

# Final Audit Report

## ABOUT THE COMPLIANCE AUDIT DISCLOSURE

Enviro-Check is a voluntary program for regulated facilities striving to maintain compliance with all state and federal environmental regulations. As part of the program, facilities voluntarily disclose the findings of an environmental compliance audit and commit to correct any violations found according to program requirements.

This template is for those submitting the required Final Audit Report to DNR. If you choose to use a different format, please include all the information requested in this form. Submit a separate Enviro-Check report for each unique property location even if the violations found at the different locations were discovered during the same environmental compliance audit. **Please submit the final report to:** [DNREnviroCheck@wi.gov](mailto:DNREnviroCheck@wi.gov). Information collected on this form may be made available to requesters under Wisconsin's Open Records law.

## ELIGIBILITY CRITERIA

To be considered for the Enviro-Check program limited liability protections, the participant must meet all program eligibility criteria in s. 299.85, Wis. Stats, including submitting an audit report within 45 days of completion with the following:

- *A summary of audit findings and types of violations, if any are found;*
- *Corrective action plan; and*
- *Commitment to correct the disclosed violations with 60 days of submitting the audit report or according to a compliance schedule approved by the DNR.*

*Once submitted, DNR staff will confirm your facility's eligibility to participate in the program unless you have already requested and received information on your eligibility status.*

## 1. Facility Information

Name of audited facility Facility Identification Number (FID)

Date the facility submitted a signed statement to DNR acknowledging that violations discovered prior to the audit do not qualify for liability protections

The facility is  non-governmental  governmental

County

Street address City State Zip

Mailing address City State Zip

Numbers of any permits or licenses held by audited facility

Name of facility contact Title

Street address City State Zip

Phone number E-mail address

Describe the operations or practices reviewed during the audit,

Describe the general scope of the audit. For example, did the audit review all environmental requirements and/or discharges to air, water and land?

Within the last two years, has the Department of Justice filed a suit to enforce an environmental requirement, or has DNR or a local unit of government issued a citation to enforce an environmental requirement because of a violation involving this facility? If so, please describe.

## 2. Enviro-Check Audit Information

Information provided in this section must support the entity's claim that an environmental compliance audit was conducted and that the information disclosed arose from that audit. All information that is submitted will be available for public inspection unless you request and receive DNR approval for confidential status as a trade secret, as defined in s.134.90(1), Wis. Stats.

Name of person who conducted the audit

Firm

Street address

City

State

Zip

Phone number

E-mail address

Date audit began

Date audit completed

Date auditor's final written report of findings of the audit was submitted to the facility

## 3. Violation Disclosure Information

Use the **ENVIRO-CHECK AUDIT REPORT SUMMARY TABLE** (Table A, page 5) to identify and disclose each violation revealed by the audit. In order to meet the legislature's annual reporting requirements, we request that you use Table A to categorize each violation. Check all columns that apply to the violation. Make additional copies of the table if necessary.

Specify the type of violation, indicating if it involves each of the following:

- 1) Failure to have a required permit or other approval
- 2) Failure to have a required plan
- 3) Violation of a condition of a permit or other approval
- 4) Release of a substance to the environment
- 5) Failure to report
- 6) Other (describe)

Also, specify the type of violation, indicating the environmental regulation(s) it relates to:

- 7) Air
- 8) Surface water
- 9) Ground water
- 10) Solid waste
- 11) Hazardous waste
- 12) Other environmental regulation (describe)

Indicate the date the corrective actions were or will be completed:

- 13) Less than 60 days
- 14) More than 60 days and less than 365 days

**4. Violation Resolution/Response Strategy for Violations that will be Corrected within 60 Days of Submitting this Report**

For each violation that the entity has already corrected or commits to correct within 60 days of the submittal date of this Environmental Audit Report, provide the information requested below in writing.

- (a) Violation name or identification number. Use the same name or number as in Column 1, Table A.
- (b) Identify the permit, approval, or regulation to which the violation relates.
- (c) Describe the violation and the length of time that the violation may have continued (s. 299.85(3)(b), Wis. Stats.) Include location information and attach a map if needed.
- (d) Describe actions taken or proposed to be taken to correct the violation (s. 299.85(3)(c), Wis. Stats.), including dates.
- (e) Describe the measures that the entity has taken or that will be taken to prevent future violations and a timetable for implementing these measures (s. 299.85(3)(f), Wis. Stats.)

**5. Violation Resolution/Response Strategy for Violations that will Require more than 60 Days to Correct**

For each violation that will require more than 60 days to correct based on the submittal date of this Enviro-Check Report, provide all the information requested below in writing:

- (a) Violation name or identification number. Use the same name or number as in Column 1, Table A.
- (b) Identify the permit, approval, or regulation to which the violation relates.
- (c) Describe the violation and the length of time that the violation may have continued (s. 299.85(3)(b), Wis. Stats.) Include location information and attach a map if needed.
- (d) A description of actions taken or proposed to be taken to correct the violations.
- (e) A commitment to correct the violations within 60 days of submitting the report or according to a compliance schedule approved by the department. Note that the DNR can not approve or issue a compliance schedule that extends longer than 12 months beyond the date of approval of the compliance schedule unless the Secretary of natural resources determines a longer schedule is necessary.
- (f) For violations taking over 60 days to correct, propose a compliance schedule with the shortest reasonable correction timeline (s. 299.85(3)(e), Wis. Stats.), and provide a statement that justifies the proposed compliance schedule. The compliance schedule must be approved within the 60-day deferred civil enforcement timeframe.
- (g) Describe the measures that will be taken to minimize the effects of the violation during the compliance schedule (s. 299.85(3)(e), Wis Stats.)
- (h) Propose stipulated penalties to be imposed if the regulated entity fails to comply with the proposed compliance schedule (s. 299.85(3)(em), Wis. Stats.)
- (i) Describe the measures that the entity has taken or will take to prevent future violations and a timetable for implementing these measures (s. 299.85(3)(f), Wis. Stats.)

**6. Contact Information & Signature of Responsible Environmental Official**

Name	Title	Company or entity
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Mailing address (if different from facility)	City	State	Zip
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Phone number	E-mail address
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- This disclosure meets the criteria for Enviro-Check eligibility (Environmental Compliance Audit, s. 299.85, Wis. Stats.)
- I commit to correcting the violations within 60 days of submitting this audit report or according to a compliance schedule approved by the DNR.
- I have the authority to make this disclosure and commitments.
- I commit to the above statements and certify that all information provided is true and correct under penalty of law.

Signature	Date signed
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