



## CLASS VI SEQUESTRATION WELL PERMIT APPLICATION INSTRUCTIONS

OFFICE OF CONSERVATION  
INJECTION & MINING DIVISION  
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### SUBMISSION OF CLASS VI APPLICATIONS OR REVISED APPLICATION MATERIALS:

1. **Application material should not be submitted to DENR via Geologic Sequestration Data Tool (GSDT), and hard copy materials should not be submitted unless otherwise directed by the Office of Conservation.**
2. Submission Options (choose one)
  - a. Create a SharePoint site to upload Class VI application materials.
    - i. DENR will not create a SharePoint site for the applicant.
    - ii. SharePoint is the only platform that should be used unless otherwise instructed by IMD staff.
  - b. Submit application using a thumb drive or external hard drive.
3. Please submit application materials using the following organization scheme:

- **FOLDER 1 – "PROJECT NARRATIVE" TO INCLUDE:**

- File 1: "Project Narrative" – see the [Application Narrative Template](#) and [Pre-Operation Narrative Template](#) for guidance on what information should be included in this file. If pre-operational data has not yet been obtained, the Pre-Operational Narrative Template may be disregarded until such data has been collected.
- Subfolder 1: "Project Narrative Tables" – includes all tables referenced in the narrative.
- Subfolder 2: "Project Narrative Figures" – includes all figures referenced in the narrative.
- Subfolder 3: "Appendices" – includes any additional appendices that apply to the narrative.
- Subfolder 4: "References" – includes the full articles of references used in the narrative.

Note: Each table/figure should be its own file (e.g., PDF, etc.) within Subfolder 1 and Subfolder 2, respectively. There should not be one file containing all attachments. Tables/figures may be embedded within the narrative's text near the first point of reference instead of creating these subfolders if preferred.

- **FOLDER 2 – "AREA OF REVIEW AND CORRECTIVE ACTION PLAN" TO INCLUDE:**

- File 1: "Area of Review and Corrective Action Plan" – see the [Area of Review and Corrective Action Plan Template](#) for guidance on what information should be included in this file.
- Subfolder 1: "Area of Review Tables" – includes all tables referenced in the plan.
- Subfolder 2: "Area of Review Figures" – includes all figures referenced in the plan.
- Subfolder 3: "Model Files" – includes dynamic model input and output files used. Note that screenshots of model results should be included as figures within Subfolder 2. Subfolder 3 is intended for the model input and output files only.
- Subfolder 4: "Appendices" – includes any additional appendices that apply to the plan.
- Subfolder 5: "References" – includes the full articles of references used in the plan.

Note: Each table/figure should be its own file (e.g., PDF, etc.) within Subfolder 1 and Subfolder 2, respectively. There should not be one file containing all attachments. Tables/figures may be embedded within the plan's text near the first point of reference instead of creating these subfolders if preferred.

- **FOLDER 3 – "INJECTION WELL CONSTRUCTION PLAN" TO INCLUDE:**

- File 1: "Injection Well Construction Plan" – see the [Injection Well Construction Details Template](#) for guidance on what information should be included in this file. Please include tables/figures within the plan's text near the first point of reference.
- Subfolder 1: "Appendices" – includes any additional appendices that apply to the plan.
- Subfolder 2: "References" – includes the full articles of references used in the plan if applicable.

- **FOLDER 4 – "PRE-OPERATIONAL TESTING PROGRAM" TO INCLUDE:**

- File 1: "Pre-Operational Testing Plan" – see the [Pre-Operational Testing Program Template](#) for guidance on what information should be included in this file. Please include tables/figures within the program's text near the first point of reference.
- Subfolder 1: "Appendices" – includes any additional appendices (e.g., core reports, logging results, etc.) that apply to the program.
- Subfolder 2: "References" – includes the full articles of references used in the program if applicable.

- **FOLDER 5 – "TESTING AND MONITORING PLAN" TO INCLUDE:**

- File 1: "Testing and Monitoring Plan" – see the [Testing and Monitoring Plan Template](#) for guidance on what information should be included in this file. Please include tables/figures within the plan's text near the first point of reference.
- Subfolder 1: "Appendices" – includes any additional appendices (e.g., monitoring well construction schematics) that apply to the plan.
- Subfolder 2: "References" – includes the full articles of references used in the plan if applicable.

