



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:
BRP WS06 and BRP WS06 Modification or Well Conversion**

Introduction

MassDEP electronic Permit and Registration Applications (eDEP), as well as these *Instructions & Supporting Materials*, are available on the Mass eDEP Web site at <https://www.mass.gov/service-details/underground-injection-control-uic-application-forms>. If you already have an eDEP account you may access your account and associated forms and documents here: <https://edep.dep.mass.gov/DEPLogin.aspx>. All electronic documents may be printed and or saved in electronic format. Supporting materials are available on the MassDEP Web site in file formats that include: Microsoft Word™, Microsoft PowerPoint™, and Adobe Acrobat PDF™.

Please note that the electronic form you are using is dynamic – the data that you enter into specific fields will impact which other fields appear on your electronic form and which fields you are required to complete. It is important to make sure that the data you enter accurately reflect the proposed or existing UIC well so that the appropriate portions of the forms are available to be completed.

If you find a reference in this document to a field that does not appear on the version of the form you are working on, it is likely that information you entered did not activate these fields and that they are not necessary for the successful completion of your form.

Permit Name

Registration of Discharges to Class V Injection Wells (Form: BRP WS06) and Modification of an Existing Registration (Form: BRP WS06 Modification or Well Conversion)

Permit Code

BRP WS06

**Purpose of
Registration**

Regulating the injection of fluids to the ground to prevent contamination of groundwater used as a source of drinking water.

**For Assistance
with this
application**

Contact MassDEP Bureau of Resource Protection, Underground Injection Control Program:
For all UIC Types: 781-465-4123. For email questions: ASK.UIC@mass.gov.



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**Who must
apply**

Any party who has or is discharging to a Class V well as defined in 310 CMR 27.00 must apply unless exempted by 310 CMR 27.07 (<https://www.mass.gov/service-details/the-groundwater-discharge-permitting-program>)

Also, any party that has a registered discharge to a Class V well with the UIC Program for which ownership, contents or type of discharge, physical location, number of wells, or construction details have or will change. The only types of Class V UIC wells covered by this registration application form that are exempt from the UIC Registration requirement are the following:

- residential or commercial structures discharging to an on-site septic system receiving only sanitary wastewater and designed for 20 persons or fewer and cesspools with a design capacity of less than 2,000 gallons per day;
- special drainage – groundwater infiltration, special drainage – swimming pools, stormwater and water purification wells associated with properties that are **only used for single unit (family) residential use**;
- aquifer remediation wells that are documented in Remedial Monitoring Reports that are being submitted to MassDEP Bureau of Waste Site Cleanup; or,
- Class V UIC wells for which a permit has been obtained from the MassDEP Ground Water Discharge Program (314 CMR 5.00 <https://www.mass.gov/service-details/the-groundwater-discharge-permitting-program>)

**May I submit
one application
for multiple
properties?**

No. A separate BRP WS 06 UIC Registration application form must be submitted for each facility address. Multiple wells may only be registered under one application if all wells are on the same property. Also, all wells must be in the same municipality (with some limited exceptions).

**What land use
types must use
this application**

This application form applies to all types of land uses.

Review timeline

If MassDEP fails to issue a determination (registration of the UIC Class V well) on an adequately prepared BRP WS06 application within 48 calendar days of receipt of the application and payment of the application fee, the UIC registration is deemed to be approved per UIC regulation 310 CMR 27.08(3).



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Fees

A fee (if applicable) is due when the application is submitted. The fee is calculated automatically based on your answers to questions within the form. The amount is based on several factors:

- The category and type of UIC Class V well being registered;
- Whether the well(s) are for four (4) residential units or fewer;
- Whether the number of wells is greater than five;
- Whether the depth of any of the wells exceeds 750 feet;
- Whether you are registering for a proposed or previously unregistered well or registering for the purpose of closing the well;
- Whether any proposed well modifications are major (e.g., change in the number of wells); and
- Type of ownership: (Local or Regional Government - No fee, State Government - No fee if fee would have been less than or equal to \$100 (Fees greater than \$100 are charged standard fee -i.e., there is no discount, just a fee or no fee).

Note: See Class V Injection Well Type Table (<https://www.mass.gov/service-details/uic-class-v-well-types>) for a description of UIC well Types and Fee Lookup Table (<https://www.mass.gov/doc/uic-class-v-well-registration-application-fee-table>) for a list of all fees and dependencies. Though there is a one-time registration fee for most Class V wells, there is currently no annual compliance fee associated with UIC Class V wells.

**What
regulations
apply?**

Regulations that apply primarily include, but are not limited to:
Underground Injection Control Program, 310 CMR 27.00.

These regulations may be found and printed from the internet at:
<https://www.mass.gov/regulations/310-CMR-2700-underground-injection-control>

Or they may be purchased at

State Bookstore
Massachusetts State House
Room 116
Boston, MA 02133
617-727-2834

State Bookstore West
436 Dwight Street, Room 102
Springfield, MA 01103
413-784-1376



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**What other
requirements
must be
considered?**

Applicants should consider the need to obtain the following permits or sanctions:

- Wetlands requirements should be checked through the local Conservation Commission;
- Ground Water Discharge Permit Program (314 CMR 5.00);
- A MassDEP Title 5 Permit (310 CMR 15.00); and,
- Local Board of Health requirements should be investigated.

Note: The additional requirements listed above are examples intended to serve as a guide to the applicant. They do not necessarily include **all** possible additional requirements.

