



## 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-19-5196-C

### DOCUMENT TITLE

Model Letter: RP Letter to Request Additional Information

### 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 5196 RP Letter to Request Additional Information, 11/13

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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 and address]

Subject: Letter to Request Additional Information for (BRRTS site name)  
(site address, city), WI  
WDNR BRRTS # (BRRTS #, if assigned)

Dear [RP/recipient name]:

On [Notification date], [Name and/or company reporting the release], on behalf of [RP's name or company], notified the Wisconsin Department of Natural Resources (WDNR) that [Contaminant type] had been detected at the site listed above.

[Insert any other relevant site specific information about the notification that was received.]

This letter is to notify you that the following additional information is required to be submitted to the WDNR before the Department can determine whether or not you should proceed with a site investigation under NR 716, Wis. Adm. Code. The submittal of the following information may allow the Department to conclude that no further action is required at the site described above. [Describe the site specific information (sample types and location, analytes etc.) needed to determine whether the site should proceed with a full investigation.] Please submit this information within 60 days after the date of this letter, so that we can determine whether or not a full site investigation under NR 716, Wis. Adm. Code, will be required.

Sites where discharges to the environment have been reported are entered into the Bureau for Remediation and Redevelopment Tracking System (BRRTS), a version of which appears on the WDNR's Internet site. If you submit the additional information described in this letter, and the Department concludes that no further investigation is required, the status of the site described above will be shown as "no action required" on BRRTS. You may view the information related to your site at any time (<http://dnr.wi.gov/topic/Brownfields/wrrd.html>) and use the feedback system to alert us to any errors in the data.

If the Department determines that an NR 716 site investigation is not required and you want a written response regarding the "no action required" status, please be advised that **[CHOOSE ONE OF THE FOLLOWING LETTER OPTIONS BASED ON APPLICABILITY TO THE SITE. IF UNCLEAR USE GLC LETTER. EITHER WILL SERVE AS DOCUMENTATION FOR REGION FILE.]** under NR 749, Wis. Adm. Code, a \$700.00 fee is required for the general liability clarification letter **[OR]** under NR 708.09, Wis. Adm. Code, a \$350.00 fee is required for a No Further Action Letter. **[NOTE TO STAFF: IF RP DOES NOT REQUEST A DETAILED LETTER, A MEMO STATING WHAT INFORMATION**

**WAS USED TO DETERMINE THAT NO FURTHER INVESTIGATION IS NEEDED SHOULD BE PUT IN THE REGION FILE]**

Further correspondence regarding this site should be sent to:

(WDNR staff name)  
Remediation and Redevelopment Program  
Wisconsin Department of Natural Resources  
Box (PO Box Number)  
(City, State, Zip Code)

Thank you for your cooperation.

Sincerely,

[Staff name]  
[Staff title]  
Remediation & Redevelopment Program

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