

# Guidelines for UIC Class VI Applicants: Submitting Electronic Proprietary Business Information

Last Update: 02/2024

*For EPA Class VI UIC Permit Applicants*

This document is intended for applicants submitting Underground Injection Control (UIC) Class VI permit applications to the Environmental Protection Agency with a confidentiality claim. A confidentiality claim could include information that contains a trade secret, proprietary, or confidential business information (collectively called PBI).

As of August 2023, EPA's [Geologic Sequestration Data Tool \(GSDT\)](#) was updated to allow submittal of PBI. All documentation, including documentation with claimed PBI, should be submitted via the GSDT. See the GSDT Operator Landing Page for more information on PBI, including applicable regulations such as 40 CFR 2.203. Please note you must have an account to access the GSDT Operator Landing Page. See **Attachment 1** for directions on how to submit PBI via the GSDT.

When submitting documents with PBI through the GSDT, applicants should upload two versions of each document – one redacted version and one complete version with PBI markings (“marked-up version”). The marked-up version should clearly identify the specific information claimed as PBI, using methods such as in-line text, a highlighter tool or putting a red box around the text, images, table, etc. Whichever method selected, please be consistent with the method throughout. The marked-up version should directly correspond to the redacted version; anything that is redacted for confidentiality purposes in the redacted version must be identified in the marked-up version. See **Attachment 2** for examples of marked-up and redacted documents. Applicants should never submit a document that contains PBI that is not either redacted or clearly marked to indicate the exact location of your information claimed as PBI. *Failure to assert your PBI claim may result in the Agency making the information available to the public without further notice to the submitting Applicant.*

EPA also requests the following of applicants:

- Submit a crosswalk that summarizes the documents within the application, and which documents contain claimed PBI. An example crosswalk is provided as **Attachment 3**.
- All documents with claimed PBI should indicate this at the beginning of the file name by including “PBI” at the beginning of the file name. For example, instead of “Narrative Document\_V1” the document with claimed PBI should read “PBI\_ Narrative Document\_V1”. Redacted documents should not have words like “Confidential” in the file name, but may have the word “Redacted” for clarity e.g. “Narrative Document\_V1\_Redacted”.

## Attachment 1: Submitting Proprietary Business Information (PBI) via the GSDT

On the welcome tab, read the new disclaimer on submission of PBI, then check the highlighted check box as indicated:

Class VI UIC Financial Responsibility Demonstration

Welcome Cost Estimates Trust Fund Surety Bond Letter of Credit Third Party Insurance Escrow Account Self Insurance Other Instrument Notifications Complete Submission

**GSDT** A US Environmental Protection Agency System maintained by the Department of Energy's Pacific Northwest National Laboratory

### CLASS VI FINANCIAL RESPONSIBILITY DEMONSTRATION

This submission is for:  
**Project ID:** No Project ID Provided  
**Project Name:** No Project Name Provided  
**Current Project Phase:** UnspecifiedPhase

Check box if asserting a PBI claim. Provided information, where indicated, is being claimed as PBI.

**NOTE: If you have not previously made a submission using this tool it is important to learn what information is required for each of the different data entry fields by reading the [Financial Responsibility Demonstration User Guide](#) (click link to view or download).**

The following tabs request information related to cost estimates and financial instruments for Class VI projects to fulfill the requirements at 40 CFR 146.85 or applicable state requirements. Please complete all of the data fields in this form.

**It is your responsibility to ensure that the values reported on the financial instrument tabs are consistent with the totals reported in the cost estimate tab.**

Note that references to EPA's Class VI Rule in the code of federal regulations (CFR) are provided within the tabs of this module. States with Class VI primacy have requirements that are at least as stringent as EPA's (and therefore require the information requested in these tabs). If your well is in a primacy state, consult your permitting authority about any additional required submittals.

Click on a tab name at the top of the window, or use the "Next Tab" button at the bottom to navigate through the reporting tool. Information can be saved and submitted later using the "Save" or "Save Changes and Exit" buttons. No new information will be submitted until you certify that the submission is complete in the "Complete Submission" tab.

