



Massachusetts Department of Environmental Protection

Bureau of Resource Protection – Drinking Water Program

Underground Injection Control (UIC) Registration Applications Using eDEP

General Guidance for Electronic Filing

2013

Data Submittal Through eDEP

- Provides more comprehensive information directly into DEP database
- Enables multiple users to collaborate and review forms (e.g., applicants, well installers, and designers)
- Streamlines registration process
- Allows electronic file and attachment submission

Topics Covered:


- Getting Started
- Starting a Transaction
- Transaction Overview
- Basic Navigation
- Additional Form Functions
- Process After Completing Forms
- Additional Information

Getting Started

- Go to eDEP through DEP website
<https://edep.dep.mass.gov/DEPLogin.aspx>
- Create an eDEP user account
- Review this starting guidance document
- Review form-specific guidance
- Begin entering information into the appropriate form
- Share viewing/editing privileges with others involved with your project

In order to start the registration process you will need an eDEP User Account.





MassDEP's Online Filing System

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Login or Get Username & Password

Note: eDEP is unavailable from 9:00PM Friday through 3:00AM Saturday for backup purposes.

New eDEP Features: [Preview](#)

Welcome to eDEP, a secure site for submitting environmental notices and reports electronically to the Massachusetts Department of Environmental Protection (DEP). With eDEP, you can fill out your forms online; submit your forms and payments to DEP electronically; "sign" your submittals; and print out receipts of your transactions.

- [What is eDEP & other FAQ's?](#)
- [What forms can I file in eDEP?](#)
- [Instructions for eDEP Forms](#)
- [eDEP Contacts & Feedback](#)

Log into eDEP

Username:

Password:

[Forgot your Password?](#)

Register and get Username and Password

Read the eDEP Requirement

For PC's:

- Microsoft Windows NT 4.0, 2000, or XP.
- Browsers: IE 5.0, Firefox 3.0, Navigator 7.0 and higher
- Adobe Reader 7.0.7 or higher.

Existing users can login to their account here.

New users can create an account here.

<https://edep.dep.mass.gov/Https/UserRegistration.aspx>



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User Registration


Create an account in eDEP by completing all the required fields *. Then click Next


Personal Information - create your account profile. Please Read the [DEP's Privacy Policy](#)

*First Name

Middle Name

*Last Name

Salutation 

Suffix 

Job Title


*E-mail Address

Business Name

*Contact Address Line 1

Contact Address Line 2

*City

*State 

* Zip Code

[U.S. format:](#) 02108, 02108-1234
[Canadian format:](#) L4K-1L7

New users will need to register using this form.

You will need to provide standard information like name, address, email and phone.

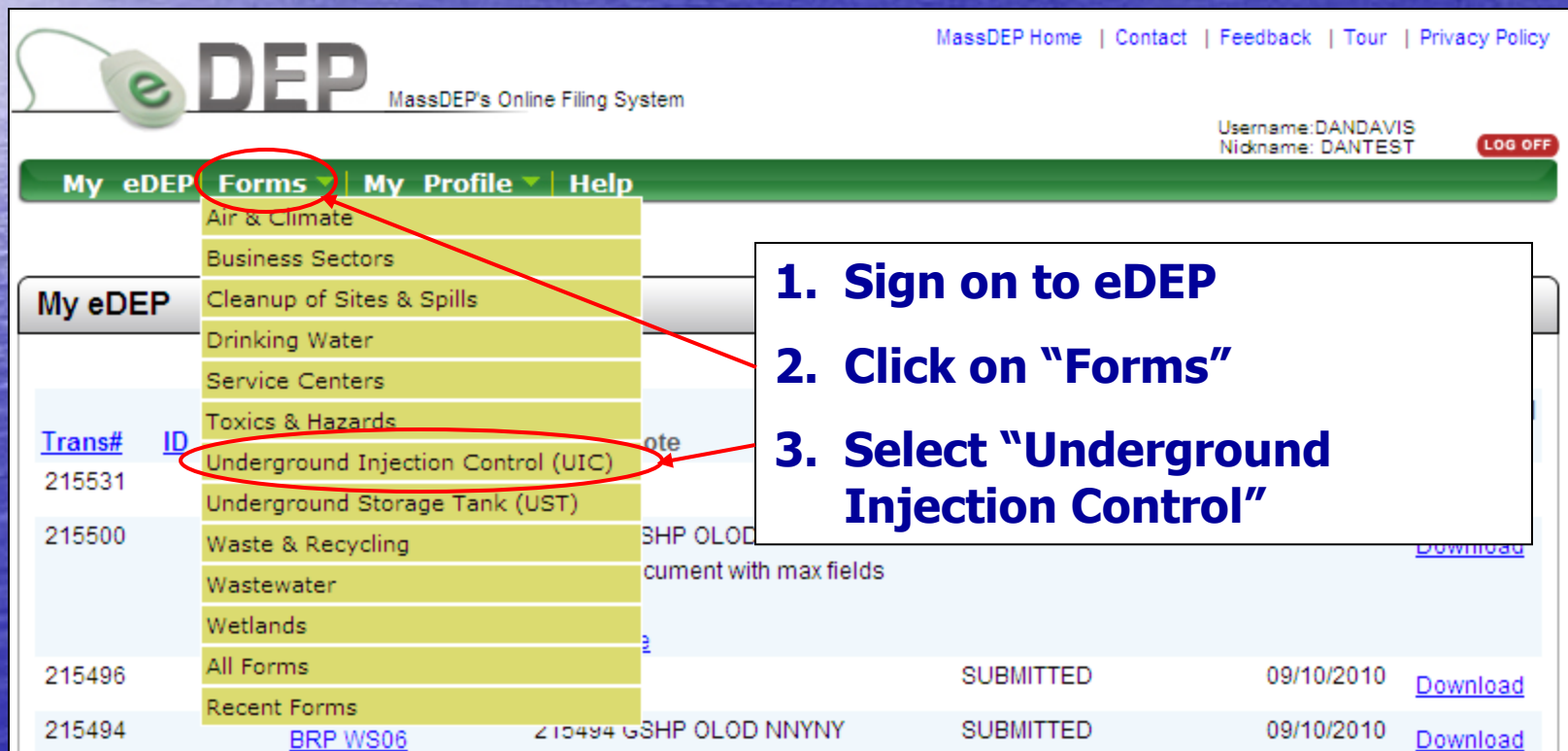
You will also need to provide a Username, Password and Nickname. Once these are assigned, write them down. Nickname is used for sharing access to specific forms with other users before or after submittal.

Starting a Transaction

- Choosing the Correct Form
- Initiating Transactions

Navigating to UIC Forms

After creating a new form your “My eDEP” page will include a list of all forms you have access to (either as author or having a form shared with you by another user). To start a new UIC form follow the instructions below.



