

## Chapter NR 708

## IMMEDIATE AND INTERIM ACTIONS

NR 708.01	Purpose.
NR 708.02	Applicability.
NR 708.03	Definitions.
NR 708.05	Immediate actions.
NR 708.07	Additional response actions.
NR 708.09	No further response action.

NR 708.11	Interim actions.
NR 708.13	Free product removal.
NR 708.15	Interim action reports.
NR 708.17	Local Governmental Unit or Economic Development Corporation Exemptions.

**Note:** Corrections made under s. 13.93 (2m) (b) 7., Stats., Register, February, 1997, No. 494.

**NR 708.01 Purpose.** This chapter establishes criteria for emergency and non-emergency immediate actions and interim actions to be taken by responsible parties, or interim actions taken by local governmental units or economic development corporations when directed by the department, to protect public health, safety, or welfare or the environment; and establishes the documentation requirements associated with these response actions. This chapter is adopted pursuant to ss. 227.11 (2), 287.03 (1) (a), 289.06, Stats., and ch. 292, Stats.

**Note:** The following portions of 40 CFR part 280 have been included in the text of this chapter: portions of s. 280.34 (a) (3); s. 280.61 (b) and (c); s. 280.62 (a) (1) to (3) and (6); s. 280.62 (b); portions of s. 280.63 (a) and (b); s. 280.64 (a) to (d); s. 280.65 (a); and portions of s. 280.66 (a), (b) and (d). Additional portions of s. 280.34 (a) (3) are included in chs. NR 706, 716, 722 and 724. Additional portions of s. 280.63 (a) and (b) are included in chs. NR 706 and 716. Additional portions of 280.66 (a) to (d) are included in ch. NR 724.

**History:** Cr. Register, April, 1994, No. 460, eff. 5-1-94; am., Register, February, 1996, No. 482, eff. 3-1-96; CR 12-023: am. Register October 2013 No. 694, eff. 11-1-13.

**NR 708.02 Applicability. (1)** This chapter applies to emergency and non-emergency immediate actions and interim actions taken by the department under the authority of ch. 292, Stats. In this chapter, where the term “responsible parties” appears, it should be read to include the department in situations where a department-funded response action is being taken.

**Note:** The department has the authority under s. 292.11 (10), Stats., to waive the requirements of s. 292.11, Stats., to prevent an emergency condition threatening public health, safety, or welfare.

**(2)** This chapter applies to immediate actions and interim actions taken by responsible parties at sites, facilities or portions of a site or facility that are subject to regulation under s. 292.11 or 292.31, Stats., regardless of whether there is direct involvement or oversight by the department.

**Note:** Persons who wish to conduct response actions that will be consistent with the requirements of CERCLA and the NCP may request that the department enter into a contract with them pursuant to s. 292.31, Stats., or a negotiated agreement under s. 292.11 (9) (e) 4., Stats. However, a CERCLA-quality response action will likely require compliance with additional requirements beyond those contained in chs. NR 700 to 754 in order to be consistent with CERCLA and the NCP.

**(2m)** This chapter applies to response actions taken by persons seeking the liability exemption under s. 292.15, Stats.

**(2r)** Section NR 708.17 applies to response actions taken by a local governmental unit or economic development corporation when directed by the department under s. 292.11 (9) (e) 4., Stats.

**(3)** The department may exercise enforcement discretion on a case-by-case basis and choose to regulate a site, facility or a portion of a site or facility under only one of a number of potentially applicable statutory authorities. However, where overlapping restrictions or requirements are applicable, the more restrictive control. The department shall, after receipt of a request from a responsible party, provide a letter that indicates which regulatory program or programs the department considers to be applicable to the site or facility.

