

## Form UIC-21 INSTRUCTIONS (LAC 43:XIX.539.D)

- 1) A daily pressure monitoring log shall be maintained on-site. Observed daily readings shall be recorded on Form UIC-21. The certified completed form must be received by the Office of Conservation within fifteen (15) days of the end of each month. The form can be downloaded at the following web link: <http://www.dnr.louisiana.gov/index.cfm/page/1378> or by the following web pathway: **www.dnr.louisiana.gov >> Conservation >> Forms >> Environmental Division** for completion and submittal via fax, mail, or electronic form email submittal. No other versions of this form will be accepted. For an email submittal confirmation receipt, turn on the read receipt option upon submittal and the Conservation office recipient will check the appropriate box for notification.
- 2) In order to complete the electronic form, you must have Adobe Reader installed on your computer. Note: The web link above has a link to install Adobe Reader. After Adobe Reader is installed on your computer, download and save the form UIC 21 to your computer. Use the forms that are saved to your computer in Adobe Reader for completion and submittal. DO NOT use the form(s) in your web browser for completion and submittal.
- 3) Provide the month, year, disposer's name, disposer's address, Site Code, well name, well number, and serial number.
- 4) For each day of the month, record the observed annulus and injection pressures in pounds per square inch (psi) and the observed injection rate in gallons per minute (gpm) if injecting at the time the readings are taken. If not injecting at the time the readings are taken, record the observed annulus and shut-in pressures (psi). If the well is receiving waste fluids on a vacuum at the time the readings are taken, record the observed annulus pressure (psi), place a "0" in the observed injection pressure space, note in the comments section that the well is on vacuum and record the injection rate (gpm).
- 5) Indicate if injecting at the time readings are taken by checking the "yes" or "no" boxes.
- 6) The recorder must initialize each line entry and provide the time the daily readings were taken.
- 7) Use the comment section to further explain special situations when necessary, e.g., well workovers, etc.
- 8) Record the monthly observed maximum injection pressure / shut-in pressure (psi) recorded on the form.
- 9) Record the approved maximum allowable surface injection pressure (MASIP) assigned by the Office of Conservation.
- 10) Record the injection volume recorder reading (bbls) for current month (volume recorder reading observed on the last day of the month), the injection volume recorder reading (bbls) for previous month, and the total volume of waste injected (bbls) for the month. If the volume recorder rolled over during the reporting month, record the roll over number in the comments section on the date it rolled over.
- 11) An authorized representative must sign/certify and date the form(s). The original form(s) and signature are required to be submitted if the form(s) must be mailed. The electronic form email or fax submittal(s) is required to be signed electronically by typing your name in the signature blank.

12) If submitting the form via email using the electronic form email version, it is recommended to save the completed form prior to clicking the submit button on the bottom of the form. Once the submit button is clicked, the form will be locked and no longer editable. Note: If you save the form after it is locked, your saved copy will be locked as well.

**Note: Any discrepancies in the monitored pressures, which would indicate a lack of mechanical integrity and constitute noncompliance with the requirements of LAC 43:XIX.Subpart 1, shall be reported to the Office of Conservation within 24 hours.**