



Massachusetts Department of Environmental Protection
 Bureau of Resource Protection – Drinking Water Program
 Class V Wells and Water Pollution Control Regulations

**Underground Injection Control Instructions for eDEP Forms:
 UIC Well Completion of Construction Notification**

Important:

If all previous BRP WS06 forms associated with this UIC registration were submitted on paper forms, the MassDEP eDEP electronic filing system may not contain the records associated with your UIC Registration Number. If not, you shall be required to use the paper form titled UIC Class V Well Completion of Construction Notification Form.

Introduction

The UIC Well Completion of Construction Notification form shall be used by an applicant who has previously filed a BRP WS06 Underground Injection Control (UIC) form or a BRP WS06 Modification or Well Conversion Form AND has received approval by Massachusetts Department of Environmental Protection (MassDEP) for the installation of proposed UIC Class V wells but has not received MassDEP approval for system startup. This form is generally not required if the MassDEP approved your BRP WS06 application for both installation and startup of discharge to the proposed well(s). Generally MassDEP simultaneous approval for both installation and start-up only occurs for those applicants who are registering existing active wells to bring their facility into compliance with the UIC Regulations (310 CMR 27.00).

See the instructions for the BRP WS06 and BRP WS06 Modification or Well Conversion for additional general information regarding the use of MassDEP electronic *Permit Applications* (eDEP) (<http://www.mass.gov/eea/agencies/massdep/water/approvals/underground-injection-control-forms.html#2>). *If you are unable to utilize the eDEP Permit Application process, paper versions of all forms are still available on the MassDEP website* (<http://www.mass.gov/eea/agencies/massdep/water/approvals/underground-injection-control-forms.html#3>). However, the electronic Permit Applications include automation to streamline the application process – conducting error checks, showing only fields appropriate to your well and well type/category, and dynamically updating information.

For Assistance with this application Contact MassDEP Bureau of Resource Protection, Underground Injection Control Program: ASK.UIC@state.ma.us
 (617) 292-5859

Who must submit this notification form Any party who has received from MassDEP a UIC Registration Number for the installation of a UIC Class V well but has not received a MassDEP approval to start discharging to the well(s)) must complete and submit this form and any required attachments upon completion of the UIC well installation activities in order to obtain start-up approval from MassDEP.

Fees Currently, there are no fees associated with submitting this form.

How to Apply To submit an electronic UIC Well Completion of Construction Notification form to MassDEP, follow the steps described below:

Step	Action
1.	Log in or create your eDEP account. https://edep.dep.mass.gov/DEPlogin.aspx
2.	Review these instructions.

3.	Select Completion of Construction Notification form from MyDEP page
4.	Complete the form and all associated child forms (these will appear automatically based on information you input). Include all specified information.
5.	Retain a copy of the complete application package for your files and make a note of your user name, nickname, and password for future use.

General Form Instructions:

Sharing a document: Many applicants will require information from multiple sources (i.e. the well owner, system designer, well driller, well installer, etc..). The eDEP system allows you to electronically “share” your document with others and allow them to review or enter data on the eDEP website. Begin by identifying who will be providing the added information and “share” the form electronically with them. The “share” document option is available once you have opened a form and you are at the Transaction Overview screen. To share your document the other party must have an eDEP account and you must have that account nickname (there is no search function for nicknames). You may set permissions for each user specifying what activities they are allowed to perform with your document.

Field and Form-Specific Instructions

Pre-form

The UIC Well Completion of Construction Notification form begins with a Pre-Form that will require you to enter the MassDEP issued UIC Registration Number of the well(s) you have completed. Providing this information will allow eDEP to pre-populate the current form with historic data the DEP has on record for that well. You will need to have been issued a UIC Registration Number before you are able to complete this form.

Please note that information does **not** exist in the eDEP database for all existing UIC Registration Numbers that were originally submitted by paper form. If a BRP WS06 or a BRP WS06 Modification or Well Conversion form for this UIC Registration Number has not been filed through eDEP then you must use the paper version of this form titled: UIC Class V Well Completion of Construction Notification Form (<http://www.mass.gov/eea/agencies/massdep/water/approvals/underground-injection-control-forms.html#4>).

Dates: Enter dates as requested.

The two yes/no questions are designed to ensure that MassDEP has accurate data for the registered well. If you answer yes to either of these questions, you must complete a BRP WS06 Modification or Well Conversion form, completing only those portions of the form, and resubmitting only those attachments, that were modified. The form will appear as a Child Form once you successfully complete the Error Check process for the current Completion of Construction Form.

Attachments requested for this submittal include a well driller’s Well Completion Report (for drilled wells), laboratory analytical results for raw water samples (required for open-loop ground source heat pump (GSHP) wells and water purification injection wells), post treatment/process/heat pump bacteria samples (required for open-loop GSHP wells), and any additional materials which detail the changes between the proposed and as-built condition of the well.

Select the Error Check & Next button to proceed to the attachment screen.

Proceed through the Attachment, Signature, and Submittal pages to complete the UIC Well Completion of Construction Notification process.

Certification Statement on Signature Page

The signature page has two signature rows. One is for the operator of the existing or proposed UIC well(s) and one is for the owner of the property on which the existing or proposed UIC well(s) is, or will be, located. All applications are required to be signed by the Operator. If the operator **is not** also the owner of the property then the property owner shall sign the Owner signature. The following are the only eligible persons who may sign for the operator or owner.

Any person who signs for the operator or owner must have authority to legally bind the business to perform the activities described in the applicable certification statement. That person must be one of the following:

- In a sole proprietorship, the company's sole proprietor.
- In a partnership, a general partner with authority to bind the partnership.
- In a corporation or a non-profit corporation, a corporate official with authority to bind the corporation, e.g., president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision making functions of the corporation.
- In a municipality or other public agency, a principal executive officer or ranking elected official who is empowered to enter into contracts on behalf of the municipality or public agency.