**What UIC
guidance
documents
apply to this
application?**

The following MassDEP UIC guidelines may apply to this application depending upon the type of UIC Class V well being registered:

- *Guidelines for Ground Source Heat Pump Wells*
(<https://www.mass.gov/doc/guidelines-for-ground-source-heat-pump-wells>)
- *Standard Design Requirements for Shallow Injection Wells*
(<https://www.mass.gov/service-details/standard-design-guidelines-for-shallow-uic-class-v-injection-wells>)
- Massachusetts Stormwater Handbook
(<https://www.mass.gov/guides/massachusetts-stormwater-handbook-and-stormwater-standards>); and,
- MassDEP Guidance Document #: BRP/DWM/DW/G04-3, *Massachusetts Closure Requirements for Underground Injection Control (UICs) Wells (including shallow injection wells)* (<https://www.mass.gov/doc/massachusetts-closure-guidance-for-underground-injection-control-uic-wells-including-shallow>)

**How long is
Registration
valid?**

A UIC registration for any dewatering type activities is valid for one year. Currently all other UIC registrations have no expiration date provided that the Owner /Operator submits a UIC Modification Application when pertinent inventory information changes.

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 the applicable UIC guidance documents listed above (page 3) and information from the following (all available at https://www.mass.gov/service-details/underground-injection-control-uic-application-forms): <ul style="list-style-type: none">• These instructions;• eDEP Instructions and Frequently Asked Questions;• eDEP General Guidance Slide Show;• eDEP UIC Forms General Instructions Slide Show;• Well Type Table; and,• Fee Lookup Table



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3.	Select appropriate application form from MyDEP page
4.	Complete the appropriate electronic Application Form and all associated child forms (these will appear automatically based on information you input). Include all specified information. Please note that the Underground Injection Control Technical Compliance Forms have not yet been developed in eDEP and should be downloaded from the following MassDEP web page and a copy of the completed form should either be uploaded with your eDEP UIC registration application submittal or the original should be mailed to the address shown below in item number 6: https://www.mass.gov/service-details/underground-injection-control-uic-technical-compliance-forms
6.	Using eDEP, submit a completed application including all parent/child forms and attachments. If your electronic attachment is too large to submit through eDEP, please contact the UIC program at ask.UIC@mass.gov for an alternative method of submittal.
7.	Retain a copy of the complete application package for your files and make a note of your username, nickname, and password for future use.

General Form Instructions:

Sharing a document: Many applicants will require information from multiple sources – the well owner, system designer, well driller, or well installer. 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 how much control and what activities they are allowed to perform with your document.

Required Data and Error Checking: Many data are required to successfully complete a registration application. Error checks/validations are built into the form so that the user will be prevented from proceeding to the file attachment or signature page with incomplete or invalid data. After clicking on Error Check or Validate, the fields with errors will be outlined in red and an error list provided at the bottom of the form screen. To successfully advance to the next step in the application process, all fields must be filled in correctly.

Note: Only questions that require interpretation are included in the field-specific guidance below.

Field and Form-Specific Instructions

Pre-form

If you are completing a form for a previously electronically registered well or, in some cases, a previously electronically submitted application, you should choose the form: WS06 Modification or Well Conversion (Mod Form). A Mod Form will begin with a Pre-Form that asks you to identify your well/transaction by either the UIC Registration Number or Transaction Number. Providing this information will allow eDEP to pre-populate the current form with historic data that DEP has on record for that well. An application for an unregistered well or well with no pending application (i.e., a BRP WS06 Form) will skip the Pre-Form lookup process and bring you directly to the transaction overview screen. Click on the name of the form to begin entering data.



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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 you wish to submit a BRP WS06 Modification or Well Conversion form for a well that was previously registered using a paper form you may enter your UIC registration number in the pre-form to determine whether the record exists in eDEP. If it exists then you may complete your modification form electronically through eDEP. If it does not exist then you must use the applicable paper form for your well type (<https://www.mass.gov/service-details/underground-injection-control-uic-application-forms>).

Note: If you have a pre-existing well and you do not know if it has been registered, please contact the MassDEP (ASK.UIC@State.MA.us or 781-465-4123) and staff will be able to provide you with information.

A. General Questions

Note: Answers provided in Section 1 Part A will determine which other form sections are required or visible in Sections 2, 3, and 4. Accuracy in this section will help ensure that the appropriate fields will appear for completion later in the form.

A1 Use dropdown menu arrow to select first the Well Category then the Well Type. You may have to click twice on the dropdown menu arrow in order to make the Well Category and Well Type selections appear. A detailed description of all well types can be found at the MassDEP website (<https://www.mass.gov/service-details/underground-injection-control-uic-application-forms>).

A2 Adding any chemical to a UIC well will necessitate completion of a Chemical Additive child form

A3 If the design rate is $\geq 100,000$ gallons per day (70 gallons per minute) then question A4 will appear.

A4 If you answered yes to A3 and the injection water source is not a public water system then question A5 will appear.

A5 Determines whether the water source that is (or will be) discharged to your UIC well is already registered or permitted with the Water Management Act Program (WMA) or the WMA has already determined that the withdrawal from that source is considered a non-consumptive use and, therefore, does not require a WMA water withdrawal permit.

A6 Determines whether a drilled well is involved (requiring well driller information to be provided later)

A7 Select yes for this question if you are proposing closure or conversion of all of the well(s) being registered such that none of the wells shall continue to be used for the UIC well type being registered with this application. If you are only closing or converting some but not all of the wells being registered then you must submit two separate eDEP registration applications, one for all wells that are being closed and one for all wells that are being registered for continued use for the well type selected for this application.

A8 You shall only answer Yes to this question if the property is only used for residential purposes and there are no greater than 4 residential units on the property. For certain well types the fee associated with your application depends upon your answer to this question.



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B. Facility or Residential Information

Note: Part B questions will change based on answer to Question A8. If you answered Yes then it will ask for Residential Information and if you answered No then it will ask for Facility information. As a result, not all of the field descriptions below will match fields that appear in your form.

Facility/Residential Property Name: Enter the common name of this facility if it is different than the legal name and the facilities (or residence's) street address and the town that the facility is located in. You may enter "private residence" under the "Facility/Residential Property Name" category if applicable.

Company Name:

Enter the **legal** / corporate name (i.e., Acme Products, Inc.) or the name of the **legal** representative of the company if the company operates under an assumed business name (i.e., John Smith, dba Acme Products). The name must be a legal, active name registered with the state of Massachusetts, unless otherwise exempted by the Department of Commerce regulations.

