

## USEPA REGION 2 SUPPLEMENTAL INSTRUCTIONS FOR COMPLETING EPA FORM 7520-16 (Rev. 4-19) INVENTORY OF INJECTION WELLS

(IMPORTANT: Use in Conjunction with Instructions on Reverse of “EPA Form 7520-16 (Rev. 4-19) Inventory of Injection Wells”  
and the “USEPA Region 2 List of Injection Well Classes & Types”)

*See below links and/or attached documents*

[“EPA form 7520-16 Inventory of Injection Wells”](#)

[“USEPA Region 2 List of Injection Well Classes & Types”](#)

The Region 2 UIC website is:

<https://www.epa.gov/uic/underground-injection-control-epa-region-2-nj-ny-pr-and-vi>

**SECTION 2. FACILITY ID NUMBER:** Leave blank. EPA will assign an Underground Injection Control (UIC) program ID number for the Facility. However, if you are updating/revising previously submitted inventory information provide the UIC number if known.

**SECTION 3. FACILITY INFORMATION:** Provide a phone number and an Email. Provide the Name of the Facility and the name and title of a responsible official at the Facility such as the Facility manager. Write in the name of the Town and County where the Facility is located.

**SECTION 4. LEGAL CONTACT INFORMATION:** Provide a phone number and an Email. Provide the name and title of a person. For Organization include the name of organization and type (LLC, corporation, partnership, individual, etc). If the Legal Contact you are identifying owns the land, check Owner. If the Legal Contact you are identifying owns and/or operates the business but someone else owns the land, check Operator. Also see the Instructions on back of Form 7520-16 which states for wells operated by lease, the operator is the legal contact.

**SECTION 5. LOCATIONAL INFORMATION:** Provide the Latitude and Longitude of the facility where the well(s) are located; or, if no facility, provide the Latitude and Longitude of the well(s). Latitude and Longitude coordinates can be obtained utilizing a free web-based mapping service such as <https://getlatlong.net/>. Also see the Instructions on back of Form 7520-16. You do not need to fill in the Surface Location.

**SECTION 6. WELL INFORMATION:** Under 6A CLASS AND TYPE, use the attached table “USEPA Region 2 List of Injection Well Classes & Types” to determine the “CLASS” and “TYPE”. Enter the appropriate Class and Type Code in 6A. Note: The second entry cell of the electronic form only accepts two digits, which is less than the Type Code digits in the “USEPA Region 2 List of Injection Well Classes & Types”. Enter an asterisk in the second cell, and in the Comments section, list the Well Class and Type along with the Category of Well (example Class V/Type H1 Storm-water Drainage). Use the Comments section for any other pertinent information.

Select the Well Classes and Well Type(s) that most accurately fit the well(s) at your facility. When reviewing the attached “USEPA Region 2 List of Injection Well Classes & Types” and making your determination, be sure to consider all the fluids that have entered, are entering the well or have the potential to enter the well. For example, if stormwater drainage wells discharging to the subsurface located in industrial areas are susceptible to more than insignificant leaks, drips or spills beyond that in typical stormwater runoff at non-industrial facilities, note that

in the Comments and with the Additional Information below. If Cesspools and Septic Systems have received fluids or are receiving fluids other than sanitary waste (human excreta), select the appropriate Industrial Well Type Code and note that in the Comments and with the Additional Information below.

Under 6B NUMBER OF WELLS see the Instructions on back of Form 7520-16 for the definition of COMMERCIAL and NON-COMMERCIAL WELLS which states “A commercial facility is a single or multiple well facility that is specifically engaged in the business of injecting waste fluids generated by third party producers that is originated off-site and transported to the facility by truck for a fee or compensation.”

**NAME AND OFFICIAL TITLE BOX:** In the 2<sup>nd</sup> to last box on the form, in addition to Name and Official Title, also provide Organization, Address, Phone Number and Email.

### **IMPORTANT: ADDITIONAL INFORMATION**

In order to ensure that the UIC Well(s) at your facility are accurately inventoried you must also submit as an attachment:

(1) a brief description characterizing your Facility and the types of activities conducted; fluids and waste fluids generated, transported, stored, disposed. Indicate whether the Facility is still an active Facility. Include:

- All SIC and NAICS codes and descriptive code names for the Facility;
  - Standard Industrial Classification (SIC)  
<https://www.osha.gov/pls/imis/sicsearch.html>
  - North American Industry Classification System (NAICS)  
<https://www.naics.com/search-naics-codes-by-industry/> or  
<https://www.census.gov/eos/www/naics/>
- EPA RCRA Site Identification Number, if any;
- NYSDEC Spill No.; NYSDEC Remediation Site No. (i.e., Brownfield Cleanup Program (BCP), State Superfund, etc.); NYSDEC Bulk Storage No.; if any.  
<https://www.dec.ny.gov/cfm/xtapps/derexternal/?CFID=18293167&CFTOKEN=47368771&jsessionId=8A4F3376C638BEEA7E135F7429C46202.+p20>
- List relevant local or state permits for the Facility, if any.

(2) a brief description of your injection well(s), where they are located, and what you use each of your injection well(s) for. (Note: wells with the same information may be grouped.) Include:

- NYSDEC SPDES Permit # for each well, if any, and statement on compliance status with SPDES;
- Well Mechanics, if known (drywell, drywell with spill over drywells, leach field, dug hole, subsurface open pipe, temporary injection point, other, undetermined);
- Well Depth, or Range of Depths; and
- List any other local or state permits that authorize, monitor, or otherwise affect the reported injection well(s), if any.

(3) a complete description of the types of fluids (nature of the injected fluids) that enter, have entered, or have the potential to enter each of your injection well(s). Describe the *source* of the fluids into the system; list the *types* of fluids that can enter the system, describe the kinds of *treatment* (if any) that the fluids go through before disposal. Be as specific as you can about the

kinds of fluids or products that can be drained into the system.

(4) if you have an on-site sanitary waste system such, as a Cesspool or Septic System, also provide the following information:

- a description of the system and indicate whether it has treatment such as a septic tank;
- whether the system serves a business and/or a residential multiple dwelling;
- is a community or regional system; and
- indicate the *capacity* the system can serve or serves. As-built plans and system schematics may be subsequently requested.

(5) for Class V (5B6) Beneficial Use – Subsurface Environmental Remediation Wells, also provide the following information:

- For NYS, the date the NYSDEC approved the injection as outlined in the NYSDEC approved remediation plan, if applicable;
- Medium (soil, ground water) being Remediated;
- Temporary Points or Permanent;
- What Injecting, Volume, Concentration;
- Contaminants being remediated for, and the source of the contamination; and
- Notification to EPA when all wells are permanently closed.

(6) the ownership of the Facility and Business. Provide the *legal contact, property owner and business owner* information, if not already provided on Form 7520-16. Name, address, organization, organization type, phone, and e-mail.

(7) depth to ground water, if known.

(8) Submit inventory information via both e-mail and hard copy to:

[Region2\\_UIC@epa.gov](mailto:Region2_UIC@epa.gov)

and

Chief  
Drinking Water and Ground Water Protection Section  
United States Environmental Protection Agency  
290 Broadway, 24<sup>th</sup> Floor  
New York, NY 10007-1866

If you require assistance, please contact EPA Region 2 at [Region2\\_UIC@epa.gov](mailto:Region2_UIC@epa.gov).