



## WISCONSIN DEPARTMENT OF NATURAL RESOURCES NOTICE OF FINAL GUIDANCE & CERTIFICATION

*Pursuant to ch. 227, Wis. Stats., the Wisconsin Department of Natural Resources has finalized and hereby certifies the following guidance document.*

### DOCUMENT ID

RR-19-5148-C

### DOCUMENT TITLE

Template Letter: Remaining Actions Needed

### PROGRAM/BUREAU

Remediation and Redevelopment

### STATUTORY AUTHORITY OR LEGAL CITATION

Wis. Stats. ch. 292; Wis. Admin. Code ch. NR 700

### DATE SENT TO LEGISLATIVE REFERENCE BUREAU (FOR PUBLIC COMMENTS)

26-Aug-19

### DATE FINALIZED

02-Sept-19

### DNR CERTIFICATION

*I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.*

Signature

September 4, 2019

Date

**DNR – Remediation & Redevelopment**  
**RR-5148 Remaining Actions Needed for Case Closure under NR 726**  
**October 2018**

**PURPOSE:** Use this template once closure is deemed approvable by the closure committee or by a team supervisor, for MW abandonment and/or managing investigative waste, and for minor administrative issues, such as submittal of a revised table or map.

Keep all headings and formatting.

**Yellow highlighted text** contains notes/directions to the DNR staff writing the letter.  
**Grey highlighted text** contains areas where DNR staff need to fill in the information.

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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. 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.

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DATE

RECIPIENT NAME  
STREET ADDRESS  
CITY, STATE, ZIP CODE

Subject: Remaining Actions Needed for Case Closure under Wis. Adm. Code chs. NR 700-754  
[BRRTS SITE NAME AND ADDRESS],  
DNR BRRTS Activity # [BRRTS #]

Dear [RP/ Recipient name]:

On [date] site was reviewed for closure, the Department of Natural Resources (DNR) reviewed your request for closure of the case described above. The DNR reviews environmental remediation cases for compliance with applicable local, state and federal laws. The following actions are required prior to the DNR granting you case closure in compliance with Wis. Stat. ch. 292 and Wis. Adm. Code chs. NR 700-754. Upon completion of these actions, closure approval will be provided. Pursuant to Wis. Adm. Code § NR 726.09 (2) (g), you are required to provide this information to the DNR within 120 days of the date of this letter.

### Remaining Actions Needed

**USE ONLY THE APPROPRIATE PARAGRAPHS**

**This paragraph may be used for monitoring well and remedial system piping abandonment. If other remedial system parts need to be abandoned, use site-specific language.**

#### Monitoring Well or Remedial System Piping Filling and Sealing

The monitoring wells **add as appropriate:** and soil vapor extraction system wells, air sparging wells and other remediation system wells at the site must be properly filled and sealed in accordance with Wis. Adm. Code ch. NR 141. Documentation of filling and sealing for all wells and boreholes must be submitted to **DNR staff name** on DNR Form 3300-005. To download the form, go online at [dnr.wi.gov](http://dnr.wi.gov) and search “form 3300-005”.

**Use the following paragraph in situations involving the need to properly dispose of purge water or proper management of solid waste (e.g. contaminated soil pile) generated during response actions.**

#### Purge Water, Waste and/or Soil Pile Removal

Any remaining purge water, solid waste and/or contaminated soil piles generated as part of site investigation or remediation activities must be removed from the site and properly managed in accordance with the applicable local, state and federal laws. Once that work is complete, send documentation to the DNR regarding the methods used for appropriate treatment or disposal of the remaining purge water, solid waste and/or contaminated soil.

**The Documentation Section is required.**

#### **Documentation**

Add a statement regarding any other documentation needed not addressed above. Include the applicable rule citation. When the required actions are completed, submit the appropriate documentation within 120 days of the date of this letter, to verify completion. At that point, your closure request can be approved and your case can be closed.

**The first 2 sentences of the next paragraph are optional. Always use the last 2 sentences.**

If any changes to the closure request are still outstanding, submit all changes to the original closure request. Only revisions or updates need to be submitted. The submittal of both an electronic and paper copy are required in accordance with Wis. Adm. Code s. NR 726.09 (1). See *Guidance for Electronic Submittals for the Remediation and Redevelopment Program, RR- 690* for additional information. To view the document online, go to [dnr.wi.gov](http://dnr.wi.gov)

and search "RR 690".

Use the following paragraph if the site will go on the database for Continuing Obligations/Institutional Controls

**Listing on Database**

This site will be listed on the DNR's Bureau for Remediation and Redevelopment Tracking System on the Web (BOTW) and RR Sites Map, to provide public notice of remaining contamination and continuing obligations. The continuing obligations will be specified in the final case closure approval letter sent to you. Information that was submitted with your closure request application will be included on BOTW, located online at [dnr.wi.gov](http://dnr.wi.gov) and search "BOTW".

Use the following paragraph if there is no Continuing Obligations/Institutional Controls.

**Listing on Database**

Information that was submitted with your closure request application will be included on DNR's Bureau for Remediation and Redevelopment Tracking System on the Web (BOTW) and RR Sites Map, located online at [dnr.wi.gov](http://dnr.wi.gov) and search "BOTW".

**In Conclusion**

We appreciate your efforts to restore the environment at this site. This remedial action project is nearing completion. I look forward to working with you to complete all remaining actions that are necessary to achieve case closure.

If you have any questions regarding this letter, please contact the project manager, [project manager name](#), at [project manager phone number](#) or [FIRST.LAST@wisconsin.gov](mailto:FIRST.LAST@wisconsin.gov) or [@wisconsin.gov](#).

Sincerely,

[Name of Team Supervisor](#)  
[Region](#) Team Supervisor  
Remediation & Redevelopment Program

cc: [Consultant name/address and/or other cc's](#)