



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 Registered Well Monitoring Report**

Introduction

The UIC Registered Well Monitoring Report form shall be used to submit laboratory analytical reports for an applicant who has previously filed an electronic BRP WS06 Underground Injection Control (UIC) registration application form or a BRP WS06 Modification or Well Conversion Form through the Massachusetts Department of Environmental Protection (MassDEP) eDEP system. Prior to being able to open this form the applicant must also have received approval and a UIC Registration Number from MassDEP for the installation of a proposed UIC Class V well. This form should **not** be used if all of your previous submittals have been on paper forms. There is no equivalent form for paper submittals. For paper submittals simply reference the UIC Registration Number, the facility's name and address in a cover letter that you send to MassDEP with copies of the applicable laboratory analytical reports and an indication as to where those samples were collected (e.g. raw water quality, post treatment sample, post heat pump sample, etc.).

Laboratory analytical results are required for some, but not all UIC well category and well types. See the MassDEP document *Standard Design Requirements for Shallow UIC Class V Injection Wells* for additional details regarding the laboratory analytical testing requirements that apply to specific types of UIC Class V wells (<https://www.mass.gov/service-details/standard-design-guidelines-for-shallow-uic-class-v-injection-wells>). Laboratory analytical requirements for open-loop ground source heat pump wells are discussed in the MassDEP document *Guidelines for Ground Source Heat Pump Wells* (<https://www.mass.gov/doc/guidelines-for-ground-source-heat-pump-wells/download>).

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*: <https://www.mass.gov/underground-injection-control-uic>

Purpose of this form

The purpose of this form is to allow the electronic permit applicant the ability to submit laboratory analytical reports for wells that have existing MassDEP issued UIC Registration Numbers. Laboratory analytical reports may also be submitted with most of the other UIC electronic registration and notification forms; however, this form allows the applicant to submit results at times when no other form is required.

For Assistance with this application

Contact MassDEP Bureau of Resource Protection, Underground Injection Control Program:
ask.uic@mass.gov
(617) 292-5859

How to Apply

To submit an electronic application 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 UIC Registered Well Monitoring Report form from MyDEP page |



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 Registered Well Monitoring Report**

| | |
|----|--|
| 5. | Complete the form and attach (or indicate that you are mailing) all testing results. |
| 7. | 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 Registered Well Monitoring Report begins with a Pre-Form that will require you to enter the MassDEP issued UIC Registration Number of the sampled well. 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 the information does not exist you will not be able to open this form and you shall be required to submit copies of your laboratory analytical results by mail or email to:

ASK.UIC@mass.gov.

A. Facility or Residential Information

Section A will display the current information for the Facility or Residence. This information is locked. Please verify it for accuracy. If this information needs to be changed you shall complete a modification form prior to completing the UIC Registered Well Monitoring Report.

B. Injection Well Information

A list of required analyses is provided in Section B of the electronic form. For each item indicate whether you will be attaching an electronic copy of the results or if you will be mailing paper copies.

You will only be allowed to complete this form once you check the box labeled “Information Verified” indicating that you have verified that the information that the eDEP system entered under “well category” and “well type” are correct.

Please note that you do not have to use this form if you have laboratory analyses available and attach them to your UIC eDEP submittals such as the BRP WS06 registration application or modification forms or the completion of construction or post-closure notification forms. This form may be used to submit laboratory analytical reports when no other UIC eDEP application or notification form is being submitted. If you have problems using this form you may also electronically submit your laboratory analytical reports by sending as an email attachment to this address ask.uic@mass.gov, provided it doesn’t exceed the inbound file size limitations at MassDEP. Otherwise, hard copies may be mailed to MassDEP provided that the UIC Registration Number and facility name and address are provided in a cover letter.



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 Registered Well Monitoring Report**

All correspondence should be sent to

MassDEP, BRP UIC Program
One Winter Street, 5th Floor
Boston, MA 02108

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

Proceed through the Attachment, Signature, and Submittal pages to complete the UIC Registered Well Monitoring Report process.

Certification Statement on Signature Page

The signature page has one signature text box that is labeled “Owner”. However, the application may be signed by either the operator or the owner. 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.