NAICS/SIC Code #: Enter the Standard Industrial Classification (SIC) four-digit code **or** North American Industry Classification System (NAICS) five or six-digit code for the facility. These codes are used to describe the primary activity at the facility that generates the most money and may be found on fire marshal reports, insurance papers, or tax forms. The NAICS codes replaced the SIC system in 1997; however, it is usually easy to convert between the two systems so either code is acceptable. SIC or NAICS information is also available from the U.S. Census Bureau at 1-888-756-2427 or at <http://www.naics.com/search.htm>. Include a secondary code if applicable.

Facility PWS ID number: If the facility is a Public Water System (PWS), or there is a PWS on the same site, list the seven-digit PWS ID number assigned by the MassDEP Drinking Water Program.

EPA Hazardous Waste Generator ID Number: If you store or generate hazardous waste on site enter the appropriate EPA ID number(s). If you store hazardous waste on site and do not have an ID number contact your Regional MassDEP office and ask for the Hazardous Waste section to obtain an appropriate ID number. Find your MassDEP region: <https://www.mass.gov/service-details/massdep-regional-offices-by-community>

Tenants: For any tenant with an EPA Hazardous Waste ID, please provide their first name, last name, and their EPA ID. You may enter the company name in the first and/or last name fields if the owner is not an individual. You may need to select the Add Row button to create the empty fields to enter the tenant information. Also use the Add Row button to provide additional rows if there is more than one tenant.

C. Status of Activity(ies) Being Registered

Designed but not yet constructed/modified/closed/converted: Construction/modification/closure/partial closure/conversion of the system has not started.

Proposed activity partially completed or completed: Construction of the new well(s) or modification or conversion of a registered well(s) or conversion of an unregistered well(s) has begun or has been completed but the well(s) has not been placed into operation **OR** entry points to well temporarily plugged or discharge discontinued but well closure activities are not yet completed.

Proposed activity completed and active or closure completed:

Construction/modification/conversion/closure/partial closure has been completed and the system has either been placed into operation and/or the closure activities have been completed and the well has been partially or permanently closed.

Date Placed In Service: Enter the date that the well(s) was placed in service or the date that the closure activities were completed.

Is the applicant requesting a waiver of the 30-day review period for closure applications? This question will only appear if you answered "yes" to Section A question A7 indicating that you are registering the well(s) for



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the purpose of closing or converting the well(s) to a new use. If you answer “yes” to the waiver question then you must indicate the reason you are requesting a waiver of the 30-day review period in the text field that will open (if additional space is need for your explanation attach a file with additional narrative description when you submit this application package).

D. Owner/Operator Information

Note: To streamline the data entry process several buttons have been provided to copy information from a previous section to the current one. This will make data entry faster and reduce potential errors.

Name and Address of Owner (if not the same as the property): Enter the legal/corporate name (i.e., Acme Products, Inc.) and address of the owner of the company if different than the facility name in Section B. The name must be a legal, active name registered with the state of Massachusetts, unless otherwise exempted by the Department of Commerce regulations. If this information is the same as the “Facility/Residential Property Name” or the “Company Name” from Section B you may enter “same as facility name” or “same as company name” in the “First Name” or “Last Name” data entry boxes. You may also enter a corporate name in the “First Name” or “Last Name” data entry boxes.

Legal Contact: Give the name, phone numbers, and email addresses to whom you want all correspondence directed. The correspondence will otherwise be sent to the Owner’s email/address.

Name and Address of the Operator (if not the same as the owner): In the case where the property is owned by one or more entities but the facility is operated by another entity, enter the **legal** / corporate name (i.e., *Acme Products, Inc.*) and address of the operator of the facility. You may enter a corporate name in the “First Name” or “Last Name” data entry boxes. The name must be a legal, active name registered with the state of Massachusetts, unless otherwise exempted by the Department of Commerce regulations. If this information is the same as the “Facility/Residential Property Name” or the “Company Name” from Section B you may enter “same as facility name” or “same as company name” in the “First Name” or “Last Name” data entry boxes.

Operators Legal Contact: Give the name, phone numbers, and email addresses to whom you want all correspondence directed. The correspondence will otherwise be sent to the Operator’s email/address.

Ownership Type: Select the ownership type that best describes the well(s) being registered. Note: The ownership can impact the fee charged for this UIC Registration. The following fee rules apply: Industrial, Commercial, Non-Profit, Residential, and Federal all pay normal fees (if applicable for that well type). Local (town) ownership and Regional ownership are fee exempt. State owned sites are exempt if the fee would have been less than or equal to \$100. For fees greater than \$100 the state is charged the standard fee -i.e., there is no discount, just a fee or no fee).

E. Designer

Enter the name and phone number of the person who has designed the proposed/existing UIC system or the person who is overseeing the well closure activities and the company for which he/she works. If designed by a Massachusetts licensed engineer, enter the Massachusetts license number. An internet-based Massachusetts Engineer lookup tool can be found here:

<https://elicensing.mass.gov/CitizenAccess/GeneralProperty/PropertyLookUp.aspx?isLicensee=Y>. If designed by a Licensed Site Professional (LSP) enter the Massachusetts LSP license number. An internet-based LSP lookup tool can be found here: <https://eeaonline.eea.state.ma.us/portal#!/search/lsp>.

F. Installer

Enter the name and phone number of the person who will install or has installed the proposed/existing UIC system or who will conduct the well closure activities and the company for which he/she works.

G. Preparer Information

Enter information for the preparer of the form.



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See Section E instructions (above) for MA Engineer and LSP license lookup tools.

H. Registered Well Driller (if applicable)

Note: This section will only appear if the user has checked “yes” for question A6.