**Published under s. 35.93, Stats. Updated on the first day of each month. Entire code is always current. The Register date on each page is the date the chapter was last published.**

**Note:** Sites, facilities or portions of a site or facility that are subject to regulation under s. 292.11 or 292.31, Stats., may also be subject to regulation under the solid waste statutes in ch. 289, Stats., or the hazardous waste management act, ch. 291, Stats., and the administrative rules adopted pursuant to those statutes. One portion of a site or facility may be regulated under a different statutory authority than other portions of that site or facility.

**History:** Cr. Register, April, 1994, No. 460, eff. 5-1-94; cr. (2m), Register, February, 1996, No. 482, eff. 3-1-96; CR 12-023: am. (1), cr. (2r) Register October 2013 No. 694, eff. 11-1-13.

**NR 708.03 Definitions.** In this chapter:

**(1)** “Economic development corporation” has the meaning described in s. 501 (c) of the Internal Revenue Code, as defined in s. 71.22 (4), Stats., that is exempt from federal taxation under section 501 (a) of the Internal Revenue Code, or an entity wholly owned and operated by such a corporation, with respect to property acquired to further the economic development purposes that exempt the corporation from federal taxation.

**(2)** “Local governmental unit” has the meaning specified in s. 292.11 (9) (e) 1., Stats.

**Note:** Section 292.11 (9) (e) 1., Stats., defines “local governmental unit” to mean “a municipality, a redevelopment authority created under s. 66.1333, a public body designated by a municipality under s. 66.1337 (4), a community development authority or a housing authority.”

**History:** Cr. Register, April, 1994, No. 460, eff. 5-1-94; CR 12-023: am. (intro.), cr. (1), (2) Register October 2013 No. 694, eff. 11-1-13.

**NR 708.05 Immediate actions. (1) GENERAL.** Unless otherwise directed by the department, responsible parties shall immediately take action to halt a hazardous substance discharge or environmental pollution and to minimize the harmful effects of the discharge or environmental pollution to the air, lands or waters of the state.

**Note:** Section 292.11 (2) (a), Stats., and ch. NR 706 require that the department be notified immediately of hazardous substance discharges.

**(2) EMERGENCIES.** For hazardous substance discharges that pose an imminent threat to public health, safety or welfare or the environment, responsible parties shall conduct all necessary emergency immediate actions. Once the emergency situation is responded to, responsible parties shall conduct any further response actions needed to restore the environment to the extent practicable, unless the department determines that no further response is necessary in accordance with s. NR 708.09.

**Note:** Responsible parties are also required by s. 323.71 (1), Stats., to immediately conduct emergency action to protect public health and safety and to prevent damage to property in cooperation with local police and fire departments, county sheriffs, and county offices of emergency government.

**(3) NON-EMERGENCIES. (a)** Responsible parties shall take all necessary, non-emergency immediate actions to halt the discharge of a hazardous substance and to contain, treat or remove discharged hazardous substances, environmental media or both, in order to minimize the harmful effects of the discharge to the air, lands and waters of the state and to restore the environment to the extent practicable.

**(b)** A response to a hazardous substance discharge and any related contaminated media shall be considered by the department

as a non-emergency immediate action when all of the following criteria are met:

1. The discharge does not pose an imminent threat to public health, safety, or welfare or the environment.
2. The response does not result in the excavation and disposal, treatment, or storage of more than 100 cubic yards of contaminated soil, debris, sediment, or a combination of these media from a single site or facility, unless an alternative volume is approved by the department.
3. The discharge is responded to immediately after the hazardous substance discharge occurs or is responded to immediately after discovery.

**Note:** Responsible parties are required to notify the department immediately of a hazardous substance discharge, in accordance with the requirements of ch. NR 706.

4. At the completion of the response action, no further action is required by the department under s. NR 708.09.

**Note:** If further action is required after a non-emergency response action is taken, that action meets the definition of “interim action” in s. NR 700.03 (29). The principal distinction between a non-emergency immediate action and an interim action is that a site investigation will generally be required in conjunction with an interim action but not with a non-emergency immediate action. In addition, interim actions will be closed out using the criteria in ch. NR 726, not the “no further action” criteria in s. NR 708.09.

