WISCONSIN
DEPT. OF NATURAL RESOURCES

BUREAU OF WATER QUALITY
BUREAU OF WATERSHED MANAGEMENT
PROCEDURAL INSTRUCTIONS

Wastewater Policy and Management Team
Water Resources Policy and Management Team
Watershed Management Team

Wisconsin Department of Natural Resources
101 S. Webster Street, P.O. Box 7921
Madison, WI 53707-7921

DEVELOPMENT OF GUIDANCE AND OTHER DOCUMENTS:
Formatting and Approval Process

December 12, 2019

EGAD Number: 3200-3400-3800-2019 -02

APPROVED:

_____   ___12_/_12_/_19___
Adrian Stocks   Date
Director, Bureau of Water Quality

_____   ___12/12/19___
Brian Weigel   Date
Director, Bureau of Watershed
Management

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Statement of Problem Addressed

Staff have requested instructions on how to prepare guidance and other documents, including a flow chart with the steps that they need to take during the approval process. This document describes the procedures that are to be used by Wastewater, Water Resources, and Watershed Management staff when developing new or significantly modifying existing guidance and other documents. The instructions laid out in this document are intended to address most document types. **If staff are unsure whether these procedures apply to the document that they are working on, they should check with their supervisor.**

This document explains how to format guidance, obtain approvals and sign-offs for guidance and other documents, and provide the information necessary for entry into the Electronic Guidance and Document (EGAD) system. Following these procedures is expected to improve consistency in how guidance, other documents, and publications are developed, approved, and stored. There are no administrative rules interpreted or implemented by this procedural document.

This document replaces EGAD #3100-2007-01, Guidance Format and Numbering System (2007) and previous versions of these procedural instructions from 2015 and 2017.

For more information, contact program policy coordinators:

  Wastewater: Kari Fleming
  Watershed Management: Suzan Limberg
  Water Resources: Vacant

> *Note: for assistance with assigning EGAD numbers or entering documents into EGAD, Water Resources staff may contact: Ashley Beranek (Water Evaluation), Jake Dickmann (Lakes & Rivers), or Lisa Helmuth (Monitoring)*

Objectives

Guidance and other documents should be developed and stored in such a way that they:
- Convey key issues and procedures in a consistent manner;
- Contain elements required by law;
- Procure proper reviews and sign-offs;
- Are stored and maintained consistently in a central database;
- Are easily accessible to all program staff;
- Can be made available to the public;
- Can be sorted and downloaded by program area, key issue content and administrative rules interpreted;
- Can be sorted and downloaded by management teams or identified as cross-program; and
- Can be sorted and downloaded by year to determine the need for revisions.

Storage in EGAD

The Electronic Guidance and Document (EGAD) system is a searchable storage space in the Surface Water Integrated Monitoring System (SWIMS) database for electronic documents created for use in the Water Resources, Wastewater, and Watershed Management programs. Storage in EGAD allows guidance and other documents to be housed in one place, sorted by type as noted above, and linked to from internet and intranet pages. When revisions are made to a document, only the version stored in EGAD needs to be changed – internet and intranet links that direct users to the document in EGAD can remain the same.

Documents stored in EGAD are assigned an EGAD number for tracking and sorting purposes. The program policy coordinator will assign an EGAD number according to the following system:

- 3200-20YY-## Water Resources Policy and Management Team
- 3400-20YY-## Wastewater Policy and Management Team
- 3500-20YY-## Waterways Policy and Management Team
- 3800-20YY-## Watershed Management Team

This numbering system allows tracking of documents by originating management team and year. The first four numbers (3200, 3400, etc.) identify the management team sponsoring the document. If more than one management team is sponsoring the document, the EGAD number will include each applicable numbers in numerical order (e.g., this document's EGAD number begins with 3200-3400-3800). The Waterways PMT number shown above should be used whenever cross-program documents (i.e., those developed cooperatively with Wastewater, Water Resources, and/or Watershed) are also sponsored by that management team. If cross-program guidance is developed in conjunction with other programs (e.g., Fisheries, Solid Waste, etc.) this will not be reflected in the EGAD number, however, these documents should be stored in EGAD if they are relevant to Wastewater, Water Resources, or Watershed programs. 20YY stands for the year the document was finalized, and ## is a sequential number starting with 01 each year. Subsequent revisions or additions to existing documents will get new EGAD numbers that reflect the year they were revised and the originating management team(s).

