DNR Closure Process: Administrative Completeness

1. Customer submits fee and pg. 1 of closure packet to EPA*
2. EPA enters initial BRRTS data and processes fee
   - Notice of $*
3. PM performs Administrative Completeness Review and fills out e-checklist
   - Complete?
4. EPA sends out acknowledgement & summary of completeness
   - Checklist to EPA
5. PAUSE - Request additional material from customer
6. Team Supervisor OK's Pause; Checklist to EPA
7. EPA sends out acknowledgement & summary of incompleteness
8. PM completes technical review, within 60 days

* EPA = Environmental Program Associate. To find your regional EPA, visit dnr.wi.gov/topic/Brownfields/Contract.html

Day 1
By Day 10
By Day 70
By Day 130