



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-19-5469-C

DOCUMENT TITLE

Template: Notification to Affected Owners of Closure Not Recommended

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.

A handwritten signature in black ink that reads "Andrew Haeg".

Signature

September 4, 2019

Date

DNR – Remediation & Redevelopment
RR 5469 Template Letter – Notification of Closure Not Recommended
June 2019

Purpose:

Use this template for notifying affected property owners, and others that have requested notification, about the closure not recommended decision, in conjunction with RR-5330, “Template Letter – Closure Not Recommended.”

Instructions:

All “Notification of Closure Not Recommended” letters are signed by the Regional Team Supervisor.

This letter should be sent on regional letterhead. Refer to RR-5555, “Closure Reconsideration Process Flow Chart,” for more information on the closure reconsideration process.

Notes:

Delete highlighted text from the final letter. Note that highlighting instructions in letters updated after 2017 may be inconsistent with old template letters. Be sure to read instructions carefully.

Yellow highlighted text contains notes/directions to DNR staff writing the letter.

Grey highlighted text contains areas where DNR staff need to fill in or replace the information as appropriate.

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.

[Date]

[Affected/Interested Party Name]

[Address]

[City, State, Zip Code]

Subject: Case Closure under Wis. Admin. Code ch. NR 726 Not Recommended
[BRRTS Activity Name]Wisconsin
DNR BRRTS Activity #: [BRRTS Activity Number]
OPTIONAL FID#: [FID Number]

Dear [Name of Affected/Interested Party]:

The purpose of this letter is to notify you that case closure under Wis. Admin. Code ch. NR 726 has not been recommended for the site referenced above. Further action or information has been requested. The site is referenced by the location of the source property, where the original discharge occurred. Use the following sentence, if applicable: As required by state law (Wis. Admin. Code ch. NR 725), you received notification about the requested case closure from the person conducting the cleanup.

Further information on this site can be found by using the Bureau for Remediation and Redevelopment Tracking System (BRRTS) on the Web (BOTW). This database is found by searching "WRRD" at dnr.wi.gov. You can search the database using the site name or BRRTS activity number listed above.

If you have any questions regarding this letter, please contact [Assigned Project Manager Name] at [Phone Number] or at [Email Address].

Sincerely,

[Team Supervisor Name]

Team Supervisor, [Region Name] Region
Remediation & Redevelopment Program