In some cases, a document may be assigned both an EGAD number and a DNR publication number. Publications are printed documents that may also have a PDF on the internet that is linked to the [DNR publications internet web page](#) (see section below on Outreach Materials). The types of documents that might need a publication number are reference documents such as technical handbooks, technical reports or educational guides for external audiences. Guidance documents, procedural instructions, fact sheets, or other information that will not be routinely printed but will instead be included on an internet page do not need a publication number. If partners may be routinely printing copies of DNR documents to provide to stakeholders, you should include a publication number on the document.

The Wisconsin Pollution Discharge Elimination System (WPDES) Program's [Records Retention/Disposition Authorization (RDA)](#) lays out the requirements for document retention in the Wastewater, Animal Waste (CAFO), and Storm Water programs. The WPDES RDA states that policy documents, including those stored in EGAD, must be kept for 20 years and then can be destroyed if the program determines that they are no longer relevant. Storage in EGAD and the assignment of EGAD numbers will allow managers and staff to track documents, identify those that may be outdated and no longer appropriate for use in these programs, and dispose of those that are no longer relevant to the program once they've exceeded the 20 year records retention requirement.

Definitions

Managers and staff are responsible for developing guidance, technical reports, outreach materials, and procedural instructions (see definitions below) for both internal and external audiences. For the purposes of this internal procedural document, the term "program documents" referenced herein includes all of the aforementioned types of documents.

Internal audiences are defined as DNR staff. If program documents are developed that interpret administrative rules and/or processes staff use to meet regulatory requirements and perform reviews of information, then the primary audience is DNR staff. These program documents may be shared with consultants, permittees, or others, but internal staff are the primary audience.

External audiences are defined as non-DNR staff. If program documents are developed that provide instructions or information to permittees, municipalities, stakeholders, homeowners or other externals on how to meet regulatory requirements, establish best management practices, perform monitoring activities, identify invasive species, or the guidance interprets administrative rules and statutes for the public, the primary audience is external.

1. **Guidance**

   The Wisconsin DNR creates and revises program guidance to aid in the consistent implementation of statutes and codes. Program guidance is formal written direction to DNR staff that explains how to approach making decisions when there are not specific details in the law. Program guidance can include recommended actions or suggested permit conditions when certain factors or criteria are present. Program guidance may also clarify implementation of legal authority or guide decision-making where legal authority allows discretion in decisions.

   2017 Wisconsin Act 369

   [2017 Wisconsin Act 369](#), enacted on December 15, 2018, modified state law relating to state agency guidance documents. Per this act and [s. 227.112, Wis. Stats.](#), the DNR must republish all existing program guidance for public comment. Once finalized, all guidance must contain a certification statement and remain available for public comment.

   - [Proposed Guidance](#) is posted for 21-d public comment.
   - [Final guidance](#) is posted in perpetuity for public comment.

   Examples: [TMDL Implementation Guidance for Wastewater](#), [Adaptive Management Technical Handbook](#), [Storm Water Model Ordinances](#), [Composting Farm Waste](#)

2. **Technical Reports**

   Technical reports are documents that describe the results of data collection or report out on program/project status, methods of data collection and interpretation, or research activities. Technical reports include research summaries, monitoring studies, technical support documents, and reports prepared to meet Clean Water Act (CWA) requirements. Some types of technical reports, such as water quality management and CWA reports, follow alternate approval and public review processes because of requirements set forth in federal or state regulation.

   Examples: [Monitoring Studies](#), [305(b) Report](#), [Water Quality Management Plan](#)

3. **Outreach Materials**

   Outreach materials include documents that contain non-regulatory instructions or information for external audiences, such as fact sheets, DNR/UW Extension publications, and other materials that may be linked to the [DNR publication page](#).

