



Remediation and Redevelopment Program

July 2017

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

Wis. Admin. Code § NR 700.11(1)(a) requires responsible parties (RPs) to submit semi-annual site progress reports to the Department of Natural Resources (DNR) until final 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 NR 700. Therefore, property owners, such as local governments that have an exemption under Wis. Stats. §§ 292.11(9)(e) or 292.23 and lenders that have an exemption under Wis. Stats. § 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 of RPs for all “open” sites in the 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. remove investigative waste; properly abandoning monitoring wells). Semi-annual reporting for these otherwise open sites should indicate what steps are being taken to complete the remaining actions needed.

This semi-annual reporting requirement replaces PECFA annual web reporting. Consultants and responsible parties were previously required to inform the agency of the progress and the estimated cost of work remaining for PECFA-eligible sites. Now, submission of the semi-annual online form satisfies PECFA’s requirement to report progress. A separate PECFA web report is not required.

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](#).

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

Schedule for NR 700 Semi-Annual Reporting

Annual reporting periods	Report due date
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 608-266-5788 or via email at Timothy.Zeichert@wisconsin.gov.