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Username: DANDAVIS
Nickname: DANTEST [LOG OFF](#)

My eDEP Forms | My Profile | Help

- Air & Climate
- Business Sectors
- Cleanup of Sites & Spills
- Drinking Water
- Service Centers
- Toxics & Hazards
- Underground Injection Control (UIC)**
- Underground Storage Tank (UST)
- Waste & Recycling
- Wastewater
- Wetlands
- All Forms
- Recent Forms

1. Sign on to eDEP
2. Click on “Forms”
3. Select “Underground Injection Control”

| Trans# | ID | Description | Status | Date | Action |
|--------|----------|--------------------------|-----------|------------|--------------------------|
| 215531 | BRP WS06 | 215494 GSHP OLOD NNYNY | SUBMITTED | 09/10/2010 | Download |
| 215500 | SHP OLOD | document with max fields | SUBMITTED | 09/10/2010 | Download |

Screen Shot of UIC Forms Selections

Underground Injection Control (UIC)

| | | |
|--|--|-----------------------------------|
| BRP WS06 | This form is for the registration of UIC Class IV/V wells with MassDEP or for the registration an | Start Transaction |
| BRP WS06 Modification or Well Conversion | This form is for the modification of an existing UIC registration form or for the conversion of a registered well. | Start Transaction |
| Registered UIC Well Pre-Closure Notification | This form is for notifying MassDEP of well closure activity of UIC Class V wells registered with the state. | Start Transaction |
| UIC Registered Well Monitoring Report | This form is for reporting monitoring data from facilities with MassDEP registered wells. | Start Transaction |
| UIC Well Completion of Construction Notification | This form is for the completion of construction notification of UIC wells previously registered with MassDEP. | Start Transaction |
| UIC Well Post-Closure Notification | This form is for notifying MassDEP of UIC Class V well closure activity completion. | Start Transaction |

Form-specific screen shots and guidance are provided in the eDEP UIC Forms General Instructions document. More detailed instructions and technical requirements are provided the instructions to the paper versions of the BRP WS06 forms. All of these documents may be obtained here:

<http://www.mass.gov/eea/agencies/massdep/water/approvals/underground-injection-control-forms.html#3>

Underground Injection Control (UIC)

Instructions: Find the form you want to complete below. Then click the button to the far right of the form name in the same row.

| Form Name | Description | Instructions |
|--|---|-----------------------------------|
| Underground Injection Control (UIC) | | |
| BRP WS06 | This form is for the registration of UIC Class IV/V wells with MassDEP or for the registration and pre-closure of UIC Class IV/V wells that are not currently registered. | Start Transaction |
| | This form is for the modification of an existing UIC registration form or for the conversion of a registered well. | Start Transaction |
| Registered UIC Well Pre-Closure Notification | This form is for notifying MassDEP of well closure activity of UIC Class V wells registered with the state. | Start Transaction |

Review list of forms and descriptions

Select "Start Transaction" for appropriate form

My eDEP List of Submittals



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MassDEP's Online Filing System

Username: DREWIBRDTEST
Nickname: MATHIAS **LOG OFF**

My eDEP | Forms ▼ | My Profile ▼ | Help

My eDEP

Show Filter

| Transaction | My Private Note | Status | Last Update | Download to Print |
|--|--------------------------|------------------|-------------|--------------------------|
| 8035000 2009 Public Water System Annual Statistical Report | Add Note | WORK IN PROGRESS | 03/27/2009 | Download |
| 8035000 2008 Public Water System Annual Statistical Report | Add Note | WORK IN PROGRESS | 03/23/2009 | Download |
| 148916 DW BULK DATA | Add Note | SUBMITTED | 03/10/2009 | Download |
| DW BULK DATA | Add Note | SUBMITTED | 03/09/2009 | Download |
| DW BULK DATA | Add Note | SUBMITTED | 03/09/2009 | Download |
| DW BULK DATA | Add Note | SUBMITTED | 03/09/2009 | Download |
| DW BULK DATA | Add Note | SUBMITTED | 02/12/2009 | Download |
| DW BULK DATA | Add Note | SUBMITTED | 02/02/2009 | Download |
| 148556 DW BULK DATA | Add Note | SUBMITTED | 02/02/2009 | Download |
| DW BULK DATA | Add Note | SUBMITTED | 02/02/2009 | Download |
| DW BULK DATA | Add Note | SUBMITTED | 01/30/2009 | Download |
| DW BULK DATA | Add Note | SUBMITTED | 01/29/2009 | Download |
| DW BULK DATA | Add Note | SUBMITTED | 01/20/2009 | Download |

Add a private note to the transaction on your homepage to track multiple transactions.

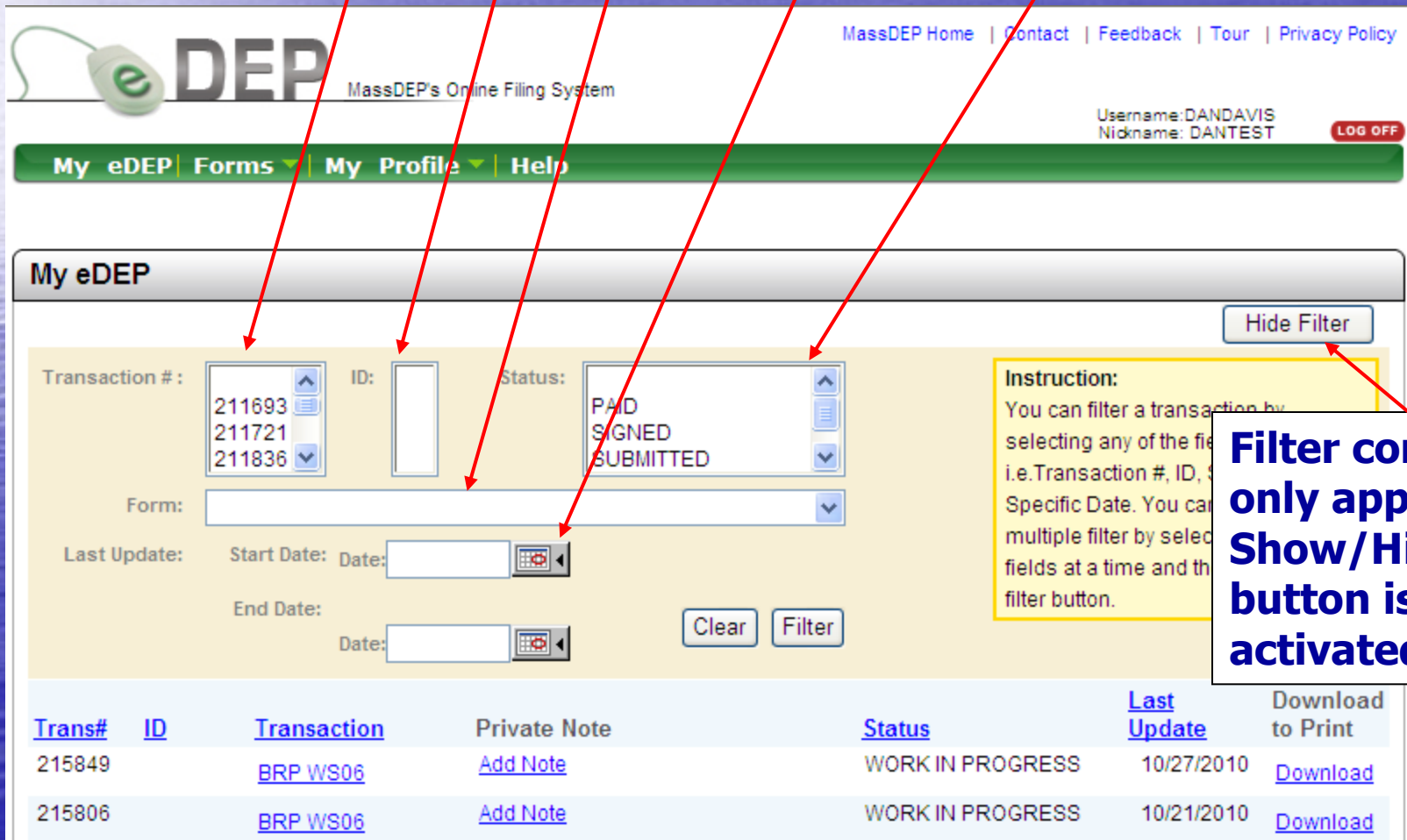
Status tells you if transactions are a work in progress or have been submitted.