   A fact sheet is a document that summarizes program or technical information and provides a contact for additional information. It may summarize information found elsewhere, but does not create or state any new policy or guidance. Fact sheets that go beyond summarization of existing policy or provide further interpretation of rules or statute may be considered "guidance" and have to follow the approval procedures for that document type. *Note: WPDES permit fact sheets, as defined in ch. NR 201, Wis. Adm. Code, are required to describe permit conditions and are stored in SWAMP (not EGAD). WPDES fact sheets are not included in this category of outreach materials.*

Publication numbers are necessary only for printed documents that are developed primarily for an external audience. This includes some documents that are produced with partners, such as UW extension or lake groups. Follow the procedures of the Publication Handbook 8530.5 for these types of publications. To obtain a publication number, complete a Publications Distribution Record - DNR form 8500-132, and contact the Publication Manager (Water Quality: Lisa Helmuth; Watershed Management: Suzan Limberg) for the number. Check with the Publications Manager for the proper use of the DNR Publication Number, DNR Logo, Equal Opportunity Statement, Americans with Disabilities Act Statement and Recycled Paper Logo for external documents developed in partnership with U.W. Extension or other partners.

The DNR publication number is displayed in the following format: DNR PUB-WY-### 20YY. 20YY is the year the publication was prepared, and ## is a sequential number that the Publication Manager will assign. The DNR publication number and information is entered into DNR's OTIC (Order Tracking & Inventory Control) database as an official DNR publication.

Examples: Adaptive Management, Aquatic Plant Management, Alum Treatment, Wisconsin Runoff Rules, 2,4-D Chemical Fact Sheet, Protect Your Pond or Water Garden, Impervious Surfaces

4. Procedural Instructions

Procedural documents contain instructions to staff but do not interpret statutes or administrative rules. This document is an example of procedural instructions.

Examples: Rivers and Streams Monitoring Protocols, Standard Operating Procedures, process flow documents

5. Other Document types

The following document types are subject to different review and approval processes and are not intended to be covered by this procedural document:

- Administrative rules: separate development and approval processes are followed for rules. Contact the Rules Coordinator for more information. Documents are stored on the Administrative Rules web site. However, final technical support documents should be assigned an EGAD # and stored in EGAD, once the rule is promulgated, to preserve them for historical reference.

- Manual Codes: Manual codes are managed by the Operations Management Team (OMT) and approved by the Secretary's Office. For more information about approval processes and locations of manual codes, see the Manual Codes And Handbooks intranet site.

- Forms: development of forms follows the procedures of Manual Code 9561- Forms Approval Process & Forms Management. Documents are stored in the forms catalog.

- Web pages: The Web Toolkit provides information about best practices, policies and guidelines for putting information out on the DNR internet and intranet. Speak to your supervisor about proper approvals for the development and revision of web pages; web page content or links should not be stored in EGAD.

- Newsletters, Talking Points, Message Maps: Speak to your supervisor about approval for the development and revision of these types of documents. Because they typically contain time sensitive information, they are not stored in EGAD.

- Database or computer system user manuals and instructions: These documents are developed by programmers and other staff to support system development, maintenance, and use. Because of their dynamic nature (changing frequently as database/system needs dictate), these documents do not undergo the review and approval steps described herein, and are not stored in EGAD.

- Research publications: Refereed or scholarly journal articles are written by experts and are peer-reviewed before being published in a scientific journal. Speak to your supervisor about Department requirements for review and approval of these documents; they are not stored in EGAD.

- Legal opinions: Attorney/client privilege should be honored and legal opinions should not be stored in EGAD. Documents in EGAD are public records and will be shared as such. Broad legal interpretation should be conveyed in guidance and other documents, as appropriate, assigned an EGAD# and stored in EGAD.

Document Development Instructions

The following describes the procedures to be used by Wastewater, Water Resources, and Watershed Management staff when developing new or significantly modifying existing guidance and other documents. The instructions laid out in this document are intended to address the document types defined in 1 - 4 above. If staff are unsure whether these procedures apply to the document that they are working on, they should check with their supervisor.

Staff creating new guidance or significantly modifying existing guidance are expected to complete all of the process steps described below. Document types that only cover internal management topics or processes (e.g., technical reports, outreach materials, procedural instructions) do not need legal or external review, so certain steps may be skipped for those document types. In many cases, management and staff review may be unnecessary as well.

Table 1 summarizes which types of documents typically undergo legal review, management review, Bureau Director approval, posting on the public input internet page for a 21-day review and comment period, and EGAD number assignment for storage in EGAD. (Also see steps described below and the flow chart in Figure 1.) When in doubt, staff should discuss the need for each step with their supervisor ahead of time.

