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| **Introduction**  Massachusetts Department of Environmental Protection (MassDEP) *Permit and Registration Applications*, as well as these *Instructions & Supporting Materials*, also are available for download from the MassDEP Web site at <https://www.mass.gov/dep> in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.  *Instructions & Supporting Materials* files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application.  *Permit Applications* in Microsoft Word format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.  Permitting packages in Adobe Acrobat PDF format combine *Permit Applications* and *Instructions & Supporting Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically, but must be printed and completed using a typewriter or by hand. |

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| Form Name | UIC Class V Well Completion of Construction Notification Form |
| Permit Code | There is no permit code for this notification form. This form is related to BRP WS06 (UIC Registration) application forms. |
| Purpose of Form | To notify MassDEP of the completion of UIC Class V well construction activities after having received approval from MassDEP for well construction in order to obtain MassDEP approval to begin discharging to the well(s). |
| For Assistance with this application | Contact MassDEP Bureau of Resource Protection, Underground Injection Control Program: [ask.uic@mass.gov](mailto:ask.uic@mass.gov)  781-465-4123 |

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| Who must submit this notification form | Any party who has constructed 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 construction activities in order to obtain approval to begin discharges to that/those well(s) from MassDEP. |

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| Fees | Currently, there are no fees associated with submitting this form. |
| What other requirements must be considered? | Prior to submitting this form an applicant is required to have submitted and obtained MassDEP approval of a BRP WS06 Registration application.  See the instructions for the applicable BRP WS06 Registration application for additional information regarding the UIC Class V well requirements. Also see the MassDEP *Standard Design Requirements for Shallow UIC Class V Injection Wells* document for additional information. |

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| How to Apply | | | To submit a UIC Class V Well Completion of Construction Notification Form to MassDEP, follow the steps described below: | |
| Step | Action | |
| 1. | Complete the UIC Class V Well Completion of Construction Notification Form. Include all specified information. Use additional sheets if necessary. | |
| 2. | Make an electronic copy of the completed and signed form and send as an email to:  [ask.uic@mass.gov](mailto:ask.uic@mass.gov) | |
| 3. | Retain a copy of the complete notification package for your files. | |

**Instructions to assist with completing the application form:**

**Enter UIC Registration Number (required):**

Provide the UIC Registration Number that was issued to you by MassDEP upon approval of your BRP WS06 Registration application form.

**Facility Information**

**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.

**Facility/Residential Street Address:** Enter the street address, city (or town), state, and Zip Code where indicated.

**Preparer Information**

Enter the name, mailing address, email address, and phone number of the person who has completed the UIC Class V Well Completion of Construction Notification Form.

1. **Well Information**

**Date well construction completed:** If you are reporting the completion of multiple wells indicate the date that the last well was completed.

**Date well(s) put into use:**  Enter the date that the well started receiving the UIC discharge. If the well has not yet been put into use, enter “N/A” to indicate not applicable.

A well should not be placed into use until after MassDEP has reviewed the UIC Class V Well Completion of Construction Notification Form and has issued an approval to begin discharging to the well(s). However, in the event that a well was operational prior to receiving MassDEP approval to begin discharging, the actual date that the well became operational should be entered. If the exact date that the well was placed into use is not certain enter “estimated” after the date entered. If there is an extreme lack of information you may enter an earliest known start date (e.g. sometime prior to 1995).

**Questions regarding information missing, unavailable, or changed; or MassDEP UIC Registration approval conditions that were not met:** If you answer Yes to either of the two (2) yes or no questions, then you shall be required to submit that missing or changed information with your UIC Class V Well Completion of Construction Notification Form.

**Attachments:** Check off the applicable boxes that describe the attachments that you are including with the notification form. Additional Information regarding the attachment requirements may be obtained from the following:

* Instructions for the applicable BRP WS06 UIC Registration application form for your well UIC wells type, and
* Mass DEP’s *Standard Design Requirements for Shallow UIC Class V Injection Wells* (<https://www.mass.gov/service-details/standard-design-guidelines-for-shallow-uic-class-v-injection-wells>)

**D. Certifications**

Section D has two certification statements. One is for the operator of the UIC well(s) that are included in the UIC Registration Number entered on the first page of this form and one for the owner of the property on which the well(s) are 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.

• 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.