(c) Responsible parties shall conduct sampling at the completion of an immediate action, in accordance with the requirements of ss. NR 712.05 and 716.13, when any of the following conditions are met:

1. The hazardous substance discharge or environmental pollution is in contact with groundwater.
2. The amount, identity or duration of the hazardous substance discharge or environmental pollution is unknown.
3. Where other site or facility conditions indicate that sampling is necessary to confirm the adequacy of the immediate action.

**(4) SPECIFIC ACTIONS.** Immediate actions may include any of the following:

- (a) Limiting public access to the site or facility.
- (b) Identifying, monitoring and mitigating fire, explosion and vapor hazards, which may include free product removal. Free product removal shall be conducted in accordance with the requirements of s. NR 708.13 and documented in accordance with s. NR 708.15.
- (c) Visually inspecting the site or facility and installing physical containment barriers such as berms, booms, dikes or trenches.
- (d) Preventing the flushing of hazardous substances to sewer systems, state waters or environmental media or habitats.
- (e) Plugging or overpacking leaking containers which contain or are suspected to contain hazardous substances.
- (f) Providing alternate water supplies to persons whose water supply has been or is likely to be affected by the migration of contamination.
- (g) Removing hazardous substances from leaking underground storage tank systems.
- (h) Removing the contaminated soil, debris or the hazardous substance that was discharged, in compliance with s. NR 708.11 (3) (e).
- (i) Measuring for the presence of free product, visually or through field samples or other appropriate methods.

**(5) EXEMPTIONS.** (a) The provisions of chs. NR 712, 716 and 724 do not apply to immediate actions conducted by responsible parties, unless compliance with a portion of these chapters is specifically required in this chapter.

(b) Contaminated soils, as defined in s. NR 718.03 (5), that are excavated as part of an immediate action are exempt from the

storage requirements of s. NR 718.05 and the solid waste regulatory requirements of ch. 289, Stats., and chs. NR 500 to 538, for a period of 72 hours after the initial excavation of the contaminated soils.

**(6) DOCUMENTATION.** (a) Unless par. (b) is applicable or unless otherwise directed by the department, responsible parties shall prepare and submit written documentation to the department describing the immediate actions taken at their site or facility and the outcome of those actions, within 45 days after the initial hazardous substance discharge notification is given to the department in accordance with the requirements of ch. NR 706.

(b) Where a discharge from a UST has occurred, responsible parties shall prepare and submit written documentation to the department within 20 days after notifying the department of a hazardous substance discharge in accordance with the requirements of ch. NR 706.

(c) The written documentation required of the responsible parties pursuant to par. (a) or (b) shall include all of the following:

1. A statement expressing the purpose of the submittal and the desired department action or response.
2. Name, address and telephone number of the responsible parties.
3. Location of the site or facility, or discharge incident, including street address; quarter-quarter section, township, range, and county; and the location information specified in s. NR 716.15 (5) (d); latitude and longitude, and legal description of lot, if located in platted area.
4. Any information required under ch. NR 706 that has not been provided to the department previously.
5. The type of engineering controls, treatment or both and the effluent quality of any permitted or licensed discharge.
6. The type, total volume and final disposition of the discharged hazardous substance and contaminated materials generated as part of the immediate action, including legible copies of manifests, receipts and other relevant documents.

(d) Responsible parties may include the information required in par. (c) with a final report and letter of compliance required in s. NR 708.09 which documents that the immediate response action is complete and no further action is necessary to respond to a hazardous substance discharge or environmental pollution, provided that the information required in par. (c) is submitted within 45 days after the initial hazardous substance discharge notification is given to the department.

**Note:** It is the intent of the department to encourage submittal of the notification information required in s. NR 708.05 (6) with the no further action information required in s. NR 708.09, provided that the notification information is submitted within 45 days. If the 45 day limit cannot be met, then 2 separate submittals will be needed, if no further action is being documented for the immediate response action.

