.

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 to be completed.

Upload one file per "Type of Document Submitted." For example, if you are uploading an Intermediate Report and have the narrative in Word and data tables in Excel, these will need to 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.

Submit Class Guides separately.

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 suggestions, please contact one of the following people at the UST Branch:

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