



Remediation & Redevelopment Program **April 2019**

Site Investigation Work Plan Preparation Checklist

Wis. Admin. Code § NR 716.07

Purpose

This guidance is offered as an optional tool to help develop and review site investigation work plans for compliance with Wis. Admin. Code ch. NR 716 Site Investigation requirements. Consultants may choose to use this checklist as an outline for preparation of the site investigation work plan. Use of this checklist is not required. Rule citations are added for clarity. The checklist is meant for use with Wis. Admin. Code § NR 716.09 and other site investigation related guidance. For more comprehensive site investigation related information, visit our web page at dnr.wi.gov and search: “site investigation.”

Receipt of Site Investigation Work Plan			Comments
NR 716.09 (1)			
<input type="checkbox"/>	NR 716.09 (1)	Within 60 days of receipt of RP letter, or other notification that a site investigation is required	
<input type="checkbox"/>	NR 716.09 (1), NR 700.11 (3g)	One paper copy	
<input type="checkbox"/>	NR 716.09 (1), NR 700.11 (3g)	One electronic copy	
<input type="checkbox"/>	NR 749	Review fee, if review by DNR is requested	
Purpose			
NR 716.01			
<input type="checkbox"/>	NR 716.01	Proposed investigation will define the nature, degree, and extent of contamination	
<input type="checkbox"/>	NR 716.01	Proposed investigation will define the source or sources of contamination	
<input type="checkbox"/>	NR 716.01	Proposed investigation will determine the need for an interim and/or remedial action	
<input type="checkbox"/>	NR 716.01	Proposed investigation will provide information needed to select an interim and/or remedial action	
Contents			
NR 716.09 (2)			
<input type="checkbox"/>	NR 716.09 (2) (a)	Site name and address	
<input type="checkbox"/>	NR 716.09 (2) (a)	Site location – ¼ ¼ section, Township, Range, County	
<input type="checkbox"/>	NR 716.09 (2) (a)	WTM coordinates	
<input type="checkbox"/>	NR 716.09 (2) (b)	RP’s name and address (May be more than one RP – current property owner, lessee, operator, other RP.)	
<input type="checkbox"/>	NR 716.09 (2) (b)	Consultant or contractor’s name and address	

<input type="checkbox"/>	NR 716.09 (2) (c)	Site location on a USGS topo map	
<input type="checkbox"/>	NR 716.09 (2) (c)	Site layout map(s) with: buildings, roads, discharge location & other relevant site features	
<input type="checkbox"/>	NR 716.09 (2) (d)	Scoping of the Investigation	
<input type="checkbox"/>	NR 716.07 (1)	<ul style="list-style-type: none"> History of the site or facility, including land uses that may have one or more associated hazardous substance discharges or environmental pollution, including emerging contaminants such as PFAS. 	
<input type="checkbox"/>	NR 716.07 (2)	<ul style="list-style-type: none"> Type and amount of contamination, if known 	
<input type="checkbox"/>	NR 716.07 (3)	<ul style="list-style-type: none"> History of previous hazardous substance discharges or environmental pollution 	
<input type="checkbox"/>	NR 716.07 (4)	<ul style="list-style-type: none"> Environmental media affected or potentially affected by contamination 	
<input type="checkbox"/>	NR 716.07 (5)	<ul style="list-style-type: none"> Location of the site or facility and its proximity to other sources of contamination 	
<input type="checkbox"/>	NR 716.07 (6)	<ul style="list-style-type: none"> Need for permission from property owners to allow access to the site or facility and to adjacent or nearby properties 	
<input type="checkbox"/>	NR 716.07 (7)	<ul style="list-style-type: none"> Potential or known impacts to receptors, including buildings, utilities, or other subsurface improvements, and water supply wells within 1,200 feet of outermost edge of contamination 	
<input type="checkbox"/>	NR 716.07 (8) (a), (b), (c), (d)	<ul style="list-style-type: none"> Potential for impacts to sensitive species, habitats or ecosystems, wetlands, resource waters, sites of historical/archaeological significance 	
<input type="checkbox"/>	NR 716.07 (9)	<ul style="list-style-type: none"> Potential interim and remedial actions applicable to the contamination 	
<input type="checkbox"/>	NR 716.07 (10)	<ul style="list-style-type: none"> Immediate or interim actions taken or in progress, including any evaluations made of whether an interim action is necessary 	
<input type="checkbox"/>	NR 716.07 (11)	<ul style="list-style-type: none"> Any other items, including climatological conditions and background water or soil quality info that may affect the scope or conduct of the investigation 	
<input type="checkbox"/>	NR 716.07 (12)	<ul style="list-style-type: none"> Need to gather data to determine the hydraulic conductivity of materials where contaminated groundwater is found 	
<input type="checkbox"/>	NR 716.09 (2) (e)	Physiographical and geological setting of the site necessary to choose sampling methods and locations, including:	