Click the Show Filter button to search for a particular transaction.

Show Filter: Search for Transaction

You may filter by:

Transaction Number, ID, Form, Date Range, or Status.



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My eDEP

Transaction #: ID: Status:

Form:

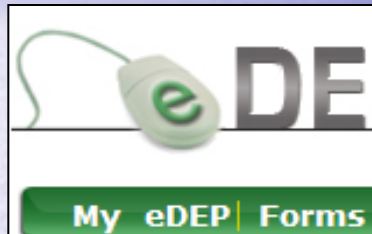
Last Update: Start Date: End Date:

Instruction:
You can filter a transaction by selecting any of the fields i.e. Transaction #, ID, Status, Specific Date. You can filter multiple filter by selecting multiple fields at a time and then clicking the filter button.

| Trans# | ID | Transaction | Private Note | Status | Last Update | Download to Print |
|--------|----|--------------------------|--------------------------|------------------|-------------|--------------------------|
| 215849 | | BRP WS06 | Add Note | WORK IN PROGRESS | 10/27/2010 | Download |
| 215806 | | BRP WS06 | Add Note | WORK IN PROGRESS | 10/21/2010 | Download |

Filter controls only appear if the Show/Hide Filter button is activated.

Transaction Overview



The overview lists the parent form and any child forms associated with it.

Note: Required child forms will change depending on data entered into parent form.

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ANDAVIS
ANTEST

LOG OFF

Transaction Overview Trans# 215577 ID# Proposal for Chemical Use in UIC Class V Well

Forms

Attach Files

Signature

Submit

Forms

Print Transaction

Delete Transaction

Share Transaction

Exit

Errors Checked/
Validated

Fill out the following forms for this transaction:



BRP WS06

-

Delete

Proposal for Chemical Use in UIC Class V Well

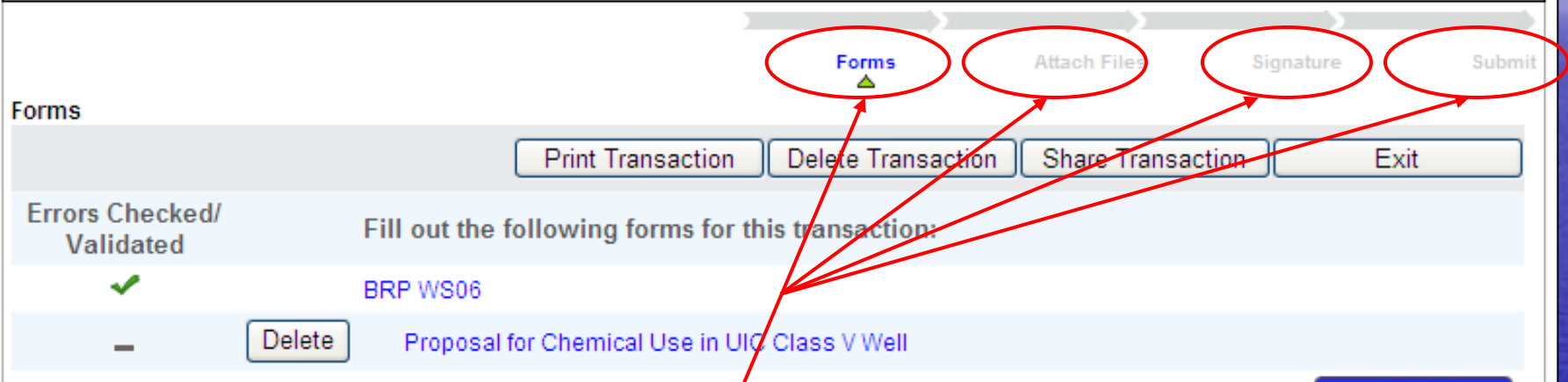
Next

Green checkmarks indicate forms that have been successfully error checked. Dashes indicate unchecked forms.

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[My eDEP](#) | [Forms](#) | [My Profile](#) | [Help](#)

Transaction Overview Trans# 215577 ID# Proposal for Chemical Use in UIC Class V Well



The screenshot shows a web interface for a transaction overview. At the top, there is a progress bar with four steps: 'Forms' (blue with a green triangle), 'Attach Files' (grey), 'Signature' (grey), and 'Submit' (grey). Below this, there are four buttons: 'Print Transaction', 'Delete Transaction', 'Share Transaction', and 'Exit'. The 'Forms' section is expanded, showing a table with one row. The table has columns for 'Errors Checked/Validated' (with a green checkmark), 'Form Name' (BRP WS06), and 'Form Description' (Proposal for Chemical Use in UIC Class V Well). A 'Delete' button is next to the form name. Red circles and arrows highlight the 'Forms', 'Attach Files', 'Signature', and 'Submit' links in the progress bar.

| Errors Checked/Validated | Form Name | Form Description |
|--------------------------|-----------|---|
| ✓ | BRP WS06 | Proposal for Chemical Use in UIC Class V Well |

“Process Links” allow you to identify visited portions of the process (blue) and those not yet begun (grey). Blue links are active hyperlinks.

The four basic steps are Forms, Attach Files, Signature, and Submit. A fifth step (Payment) appears only AFTER the signature step if a fee is required. No Payment section will appear for transactions that have no fee.

Important: Once you have e-SIGNED your submittal it will lock the form data and prevent changes to that form and all child forms. **DO NOT SIGN THE FORM UNTIL YOU HAVE CORRECTLY COMPLETED ALL PERTINENT FORMS.**

Basic Navigation


Functions common to all sections. The following features will be covered:

- Next
- Save
- Exit
- Delete
- Print
- Sharing Transaction
- Process Links

Next Function



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Nickname: DANTEST [LOG OFF](#)

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Transaction Overview Trans# 215577 ID# BRP WS06

Forms Signature Submit

Forms

[Print Transaction](#) [Delete Transaction](#) [Share Transaction](#) [Exit](#)

| Errors Checked/ Validated | Fill out the following forms for this transaction: |
|------------------------------|--|
| — | BRP WS06 |

[Next](#)