Table 1. Document Approval/Review/Storage

Program Documents	Legal Review	PMT Review	Bureau Director Approval	21-Day Review	EGAD# /EGAD
Guidance	Yes	Yes	Yes	Yes	Yes
Technical Reports[1]	No	Info	Info/Yes	No	Yes
Outreach Materials	No	Info	Info	No	Yes
Procedural Instructions[1]	No	Yes/Info	Info/Yes	No	Yes/No[2]

Yes = required work flow; No = work flow not required; Info = document may be submitted for review as informational item

[1] The Bureau Director signs some Clean Water Act reports and may sign some procedural instruction documents. See Step 6.
[2] Storage in EGAD will depend on the purpose and nature of the document. For example, standard operating procedures (SOPs) that don't change often should be stored in EGAD. Documents that are revised often (> 1x per year) shouldn't be stored in EGAD, unless they are linked to webpages where revisions will be updated more easily from within the EGAD system.

1. **Assign and Begin Drafting Document.** Managers (e.g., direct supervisor, management team, bureau director, etc.) assign task to individual staff or to a team. Assigned staff begin to prepare draft document.

- **Guidance:** Assigned staff should alert the Bureau of Legal Services that guidance is being developed and ask for staff attorney assignment. For more controversial or complicated topics, legal staff may wish to participate directly on the guidance development team (if in doubt, discuss the need for this with legal staff at this point in the process). Give legal staff an estimate of when draft guidance will be ready for their review (just prior to external review in most cases, see step 4).

- **Technical reports, outreach materials, and procedural instructions:** Legal review is typically not required for these document types. If staff are uncertain whether an exception should be made for their document, they should discuss the need for legal review with their supervisor. Technical team input and peer reviews are sometimes solicited for development of these document types.

- Include a "DRAFT" watermark on all documents until they are final (until ready for sign-off by the Bureau Director, where applicable).

2. **Management Review and Approval.** When a final draft is complete, staff should share the draft document with the appropriate managers. Staff should consult with their supervisor to determine the appropriate level of review for each document.

- **Guidance:** Guidance documents should be reviewed by the applicable management team and Bureau Director to get their approval to move forward with steps 3-6 of this process. (Cross-program guidance would need to be reviewed and approved by all affected management teams and Bureau Directors.) Staff should suggest a reasonable timeline for turnaround of comments. Staff may need to present content at management team meetings and/or prepare an issue brief for management team consideration. Staff should check with their supervisor at this point in the process to determine if a management team presentation or issue brief is needed.

- **Technical reports:** For technical reports that have specific requirements for public comment because of federal or state law (e.g., 303d list, Triennial Standards Review, 305b reports), management review and approval is usually necessary. If no review or approval is triggered due to public review processes set by law, then these documents usually only need review by the developing staff's direct supervisor.

- **Outreach materials and procedural instructions:** Many documents that fall into this category only need review by the assigning manager (the developing staff's direct supervisor, in most cases). Infrequently, procedural instructions that recommend significant changes to program operations (such as this document, for example) may require management review and approval. Other procedural instructions, such as monitoring protocols, may be submitted to the management team for informational purposes only. Minor modifications to existing documents (e.g., updates to SOPs) usually don't need management review. Staff should consult with their supervisor to determine the appropriate level of review for each document. See Figure 1 of this document for the approval processes used for most of these types of documents.

3. **Staff Review.** After management review is complete and comments have been addressed, documents may be shared with affected program staff for their input. Steps 2 and 3 (management and staff review) may be conducted concurrently, if the topics that are covered are not controversial. (NOTE: this is the standard practice in the Watershed Management program.)

- **Guidance:** Input should be solicited from staff who will be affected by the proposed guidance or that will be expected to implement the proposed recommendations. Developing staff may wish to present content at program meetings, if needed to gather additional input. Staff should suggest a reasonable timeline for turnaround of comments.

- **Technical reports, outreach materials, and procedural instructions:** Statewide or widespread staff review of these documents is not necessary, in most cases. Seek feedback or peer-review from technical teams or other staff, as needed to improve the quality of the final product.

4. **Legal Review.** After management and staff review, legal review may be necessary.

   - **Guidance:** Legal review must take place before draft documents can be posted for external review. Share the final draft with legal staff after management and staff comments have been addressed. Work with legal staff to agree on a reasonable timeline for turnaround of comments.