- **FOLDER 6 – "QUALITY ASSURANCE AND SURVEILLANCE PLAN" (QASP) TO INCLUDE:**

- File 1: "QASP" – see the [QASP Template](#) for guidance on what information should be included in this file. Please include tables/figures within the plan's text near the first point of reference.
- Subfolder 1: "Appendices" – includes any additional appendices that apply to the QASP.
- Subfolder 2: "References" – includes the full articles of references used in the QASP if applicable.

- **FOLDER 7 – "INJECTION WELL PLUGGING PLAN" TO INCLUDE:**

- File 1: "Injection Well Plugging Plan" – see the [Injection Well Plugging Plan Template](#) for guidance on what information should be included in this file. Please include tables/figures within the plan's text near the first point of reference.
- Subfolder 1: "Appendices" – includes any additional appendices that apply to the plan.
- Subfolder 2: "References" – includes the full articles of references used in the plan if applicable.

- **FOLDER 8 – "POST-INJECTION SITE CARE AND SITE CLOSURE PLAN" (PISC) TO INCLUDE:**

- File 1: "Post-Injection Site Care and Site Closure Plan" – see the [Post-Injection Site Care and Site Closure Plan Template](#) for guidance on what information should be included in this file. Please include tables/figures within the plan's text near the first point of reference.
- Subfolder 1: "Appendices" – includes any additional appendices that apply to the PISC.
- Subfolder 2: "References" – includes the full articles of references used in the PISC if applicable.

- **FOLDER 9 – "EMERGENCY AND REMEDIAL RESPONSE PLAN" (ERRP) TO INCLUDE:**

- File 1: "Emergency and Remedial Response Plan" – see the [Emergency and Remedial Response Plan Template](#) for guidance on what information should be included in this file. Please include tables/figures within the plan's text near the first point of reference.
- Subfolder 1: "Appendices" – includes any additional appendices that apply to the ERRP.
- Subfolder 2: "References" – includes the full articles of references used in the ERRP if applicable.

- **FOLDER 10 – "FINANCIAL RESPONSIBILITY" TO INCLUDE:**

- File 1: "Financial Responsibility" – see the [Financial Assurance Demonstration Template](#) for guidance on what information should be included in this file. Please include tables/figures within the document's text near the first point of reference.
- Subfolder 1: "Appendices" – includes any additional appendices that apply to the document.
- Subfolder 2: "References" – includes the full articles of references used in the document if applicable.

- **FOLDER 11 – "FORM(S) UIC-60 CCS AND LOCATION PLAT(S)" TO INCLUDE:**

- Subfolder 1: "Form UIC-60 CCS" – includes one Form UIC-60 CCS for each proposed injection well associated with the project.
- Subfolder 2: "Location Plats" – includes one location plat for each proposed well associated with the project.

- **FOLDER 12 – "ENVIRONMENTAL ANALYSIS " TO INCLUDE:**

- File 1: "Environmental Analysis" – see the [Class VI Environmental Analysis Guidance](#) for guidance on what information should be included in this file. Please include tables/figures within the document's text near the first point of reference.
- Subfolder 1: "Appendices" – includes any additional appendices that apply to the document.
- Subfolder 2: "References" – includes the full articles of references used in the document if applicable.

- **(OPTIONAL) FOLDER 13 – "SUPPORTING INFORMATION" TO INCLUDE:** any additional information that was not submitted in the other folders described within this document.

4. Upon completion of the above steps, please contact IMD at [Injection-Mining@la.gov](mailto:Injection-Mining@la.gov) requesting a list of IMD staff that should be granted access to the project files.
5. Create a shareable link to the SharePoint site that gives the IMD staff specified in Step 4 access and email this link to the appropriate IMD staff. OR if submitting via mail or in person using a thumb drive or external hard drive, please address the package to the appropriate IMD staff.

**Notes:**

- *If there are no appendices or references associated with a particular folder, the inclusion of the appendices and references subfolders may be disregarded.*
- *Please limit the use of additional subfolders.*
- *When using the EPA templates, see [Section VII "Crosswalk for Louisiana UIC Regulations" of the Class VI USEPA Primacy Application](#) for the LAC equivalents of CFR Class VI regulations and replace CFR code with the appropriate LAC code equivalents where applicable.*
- *Please disregard the "INSERT PERMIT NUMBER" line in the footer of the EPA templates.*