**History:** Cr. Register, April, 1994, No. 460, eff. 5-1-94; r. and recr. (6) (d), Register, March, 1995, No. 471, eff. 4-1-95; am (6) (a), (b) and (c) 4., Register, February, 1997, No. 494, eff. 3-1-97; correction in (5) (b) made under s. 13.92 (4) (b) 7., Stats., Register February 2010 No. 650; CR 12-023: am. (3) (b) 2., (5) (b), (6) (c) 3. Register October 2013 No. 694, eff. 11-1-13.

**NR 708.07 Additional response actions.** Unless s. NR 708.09 is applicable, responsible parties shall conduct all necessary additional response actions at the completion of an immediate action including, but not limited to, the actions listed in subs. (1) to (4), either at the direction of the department or where the responsible party has determined that site or facility conditions warrant an additional response action:

- (1)** Additional immediate action in accordance with this chapter.
- (2)** Interim action, in accordance with this chapter and, as applicable, ch. NR 724.

(3) A site investigation, in accordance with the requirements of ch. NR 716.

(4) Implementation of a preventive measures plan to minimize or prevent any further hazardous substance discharges.

**History:** Cr. Register, April, 1994, No. 460, eff. 5-1-94; r. and recr. (intro.), Register, March, 1995, No. 471, eff. 4-1-95.

**NR 708.09 No further response action.** (1) GENERAL. Unless sub. (2) is applicable, responsible parties shall submit a final report for completed immediate action at the site or facility which addresses the following criteria, where applicable, and a letter of compliance documenting that the immediate response action is complete and no further action is necessary to respond to a hazardous substance discharge or environmental pollution:

(a) The type of hazardous substance discharged or the type of environmental pollution, including the toxicity, mobility and volume of the contamination.

(b) The duration of the discharge.

(c) Time until the discharge or environmental pollution was responded to and properly contained or eliminated.

(d) Any mitigation efforts that may have accelerated the migration of the environmental pollution or hazardous substances, such as any fire mitigation methods.

(e) Weather conditions at the site or facility, such as any precipitation that may have accelerated the migration of the contamination, from the time of the discharge until the response was completed.

(f) Migration potential of the contamination, including soil conditions, proximity to surface water bodies, location of drains or storm sewers, depth to groundwater and the integrity of any containment area.

(g) The nature and scope of any immediate action conducted.

(h) The results of any sampling conducted to confirm the adequacy of the response, taken in accordance with s. NR 708.05 (3) (c).

(i) Visual and olfactory evidence of contamination.

(j) Actual or potential environmental impacts.

(k) Proximity of contamination to receptors.

(L) Present and anticipated future land use.

(m) Whether or not routes of exposure are protective and the environment has been restored to the extent practicable.

(n) Any other information that the department considers relevant.

(2) SITE INVESTIGATION. The department shall require responsible parties to conduct a site investigation in accordance with the requirements of ch. NR 716 if a hazardous substance discharge meets any of the following conditions:

(a) There is evidence that groundwater wells have been affected by a discharge of a hazardous substance.

(b) Free product is found and removal is required under s. NR 708.13.

(c) There is evidence that contaminated soils may be in contact with groundwater.

(3) REOPENING A CASE. The department may require that additional response actions be conducted by responsible parties in compliance with the requirements of chs. NR 700 to 754 if additional information indicates that residual contamination at a site or facility poses a threat to public health, safety, or welfare or the environment.

**Note:** Although the department may determine at this time that no further response action is necessary pursuant to chs. NR 700 to 754, the site, facility or por-

tion of the site or facility may be subject to the regulations and requirements of other department programs.

**History:** Cr. Register, April, 1994, No. 460, eff. 5-1-94; r. and recr. (1) (intro.), Register, March, 1995, No. 471, eff. 4-1-95; am. (2) (a), Register, February, 1997, No. 494, eff. 3-1-97; CR 12-023: am. (2) (intro.), (a), (3) Register October 2013 No. 694, eff. 11-1-13.