   - **Technical reports, outreach materials, and procedural instructions:** For technical reports that have specific requirements for public comment because of federal or state law (e.g., 303d list, Triennial Standards Review, 305b reports), legal review will likely be needed. If public comment is not required by law, then legal review is typically not needed for these document types. If staff are uncertain whether an exception should be made for their document, they should discuss the need for legal review with their supervisor.

5. **Management Review and Approval (Guidance Only).** Guidance documents that get substantial comment or change significantly as a result of comments made during staff or legal review may need to return to applicable management team(s) or Bureau Director(s) for further discussion. If staff are uncertain whether changes are significant enough to warrant this additional review and approval step, they should discuss the need for this with their supervisor.

6. **External Review.** Typically external review is only necessary for guidance documents.

   - **Guidance:** Work with your program policy coordinator to follow the instructions on the [Proposed Program Guidance SharePoint](#) site for posting guidance for external review. If the proposed guidance covers a topic under the authority of another agency (state or federal), staff should share a draft with that agency's staff during this external review period. Staff should check with their supervisor if unsure whether another agency needs to do a review and/or who in that agency should receive the draft guidance.

   - **Technical reports, outreach materials, and procedural instructions:** External review/public comment is typically not needed for these document types, unless it is required by federal or state law (e.g., 303d list, Triennial Standards Review, 305b reports). If staff are uncertain whether an exception should be made for their document, they should discuss the need for external review with their supervisor.

7. **Management Review and Approval (Guidance Only).** Watershed Management approval is needed at this step, for Watershed-only documents (date of management team approval is added to the document's cover page). Water Resources and Wastewater guidance documents that get substantial comment or change significantly as a result of comments made during public review should return to the applicable management team(s) or Bureau Director(s) for further discussion. If staff are uncertain whether changes are significant enough to warrant this additional review and approval step, they should discuss the need for this with their supervisor.

8. **Final Approval and Signature.** Final approval and signature by the Bureau Director(s) is necessary for all guidance and certain other documents. Staff should contact the program policy coordinator at this point in the process to have an EGAD number assigned prior to final signature. The policy coordinator will need to know the management team(s) that sponsored development of the document in order to assign the appropriate EGAD number.

- **Guidance:** Comments received during the external review period must be considered, but no formal response is required. Staff should send copies of the comments received to the program policy coordinator, so they can be saved according to records management requirements. If significant changes are made to draft guidance due to external comments, legal and management reviews may need to be repeated. Once complete, final guidance is signed by the Bureau Director. (Cross-program guidance would need to be signed by all affected Bureau Directors.) Once signed, work with your policy program coordinator to complete the instructions on the [Proposed Program Guidance SharePoint](#) site for permanently posting final guidance in order to complete the external review process.

- **Technical reports, outreach materials, and procedural instructions:** Documents that direct changes to the program (e.g., this document) or that have specific requirements for public comment because of federal or state law (e.g., Triennial Standards Review Final Report, Nutrient Reduction Strategy, etc.), will need final approval and signature by the Bureau Director(s). Other than those types of documents, final approval and signature is typically not needed. If staff are uncertain whether an exception should be made for their document, they should discuss the need for final approval with their supervisor.

9. **Storage in EGAD.** An electronic copy of all final program documents (.pdf format) and the information outlined in table 2 below should be sent to the program policy coordinator for entry into the EGAD database. An editable, electronic copy (.doc format) of the document should be sent to the program policy coordinator to be saved for use in future revisions. The following information must be provided for proper entry into EGAD:

Table 2. Information for EGAD Entry

AUDIENCE:	Should this document be made available to the public (accessible on an external search)?
SUBJECT:	Provide a short description (1-2 sentences) explaining the intent or purpose of the document. This will show up in EGAD searches & help users understand the content of the document.
TITLE:	List the title of the document as you want it to appear in EGAD searches.
DOCUMENT TYPE:	Guidance, technical report, outreach materials, procedural instructions, or other
AUTHOR(S):	Provide a list of the staff that wrote the document
TOPIC EXPERT(S):	Provide the name of the primary point(s) of contact for questions
KEYWORDS:	List topical words staff might use to search for this document in the EGAD database.
ADM RULES:	List the admin rules the document interprets or implements. If not applicable, list "none."
MANUAL CODES:	List the Manual Code #'s the document implements, if applicable. If not applicable, list "none."
STATUS:	List as "New" or "Replaces [title], [month] and [year]" if an original document is being revised.
PUBLICATION #:	List the DNR publication number, if applicable. If not applicable, list "none."
MANAGEMENT TEAM:	List the management team(s) that sponsored development of the document. This information will be used to assign the appropriate EGAD number (see Step 8 above).