If the UIC well installation involves the installation of a drilled well or the decommissioning of a drilled well, enter the driller’s name, the name of the company that he/she works for, the driller’s MassDEP Well Driller certification number, and a phone number where the driller can be reached. Per the Well Driller regulations (310 CMR 46.00) drilled wells may only be installed or decommissioned by a MassDEP Certified Well Driller. A list of certified well drillers and 310 CMR 46.00 can be found here: <https://www.mass.gov/well-driller-program>.

I. Site Information

Water Supply: Indicate whether the facility is supplied water from a Public Water System (PWS) or a private well. Note that in addition to large municipal water systems, most private water companies that have 15 or more service connections are considered a PWS.

Sewer: Indicate whether the facility is connected to a public sewer system or whether the property is serviced by an on-site sanitary wastewater disposal system (Title 5 or Groundwater Discharge Permit).

Other Discharges: List, locate, and label on the site map all other discharges on the site, whether or not they are registered or permitted with MassDEP. Provide the information requested on the application form.

Bureau of Waste Site Cleanup - List of Sites with Activity and Use Limitations (AULs): This document provides an alphabetized list, by City/Town, of properties in Massachusetts where an “Activity and Use Limitation” (AUL) has been recorded or registered <https://eeaonline.eea.state.ma.us/portal#!/search/wastesite>. An AUL provides notice to users of a property of the presence of oil or hazardous material (OHM) contamination remaining at the property after a cleanup has been conducted pursuant to M.G.L. Chapter 21E and the Massachusetts Contingency Plan MCP. The AUL is a legal document that identifies activities and uses of the property that may and may not occur, as well as the property owner’s obligation and maintenance conditions that must be followed to ensure the safe use of the property.

Enter the Locations of the UIC Wells:

Enter the UIC Well latitude and longitude coordinates for each UIC well included in this application in decimal degrees to a minimum of five decimal places. Only enter the location of wells for the Well Category and Well Type that you are registering with this application. Also, you must have pop-up windows allowed for your web browser if you wish to use the Well Locator Tool.

- Click on Add Row to begin entering data for your first well.
- You may manually enter data including a Well Identification Number, Latitude, and Longitude. These data must be in **decimal degrees format**. The Federal Communications Commission provides an online tool to convert from degrees/minutes/seconds to decimal degrees: <https://www.fcc.gov/media/radio/dms-decimal>.
- If you would like to test whether the Latitude and Longitude are correct, simply go to <https://www.google.com/maps> and type in the numbers in the following format and select search – the arrow should appear on the exact location of the given well (Format example: 43.93928 -71.44837)
- Well Identification Numbers can be numbers or letters assigned by you. There can be no duplicates on your site
- If you would like to use the Well Locator Tool, select the tool button for the appropriate well location row.
- The Map Locator Tool will open centered on the town/address you indicated for your facility/residence.
- The well locator tool is similar to online web-based mapping sites like Google maps. Using +/- bar on the left side to zoom in and out. Other controls are:
 - Press "Shift" key for box Zoom-in
 - Press "Ctrl" key for drag-panning Location of Well,



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- Navigate to the well location and click on the point closest to the well, using the + button to zoom in to the nearest possible view. A red dot will appear on the point where you clicked. To adjust the final position of the current well, simply click on the map in the new position and the dot will move accordingly.
- The latitude and longitude of the position you clicked will appear at the top of the pop-up window.
- Select the “Update Form” button at the top of your screen and the location information will be automatically entered into the form fields and the pop-up window will close.
- When entering additional well information, well positions that you have already entered will appear on the map as green dots.

System bleed wells for Ground Source Heat Pump (GSHP) Open-Loop systems should be included in this table. If you are registering a GSHP Open-Loop – Open Doublet well type you shall only enter the names and locations of the wells that are receiving return flow from the GSHP system (including any system bleed well locations if applicable). Any wells that are only used to supply water to the system and are **not** used as discharge/return flow wells shall not be included in this table.

If you have obtained well coordinates using a GPS unit or other means and would like to test whether your Latitude and Longitude data are correct, simply go to www.maps.google.com and type in the numbers in the following format and select the search icon (blue box with magnifying glass). A green arrow should appear on the location of the coordinates provided. [Format example: 42.37635 -71.06075]

Identify the method used for locating the well coordinates and the estimated accuracy of the measurement: Under most circumstances the well location “a. Type” selection should be the “Approximate location of point of UIC Class V wells(s)” for typical drilled wells or dry wells or “Approximate center of drainfield(s)” for drainfields and leachfields. The other selections under “a. Type” should not typically be used. MassDEP expects that in most circumstances the applicant should be able to provide the well location to within 100 feet of the actual existing or proposed well location.

Provide a narrative description of the site and the feature to be permitted. Please include a description that could be used to locate the wells while on site assuming no GPS system. As an example: "The site is on the west side of Main Street, the third building north of High Street. The disposal field lies 100 feet off the southwest corner of the building."

Attachments:

Indicate which types of documents you will be including with your submittal. Include both items that will be attached electronically and those that will be mailed to MassDEP. Note that the process of attaching the files takes place after the BRP WS06 or BRP WS06 Modification or Well Conversion form has been completed and validated. The list of possible attachments is included below followed by specific requirements.

Please note that the Underground Injection Control Technical Compliance Forms have not yet been added to the attachments checklist in the eDEP UIC registration form. The applicable technical compliance form should be downloaded from the following MassDEP web page and a copy of the completed form should either be uploaded with your eDEP UIC registration application submittal or the original should be mailed to MassDEP: <https://www.mass.gov/service-details/underground-injection-control-uic-technical-compliance-forms>

All Plans and Maps Submitted Must Have a Title, North Arrow and a Bar Scale of Distance.