**NR 708.11 Interim actions.** (1) GENERAL. (a) Responsible parties shall evaluate the need for interim action prior to initiating a site investigation and during a site investigation. Interim action shall be taken where it is necessary to contain or stabilize a discharge of a hazardous substance or environmental pollution, in order to minimize any threat to public health, safety, or welfare or the environment. When an interim action is warranted, responsible parties shall implement an interim action as soon as facility or site-related information makes it possible to do so, in compliance with the requirements of this chapter.

**Note:** The principal distinction between a non-emergency immediate action and an interim action is that a site investigation will generally be required in conjunction with an interim action, but not with a non-emergency immediate action. In addition, interim actions will be closed out using the criteria in ch. NR 726, not the "no further action" criteria in s. NR 708.09.

(b) The department may require the use of a vapor mitigation system, or other engineering control, when vapor concentrations beneath a slab, foundation, or building exceed a vapor risk screening level.

(2) SPECIFIC ACTIONS. Interim actions may include any of the following:

(a) Restricting public access to the site or facility.

(b) Conducting source removal, such as excavation and treatment of highly contaminated soils, to prevent or limit further movement of the contamination.

(c) Extracting free product, leachate or groundwater to restrict migration of a contaminant plume.

(d) Constructing a temporary engineering control, such as a low permeability cover, or installing and operating a vapor mitigation system.

(e) Actions listed in s. NR 708.05 (4) (c), (g) or (i).

(3) SELECTION OF INTERIM ACTIONS. Unless otherwise directed by the department, responsible parties shall select and implement necessary interim action without prior department approval. The interim action selected by responsible parties shall comply with all of the following requirements:

(a) Be protective of public health, safety, and welfare and the environment for the exposure pathways being addressed and any solid or hazardous waste or the hazardous substances and contaminated environmental media being generated.

(b) Comply with all state and federal public health and environmental laws, whichever are more stringent, that apply to the type of interim action being taken and any solid or hazardous waste and contaminated environmental media that is being generated, treated, stored or disposed as part of the interim action.

(c) Use recycling or treatment to the extent practicable.

(d) Be consistent with the final remedial action that is likely to be selected for that pathway of exposure or contaminated environmental media that is being addressed by the interim action.

(e) Comply with one of the following requirements when disposal of contaminated soil, sediment or other granular material such as fill, not including debris, is proposed:

1. The volume of untreated contaminated soil, sediment or other granular material such as fill, not including debris, from a single site or facility that is proposed for off-site disposal does not exceed 100 cubic yards and is accepted by a landfill for daily cover that does not exceed on an annual basis the landfill's net daily cover needs or 12.5% of the annual volume of waste received by the landfill.

2. Volumes of contaminated soil, sediment or other granular material, not including debris, that exceed 100 cubic yards may be disposed of in a licensed landfill with a department-approved composite liner, or a liner that is equivalent to a composite liner in terms of environmental protection, as determined by the department, in compliance with the landfill's approved plan of operation.

**(4) DESIGN AND IMPLEMENTATION REQUIREMENTS.** For the types of interim actions listed in pars. (a) through (c), responsible parties shall prepare and submit to the department all reports and plans required by ch. NR 724 for department review and approval prior to proceeding to the next step in design, implementation or operation of an interim action under ch. NR 724, unless otherwise directed.

(a) On-site treatment system, including a groundwater extraction and treatment system.

(b) On-site engineering control or barrier, including a landfill cover or groundwater barrier system, or a vapor mitigation system other than a radon-type sub-slab depressurization system.

(c) Any other type of interim action option when the department notifies responsible parties, on a case-by-case basis, that a design report is required prior to implementation of the interim action.

**(5) ADDITIONAL RESPONSE ACTION.** Unless otherwise directed by the department, responsible parties shall initiate and complete a site investigation in accordance with ch. NR 716 during the implementation of the interim action or as soon as it is feasible to do so after the completion of the interim action.