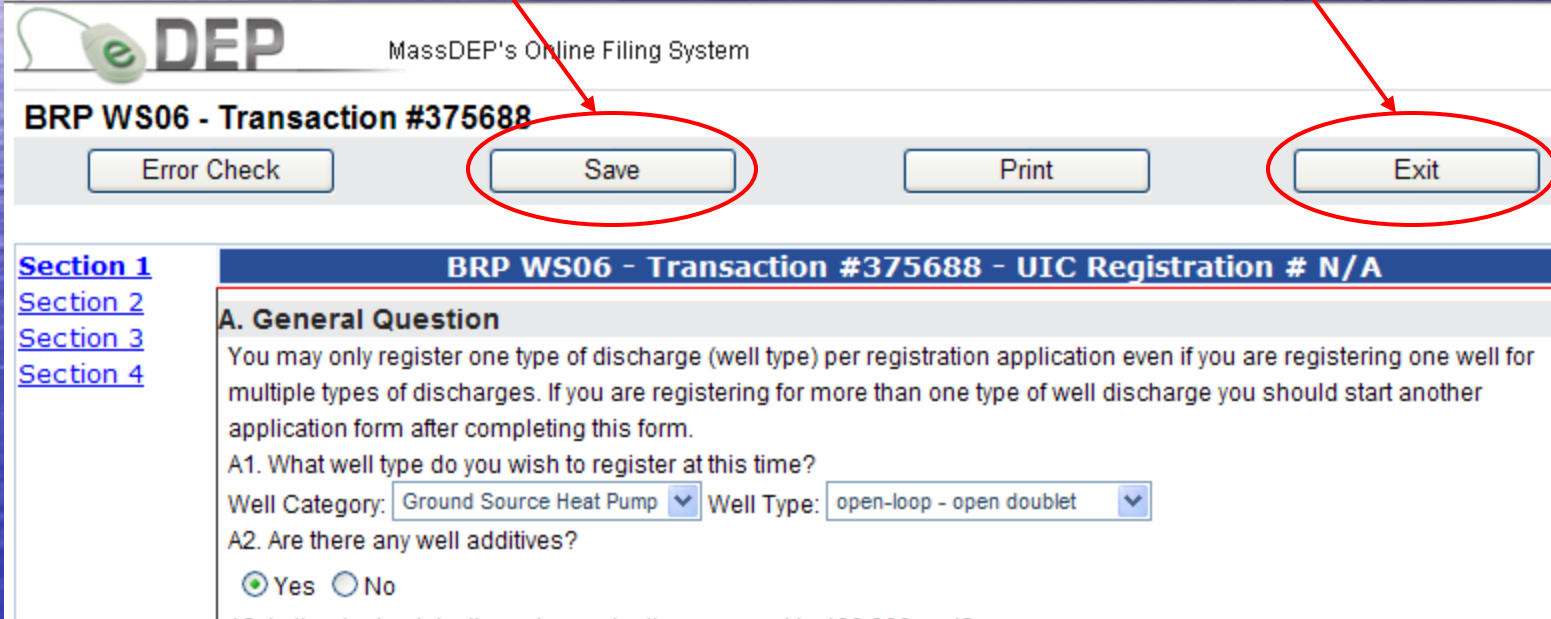
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Next button advances you to the next incomplete portion of the submittal (e.g., next page of form, an error check screen, child form, or other part of the submittal process).

UIC Form – Saving and Exiting

Saves all of your entries in your eDEP form.

Exits back to Transaction Overview.



eDEP MassDEP's Online Filing System

BRP WS06 - Transaction #375688

Error Check **Save** Print **Exit**

[Section 1](#)
[Section 2](#)
[Section 3](#)
[Section 4](#)

BRP WS06 - Transaction #375688 - UIC Registration # N/A

A. General Question

You may only register one type of discharge (well type) per registration application even if you are registering one well for multiple types of discharges. If you are registering for more than one type of well discharge you should start another application form after completing this form.

A1. What well type do you wish to register at this time?

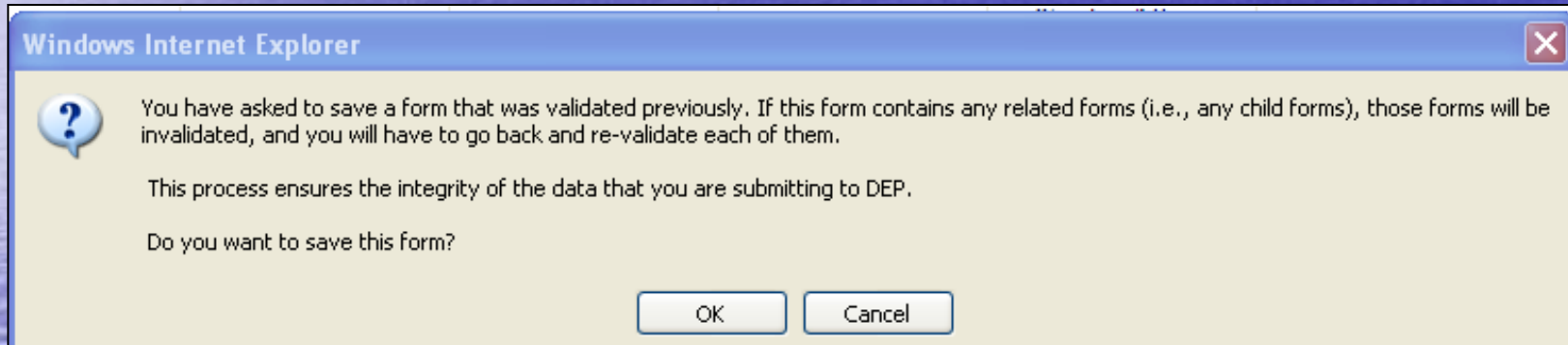
Well Category: Well Type:

A2. Are there any well additives?

☒ Yes ☐ No

Special Note: Saving Your Work

Important: If you save a form that was validated previously you will need to re-validate that form and all child forms associated with the form you are about to save.



Validation is indicated by the green check mark appearing in front of the child form in the Transaction Overview. A dash indicates that the form has not been validated.

| Forms | | Print Transaction | Delete Transaction | Share Transaction | Exit |
|------------------------------|--|---|--------------------|-------------------|-------------------------------------|
| Errors Checked/ Validated | Fill out the following forms for this transaction: | | | | |
| ✓ | BRP WS06 | | | | |
| — | <input type="button" value="Delete"/> | Proposal for Chemical Use in UIC Class V Well | | | |
| | | | | | <input type="button" value="Next"/> |

Transaction Overview – Deleting and Exiting



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eDEP MassDEP's Online Filing System

Username: DANDAVIS
Nickname: DANTEST **LOG OFF**

My eDEP | Forms ▾ | My Profile ▾ | Help

Exits back to My eDEP.

Transaction Overview Trans# 215577 ID# BRP WS06

Forms Signature Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/Validated Fill out the following forms for this transaction:

— BRP WS06

Deletes complete transaction including any child forms.

Next


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Print Function (1 of 3)



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Username: DANDAVIS
Nickname: DANTEST [LOG OFF](#)

[My eDEP](#) | [Forms](#) | [My Profile](#) | [Help](#)

Transaction Overview Trans# 215577 ID# BRP WS06

Forms Signature Submit

Forms

[Print Transaction](#) [Delete Transaction](#) [Share Transaction](#) [Exit](#)

Errors Checked/Validated Fill out the following forms for this transaction:

— BRP WS06


[Next](#)

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**Prints the form as it was last saved.
You must save your work prior to
selecting the print option or you will
not see your recent changes.**

Print Function (2 of 3)

EP's OnlineFiling System

 **MassDEP's Online Filing System**

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Username: DREWBIRD
[Logout]

[My eDEP](#) | [Forms](#) | [My Profile](#) | [Help](#)

Download to Print

Your file is ready for download.

| # | Approx. size (KB) | Download | More Info |
|---|-------------------|--------------------------|---------------------------|
| 1 | 26005 | Download | More Info |

[Back](#)

Clicking on the "Print" button will bring you to this page.

Click on the Download button to generate the Adobe PDF Report.

Note, it can take a couple of minutes to process the file but you may keep working and come back to the link when it is completed.

Print Function (3 of 3)

Prints form in current state of completion, either before submission or final version after submission.

Save form as a .pdf file using this button.

Transmittal will appear below. It could take several minutes to download depending on size of transmittal. Use Printer icon below to send document to printer

Download to Print

Exit

Transmittal will appear below. It could take several minutes to download depending on size of transmittal. Use Printer icon below to send document to printer

Printer icon, Save icon, Transmittal icon, Up/Down arrows, 3 / 34, 76.7%, Find

System Information (COM/NTNC)

| | | |
|--|---------------------------|----------------------------------|
| 1. PWS Street Address | | |
| SAINT BENEDICT ABBEY TEST | | |
| PWS Name | | |
| 252 STILL RIVER RD TEST | TEST | |
| PWS Street Address Line 1 | | PWS Street Address Line 2 |
| HARVARD | Massachusetts | 01451 |
| City/Town | State | Zip Code |
| 978-456-2222 | 978-456-1111 | |
| Phone Number | Fax Number (if available) | |
| HTTP://WWW.TEST.ORG | | |
| Web Site Address of PWS (if available) | | |

Transaction Overview – Sharing (1 of 2)



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eDEP MassDEP's Online Filing System

Username: DANDAVIS
Nickname: DANTEST **LOG OFF**

My eDEP | Forms ▾ | My Profile ▾ | Help

Transaction Overview Trans# 215577 ID# BRP WS06

Forms Signature Submit

Forms

Print Transaction Delete Transaction **Share Transaction** Exit

Errors Checked/Validated Fill out the following forms for this transaction:

— BRP WS06

Next

Feedback | Tour | Privacy Policy

Sharing allows more than one eDEP user to work on a form so owners, designers, installers, and others can collaborate.

