

**Instructions for Online Filing**  
**Form UIC-10 (Annual Disposal/Injection Well Monitoring Report)**  
**March 11, 2013**

Previously, each February, the Office of Permitting and Compliance would send the operators of record the Form UIC-10 (Annual Disposal/Injection Well Monitoring Report) for each disposal/injection well which they were the operator of record during the previous year. We are pleased to announce that the Form UIC-10 (Annual Disposal/Injection Well Monitoring Report) for injection wells (SWD/EOR) is now available for your online filing.

**A report must be filed for each of your wells permitted for Disposal/Injection, including wells in active service and wells that are not in service (inactive). The report for the previous year must be filed no later than May 31<sup>st</sup> of the current year. Failure to file the Form UIC-10 will result in the issuance of a Compliance Order imposing a civil penalty of \$200 for each delinquent report.**

To access the Login Screen, go to the DCE homepage, <http://dnr.la.gov/>, and click SONRIS on the left side of the page. From there, click ONLINE REPORTING in the menu on the left side of the page. This will open a dropdown menu. In the dropdown menu, click UIC REPORTING. This will take you to the UIC LOGIN screen. Once there, enter your username and password, which are case sensitive.

To change or reset your password, please email the Department of Conservation and Energy help desk at [HelpDeskDNR@LA.GOV](mailto:HelpDeskDNR@LA.GOV) or call 225-342-4500. Your password will be reset Monday – Friday between 8 am and 4:30 pm. When requesting a password change, include your current Username and your requested new password. After successfully logging in, you will be on the report selection page. Click on the button labeled Form UIC-10 (Annual Disposal/Injection Well Monitoring Report). Select a filing year and a list of your Class II wells (SWD/EOR) will be displayed.

To begin entering data, select a well and click the “create/edit annual report” button. If the “create/edit annual report” button is green, the report has been completed and submitted, if yellow, the report has been started, but not submitted, and if red, the report has not been started.

Once you click “create/edit annual report,” you are now on the data entry page with three tabs labeled Injection Data, Community Well Data, and Source Fluid Data. Always begin a new report on the Injection Data tab. Enter all the requested information in the appropriate fields. Click the “Save and Continue” button in the bottom right corner of the page. **Answer the Confirmation question.**

Click on the Community Well Data tab. If the well was used as a community well for part or all of the year, check the appropriate questions to indicate “YES”. Answer the transportation question using the dropdown list. Click the Save and Continue button in the lower right side of the page.

You will be taken to the Source Fluid Data page. This page must be completed by each operator entering the wells from which the injected fluid came. Commercial SWD facilities are not required to complete the Source Fluid Attachment page for manifested fluids, however this sheet must be completed for any non-manifested fluids such as fluids received by pipeline.

All fluids injected into the subject well must be reported according to Source Type. There are four Source Type categories: Source Types A, B, C, & D. Each type is explained above the respective “Add Source Type” button. Enter the requested Source Types data which contributed to the annual total amount injected. Once completed, you can choose the “Save and Close Report” or “Submit Completed Form” button.

Repeat the above steps to enter data for your other wells.

Contact our office at 225-342-5515 or [injection-mining@la.gov](mailto:injection-mining@la.gov) if you have questions.