To assert a Proprietary Business Information (PBI) claim over any part of the information submitted in this module, you will first need to check the "Check box if asserting a PBI claim" checkbox above. Each field that contains information you are asserting a PBI claim to must be indicated by checking the "PBI" checkbox next to the field containing the PBI. All documents submitted that contain PBI should have a "PBI" prefix in their filenames. Please stamp, or type, "claimed as proprietary business information," or "claimed as PBI," or "trade secret" on all PBI documents submitted. Allegedly confidential portions of otherwise non-confidential documents should be clearly identified. Please also indicate a date or event, if any, after which the information no longer need be treated as confidential. EPA requests that redacted copies of such documents also be provided.

**If a PBI claim does not accompany the information at the time it is submitted to EPA, then the Agency may make the information available to the public without further notice. See 40 CFR 2.203(c), 41 Fed. Reg. 36,902 (September 1, 1976).**

If you have questions, contact your permitting authority or consult the UIC Program Class VI Financial Responsibility Guidance, available online at: <https://www.epa.gov/uic/class-vi-guidance-documents>.

A copy of the Federal Class VI Rule is available online at: <https://www.gpo.gov/fdsys/pkg/FR-2010-12-10/pdf/2010-29954.pdf>.

**When you are ready to submit your information to the permitting authority, use the "Complete Submission" tab.**

Next Tab Save Changes Save Changes and Exit Exit

Note that when the PBI checkbox on the welcome tab is checked, new PBI checkboxes will be added to the form fields of the module.

### PBI check box is not checked:

Class VI UIC Financial Responsibility Demonstration

Welcome Cost Estimates Trust Fund Surety Bond Letter of Credit Third Party Insurance Escrow Account Self Insurance Other Instrument Notifications Complete Submission

**Independent Cost Estimates**  
 Required under 40 CFR 146.85(c) or Applicable State Requirement

Company providing estimates: \_\_\_\_\_

The cost estimate must be performed for each phase separately and must be based on the costs to the regulatory agency of hiring a third party to perform the required phases. A third party is a party who is not within the corporate structure of the owner or operator.

Cost of each phase:	Date of Third-Party Estimate:
Corrective Action on Deficient Wells:	
Plugging Injection Well:	
Post-Injection Site Care and Site Closure:	
Emergency and Remedial Response:	

Total Cost Estimate (calculated): \_\_\_\_\_

Year of Dollars: \_\_\_\_\_

Cost Estimate File: \_\_\_\_\_  
 Upload cost estimate and all supporting documentation, either in a single file or in a compressed format such as .zip

Additional Cost Information: \_\_\_\_\_  
 If your primary state requires additional cost information, please upload a file containing this information above and describe what was submitted below.

Description of Information Submitted: \_\_\_\_\_

### PBI check box is checked:

Class VI UIC Financial Responsibility Demonstration

Welcome Cost Estimates Trust Fund Surety Bond Letter of Credit Third Party Insurance Escrow Account Self Insurance Other Instrument Notifications Complete Submission

**Independent Cost Estimates**  
 Required under 40 CFR 146.85(c) or Applicable State Requirement

Company providing estimates: \_\_\_\_\_  PBI

The cost estimate must be performed for each phase separately and must be based on the costs to the regulatory agency of hiring a third party to perform the required phases. A third party is a party who is not within the corporate structure of the owner or operator.

Cost of each phase:	Date of Third-Party Estimate:
Corrective Action on Deficient Wells: <input type="checkbox"/> PBI	<input type="checkbox"/> PBI
Plugging Injection Well: <input type="checkbox"/> PBI	<input type="checkbox"/> PBI
Post-Injection Site Care and Site Closure: <input type="checkbox"/> PBI	<input type="checkbox"/> PBI
Emergency and Remedial Response: <input type="checkbox"/> PBI	<input type="checkbox"/> PBI

Total Cost Estimate (calculated): \_\_\_\_\_

Year of Dollars: \_\_\_\_\_  PBI

Cost Estimate File: \_\_\_\_\_  PBI  
 Upload cost estimate and all supporting documentation, either in a single file or in a compressed format such as .zip

Additional Cost Information: \_\_\_\_\_  PBI  
 If your primary state requires additional cost information, please upload a file containing this information above and describe what was submitted below.

Description of Information Submitted: \_\_\_\_\_  PBI

As information is filled in, check PBI boxes to ensure that all PBI is indicated properly.