Topo or Orthophoto map of the facility: Provide a topographic map or maps of the area extending at least to **1/2 mile** beyond the property boundaries of the facility, which clearly show the following:

- 1) The site location;
- 2) All hazardous waste management and storage facilities;



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- 3) All springs and surface water bodies in the area, plus all Public Water System (PWS) drinking water wells within ½ mile of the facility and the nearest private drinking water wells within ¼ mile of the facility that are identified in the public record or otherwise known to you; and,
- 4) All public source water protection areas including: Zone II's, Zone C's or Interim Wellhead Protection Area's (IWPA). (Water supply protection maps are available at <http://maps.massgis.state.ma.us/images/dep/omv/wspviewer.htm>)

Site plan of the facility with the following:

- 1) Location of buildings, property boundary lines, and abutting streets;
- 2) Plat and lot number (from local tax assessor record maps);
- 3) Location where groundwater table elevation, ledge test, percolation data, and soil profile data were collected (if applicable);
- 4) Location of all UIC Class V Wells associated with this application;
- 5) Location of all other shallow or deep injection well(s) and all drains, drain lines, treatment devices, drywells, cesspools, septic systems and other on-site surface or subsurface discharges at the facility;
- 6) Location of drinking water well(s) and other types of water supply wells on the property, and any on abutting properties or public water supplies within 500 feet of the shallow injection well;
- 7) Boundary of any known oil or hazardous material contaminant soils or groundwater plume and any Activity Use Limitation areas that exist on the property; and,
- 8) Location of monitoring wells (if applicable).

Exception: The requirements for submitting site plans and detailed cross sections are waived for properties that are only used for one single family residence AND the well category is "ground source heat pump" UNLESS one or more of the ground source heat pump discharge wells are also being used as a potable water supply well.

Description of the shallow injection well system and its major components: The description **must** contain diagrams (**design sheets**) including the plan view and **cross-sectional diagram** of the shallow injection well system, indicating piping, junction boxes, tanks, treatment devices, wells and drainfields. Dimensions of all major components and design calculations **must** be included. See exception above for certain single-family residential applications.

Narrative Statement: Provide a narrative statement indicating that this proposed well and UIC Class V discharge will conform to the MassDEP *Standard Design Requirements for Shallow UIC Class V Injection Wells* and provide explanations for any deviation(s) from these requirements. These design standards would also apply to shallow injection wells (e.g. dry well, drain field, leaching chamber, etc.) that are used for system bleed from open-loop ground source heat pump (GSHP) wells. If applying for an open-loop GSHP well, include in the narrative statement that this proposed well and UIC Class V discharge will conform to the MassDEP *Guidelines for Ground Source Heat Pump Wells* and provide explanations for any deviation(s) from these guidelines.

Material Safety Data Sheets (MSDS) (if applicable) - for all chemical products that will be added to the effluent to the well. Please note that MassDEP's *Guidelines for Ground Source Heat Pump Wells* currently do not allow any chemical additives to be discharged to open-loop ground source heat pump wells. You should discuss the proposed use of any chemical additives with the MassDEP UIC Program prior to submitting your application form and payment.

Existing Analytical Testing Data: See MassDEP's *Guidelines for Ground Source Heat Pump Wells* for a detailed description of required laboratory analytical reports from MassDEP Certified Laboratories. The required raw water test results should be submitted for existing wells. Raw water testing results for proposed wells are not required to be submitted with the UIC application package but will be a condition included in MassDEP's issuance of an approval to install the well.

Equipment Specification Sheets - for all treatment equipment that will add chemicals to the proposed wastewater that is or will be discharged to the UIC Class V well. Specification sheets are not required for filtration



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equipment that will not add chemicals to the wastewater that is discharged to the UIC Class V well. Please note that MassDEP's *Guidelines for Ground Source Heat Pump Wells* currently do not allow any chemical additives to be discharged to open-loop ground source heat pump wells. You should discuss the proposed use of any chemical additives with the MassDEP UIC Program prior to submitting your application form and payment.

Attach Well Completion Reports - for all wells being registered that are **drilled** wells. A copy of the Well Completion Report that the Massachusetts Certified Well Driller was required to submit to the MassDEP Certified Well Driller Program shall also be submitted to the MassDEP UIC Program. The required Well Completion Report should be submitted for existing drilled wells. Well Completion Reports for proposed wells are not required to be submitted with the UIC application package but will be a condition included in MassDEP's issuance of an approval to install the drilled well.

Cross Sectional Diagram Depicting All Underground Components of the UIC System: The cross section shall include well depths in feet measured below finished grade, well construction details such as materials of construction, details concerning whether the well is open-bottomed and/or contains perforated sides walls, depth to any inlet or outlet piping, backfill material used to construct well. A separate cross section shall be required for each style of well construction. If multiple wells are all of the same style of construction, one cross sectional diagram may be used to represent multiple wells. However, on the diagram or in a separate table, the applicant shall provide details indicating the well depth, and inlet and outlet piping depths for each of the wells by the well identification name used in the well location table in Section I.

Other: There are other attachments that may be required for your well type. These include, but are not limited to the following:

- **UIC Class V Well Stormwater Non-Exposure Form:** The UIC Stormwater Non-Exposure Form is required for all original UIC Registration applications for stormwater wells and for any Modification UIC Registration applications where one or more proposed stormwater well is being added to the existing UIC Registration. The only exceptions are for registration applications for which **all** stormwater wells associated with this application or are being registered for Pre-Closure or if you answered "yes" to Question #3 in Section A (i.e. the land use is only for one to four residential units). The form and instructions can be found here: <https://www.mass.gov/service-details/underground-injection-control-uic-technical-compliance-forms>
- **Transfer of Responsibility for System Maintenance – for Stormwater Wells:** If the responsibility for operating and maintaining one or more of your stormwater wells will be transferred to another entity (e.g. municipality) after completion of your project, you shall attach a letter from the local municipality or other responsible party agreeing to committing to the long term maintenance of the **UIC system**, as described in the Certification statement that is signed when submitting this application form (See instructions for Section M of the paper version of the stormwater application form for Certification statement text (<https://www.mass.gov/service-details/underground-injection-control-uic-technical-compliance-forms>.)
- **Discharge from the UIC System:** Attach a letter from the local municipality or other responsible party if there is a discharge from the UIC system to another offsite system.
- **UIC Class V Well Motor Vehicle Rinse Water, Snow/Ice Melt, or Rain Drip Non-Exposure Form:** The UIC Motor Vehicle – Rinse Water Non-Exposure Form is required for all original UIC Registration applications for Motor Vehicle – Rinse Water wells and for any Modification UIC Registration applications where one or more proposed Motor Vehicle – Rinse Water well is being added to the existing UIC Registration. The only exceptions are for registration applications for which **all** wells associated with this application or are being registered for Pre-Closure. The form and instructions can be found here: <https://www.mass.gov/service-details/underground-injection-control-uic-technical-compliance-forms>



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J. Injection Well Information

Note: All measurements should be provided in feet.