Note: Multiple users can not open the same section of the same form at the same time. Also, only one browser window should be signed on to eDEP at one time. Utilizing multiple windows can cause data crossover (i.e., data can save to the wrong form).

Transaction Overview – Sharing (2 of 2)

This is the Sharing Page where you can share the transaction with other eDEP users. Remember that you will need the NICKNAME of all users with whom you are sharing(not their username).

Note: The “Shared with” field will include the list of all nicknames that have access to this transaction including their role(s).

Shared with

Share With Enter a valid eDEP
Please enter a valid eDEP nickname

Role
Viewer
Editor
Signer
Editor&Signer
Owner

From to
Please enter a valid US Date Format(e.g., 12/30/2003)

To share:

1. Type their nickname in the “Share With” box.
2. Pick a role, Editor if you want them to fill out and work on the document.
3. You can specify a date range they will have access to the transaction.
4. Click Add button.

Note: Multiple users can not open the same section of the same form at the same time. Also, only one browser window should be signed on to eDEP at one time. Utilizing multiple windows can cause data crossover (i.e., data can save to the wrong form).


Additional Form Functions

- Well Category and Type dropdown menus
- Expanding and contracting data fields
- Buttons to streamline data entry
- Well Locator – used to get lat/long information for the well(s)
- Error Checks and Validation



Well Category & Well Type dropdown menus

Select a Well Category and the form will automatically update the valid choices for Well Type

 MassDEP's Online Filing System

BRP WS06 - Transaction #215577

[Section 1](#)
[Section 2](#)
[Section 3](#)
[Section 4](#)

BRP WS06 - Transaction #215577 - UIC Registration # N/A

B. Residential Property Information

Property Name
Address
City/Town State Zip Code

C. Status of Activity(ies) Being Registered

Current status of property:
☐ Designed, but not yet constructed
☐ Proposed activity
☐ Proposed activity

D. Owner/Operator Information

Owner Info:
First Name Last Name
Address
City/Town
Email
Owner's License Number
First Name

Please be patient while the form loads.

Unsure which well type you have? Click on the UIC Class V Well Category and Well Type Descriptions link on the following web page:

<http://www.mass.gov/eea/agencies/massdep/water/approvals/underground-injection-control-forms.html>

BRP WS06 - Transaction #215614 - UIC Registration # N/A

A. General Question

You may only register one type of discharge (well type) per registration application even if you are registering multiple types of discharges. If you are registering for more than one type of well discharge you should start a new application form after completing this form.

A1. What well type do you wish to register at this time?

Well Category: **Ground Source Heat Pump** Well Type:

A2. Are there any other types of discharges from the property?

☒ Yes ☐ No

Ground Source Heat Pump
Motor Vehicle Related
Other
Stormwater
Water Purification

A3. Is the design discharge rate greater than or equal to 100,000 gpd?

☒ Yes ☐ No

A4. Is the source of your injection water from a public water system?

☐ Yes ☒ No

A5. Is the source of your injection water already registered/permitted with the Water Management Act Program (WMAP) or has it already received a determination of non-consumptive use from WMAP?

☒ Yes ☐ No

A6. Does the well construction or closure activity involve a drilled well?

☒ Yes ☐ No

A7. Is the registration a result of the closure or conversion activity of a previously unregistered well?

☒ Yes ☐ No

A8. Is the facility serviced by the well for 4 residential units or fewer?

☐ Yes ☒ No

Expanding & Contracting Fields

Responses to a question may cause other questions to appear or disappear. The goal is to only ask for needed information.

For Example: Answering Yes to question A3 changes the form to include questions A4 which in turn may lead to question A5

A. General Question

You may only register one type of discharge (well type) per registration application even if multiple types of discharges. If you are registering for more than one type of well discharge application form after completing this form.

A1. What well type do you wish to register at this time?

Well Category: Well Type:

A2. Are there any well additives?

☒ Yes ☐ No

A3. Is the design injection rate greater than or equal to 100,000 gpd?

☐ Yes ☒ No

A6. Does the well construction or closure activity involve a drilled well?

☒ Yes ☐ No

A7. Is the registration a result of the closure or conversion activity of a previously unregistered well?

☒ Yes ☐ No

A8. Is the facility serviced by the well for 4 residential units or fewer?

☐ Yes ☒ No

A. General Question

You may only register one type of discharge (well type) per registration application even if multiple types of discharges. If you are registering for more than one type of well discharge application form after completing this form.

A1. What well type do you wish to register at this time?

Well Category: Well Type:

A2. Are there any well additives?

☒ Yes ☐ No

A3. Is the design injection rate greater than or equal to 100,000 gpd?

☒ Yes ☐ No

A4. Is the source of your injection water from a public water system?

☐ Yes ☒ No

A5. Is the source of your injection water already registered/permitted with the Water Management Act already received a determination of non-consumptive use from WMAP?

☒ Yes ☐ No

A6. Does the well construction or closure activity involve a drilled well?

☒ Yes ☐ No

A7. Is the registration a result of the closure or conversion activity of a previously unregistered well?

☒ Yes ☐ No

A8. Is the facility serviced by the well for 4 residential units or fewer?

☐ Yes ☒ No

Buttons to Streamline Data Entry (1 of 2)

Section Hyperlinks will allow you to move from section to section within this form. The section in bold is the current active section

BRP WS06 - Transaction #216062

Error CheckSavePrintExit

[Section 1](#)
[Section 2](#)
[Section 3](#)
[Section 4](#)

BRP WS06 - Transaction #216062 - UIC Registration # N/A

B. Facility Information

| | | | |
|---------------|---------------------------|------------------|----------------------|
| Facility Name | Test Facility | | |
| Address | 1 Test Street | | |
| City/Town | Amherst | State | MAZip Code01002-0000 |
| Company Name | Test Facility Company LLC | NAICS/SIC Code # | 324LJ |
| Phone # | 423-242-3423 | Email | PWS ID#324LKJ2 |

Click here if Mailing Address is same as above

| | | | |
|-----------------|---------|-------|----------------------|
| Mailing Address | TEST | | |
| City/Town | AMHERST | State | MAZip Code01002-0000 |

Does your Facility have a EPA Hazardous Waste ID #?