Class VI UIC Financial Responsibility Demonstration

Welcome | **Cost Estimates** | Trust Fund | Surety Bond | Letter of Credit | Third Party Insurance | Escrow Account | Self Insurance | Other Instrument | Notifications | Complete Submission

**Independent Cost Estimates**  
Required under 40 CFR 146.85(c) or Applicable State Requirement

Company providing estimates:   PBI

*The cost estimate must be performed for each phase separately and must be based on the costs to the regulatory agency of hiring a third party to perform the required phases. A third party is a party who is not within the corporate structure of the owner or operator.*

Cost of each phase:		Date of Third-Party Estimate:
Corrective Action on Deficient Wells:	<input type="text" value="\$100,000.00"/> <input checked="" type="checkbox"/> PBI	<input type="text" value="9/30/2023"/> <input checked="" type="checkbox"/> PBI
Plugging Injection Well:	<input type="text" value="\$20,000.00"/> <input checked="" type="checkbox"/> PBI	<input type="text" value="10/1/2023"/> <input checked="" type="checkbox"/> PBI
Post-Injection Site Care and Site Closure:	<input type="text" value="\$1,000,000.00"/> <input checked="" type="checkbox"/> PBI	<input type="text" value="10/2/2023"/> <input checked="" type="checkbox"/> PBI
Emergency and Remedial Response:	<input type="text" value="\$1,000,000,000.00"/> <input checked="" type="checkbox"/> PBI	<input type="text" value="10/3/2023"/> <input checked="" type="checkbox"/> PBI

Total Cost Estimate (calculated):

Year of Dollars:   PBI

**IMPORTANT:** If you are uploading a file that includes PBI within, you must make appropriate redactions within the document **before** uploading the document to the module. Clicking that something is PBI in the GSDT will only indicate that the file has been claimed as PBI.

### Preferred method to redact text:

Load the document into Adobe Acrobat Pro. Click on "All tools" and select "Redact a PDF." Before making any redactions to your PDF, click on "Set properties", check the box for "Use Overlay Text", and enter "Claimed as PBI" into the custom text field. Click OK.

Redaction Tool Properties

Appearance | **General**

Redacted Area Fill Color:   Use Overlay Text

Overlay Text

Font\*:  Font Size\*:

Auto-Size text to fit redaction region  Repeat Overlay Text

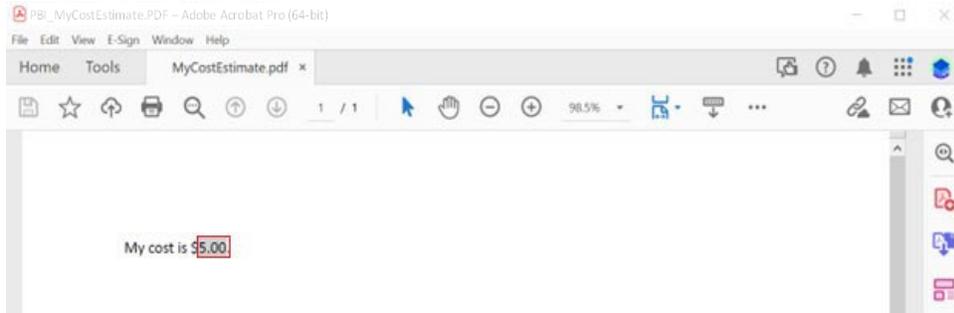
Text Alignment:  Left  Center  Right Font Color:

Custom Text:

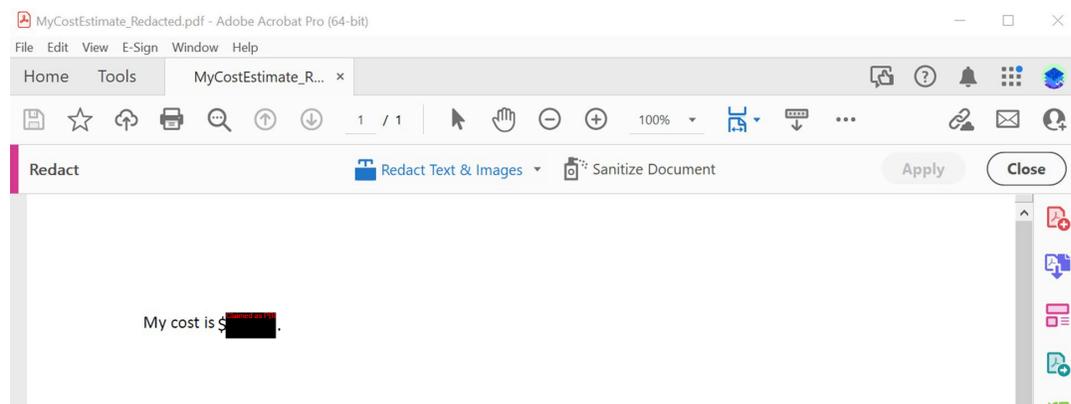
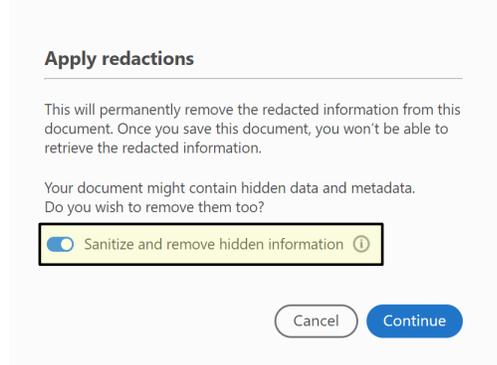
Redaction Code:

Code Sets: Code Entries:

Next, use the **Redact** tool in Acrobat Pro to select all PBI text and images for redaction. *As you are selecting information to be redacted, remember that confidentiality claims may require substantiation and the applicant will bear the burden of that substantiation.* Before applying the redactions, but with the redactions all highlighted, save a copy of the document with PBI that is unredacted. To indicate that the document contains accessible PBI, indicate this in the filename: "PBI\_FileNameHere.pdf."

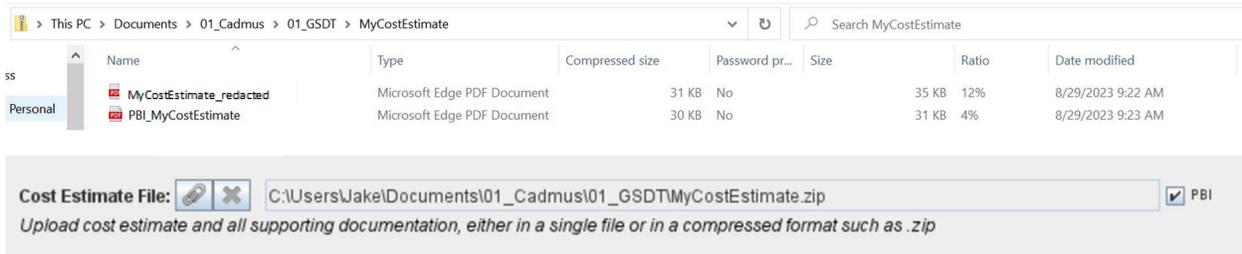


Once the PBI document has been saved, (1) apply the redactions, and (2) in the next pop-up window, click "continue" to **sanitize** and remove hidden information. **NOTE: please be sure to sanitize your document after applying your redactions. Failure to sanitize your document may result in your redactions not saving properly and your information being inadvertently disclosed.** The redacted version of the document should not have "PBI" in the files name and should instead have the word "Redacted" to indicate that this is a document that does not require confidential handling.