Individual or Area (multiple wells on the same site) Mark “Individual” (only registering one well) or “Area” (registering more than one well) to indicate the type of registration desired.

To be accepted as an Area registration all wells must:

- Be in the same Municipality (with some limited exceptions);
- Have the same Owner; and,
- All the wells must be of the same UIC well category and well type.

Well Type & Well Code: The well type in section J is automatically filled in based on your answers in Section 1. If your well was previously registered, these data will be pre-populated with the most recent historical data available.

Number of wells, maximum well depth and month/year of installation: Indicate the number of wells being registered. Include a breakdown of the number of wells being proposed (not yet constructed) and the number of existing wells, the proposed well depth (enter maximum well depth if registering multiple wells), and the month and year installed (for existing wells). Only include the number of wells that are being included with this registration (i.e. only include the wells for the unique combination of “well category” and “well type” associated with this application).

Well Construction: Check applicable well type(s). If applicable, enter type of well seal and the grout material used to create the well seal, otherwise leave these two fields blank. The well seal and grout material questions will typically only apply to drilled wells and not to shallow injection wells (e.g. dry well, drain field, leaching chamber, etc.). The type of well seal for a drilled well could be “drive shoe at bottom of steel casing” (not recommended), “well casing grouted into bedrock”, “annulus grouted between well casing and confining unit”, or “well casing grouted near ground surface”. Examples of grout material include cement, cement/bentonite, concrete, concrete/bentonite, bentonite slurry, bentonite chips/pellets, sand (not recommended), and native material (not recommended).

Source of Injection Fluid and Potential Contaminant: Describe the types of fluids being discharged to the UIC well (e.g., backwash from water softening unit, reject water from reverse osmosis unit, stormwater run-off from parking lot or roof, non-contact cooling water, ground source heat pump return flow, etc.) Identify all sources of injection fluid and for each, detail the potential contaminants that may be present in the injection fluid. If you answered “yes” to the Section A General Question #2 regarding the use of chemical additives, you will be required to provide additional details on a Chemical Additive child form. You may add as many sources and fluids as is appropriate. The buttons provided will add fields as described below. To add an injected fluid:

- Select **Add Injection Fluid**
- In the space provided, enter the source of the injected fluid.
- Select **Update** to add the source of the fluid and the text you entered will be added to the form.
- Select **Add Potential Contaminant**.
- Enter the potential contaminant and select **Update**.
- Keep adding contaminants until you have finished adding all contaminants for this specific source.
- Use the Edit button to modify any data you have already entered and updated.

Notes: Each contaminant must have a source. If you select **Add Injection Fluid** a second time before selecting **Update** to upload (add) the first source that you entered, the source field will be left blank and you will need to select Edit to change the name or delete to start over. The same problem will occur if you select **Add Potential Contaminant** a second time before selecting **Update** to upload the first contaminant that you entered.



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For all of the well rates and distances from site features enter in gallons and feet as appropriate:

Maximum total rate of injection (gallons per minute): Enter the maximum discharge rate in gallons per minute for all injection wells combined. If this total equals or exceeds 70 gallons per minute (gpm) (100,000 gallons per day) the applicant shall submit a Water Management Act (WMA) Program Request for Determination of Non-Consumptive Use (Form I) or apply for a Water Management Withdrawal Permit. See the following WMA Program's web page to obtain the applicable form or permit application material: (<https://www.mass.gov/lists/water-management-act-wma-permitting>). The WMA Form I may be submitted with this UIC registration application. The exceptions to the WMA requirement for permitting or determination of non-consumptive use are wells that are being registered for closure and stormwater discharge wells.

For stormwater discharge wells enter the maximum discharge rate in gallons per minute that all wells combined are designed to accept. For all other well categories enter the maximum proposed discharge rate, **not** the design capacity of the well(s). This number should only include the rate that water is discharging into the subsurface from the well(s) and should not include any overflow water that is routed to an alternative discharge location such as surface water or the municipal stormwater system.

Average discharge rate: Provide an estimate of the average daily injection rate in gallons per day for all injection wells combined. This average should only be based upon the estimated days of operation. For example, when operating, the system discharges at 20 gallons per minute, the system is expected to not operate 65 days of the year, 150 days of the year the system will be discharging for an anticipated 2 hours per day and 150 days the system will be discharging for an anticipated 10 hours per day. For this example the average flow equals $[(2 \text{ hours} \times 60 \text{ minutes} \times 20 \text{ gpm} \times 150 \text{ days}) + (10 \text{ hours} \times 60 \text{ minutes} \times 20 \text{ gpm} \times 150 \text{ days})]$ divided by 300 days or 5,918 gallons per day.

For stormwater discharge wells disregard the above explanation for determining the average discharge rate. Instead, please provide the maximum daily discharge rate in gallons per day that all wells combined are designed to accept. As with the previous question regarding the rate of injection, this volume should not include overflow water that is routed to an alternative discharge location such as surface water or the municipal stormwater system.

Month/Year ceased using well(s) for previous use(s): Enter this information for unregistered wells that are being registered for closure/partial closure or conversion (if applicable).

