

Form UIC-19 and Form UIC-19A INSTRUCTIONS (LAC 43:XIX.545.K)

- 1) Approved Exploration & Production Waste Commercial Facilities, Transfer Stations and DEQ permitted facilities are required to submit a monthly report of Exploration and Production (E&P) Waste receipts on Form UIC-19 and Form UIC-19A. The Office of Conservation must receive the certified completed form(s) within fifteen (15) days of the end of each month. The form(s) 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(s), 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(s) UIC 19/19A 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, facility name, facility address, phone number, and site code on both UIC-19 and UIC-19A.
- 4) All waste received is to be recorded by operator code, operator name, waste type, and amount (in bbls) on Form UIC-19. If this list fits onto one, standard page, the UIC-19 *Short Form* is to be used. If more than one standard page is needed for listing all waste received, the UIC-19 *Long Form* is to be used. Pages are not to be added to the short form.
- 5) All waste type total amounts and fees to be collected must be summarized on Form UIC-19A.
 - i. Act No. 277 of the 2016 Louisiana Legislative Regular Session enacted on May 27, 2016 and effective on August 1, 2016 amends LRS 30:21.B.1 to replace certain fees and establish a new monthly fee payable to the Office of Conservation of two (2) cents per barrel of E&P waste delivered (not including E&P waste types 1 and 50) and as reported on a form prescribed by the department to collect commercial facility monthly report of waste receipts.
- 6) 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.
- 7) If submitting the form(s) electronically, it is recommended to save the completed form(s) prior to clicking the submit button on the bottom of the form. Once the submit button is clicked, the form(s) will be locked and no longer editable. Note: If you save the form(s) after it is locked, your saved copy will be locked as well.