10. **Post final guidance.** Work with program policy coordinators to update existing intranet and internet pages (or create new ones), as needed. Documents posted on the internet may need additional review and sign-off. Staff should speak to their supervisor about proper approvals for the creation of web content.

11. **Announce availability.** Inform the appropriate program staff that a new document is available by emailing a link to intranet and internet pages (if applicable) and/or to the document in EGAD.

12. **Provide training**, as needed.

Figure 1. Document Development Steps
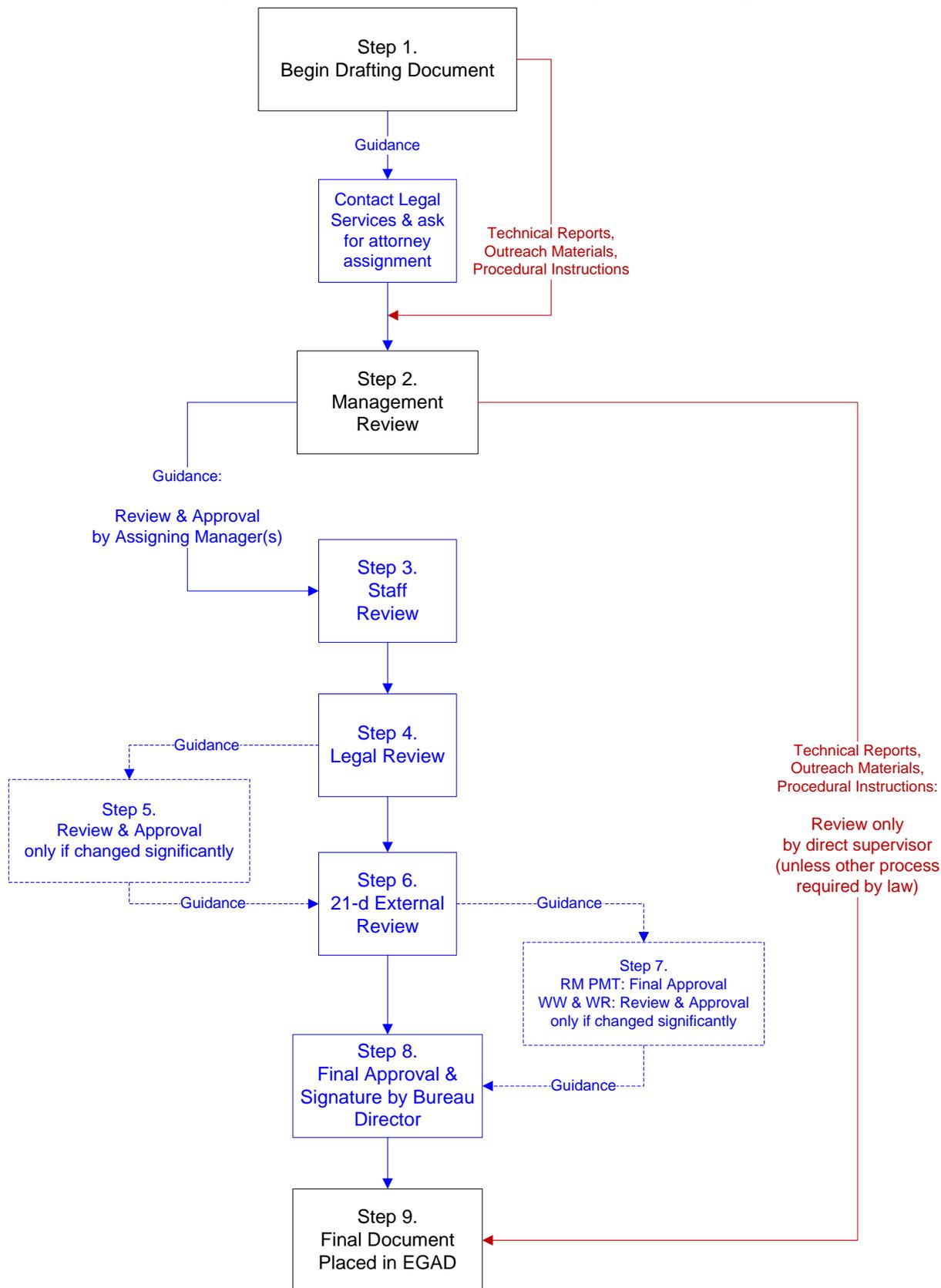
Guidance Document Format

