



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 Post Closure Notification Form**

Important:

You should only use the electronic MassDEP eDEP UIC Well Post-Closure Notification form if a Registered UIC Well Pre-Closure Notification form was previously filed electronically through eDEP. Otherwise you must use the paper form titled: UIC Class V Well Post-Closure Notification Form.

Introduction

The UIC Well Post Closure Notification form shall be used by an applicant who has previously filed an electronic Registered UIC Well Pre-Closure Notification Form through eDEP **and** has received approval by Massachusetts Department of Environmental Protection (MassDEP) for the well closure activities. This form is also required if the MassDEP approved your BRP WS06 application for both registration and pre-closure of the well(s).

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*, <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. 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 completed the closure of a UIC Class V well as defined in 310 CMR 27.00 must complete and submit this form and any required attachments upon completion of the UIC well closure activities in order to obtain final approval of the closure activities from MassDEP.

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

How to Apply To submit an electronic UIC Well Post-Closure 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 UIC Well Post-Closure 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.



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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 Post Closure 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 closed. Providing this information will allow eDEP to pre-populate the current form with historic data that MassDEP has on record for that UIC Registration Number.

You should only use the electronic MassDEP eDEP Pre-Closure form if a BRP WS06 Pre-Closure Notification form was previously filed electronically through eDEP. Otherwise you must use the BRP WS06d Pre-Closure of Previously Registered UIC Well paper form (<http://www.mass.gov/eea/agencies/massdep/water/approvals/underground-injection-control-forms.html#4>).

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 must complete a BRP WS06Modification or Well Conversion form **PRIOR** to completing the Well Post Closure Notification.

B. Preparer Information

This information is not pre-populated and must be completed by the applicant. Enter information for the form preparer and contact person. If you need to find the MA Engineer License Number it can be looked up here: <http://license.reg.state.ma.us/public/licque.asp?query=personal&color=red&board=EN> and if you need to look up the LSP# it can be found here: http://public.dep.state.ma.us/LSP_2/lspsearch.aspx.

Contact Person: Give the name and phone numbers to whom you want all correspondence directed. The correspondence will also be sent to the Operator's and Owner's addresses of record.

C. Well Closure Option Selected and Required Activities

Does the closure include Floor Drain(s)? Yes or No

If you select Yes for this question, you must select one or more of the four options provided to indicate how the floor drain(s) was either sealed or routed to an industrial wastewater holding tank (IWHT) or routed to a municipal sewer system or if another option was used to reroute or remove the floor drain. In each case, provide the additional information requested. Note, some selections require additional information/documents to be submitted. These can be attached electronically once the online form is completed and prior to submittal. See the instructions for Section L of the BRP WS06 UIC Registration application form or for Section J of the BRP WS06d Pre-Closure application form for information regarding additional approvals from MassDEP or the local plumbing inspector that may be required.



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Submit all screening and Analytical Results: This information must be submitted in accordance with criteria specified in the Mass DEP Guidance Document #: BRP/DWM/DW/G04-3, *Massachusetts Closure Requirements for Underground Injection Control (UICs) Wells (including shallow injection wells)*. Copies of all laboratory analytical reports shall be included along with a clear explanation (combination of narrative and figures) of where each of the field screening and laboratory analytical samples was collected and a description of all soil samples collected (i.e. texture, color, odor, whether it's sediment or sludge, etc.).

Facilities Waste Management Plan: When required via the issuance of an enforcement order from the MassDEP's UIC program or in response to your Pre-Closure submittal from the MassDEP's UIC program, a waste management plan specifying methods to be used to properly collect, store, and dispose of all potentially hazardous wastes must be submitted.

Submit copy of Form WS1: Notice of Plumbing Inspector Approval to Seal Floor Drain (where applicable) (<http://www.mass.gov/eea/agencies/massdep/water/approvals/underground-injection-control-forms.html#4>). Form WS-1 is required if you answered "Yes" to the first question in Section C regarding floor drains AND you selected "Option – Sealing".

Date of Well Closure(s): Enter the date that all of the proposed well closure activities were completed.

If you answer yes to the last two questions on the form, 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.

Comment: Provide additional comment as needed.

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 Post-Closure Notification process.

Certification Statement on Signature Page

Note: This section will appear after you have completed the application form and 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.
- 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.



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- 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.