☒ Yes ☐ No

Buttons to Streamline Data Entry (2 of 2)

Clicking on the blue buttons will copy data from previously entered fields to the upcoming fields. This will speed data entry and reduce possible errors.

| D. Owner/Operator Information | | | |
|-------------------------------|----------------------|---|----------------------|
| Owner Info: | | | |
| First Name | <input type="text"/> | Last Name | <input type="text"/> |
| | | Click here if the Address of Owner is same as Facility | |
| Address | <input type="text"/> | | |
| City/Town | <input type="text"/> | State | <input type="text"/> |
| | | Zip Code | <input type="text"/> |
| Email | <input type="text"/> | | |
| Owner's Legal Contact: | | | |
| First Name | <input type="text"/> | Last Name | <input type="text"/> |
| Phone # | <input type="text"/> | Fax | <input type="text"/> |
| Email | <input type="text"/> | | |
| | | Click here if the Address of Operator is same as Facility | |
| | | Click here if the Operator is the same as Owner | |
| Operator Info: | | | |
| First Name | <input type="text"/> | Last Name | <input type="text"/> |
| Address | <input type="text"/> | | |
| City/Town | <input type="text"/> | State | <input type="text"/> |
| | | Zip Code | <input type="text"/> |
| Email | <input type="text"/> | | |

Well Locator Tool (1 of 4)

The well locator tool will open a new window to allow you to place a marker at the exact location of your well(s). To begin using the tool click on the Add Row button in Section I to begin adding your first well.

Only enter the location of wells that will be used for the following well type: *open-loop - open doublet*
Location of Well, Latitude & Longitude are no longer optional data:

Add Row

Important: Your browser must be set to allow pop-up windows or the tool will not function.

Only enter the location of wells that will be used for the following well type: *open-loop - open doublet*
Location of Well, Latitude & Longitude are no longer optional data:

| Well Identification Number | Latitude | Longitude | Locating Wells | |
|----------------------------|--|--|---|------------------------|
| <input type="text"/> | <input type="text"/> N (e.g. 42.355767) | <input type="text"/> W (Do not enter (-) sign in front of value. e.g. 71.060996) | <input type="button" value="Locating Wells"/> | Delete |
| | | | <input type="button" value="Add Row"/> | |

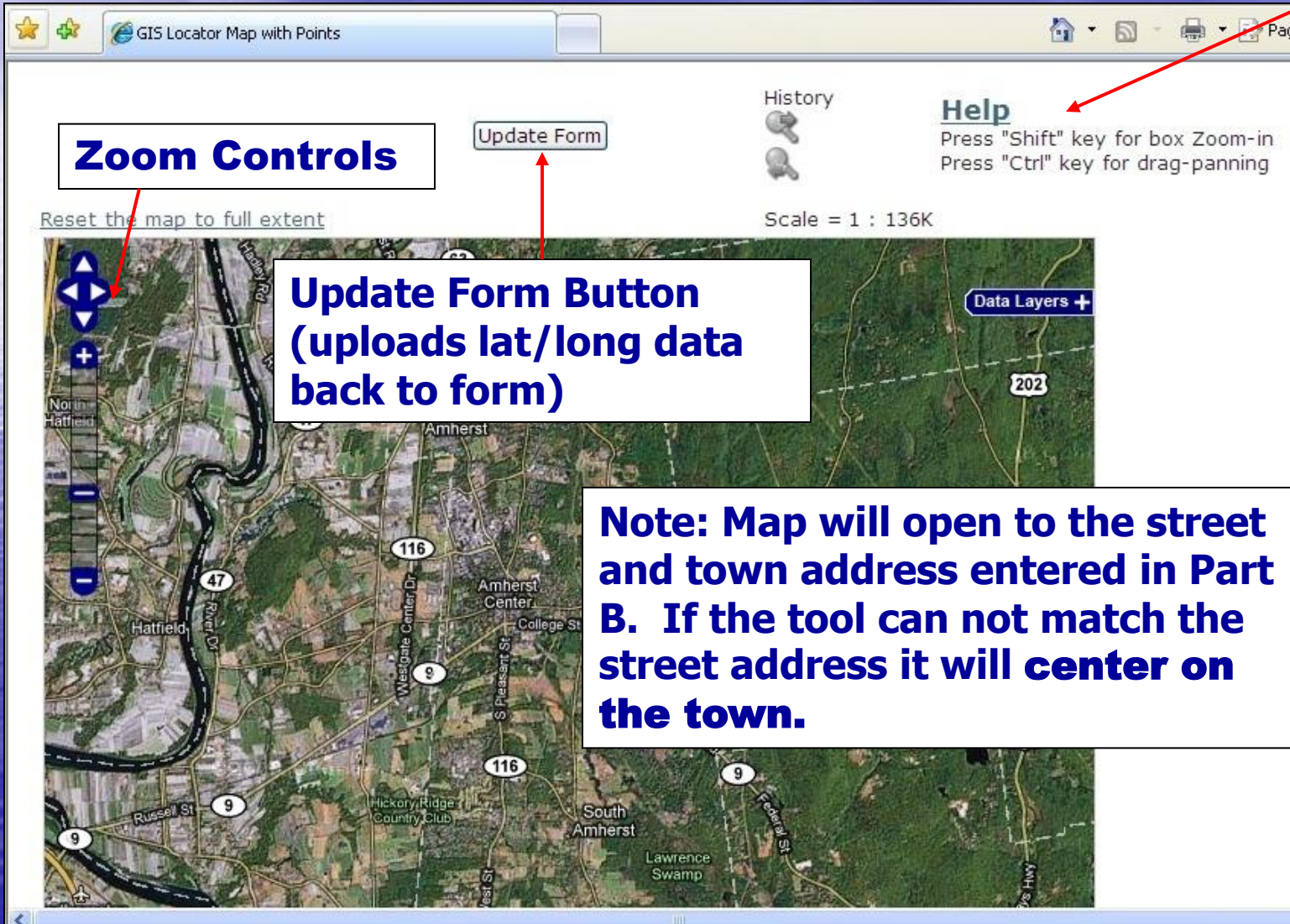
Add a unique well identification number.

If you have a lat/long you may type it in.

If not, click on the Locating Wells button to open the map tool.

Well Locator Tool (2 of 4)

Mouse zoom and drag Controls



Zoom Controls

Reset the map to full extent

Update Form

History

Help
Press "Shift" key for box Zoom-in
Press "Ctrl" key for drag-panning

Scale = 1 : 136K

Update Form Button
(uploads lat/long data back to form)

Note: Map will open to the street and town address entered in Part B. If the tool can not match the street address it will center on the town.

