



## Guidance for Submitting Documents

The purpose of this document is to outline the appropriate format and procedures for submitting documents to the Remediation and Redevelopment Program. Wis. Admin. Code § NR 700.11(3g), and other specific provisions within Wis. Admin. Code ch. NR 700, outline the requirements for submittals, including electronic submittals. Consultants and representatives of responsible parties are required to submit one paper copy and one electronic copy of submittals, including case closure documents. **The electronic version should be an exact duplicate of the paper version.**

### Submittal Method

- ✓ **Paper copies should be sent to the applicable regional office.** If you are unsure as to which region documents should be submitted, review the DNR Region Map found at [dnr.wi.gov/topic/Brownfields/documents/rr/regionmap.pdf](http://dnr.wi.gov/topic/Brownfields/documents/rr/regionmap.pdf) or contact your project manager.

Region	To	Address
Northeast Region	Assigned Project Manager	Contact Project Manager
Northern Region	Assigned Project Manager	Contact Project Manager
South Central Region	Attn: Wendy Weihemuller, Environmental Prog. Associate	3911 Fish Hatchery Road Fitchburg, WI 53711
Southeast Region	Attn: Jennifer Dorman, Environmental Prog. Associate	2300 N Dr. Martin L. King Jr. Dr. Milwaukee, WI 53212
West Central Region	Assigned Project Manager	Contact Project Manager

- ✓ **Electronic submittals** - the DNR highly encourages submitting electronic documents via the RR Program Submittal Portal, instead of CD/DVD or email. Please submit documents as a single PDF (except closure packets – instructions can be found on page 2). **Electronic submittals may not be “locked” or password protected per Wis. Admin. Code § NR 700.11(3g).**

### Instructions for using the Document Uploader

1. Go to the RR Submittal Portal – <https://dnrx.wisconsin.gov/rresubmittal>.
2. If you have a Web Access Management System (WAMS) account – log in.
  - a. If you do not have a WAMS account, click the second link to request a User ID and password.
  - b. Once you have a User ID and Password log in to the RR Submittal Portal – <https://dnrx.wisconsin.gov/rresubmittal>.
3. Click Document Uploader on the left.
  - a. If this is your first time submitting a document, you will need to request access to upload documents. This will only need to be done one time. You can expect to be approved within one business day. If you do not get approved within one business day please contact Danielle Wincentsen at [Danielle.Wincentsen@wisconsin.gov](mailto:Danielle.Wincentsen@wisconsin.gov).
4. Complete the form and click submit.

A few things to note about the Document Uploader:

- In most cases only one PDF can be uploaded per submittal. There are a few exceptions that allow more than one document to be uploaded at a time:
  1. If you are submitting a form; or
  2. A file is larger than 250 MB and needs to be split into more than one file.
- If you are submitting a Closure Review Request, only a .zip file can be uploaded.

For more information go to [dnr.wi.gov](http://dnr.wi.gov), [search RR Submittal Portal](#).

## General Notes on Submittals

- Consultants should use the Notification for Hazardous Substance Discharge (Non-Emergency Only) Form 4400-225 for historic discharges, found at [dnr.wi.gov](http://dnr.wi.gov), [search notification](#).
- Consultants are encouraged to submit the appropriate form found on the fees tab at [dnr.wi.gov](http://dnr.wi.gov), [search RR Program fees](#), signed and scanned, using the Document Uploader in the RR Submittal Portal. **After submitting the electronic copy, mail a copy of the confirmation page with fee check.** Fees paid by check should be sent to the appropriate regional environmental program associate found on the EPA tab at [dnr.wi.gov](http://dnr.wi.gov), [search RR contact](#).
- **Any site-specific or follow-up questions should be directed to the assigned DNR project manager.**
- Backing up the files is essential. As a provider of documents under Wis. Admin. Code ch. NR 700, the consultant or representative is responsible for keeping a backup copy.
- All files should be scanned to ensure they are free of viruses. The consultant's or representative's anti-virus software should be kept up-to-date.
- If the submitted electronic file can't be read (i.e. is illegible), opened, or is corrupted and unusable, then the consultant or representative will be notified, and a new electronic copy is to be provided.

## Case Closure Submittals

1. Case Closure requests should be submitted as a zipped folder. Within the zipped folder, the files should be organized, and the contents clearly labeled as follows:
  - a. Case Closure form ([dnr.wi.gov](http://dnr.wi.gov), [search Case Closure form](#))
  - b. Seven separate file folders labeled for each of the required attachments (e.g., Attachments A through G)
    - i. The file folders should include the required PDF attachments for each of those sections of the Case Closure form, along with each PDF clearly labeled with the DNR-specified title (e.g., A.1. Groundwater Analytical Tables), and organized within the file folder (e.g., Attachment A: Data Tables) in the order specified in the Case Closure form ([dnr.wi.gov](http://dnr.wi.gov), [search Case Closure form](#)).
  - c. **A single PDF of the entire closure packet (form and attachments) should also be included in the zip file.**

*An example of an acceptable closure submittal can be found at:*

[dnr.wi.gov/topic/brownfields/documents/directory.pdf](http://dnr.wi.gov/topic/brownfields/documents/directory.pdf)

2. Professional submittal certifications required per Wis. Admin. Code ch. NR 712.09 must be included.
3. Summaries of all data must include information collected by previous consultants.
4. Do not submit lab data sheets unless these have not been submitted in a previous report. Include these as a separate PDF from the narrative summary. Tabulate all data required in Wis. Admin. Code § NR 716.15(3)(c), in the format required in Wis. Admin. Code § NR 716.15(4)(e).
5. If any map or figure is not required but the submitter feels it is relevant to the case closure request, fully explain the reason(s) why it is included and attach that explanation (properly labeled with the map/figure title).
6. **When submitting revisions to a closure submittal as requested by the DNR project manager, the consultant need only submit the revised pages (both paper and electronic copies).** These revised pages should be initialed and dated by the consultant. It is recommended that revisions be submitted through the RR Program Submittal Portal.

