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 or the appropriate IMD project manager (if already assigned) 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 3 access and email this link to the appropriate IMD project manager. OR if submitting via mail or in person using a thumb drive or external hard drive, please address the package to the appropriate IMD project manager.

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.*