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STATE OF MICHIGAN  
DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY  
LANSING



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Commercial Class II Injection Well Owner/Operator

**SUBJECT: New Sources for Disposal and Quarterly Source Submittals**  
Reporting and Documentation Requirements

This guidance document is in effect and replaces the subject matter letter dated October 26, 2023.

As an owner/operator of a Class II commercial disposal well, this document is to inform you of the revised requirements established for your company to receive approval for the disposal of fluids from new sources into your commercial disposal well(s) and to standardize the requirements for the submittal of quarterly sources disposed of, as required by authority of Part 615, Supervisor of Wells, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), and the administrative rules promulgated thereunder.

Part 615 Administrative Rule 324.810 (5)(6) requires Class II commercial well operators to receive approval for the disposal of fluids from any new source prior to disposing of fluids from the new source. Additionally, operators are required to submit a complete list of sources of disposed fluids on a quarterly basis.

**MiSTAR document submittal:**

Owner/operators must use the “New Document Upload” feature in the MiSTAR UIC application to request approval for disposal of fluids from new sources and to submit a list of quarterly sources. Essential steps for proper association or classification of an uploaded document are in the bulleted list below. Required document content is discussed in subsequent sections.

- For requesting approval for a new source, select the appropriate “Document Type” of “Commercial Sources New”.
- For the quarterly source reporting requirement, select the appropriate “Document Type” of “Commercial Sources Quarterly”.
- Select the appropriate “Associated Wells” to indicate the Commercial Class II disposal well to be utilized, and then select the appropriate “Document Status” of “Submitted”.
- Once the required fields are completed in MiSTAR, the “Save” button will turn blue and become “live.” Operators must then save the uploaded document with the completed fields/associations to submit it for review and/or approval.

**To request approval for disposal of fluids from a standard new source(s):**

A cover letter on company letterhead must be submitted indicating that the letter's purpose is to request approval of a new source(s). The cover letter must include, but is not limited to, the following information pertaining to each new source(s):

- a. Owner/Operator Name
- b. Lease Name or Well Name and Well Number
- c. State Permit Number
- d. Facility Name and Number (if applicable)
- e. Field Name (if known)
- f. Geologic Formation of Produced Fluids
- g. Location Information - Township, Range, Section, and County (If source is from outside the U.S., equivalent location information appropriate to the country of origin is required)

Chemical analysis of the new source and associated documentation shall be submitted that includes or meets the following requirements:

- a. Analytical data that includes specific conductance as an indication of the dissolved solids, specific gravity, and a determination of the concentration of calcium, sodium, magnesium, chloride, sulfate, sulfide, carbonate, total iron, barium, and bicarbonate.
- b. Laboratory report documentation that clearly indicates the applicable new source, the date the chemical analysis was conducted, and with the analytical results being represented on the laboratory's letterhead with the chain-of-custody included.
- c. The date the analysis was conducted must be less than one year from the date the new source(s) is submitted for approval.

**To request new source approval for disposal of Spill/Remediation site fluids:**

If the new source request is associated with a Part 615 spill/loss/remediation site, the commercial well operator must submit the cover letter and analytical information requested above and include the additional information below:

- a. Cover letter information shall include the spill/remediation site name and number (if applicable) and location details.
- b. On behalf of the operator of the spill/loss/remediation site, submit additional analyses of the remedial fluids that includes benzene, toluene, ethylbenzene, total xylenes, 1,2,4-trimethylbenzene, 1,3,5- trimethylbenzene, naphthalene, and 2-methylnaphthalene (BTEX + 4).
- c. All required laboratory analyses must clearly indicate the applicable source, the date the analysis was conducted, and be on laboratory letterhead with chain-of-custody included. The date the analyses were conducted must be less than one year from the date the new source(s) is submitted for approval.

**To submit a list of sources of disposed fluids on a quarterly basis:**

A cover letter on company letterhead must be submitted indicating that the letter's purpose is for submitting a complete list of quarterly sources. Operators must only list sources that were disposed of in the pertinent quarter. The list of sources must include, but is not limited to, the following information pertaining to each source:

- a. The MiSTAR Document ID Number (as applicable for approvals granted by EGLE/GRMD since Primacy date of August 29, 2022)
- b. Owner/Operator Name
- c. Lease Name or Well Name and Well Number
- d. For those sources approved prior to Primacy (approved by USEPA) and being disposed in the pertinent quarter, operators may submit quarterly data in a format in accordance with USEPA submittals using the approved USEPA source number rather than the MiSTAR document ID number.

If you have any questions regarding these requirements, please contact GRMD's UIC staff for assistance by email at [EGLE-GRMD-UIC@Michigan.gov](mailto:EGLE-GRMD-UIC@Michigan.gov) or by phone at 517-284-6826.