### **Electronic File Format**

1. Except as outlined below, submittals should be created in or converted to the portable document format (PDF), readable by Adobe Acrobat Reader. Adobe Acrobat Reader can be downloaded for free at <https://get.adobe.com/reader/>.
2. Save DNR forms using a PDF format. This is especially important if the form will need to be edited before submittal to the DNR.
3. Electronic files shall have a minimum resolution of 300 dots per inch (dpi) to ensure legibility without creating excessive file size as specified in Wis. Admin. Code § NR 700.11(3g).
4. Report submittals should not be larger than 250 MB in size. Please split submittals into 250 MB or less files and label accordingly.
5. All documents shall be digital format versions rather than scanned versions except documents that are only available as scanned versions according to Wis. Admin. Code § NR 700.11(3g). Deeds and legal descriptions may be scanned versions.
6. Voluminous attachments or appendices (e.g., lab QA) may be submitted by electronic format only, if specifically approved in advance by the DNR.
7. **Electronic files may not be locked or password protected.** This means the files can't require a password to open or edit. However, files can use a feature that makes them read only or "protected" to prevent inadvertent editing, as long as the feature can be turned off without a password.
8. It is recommended that documents such as lab reports, chain of custody documents, boring logs, etc., that are received as hard copy by the consultant be scanned as PDF files. To minimize file size, PDF files should be prepared by converting directly from the original electronic versions or with black and white scans.
9. The DNR may request that the electronic copy of sampling results be submitted in a different format such as spreadsheets, plain text tabular files, hypertext markup language files (HTML) and extensible markup language files (XML).
10. When submitting site investigations under Wis. Admin. Code ch. NR 716 and O&M reports under Wis. Admin. Code ch. NR 724, it is recommended that lab data be submitted as one separate PDF, and the narrative and data summary (figures, tables, etc.) be submitted as a

second separate PDF. If copies of the Phase I and II environmental site assessments are included in the Wis. Admin. Code ch. NR 716 documents, these should also be submitted as separate PDFs.

## **Document Formatting**

1. Titles for typical reports and submittals required under Wis. Admin. Code ch. NR 700 are found in Attachment A.
2. All documents are to be legible. Providing illegible information will result in a submittal being considered incomplete until corrected.
3. Include a cover letter with reports submitted under Wis. Admin. Code ch. NR 700 that clearly lists the BRRTS/FID number; describes the title and type of submittal; and what action, if any, is requested from the RR Program.
4. Prepare visual aids, including maps, plans, drawings, fence diagrams, tables, and photographs according to the applicable portions of Wis. Admin. Code chs. NR 716 through 726.
5. Use bold and italics font on information of importance on tables and figures. Use bold font for Wis. Admin. Code ch. NR 140 groundwater enforcement standard (ES) attainments or exceedances, and italicized font for Wis. Admin. Code ch. NR 140 groundwater preventive action limit (PAL) standard attainments or exceedances.
6. Do not use shading or highlighting on the tables, figures, maps, or other documents.
7. Include the level of detection on data tables for results which are below the detection level (i.e. do not just list as no detect (ND)). Include the units on data tables. Units should be consistent with the applicable standards. Include all sample locations. Contour lines should be clearly labeled and defined.
8. Provide one paper copy no larger than 11x17 inches, unless otherwise directed by the department. Maps and figures may be submitted in a larger electronic size than 11x17 inches, in a PDF readable by Adobe Acrobat Reader. However, larger-size documents must be legible when printed.

## **Contact Information**

This document is updated as needed. Comments may be sent to: Sonya Rowe, (608) 261-4934, [sonya.rowe@wisconsin.gov](mailto:sonya.rowe@wisconsin.gov).

## Attachment A – Document Title Naming Conventions

Document Title Naming Convention	NR 700 Reference
Phase I Environmental Site Assessment	NR 750.03(2m)
Phase II Environmental Site Assessment	NR 750.03(2m)
Immediate Action Report	NR 708.05(6) and NR 708.09
Interim Action Report	NR 708.15
Free Product Removal Report	NR 708.13
Site Investigation Work Plan	NR 716
Site Investigation Report	NR 716
Soil Management Plan	NR 718
Soil Management Exemption Request	NR 718
Site-Specific Soil Cleanup Standards	NR 720.10, NR 720.12
Determination of Soil Performance Standards	NR 720.08
Remedial Action Options Report	NR 722
Infiltration/Injection Request for GW Treatment	NR 140.28(5) and 812.05
Historic Fill Exemption Request	NR 506.085
Remedial Action Design report	NR 724
Operation & Maintenance Report	NR 724
Construction Documentation report	NR 724
Long Term Monitoring Plan	NR 724
Closure Request	NR 726
Post-Closure Modification Request	NR 727

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This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. This guidance does not establish or affect legal rights or obligations and is not finally determinative of any of the issues addressed. This guidance does not create any rights enforceable by any party in litigation with the State of Wisconsin or the Department of Natural Resources. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.

The Wisconsin Department of Natural Resources provides equal opportunity in its employment, programs, services, and functions under an Affirmative Action Plan. If you have any questions, please write to Chief, Public Civil Rights, Office of Civil Rights, U.S. Department of the Interior, 1849 C. Street, NW, Washington, D.C. 20240.

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