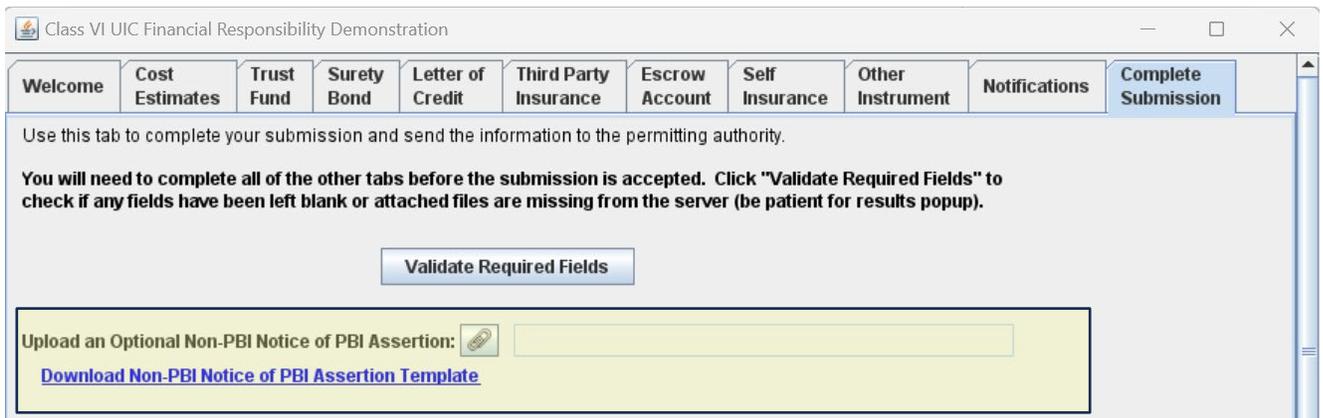


**IMPORTANT:** Text that is merely highlighted black in Word is not a protected redaction and will remain accessible text. Text intended as PBI must be redacted in an appropriate program with a Redact tool or equivalent, such as Adobe Acrobat Pro.

So that the permitting authority can see/review PBI, please submit both the redacted and marked-up versions of the documents. To do this, zip the version with PBI marked but unredacted and the version with redactions. Include this new zip file as the document to be uploaded to the GSDT module.



Note that on the Complete Submission tab, there is a new field to upload a Notice of PBI Assertion. This is an optional non-PBI document intended to provide users an opportunity to assert PBI in narrative-form. Please use this submission to indicate the information claimed as PBI, the length of time this information will be considered PBI, etc. A template for the form is available for download on the Complete Submission tab.



Attachment 2: Example marked-up document and redacted document that contains claimed PBI.

Example file name: PBI\_Narrative Document\_V1

If this entire sentence is PBI, consider using the Redact tool in Adobe Pro to identify PBI and saving the file with the red boxes marking the PBI.

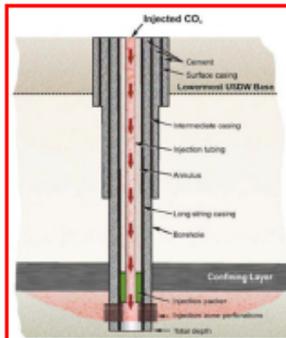
If using a method other than a red box, be consistent through your application's marked-up versions.

If only part of the sentence is PBI, only mark the specific part of the sentence that is PBI.

Similar to the template text above, any figure or a table with PBI should also include markups:

Table 1: Data for a particular formation

Column heading 1	Column heading 2
Data	Data that is claimed PBI
Data	Data that is claimed PBI
Data	Data that is claimed PBI



(PBI) Figure 1: Schematic of a particular Class VI Injection Well (UIC Program Class VI Well, May 2012)

Example file name: Narrative Document\_V1\_redacted

**Claimed as PBI**

If using a method other than a red box, be consistent through your application's marked-up versions.

If only part of the sentence is PBI, only mark the **Claimed as PBI** that is PBI.

Similar to the template text above, any figure or a table with PBI should also include markups:

Table 1: Data for **Claimed as PBI**

Column heading 1	Column heading 2
Data	<b>Claimed as PBI</b>
Data	<b>Claimed as PBI</b>
Data	<b>Claimed as PBI</b>

**Claimed as PBI**

(PBI) Figure 1: Schematic of a **Claimed as PBI** (UIC Program Class VI Well, May 2012)

**Attachment 3: Example crosswalk of Class VI application**

<b>Attachment</b>	<b>Document Title</b>	<b>Contains PBI?</b>
Attachment A	Narrative	<b>Yes</b>
	Appendix 1 - List of Potential Permits	No
	Appendix 2 - Applicable Fed Acts	No
	Appendix 3 - CTV IV Geochem	<b>Yes</b>
	Appendix 4 - CTV IV Op Procedure	No
	Appendix 5 - Injection and Monitoring Well Schematics	No
	Appendix 6 - Wellbore List with Corrective Action Assessment	No
	Appendix 7 - Critical Pressure Calculation	No
	Appendix 8 - QASP	No
Attachment B	AoR and Corrective Action	<b>Yes</b>
Attachment C	Testing and Monitoring	No
Attachment D	Well Plugging Plan	No
Attachment E	Post Injection Site Care	No
Attachment F	Emergency and Remedial Response	No
Attachment G	Construction and Plugging Plan	No
Attachment H	Financial Responsibility	No