**History:** Cr. Register, April, 1994, No. 460, eff. 5-1-94; cr. (3) (e), Register, April, 1995, No. 472, eff. 5-1-95; CR 12-023: renum. (1) to (1) (a), cr. (1) (b), am. (2) (d), (4) (b) Register October 2013 No. 694, eff. 11-1-13.

**NR 708.13 Free product removal.** Responsible parties shall conduct free product removal whenever it is necessary to halt or contain the discharge of a hazardous substance or to minimize the harmful effects of the discharge to the air, lands or waters of the state. When required, free product removal shall be conducted, to the maximum extent practicable, in compliance with all of the following requirements:

**(1)** Free product removal shall be conducted in a manner that minimizes the spread of contamination into previously uncontaminated zones using recovery and disposal techniques appropriate to the hydrologic conditions at the site or facility, and that properly reuses or treats discharges of recovery byproducts in compliance with applicable state and federal laws.

**(2)** Free product removal systems shall be designed to abate free product migration.

**(3)** Any flammable products shall be handled in a safe and competent manner to prevent fires or explosions.

**History:** Cr. Register, April, 1994, No. 460, eff. 5-1-94.

**NR 708.15 Interim action reports. (1) GENERAL.** Responsible parties shall prepare and submit to the department an interim action report, in accordance with this section, describing each interim action taken. The interim action report shall be submitted as part of the remedial action report or the site investigation report, unless otherwise directed by the department or unless sub. (2) is applicable.

**(2) FREE PRODUCT REMOVAL.** For interim actions conducted to remove free product that was discharged from a UST, responsible parties shall prepare and submit an interim action report to the department within 45 days after confirming a discharge in accordance with the requirements of ch. NR 706, unless otherwise directed by the department.

**(3) REPORT CONTENTS.** The report required in sub. (1) or (2) shall include all of the following:

(a) Name, address and telephone number of the responsible party.

(b) Location of the site or facility, or discharge incident, including street address; quarter-quarter section, township, range, and county; the location information specified in s. NR 716.15 (5) (d); latitude and longitude, and legal description of lot, if located in platted area.

(c) The department-issued site or facility identification number.

(d) The name of the consultant or person who has implemented the measures.

(e) A description of the interim action implemented.

(f) The estimated quantity and type of contamination, including the thickness of free product observed or measured in wells, bore holes and excavations when applicable.

(g) The location and effluent quality of any permitted discharge, such as a wastewater discharge.

(h) The steps that have been or are being taken to obtain necessary permits for any discharge.

(i) The type, total volume and final disposition of any recovered hazardous substance discharged and contaminated environmental media generated, treated, stored or disposed of, including legible copies of manifests, receipts and other relevant documents.

(k) An operation and maintenance plan for any engineering control or barrier employed, including a cover, a groundwater barrier system, or a vapor mitigation system.

**History:** Cr. Register, April, 1994, No. 460, eff. 5-1-94; am. (2), Register, February, 1997, No. 494, eff. 3-1-97; CR 12-023: am. (1), (2), (3) (b), cr. (3) (k) Register October 2013 No. 694, eff. 11-1-13; correction in (1) made under s. 13.92 (4) (b) 7., Stats., Register June 2015 No. 714.

**NR 708.17 Local Governmental Unit or Economic Development Corporation Exemptions. (1) GENERAL.**

(a) If, after considering the intended development and use of a property, the department determines under s. 292.11 (9) (e) 4., Stats., that action is necessary to reduce to acceptable levels any substantial threat to public health or safety when the property is developed or put to that intended use, the department may direct the local governmental unit or economic development corporation to take that necessary action.

(b) Actions directed by the department may include removal of soil contamination, investigations beneath demolished buildings, replacement of infiltration barriers, or installation of vapor migration barriers.