Number of entry points to the system (field appears only if not registering for closure): The number of entry points to an open-loop ground source heat pump UIC well is the number of heat pumps or plate and frame heat exchangers that are discharging to the well(s). For all other types of UIC Class V wells, the number of entry points may include one or more of the following types: catch basins, roof drain downspouts, treatment devices, floor drains, swimming pools, sample sinks, emergency showers or eye wash stations. Enter the existing number of entry points and the proposed number of entry points. If the facility has multiple existing UIC registrations or if multiple UIC registrations are being applied for, only enter the number of entry points for the unique "well category" and "well type" associated with this application.

Distance to nearest wetland or water body (feet): enter N/A if distance is greater than 200 feet. Water bodies include lakes, ponds, reservoirs, ocean, rivers, and streams. Note: If you are within 200 feet of a waterbody or wetland you must notify the local conservation commission.

Distance to nearest septic system (within 200 feet of the UIC well): If not known check with local Board of Health. All on-site septic systems must be shown on the site plan.

Distance to nearest building foundation (within 25 feet of the UIC well): If multiple wells, list the shortest distance between the wells and the building foundation.



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Distance to nearest property line (feet): enter N/A if distance is greater than 25 feet.): If multiple wells, list the shortest distance between the wells and the property boundary.

List any Current or Proposed Treatment Devices: If applicable, list all treatment devices proposed or installed prior to the infiltration structure in order to prevent the contamination of underground sources of drinking water. The sampling point for the system must be after all treatment devices. Specifications and a detail sheet must be provided for all treatment devices. A statement from the device manufacturer or from the UIC system designer must be included stating that the devise(s) are rated to meet the standards of the UIC program. Attach specification sheets and include treatment devices in a cross section.

Depth to water table (feet) and Depth to bedrock (feet): If the UIC discharge is an existing system and the depths are not known, provide the best information available. However, systems installed after 9/13/02 must provide these data. If water table and depth to bedrock are not available at the time of UIC registration application submittal, it will be a condition of MassDEP's issuance of an approval to install the well. Depth to bedrock is only required to the depth of the bottom of the deepest proposed UIC Class V injection well or depth to water table, whichever is deeper. Unfortunately, the eDEP form does not accept symbols such as ">" or "+"; therefore, if no bedrock is encountered to that depth then the applicant should leave the Depth to bedrock field blank and indicate in an attached narrative that the depth to bedrock is "greater than [insert depth] feet". For existing open-loop ground source heat pump wells this information should be included in the Well Completion Report that the MassDEP Certified Well Driller is required to submit to MassDEP and the local board of health.

Soil Type: Use terms such as fill, sandy till, gravel, sand, etc.

Distance to nearest private drinking water well (existing or proposed) (feet): Enter N/A if distance is greater than 1,250 feet. If not known check with local Board of Health. All on-site wells must be shown on the site plan.

Distance to nearest Public Water Supply (feet): Enter N/A if distance is greater than 2,500 feet. If not known check at - <http://maps.massgis.state.ma.us/images/dep/omv/wspviewer.htm>. All on-site wells must be shown on the site plan. If you need assistance, check with the Customer Service Center at the Regional MassDEP office.

K. Additional Information Required for Specific Well Types

The fields appearing in Section K are highly variable and depend on the well category and type.

Ground Source Heat Pump Wells (Open Doublet and Standing Column)	<p>Estimated total annual system bleed volume in gallons per year: This is only applicable if the system is designed with a system bleed injection/discharge. As an example, it is anticipated that the system will require a system bleed of 1,000 gallons per day (gpd) for 20 days of the year resulting in 1,000 gpd X 20 days or 20,000 gallons per year estimated system bleed volume. Please enter a zero "0" if the system will not include a system bleed option. If the system has been designed for zero (0) bleed but an emergency bleed option has been installed, please enter a one "1" to indicate that an emergency bleed option has been installed.</p> <p>System bleed discharge location: Select the appropriate category(ies) if not included in previous sections of this application. Please note that information regarding dry wells or other types of groundwater discharges that will be used for the discharge of system bleed should be included in the previous sections of this application. If system bleed is discharged to a dry well that also receives stormwater discharge and there is an overflow connection to a municipal stormwater system, you must enter the applicable information regarding the dry well in previous sections of this application and</p>
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	<p>check off the “stormwater” box in Section K. Also please note that discharges to a municipally owned or privately owned sewer or stormwater system require that the applicant submit a copy of the permit or letter authorizing the discharge.</p> <p>Is this well(s) also being used as a water supply for other purposes? If one or more of the wells being registered as a ground source heat pump well is also being used for a purpose other than heating and cooling of building space or heating of drinking water then check the “yes” box and check the applicable boxes that apply to the other use(s).</p>
Abandoned Well	<p>Select the well type (check all that apply): Check all of the applicable boxes that describe what the well was used for prior to when it became an abandoned well.</p>
Aquifer Recharge/Recovery Well; Saline Water Intrusion Barrier Well; and, Subsidence Control Well	<p>Is the proposed discharge “uncontaminated water” as defined in 314 CMR 5.00 (https://www.mass.gov/regulations/314-CMR-5-ground-water-discharge-permit-program)? Uncontaminated water: “Water which does not contain dredge spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, chemical wastes, biological waste materials, radioactive materials, wrecked or discarded equipment, cellar dirt, industrial, municipal or agricultural waste or any other pollutant which upon discharge could cause or contribute to a violation of 314 CMR 4.00: Massachusetts Surface Water Quality Standards or interfere with the actual or potential use of ground water as a source of potable water..” Revised March, 2009 (https://www.mass.gov/regulations/314-CMR-4-the-massachusetts-surface-water-quality-standards)</p>
Aquifer Remediation Well	<p>What is the proposed use of this/these well(s) (check all that apply)? Check the applicable boxes that describe the type(s) of discharge for which the well(s) is, or will be, used.</p>
Aquaculture Return Flow Well; Process Water and Wastewater Disposal Well; and, Special Drainage – Swimming Pool Well	<p>Source of water (check all that apply)? Check the applicable boxes that describe the original source(s) of the aquaculture water, process water, or wastewater.</p>
Special Drainage – Groundwater Infiltration Well	<p>If the discharge is from a public water supply facility does it comply with the Registration of Discharges to the Ground from Pump Houses and Other Public Water System Facilities Including Discharges from In-Line Analyzers guidance fact sheet? (https://www.mass.gov/doc/registration-of-discharges-to-the-ground-from-pump-houses-and-other-public-water-system/)</p>
Stormwater Well	<p>Does the overflow from the UIC well(s) discharge to groundwater onto a different property or to a stormwater system that is owned/operated by another entity? Check the “yes” box if the overflow is connected to a groundwater discharge well or to a stormwater system that is not owned by the same entity that owns the property for which the UIC stormwater discharge registration is being sought.</p>