Data Layers +

Update Form



Press "Shift" key for box Zoom-in
Press "Ctrl" key for drag-panning

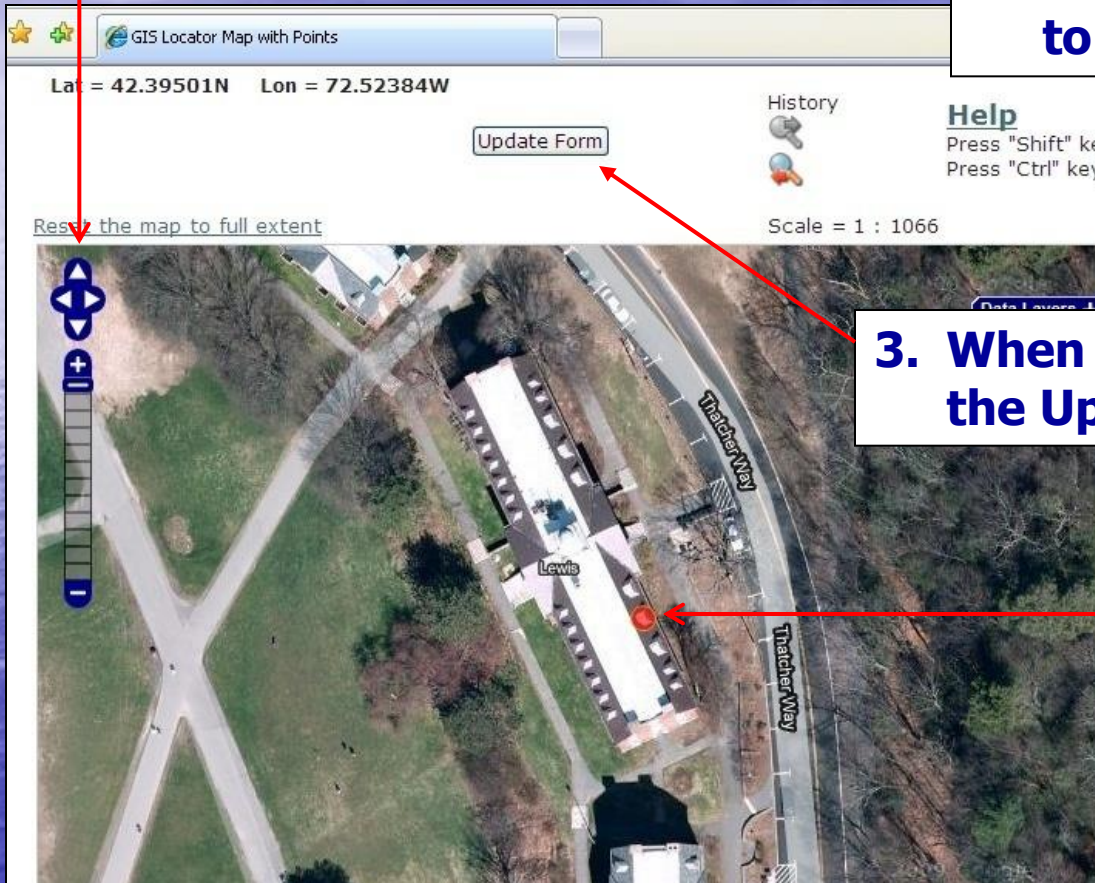
Scale = 1 : 136K

Data Layers +

You may also use the +/- zoom controls to zoom in to your well location.

1. Use the +/- zoom controls to zoom in as close as possible to your well location.

2. Click on the well location (you will see a red dot appear). The locator dot will move to wherever you click.



3. When position is set, click the Update Form button.

For additional wells, use the forms Add Row button to return to the map tool. Note: If you have multiple rows, each well position will be indicated with a dot on the map tool screen. The current well will be red and others green.

Error Check/Validate

Error Checks and Validation can be initiated either at the top of the form screen...

BRP WS06 - Transaction #216062

[Error Check](#) [Save](#) [Print](#) [Exit](#)

[Section 1](#)
[Section 2](#)
[Section 3](#)
[Section 4](#)

BRP WS06 - Transaction #216062 - UIC Registration # N/A

J. Injection Well Information (include information for wells being registered for closure)

Well Category: *Other* Well Types: *process water and wastewater disposal*

Registration: ☒ Individual ☐ Area (multiple wells with same well codes)

Number of Wells Maximum Well Depth (feet)

UIC Well(s) Construction Date (for existing wells)

...or at the end of the last section of the active form.

K. Additional Information Required for Specific Well Types

Source of water (check all that apply):

☒ Private Well ☒ Surface Water ☒ Public Water Supply ☒ Ground Water

[<< Prev](#) [Error Check & Next](#)

Error Check/ Validate

Distance to nearest building foundation (existing or proposed)(feet); enter N/A if distance is greater than 25 feet

Distance to nearest property line (feet); enter N/A if distance is greater than 25 feet

List any treatment devices, process equipment, or heat pumps in place or proposed prior to the injection process. List specification sheets and include treatment devices in a cross section):

Depth to water table (feet)

Depth to bedrock (feet)

Soil type(s) at side - e.g., fill, sandy till, gravel, sand

Distance to nearest private drinking water well (existing) (feet); enter N/A if distance is greater than 1,250 feet

Distance to nearest Public Water Supply (feet); enter N/A if distance is greater than 2,500 feet

K. Additional Information Required for Specific Well Types

Estimated total annual system bleed volume in gallons per year (Does not include normal water consumption for dual use well)

System bleed discharge location (if not included in well construction information above):
☐ Stormwater ☐ Sanitary Sewer ☐ Surface Water ☐ Other (describe)

Is this well(s) also being used as a water supply for other purposes?
☐ Yes ☐ No

<< Prev Error

| Error Message [Below are links where error(s) occurred] | Section Name | Description |
|---|--------------|-------------------------------------|
| A response to this question is required in order to continue. | Section 2 | Residential Property name |
| A response to this question is required in order to continue. | Section 2 | Residential Property Street Address |
| A response to this question is required in order to continue. | Section 2 | Residential Property City/Town |
| A response to this question is required in order to continue. | Section 2 | Residential Property State |

Required blank or incorrectly completed fields will have a red border after the Error Check/Validate function is run.

Errors are listed at the bottom of the page. The message is also a hyperlink to the section and field where the error exists.

Important: A few required fields will not turn red indicating an error. However, those fields will be included on the error list at the bottom of the page. Occasionally, some hyperlinks will not bring you to the proper section and field. If this happens, simply use the Section hyperlinks at the top of the page to navigate to the appropriate field.

Note: Errors and red borders will disappear once the appropriate information is entered and the error check/validation has been re-run.

Process After Completing Forms

When you have completed all parent and child forms including any error checks/validation, the Next button will bring you (in order) to:

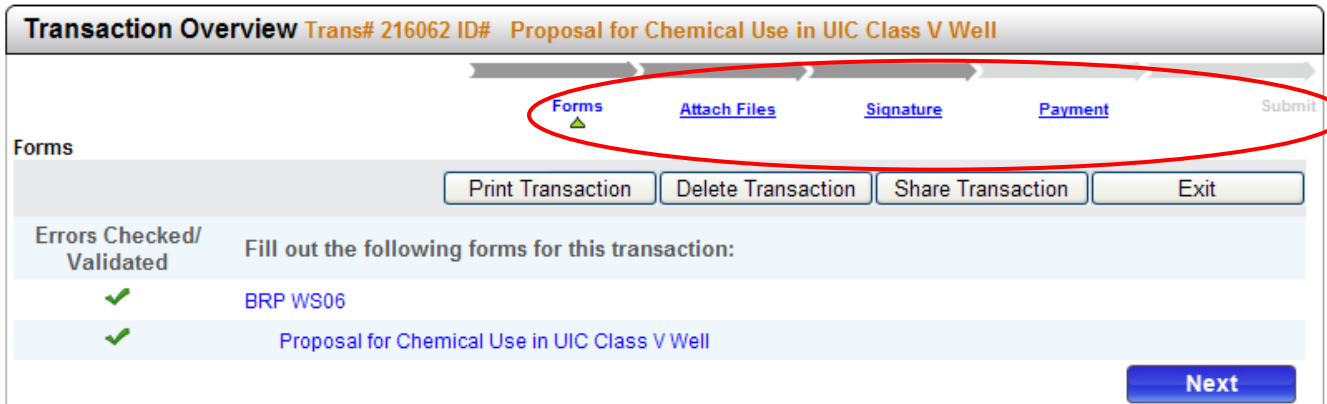
1. Attach Files screen;
2. Signature screen;

Critical: DO NOT SIGN THE FORM until you are absolutely sure that all data are correct and the proper files have been attached. Upon signing, form will be locked and you will not be able to change any data without submitting a separate modification form.

3. Payment screen (if applicable);

Note: The Payment screen link will only appear AFTER electronically signing your form.

4. Submit screen.



Transaction Overview Trans# 216062 ID# Proposal for Chemical Use in UIC Class V Well

Forms [Attach Files](#) [Signature](#) [Payment](#) [Submit](#)

Forms

Print Transaction Delete Transaction Share Transaction Exit

| Errors Checked/ Validated | Fill out the following forms for this transaction: |
|------------------------------|--|
| ✓ | BRP WS06 |
| ✓ | Proposal for Chemical Use in UIC Class V Well |

Next

Attachments (1 of 3)

After indicating that you want to attach files, you will be asked for a file description and file location. Use Browse to navigate to the intended file location in your computer/network. Use buttons to confirm or clear the selected file.

