



Massachusetts Department of Environmental Protection Bureau of Resource Protection – Drinking Water Program

UIC Class V Well Completion of Construction Notification Form Instructions and Supporting Materials

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 <http://www.mass.gov/eea/agencies/massdep/> 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.

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@state.ma.us (617) 292-5859

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.
---	--

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 <i>Standard Design Requirements for Shallow UIC Class V Injection Wells</i> document for additional information.



**Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Drinking Water Program**

**UIC Class V Well Completion of Construction Notification
Form
Instructions and Supporting Materials**

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.	Submit a complete notification package including the UIC Class V Well Completion of Construction Notification Form and all required attachments to: MassDEP, BRP UIC Program One Winter Street, 5th Floor Boston, MA 02108
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.

A. 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.

B. 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.

C. 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).



Massachusetts Department of Environmental Protection Bureau of Resource Protection – Drinking Water Program

UIC Class V Well Completion of Construction Notification Form Instructions and Supporting Materials

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* (<http://www.mass.gov/eea/agencies/massdep/water/drinking/standard-design-requirements-for-shallow-uic-class-v-.html>)

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.



UIC Class V Well

Completion of Construction Notification Form

Enter UIC Registration Number (required): _____

UIC Registration Number

A. Residential/Facility Information

Facility/Residential Property Name _____

Facility/Residential Property Street Address _____

City/Town _____

State _____

Zip Code _____

B. Preparer Information

Preparer Name _____

Preparer Address (if different from facility) _____

City/Town _____

State _____

Zip Code _____

Zip _____

Telephone Number _____

Preparer's Email _____

Preparer's Phone # _____

C. Well Information

Date well construction completed _____

Date well(s) put into use _____

Was there any information that was unavailable or missing in the original UIC application (i.e. well depth, depth to water table/bedrock)?

Yes No

Has any of the information that was submitted with the original UIC application (including any previously submitted UIC registration modification forms) changed, or have any of the UIC well and discharge system conditions that MassDEP placed on the UIC registration approval not been met (excluding any post start-up sampling requirements)? This would include, but not be limited to, the following: well dimensions, well seal materials, piping/tubing materials, well(s) location(s), number of wells, number of entry points to the system, types of discharges, types of additives, and any of the attachments previously submitted.

Yes No

If you answered “Yes” to either of the previous questions, you must complete the BRP WS06 UIC Registration form that is applicable to the well type associated with the UIC Registration Number that you entered at the top of this form. You shall complete only the UIC Registration Number, facility name and address and those portions of the form that are changed, including data not supplied with the original application, and resubmit only those attachments that were modified.

For drilled wells, attach the well driller's Well Completion Report.

Attach laboratory analytical results for raw water samples and post treatment/process/heat pump bacteria samples as required for your well type or per MassDEP conditions stipulated in the UIC Registration approval-to-install letter.

Important: When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.





UIC Class V Well Completion of Construction Notification Form

C. Well Information (cont.)

Attachments

- Applicable BRP WS06 Registration form (including any revised plans or attachments)
- Well Completion Report (for drilled wells only) Analytical Data
- Other (describe): _____
-

D. Certifications

Operator

I certify under pains and penalties of law that I have personally examined and am familiar with the information submitted in this document and all attachments and based on my personal knowledge or inquiry of those agents immediately responsible for obtaining the information on my behalf, I believe the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment.

Signature of Operator

Date

Printed Name of Operator

Position/Title

Owner (must be completed if owner has not signed above as operator)

I certify that I have personally examined and am familiar with the information submitted in this document.

Signature of Owner

Date

Printed Name of Owner

Position/Title

Submit a signed and complete application package to:

MassDEP
Bureau of Resource Protection - UIC Program
One Winter Street, 5th Floor
Boston, MA 02108

Send duplicate copies of this form to:
Local Board of Health