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	<p>If you checked the “yes” box for this question then you must attach a copy of the approval letter, permit, or Order of Conditions from the entity that owns the property that is receiving the overflow water or from the entity that controls the municipal stormwater system or from the local conservation commission.</p> <p>Does the overflow from the UIC well(s) discharge to surface water or within a wetland or surface water buffer on-site or off-site? Check the applicable “yes” or “no” box.</p> <p>If you checked the “yes” box for this question then you must attach the Order of Conditions from the local conservation commission.</p>
Water Purification Discharge – Industrial	<p>Are you treating or proposing to treat water to a water quality standard that is more stringent than public drinking water standards? Answer yes if the purpose of the proposed water purification is to reduce one or more water quality parameter to a concentration that is more stringent than public drinking water standards (i.e. drinking water standard = 10 ppb, process requires treating water to 1 ppb).</p> <p>Source of water (check all that apply)? Check the applicable boxes that describe the source(s) of the water that is being purified.</p>
Water Purification Discharge – Public Water Supply	<p>Will the proposed discharge comply with the Registration of Discharges to the Ground from Pump Houses and Other Public Water System Facilities Including Discharges from In-Line Analyzers guidance fact sheet? (https://www.mass.gov/doc/registration-of-discharges-to-the-ground-from-pump-houses-and-other-public-water-system/)</p>

L. Injection Well(s) or Activity(ies) Being Closed

Note: This section will only appear if you have answered Yes to Question A6 indicating that there will be a closure.

Is the closure being required by a federal, state, or local entity?: Check the “yes” box if the proposed closure is the result of a written notification by a federal, state, or local authority indicating that the well(s) must be closed. If you check off the “yes” box, a child form will be created and you must fill out the information requested to identify the issuing authority and any contact information that was provided to you for that authority. This form will be generated automatically after successfully validating and exiting the parent form.

Number of entry points to the system: There are three questions associated with the number of entry points. The number of entry points to a UIC open-loop GSHP well(s) is the number of heat pumps or plate-and-frame heat exchangers that are discharging to the well(s). For all other types of UIC Class V wells, the number of entry points may include one or more of the following types: catch basins, roof drain downspouts, treatment devices, floor drains, swimming pools, sample sinks, emergency showers or eye wash stations. Enter the number of entry points before closure, the number of entry points proposed for closure, and the number of entry points that will remain after the proposed closure activities have been completed. Only enter the number of entry points for the type of discharges associated with this UIC registration number.

Proposed or previously completed well closure activities (check all that apply): Closure activities shall adhere to the Mass DEP Guidance Document #: BRP/DWM/DW/G04-3, Massachusetts Closure Requirements for Underground Injection Control (UICs) Wells (including shallow injection wells). The discussion of required laboratory analytical testing parameters in that document is focused on motor vehicle – waste disposal wells. For other types of “well category” and “well type” combinations the sampling parameters chosen will depend upon the



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types of contaminants that were either known to have been discharged to the well or that had the potential to have been discharged into the well. If properly maintained and operated, certain types of UIC Class V wells may not require sampling of fluids/sediments in the bottom of the well or in the area surrounding the well. If uncertain as to what sampling and laboratory analyses should be completed, you are encouraged to contact the MassDEP UIC Program at ASK.UIC@mass.gov prior to submitting your Pre-Closure application.

Check all boxes that describe the types of well closure activities associated with this UIC Pre-Closure application. You shall include both proposed closure activities and activities that will have already been completed at the time this application is submitted. The selection options include the following:

- Clean out well(s);
- Sample fluids/sediments in the bottom of the injection well;
- Remove well(s) and any contaminated soil – the selection of this option indicates that the well(s) will be physically removed (excavated) from the ground;
- Appropriate disposal of remaining fluids/sediments;
- Conversion to other well type;
Note: Only select this option if the well is being converted to another UIC Class V well type. If you are converting to a non-UIC Class V well type (i.e. converting to an irrigation well, etc.) then you should not select this option and you should not select the following “well and entry points physically decommissioned” option. If you select this option you will be asked to select the well category and type for the new purpose of the well. Note: a separate UIC registration application must be submitted for any conversion to a new well type). If you are converting to a non-UIC Class V well type (i.e. irrigation well) then you should indicate your intent in an attached narrative to your Pre-Closure application form;
- Well and entry points abandoned (physically decommissioned). The selection of this option indicates that the well, or one or more of the UIC wells, associated with this UIC Registration Number will be physically removed/filled-in/destroyed and that all entry points to the well will either be removed and/or the piping to the UIC well will be permanently sealed so that no fluid may continue to be directed toward the closed well;
- Partial Closure - Some of the current or past discharges will be discontinued. Other discharges of the well category and well type associated with this UIC Registration Number to the well(s) will continue;
- Sample fluids/sediments from the area surrounding the injection well (as applicable); or,
- Other (Describe).

Certification Statement on Signature Page

Note: This section will appear after you have completed the application form; any required child forms, and added any attachments.

The signature page has two certification statements. 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 have the Operator certification statement signed by the operator. If the operator **is not** also the owner of the property then the property owner shall sign the Owner certification statement. 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.



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- 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.