



# Final Audit Report

## ABOUT THE COMPLIANCE AUDIT DISCLOSURE

The Enviro-Check program 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 of their facility and commit to correct any violations found according to program requirements.

This template for the Enviro-Check Program Final Audit Report is provided for your convenience. If you choose to use a different format, please include all the information requested in this form. Submit a separate compliance audit 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 its completion with the following information.:

- *A summary of audit findings and types of violations, if any are found;*
- *Corrective action plan; and.*
- *Commitment to correct the disclosed violations with 90 days of submitting the audit report or according to a compliance schedule approved by the DNR.*

## 1. Facility Information & Documentation of Enviro-Check Audit Notification

Name of Audited Facility

Date the facility submitted a notice of intent application to perform an environmental compliance audit to DNR:

The facility is:  non-governmental  governmental

Are there any changes in the facility address, permits or contact information from the attached audit notification?

No  Yes If yes, indicate the changes below in 1.a. and 1.b.

### 1.a Changes in Facility Information

Facility Name	County Location		
Street Address	City	State	Zip
Mailing Address	City	State	Zip

Identify any numbers of any Permits or Licenses held by Audited Facility that have changed.

### 1.b Changes in Facility Contact Information

Name of Facility Contact	Title		
Street Address	City	State	Zip
Phone Number	E-mail address		

## 2. Environmental Compliance 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.

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Name of person and firm who conducted the environmental compliance audit, and contact information.

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Date environmental compliance audit was completed.

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Date final written report of findings of the environmental compliance audit was submitted to the facility.

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Was the scope of the actual compliance audit and the activities, practices and operations that were examined as part of the audit the same as those described in the original audit notification?

Yes  No If no, provide a brief description of the changes below.

## 3. Violation Disclosure Information

Use the **ENVIRONMENTAL ENVIRO-CHECK AUDIT REPORT SUMMARY TABLE** (Table A, reference page 4) to identify and disclose each violation revealed by the environmental compliance audit. In order to meet the Legislature's annual reporting requirements for the program, 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 completed:

- 13) Less than 90 days
- 14) More than 90 days and less than 365 days

**4. Violation(s) Resolution/Response Strategy for Violations that will be corrected within 90 Days of Submitting This Report**

For each violation that the entity has already corrected or commits to correct within 90 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 will be taken to prevent future violations and a timetable for implementing these measures (s. 299.85(3)(f), Wis. Stats.)

**5. Violation(s) Resolution/Response Strategy for Violations that will require more than 90 Days to Correct**

For each violation that the entity commits to correct that will require more than 90 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 90 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 90 days to correct, propose a compliance schedule that contains the shortest reasonable periods for correcting the violations (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 90 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 of Person	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 eligibility in the Enviro-Check program (Environmental Compliance Audit, s. 299.85, Wis. Stats.).
- I commit to correct the violations with 90 days of submitting the 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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