<input type="checkbox"/>	NR 716.09 (2) (e) 1.	<ul style="list-style-type: none"> Existing topography, including prominent topographic features 	
<input type="checkbox"/>	NR 716.09 (2) (e) 2.	<ul style="list-style-type: none"> Surface water drainage patterns and significant hydrologic features, such as surface waters, springs, drainage basins, divides, wetlands, floodplain, or floodway 	
<input type="checkbox"/>	NR 716.09 (2) (e) 3.	<ul style="list-style-type: none"> Texture and classification of surficial soils 	
<input type="checkbox"/>	NR 716.09 (2) (e) 4.	<ul style="list-style-type: none"> Nature and distribution of geologic materials, including the thickness and type of unconsolidated materials and type and nature of bedrock 	
<input type="checkbox"/>	NR 716.09 (2) (e) 5.	<ul style="list-style-type: none"> General hydrogeologic information 	
<input type="checkbox"/>	NR 716.09 (2) (e) 6.	<ul style="list-style-type: none"> Potential hazardous substance migration pathways 	
<input type="checkbox"/>	NR 716.09 (2) (f)	Sampling and analysis strategy to be used during the field investigation, including:	
<input type="checkbox"/>	NR 716.09 (2) (f) 1.	<ul style="list-style-type: none"> Description of the investigative techniques to be used to characterize the site or facility 	
<input type="checkbox"/>	NR 716.09 (2) (f) 2.	<ul style="list-style-type: none"> Site layout map(s), in planimetric and vertical views, with locations from which samples of environmental media will be obtained or a description of the strategy to be used for determining sample locations 	
<input type="checkbox"/>	NR 716.09 (2) (f) 3.	<ul style="list-style-type: none"> Description of sampling methods to be used, including methods for collecting, preserving, and delivering samples and leak detection methods (for vapor sampling) 	
<input type="checkbox"/>	NR 716.09 (2) (f) 4.	<ul style="list-style-type: none"> List of the parameters for which samples will be analyzed, analytical methods to be used including method detection limits 	
<input type="checkbox"/>	NR 716.09 (2) (f) 5.	<ul style="list-style-type: none"> Description of quality control and quality assurance procedures to be used per sampling method, including the items listed in NR 716.13 	
<input type="checkbox"/>	NR 716.09 (2) (f) 6.	<ul style="list-style-type: none"> Description of procedures to prevent cross-contamination between samples 	
<input type="checkbox"/>	NR 716.09 (2) (f) 7.	<ul style="list-style-type: none"> Description of the type of investigative wastes that will be generated during the SI and how they will be collected, stored, transported, treated, or disposed 	
<input type="checkbox"/>	NR 716.09 (2) (f) 8.	<ul style="list-style-type: none"> Discussion of how the sampling and analysis results will be related to previous investigations at the site or facility and how the results will be used to determine the degree and extent of contamination and the 	

		selection of a remedial action, including natural attenuation, where appropriate	
<input type="checkbox"/>	NR 716.09 (2) (g)	Description of other procedures to be used for site management, including erosion control and repair of structural, soil or ground disturbance	
<input type="checkbox"/>	NR 716.09 (2) (h)	Schedule for conducting the field investigation and reporting the results to the DNR	
<input type="checkbox"/>	NR 712	Certification of professional(s) that will conduct or supervise the work necessary to obtain data, develop conclusions and recommendations, and prepare the site investigation submittal, per Wis. Adm. Code NR 712	

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