This section explains how to format guidance documents. Other document types (technical reports, outreach materials, procedural instructions, etc.) do not need to follow these formatting instructions. Authors may use similar formatting guidelines for those other documents types, if they wish. Following these formatting procedures for guidance documents is expected to improve consistency in the look of these documents and ensure that they include the appropriate administrative information. *Note: staff should be sure to include a "DRAFT" watermark on all guidance until it is ready for final sign-off by the bureau director.*

Document Cover Sheet and Title Page

All department guidance must include a completed Final Guidance and Certification Cover Sheet that has been signed by the Bureau Director (template available on the Proposed Program Guidance SharePoint site). This cover sheet is not required for non-guidance documents.

All guidance and other documents should include a title page that contains general information related to the title, management team sponsors, date, EGAD number, and signature block for finalizing the guidance. The following information should be included on the title page and may be organized as shown in the template provided in Appendix 1.

1) The DNR logo: http://intranet.dnr.state.wi.us/webtoolkit/graphics/logos/. Note: If a program logo is used, it must be used in conjunction with and subordinate to the DNR logo. See Manual Code 9550.1.

2) The Name of the Bureau(s) in caps.

3) The DNR Address: Wisconsin Department of Natural Resources, 101 S. Webster Street, P.O. Box 7921, Madison, WI 53707-7921

4) The word "GUIDANCE."

5) The names of the policy management teams sponsoring the guidance.

6) The title of the guidance document.

7) The edition number, if needed.

8) The month and year the guidance was finalized.

9) The EGAD number.

10) The following legal statement:

   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.

11) A signature block that includes the bureau director's name, title and date. If it is a cross-program guidance document, include signature blocks for each bureau director.

Guidance Formatting and Content

Format the guidance in the manner appropriate for the type of guidance being prepared. At a minimum, the following should be included:

1. Include the following formatting elements:
    a. A "DRAFT" watermark in the guidance document until it is signed by the Bureau Director(s).
    b. Page numbers at the bottom of each page (except the cover page).
    c. A header or footer with the document title, if longer than 5 pages.
    d. A table of contents, if longer than 10 pages.
    e. A glossary of terms, if creating new terms or using difficult or unusual words and expressions in the text.
    f. A list of acronyms, if creating new terms or using terms that the audience may not be familiar with.
    g. Any other formatting element, as determined necessary by the author(s).

2. Introduction/Statement of Problem Addressed: Include a brief statement of why the guidance is being developed.

3. List of federal regulations, state statutes, and administrative code relevant to the document: Include a list of the administrative rules, manual codes, statutes, and/or federal regulations that the guidance interprets or implements, if applicable.

4. Objectives: Include a brief description of what objectives the guidance is intended to meet. If new guidance is being created to update previous policy and guidance, provide an explanation of what the update achieves. Note whether the document supersedes previous documents.

5. Background and Definitions: Provide a summary of background information on the guidance development – such as the name of the team that developed the guidance, a list of the authors' names, definitions of new terms used in the document, etc.

6. Provide contact information for the author/policy expert that will be responsible for answering questions about the guidance topic.

7. Guidance Content.

Appendix 1. Guidance Document Title/Signature Page Template

BUREAU NAME(S)
PROGRAM GUIDANCE

POLICY MANAGEMENT TEAM NAME(S)

Wisconsin Department of Natural Resources
101 S. Webster Street, P.O. Box 7921
Madison, WI 53707-7921

TITLE
(include edition#, if applicable)

DATE

EGAD Number

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.

APPROVED:

_____   _____   *Change/add bureau director names, as needed*
Adrian Stocks, Director   Date
Bureau of Water Quality