Even when mailing a document it should be included on the list of attached files by checking the appropriate box. This will notify DEP to expect hard copies.

Files successfully added to the list will appear at the bottom of the screen.

Transaction Overview Trans# 215577 ID# Proposal for Chemical Use in UIC Class V Well

Forms Attach Files Signature Submit

Attach Files

Exit

1. Enter a description or title for the file
Plot Plan 2

2. Browse to the file you want to attach
\\dep-nas-bos-002.dep.gov Browse...

3. Click to Confirm or Clear
Confirm Clear

OR

☐ Check to indicate that you will send by mail

Confirmed Attachments/Mailings

Plot Plan 1 20100911.pdf View Remove

The maximum single file size is 30mb.

Attachments (2 of 3)

If you are mailing in any attachments to your UIC eDEP application, please send these attachments to:

**Department of Environmental Protection
BRP Drinking Water Program, UIC
One Winter Street, 5th Floor
Boston, MA 02108**

Include your eDEP transaction number (or UIC registration number for wells that were previously registered) and your contact information to ensure that your paper attachment is correctly linked to your eDEP application.

Attachments (3 of 3)

Important: Currently only xls(x), doc(x), xml, txt, jpeg, jpg, rtf, pdf, html, gif, tiff, and zip can be attached to the application form. Bmp, csv, mdb, dbf, and autocad files, among others, are not accepted.

Important: Attach files after you have completed ALL changes/updates/error checks to your forms. Reason: If you add files then change a form, all attached files will be lost and you will need to repeat this step.

Transaction Overview Trans# 215577 ID# Proposal for Chemical Use in UIC Class V Well

Forms Attach Files Signature Submit

Attach Files

Exit

1. Enter a description or title for the file
Plot Plan 2

2. Browse to the file you want to attach
\\dep-nas-bos-002.dep.gov Browse...

3. Click to Confirm or Clear
Confirm Clear

OR
☐ Check to indicate that you will send by mail

Confirmed Attachments/Mailings

| Description | File Name | Actions |
|-------------|--------------|---|
| Plot Plan 1 | 20100911.pdf | View Remove |

Signature



All forms must be signed electronically by checking the Certification box, filling in the appropriate names/dates, and selecting "I Accept."

CRITICAL: DO NOT SIGN THE FORM UNTIL ALL YOUR DATA ENTRY IS COMPLETED AND CORRECT. ONCE YOU SIGN THE FORM ALL DATA FIELDS WILL BE LOCKED. ANY CHANGES YOU NEED TO MAKE WILL REQUIRE THAT YOU FILL IN A COMPLETELY NEW FORM OR A MODIFICATION FORM (ONCE YOUR CURRENT FORM HAS BEEN SUBMITTED)

Transaction Overview Trans# 215577 ID# BRP WS06

Forms Attach Files Signature Submit

Signature

[Exit](#)

Please select the box below and then indicate your acceptance.

BRP WS06 - 1 Form(s)

☐ CERTIFICATION Operator

The injection well(s) described above is used for placement or injection of fluids (including closed-loop for heating or cooling) into the ground. I understand that this well is subject to inventory requirements and compliance with the regulations under the Underground Injection Control Program established pursuant to the Safe Drinking Water Act, P.L. 93-523 and amendments, and UIC guidelines, and I hereby serve notice that the well is proposed or in service.

I agree:

1. That the well(s) described herein will not be used for discharges other than those described above;
2. That I will notify the MassDEP Drinking Water Program/UIC Program (on forms provided by the UIC program) if any of the information (including ownership, location or type of discharge, and installation of additional wells,) for the above well(s) changes, but before the change (30-day minimum notice on ownership/operator and 60-day notice on all other changes);
3. That I will notify the MassDEP Drinking Water Program/UIC Program (on forms provided by the UIC program) if the well(s) becomes inactive;
4. That I will notify the MassDEP Drinking Water Program/UIC Program (on forms provided by the UIC program) when the above well(s) is no longer in use, but before abandonment and file a notice (letter) within seven days of completing the closure with the UIC program.
5. That I will maintain financial responsibility for the well described above; and
6. That I will provide a sampling tap (approved by MassDEP) and allow sampling at the point of injection (not applicable to closed-loop and direct exchange ground source heat pump wells).

I certify under pains and penalties of law that I have personally examined and am familiar with the information submitted in this document and all attachments and based on my personal knowledge or inquiry of those agents immediately responsible for obtaining the information on my behalf, I believe the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment.

Owner (must be completed if owner has not signed above as operator)

I certify that I have personally examined and am familiar with the information submitted in this document and agree to the installation, conversion, or closure of the discharge well(s) described in this application. I also agree that I will assume the responsibilities of the operator in the event that the operator leaves the property and a replacement operator has not been established and reported to MassDEP (on forms provided by the UIC program).


By entering my name I acknowledge that I have read and agree with the certification statement.

Operator Date 09/22/2010

Owner Date 09/22/2010

Payment





MassDEP's Online Filing System

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Username: DANDAVIS
Nickname: DANTEST

LOG OFF

My eDEP | Forms ▾ | My Profile ▾ | Help

Transaction Overview Trans# 215577 ID# Proposal for Chemical Use in UIC Class V Well

Forms Attach Files Signature **Payment** Submit

Payment

DEP TRANS # 215577

Payment Type Credit Card ▾

Payment amount: 240

Continue Cancel

The payment process is similar to online purchases. The amount you are charged (if you are not exempt) is dictated by the well type and category.

Note: If you believe that the amount you are being charged is incorrect please do not submit payment and instead, contact us at: ask.UIC@state.ma.us



Submittal

The submittal form gives you the opportunity to have others also receive an email receipt.

Your receipt will include basic data such as Facility Information, Owner Information, Payment Information, and Parent/Child Forms, and list of Attachments.

If you do not wish to submit at this time you may select Exit.

Note: The form will remain locked after completing the signature page – regardless of whether you submit the document.

You MUST click submit to submit your form.

Transaction Overview Trans# 215577 ID# BRP WS06

Forms Attach Files Signature Payment Submit

Review and Submit your Transaction

Exit

Please review your transaction. If you are satisfied, scroll down and click submit.

An email confirmation will be automatically sent to the owner of this account at
daniel.davis@state.ma.us

If you would like to send this confirmation to others please enter their address below separated by a semicolon;

DEP Transaction ID: 215577
Date and Time Submitted: 09/22/2010 01:25:50
Other Email :

Form Name: BRP WS06

Facility/Residential Property Location Information
Company Name
Facility/Residential Property Name BUBBA WATSON
Address WATSON WAY
AMHERST, MA 010020000

Owner Information
Name: BUBBA WATSON
Address: WATSON WAY
AMHERST, MA 010020000

Payment Information
Date: 9/22/2010 1:25:38 PM
Amount (\$): 240
Payment Detail: DAVIS DANIEL --AccountType -- AccountNumber ****3500 ConfirmationNumber:
Proposal for Chemical Use in UIC Class V Well()

Submit

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Additional Information

The following information may be obtained here:

<http://www.mass.gov/eea/agencies/massdep/water/drinking/underground-injection-control.html>

- **UIC Well Type Descriptions**
- **UIC Class V Well Registration Application Fee Table**
- **eDEP UIC Forms General Instructions**
- **More detailed instructions and technical requirements are provided in the documents that start with the word "Instructions"**