



**Remediation & Redevelopment Program** **March 2021**

**Guidance: NR 700 Semi-Annual Site Progress Report**  
**Wis. Admin. Code § NR 700.11(1)(a)**

Wisconsin Administrative Code (Wis. Admin. Code) § NR 700.11(1)(a) requires responsible parties (RPs) to submit semi-annual site progress reports to the Wisconsin Department of Natural Resources (DNR) until case closure is granted by the DNR. The reports summarize the completed work and additional work planned to adequately complete the response action at the site or facility. Consultants may submit these reports on behalf of RPs.

Semi-annual reports are required of persons who meet the definition of responsible party in Wis. Admin. Code § NR 700.03(51). Therefore, property owners, such as local governments that have an exemption under Wisconsin Statutes (Wis. Stat.) §§ 292.11(9)(e) or 292.23 and lenders that have an exemption under Wis. Stat. § 292.21 for specific properties, are not required to submit a semi-annual report under state law for those exempt properties.

Semi-annual reporting is required by RPs for all “open” sites in the Bureau of Remediation and Redevelopment Tracking System (BRRTS) database, including those sites the DNR formerly classified as “conditionally closed.” Sites formerly classified by the DNR as “conditionally closed” are sites that have not been granted case closure and, by definition, have remaining action(s) needed (e.g., removing investigative waste, properly abandoning monitoring wells). Semi-annual reporting for sites formerly classified as “conditionally closed” should indicate what steps are being taken to complete the remaining actions needed.

When completing the semi-annual report, the DNR recommends including a summary of the site status including a summary of the work completed, additional work planned, the proposed schedule for additional work and a description of any imminent threats related to the case and immediate actions taken within the reporting period.

Reporting periods are from January 1 to June 30 and July 1 to December 31 each year. Following the conclusion of each reporting period, the DNR will send an email with a unique report identification number to all consultants and responsible parties for open sites in BRRTS. The Report ID number uniquely identifies the activity and reporting period for which an RP is reporting and verifies that the person using the ID is authorized to submit the report. If an email is not received, a report identification number can be requested by submitting the [Report ID Request Form](#) (go to [dnr.wi.gov/botw/NR700Request](http://dnr.wi.gov/botw/NR700Request)).

Reports are due no later than 30 days from the end of the reporting period.

**Schedule for NR 700 Semi-Annual Reporting**

<b>Annual reporting periods</b>	<b>Report due date</b>
January 1 to June 30	July 30
July 1 to December 31	January 30

If you have questions about the reporting process or requirements, please contact Tim Zeichert at (608) 219-2240 or [Timothy.Zeichert@wisconsin.gov](mailto:Timothy.Zeichert@wisconsin.gov).