(c) The local governmental unit or economic development corporation directed to take action by the department shall prepare and submit a plan to the department for review and approval for the design, construction, operation, and maintenance of the necessary actions.

(d) Plan review fees for the plans submitted under par. (c) shall be paid by the local governmental unit or economic development corporation in accordance with chs. NR 749 and NR 750.

**(2) AGENCY AUTHORITY.** The department may direct that any of the following actions be taken by a local governmental unit or economic development corporation if contamination remains on a site after the conclusion of actions directed by the department under s. 292.11 (9) (e) 4., Stats.

(a) Require maintenance of an engineering control on the site.

(b) Require the performance of any necessary actions to reduce to acceptable levels any substantial threat to public health or

safety, if a building or other structural impediment is removed that had prevented previous access to the area.

(c) Require actions to ensure that conditions at the site remain protective of public health and safety when the property is developed or put to its intended use.

(d) If a previously approved response action included a condition regarding a structural impediment, the property owner shall notify the department prior to removal of the building, or other structural impediment, to determine what further action may be necessary.

(e) Any additional response actions that the department determines shall be taken at sites where a remedial action has not been maintained as required.

**(3) DEPARTMENT DATABASE AND FEES.** (a) *Department Database.* If the department has directed that a local governmental unit or economic development corporation take a response action under s. 292.11 (9) (e) 4., Stats., for a site, the department shall list the site on the department database. The letter directing the local governmental unit or economic development corporation to take a response action, and the information required under sub. (1) (c) shall be associated with the site or facility record in the department database.

(b) *Fees.* 1. For sites meeting par. (a), the fee or fees listed in ch. NR 749 for adding a site to the department database shall be submitted to the department at the completion of the required response action.

2. For sites that have been included on the department database, a local governmental unit, economic development corporation or other party may request that the department modify a site or property or information on the department database. For these cases, modification to the department database may not be considered by the department until proof of payment of the required fees has been received by the department's bureau for remediation and redevelopment.

**(4) DOCUMENTATION.** (a) *Format Requirements.* For sites required to be included on the department database following a response action, the local governmental unit or economic development corporation shall submit the information in par. (b) to the department, in accordance with s. NR 700.11 (3g). Maps and cross-sections shall be to scale, and include a graphic scale and a north arrow.

**Note:** Under s. NR 700.11 (3g), one paper copy and one electronic copy shall be submitted to the department, unless otherwise directed by the department. Electronic copies files may not be locked or password protected. All documents shall have a minimum resolution of 300 dots per inch. All documents except deeds and legal descriptions shall be digital format versions rather than scanned versions. Deeds and legal descriptions may be scanned versions. All information submitted shall be legible.

(b) *Database Information.* The information for the department database shall be submitted in the following order and format.

1. The geographic position of the property on which a response action was taken, as well as for any other properties affected by the release, in accordance with the requirements of s. NR 716.15 (5) (d).

**Note:** The geographic position, provided in WTM coordinates, can be obtained by using RR Sites Map, at <http://dnrmaps.wi.gov/imf/imf.jsp?site=brts2>, using the XY button.

2. A description of the response actions taken at the site or facility.

3. A copy of any required maintenance plan if a continuing obligation is required as part of the response action.

4. For sites or facilities with a cover or other performance standard, a structural impediment, a vapor mitigation system or a fence, or as otherwise required by the department on a case-by-case basis; one or more photographs documenting the condition and extent of the feature at the conclusion of the response action required. Pertinent features shall be visible and discernible. Photographs shall be submitted with a title related to the site name and location, and the date on which it was taken.

5. A copy of the most recent deed which includes the legal description of each property, except that, in situations where a buyer has purchased property under a land contract and has not yet received a deed, a copy of the land contract which includes the legal description shall be submitted.

**Note:** Copies of deeds, or other documents with legal descriptions, are not required to be submitted for contaminated public-street or highway rights-of-way or railroad rights-of-way. It is only in the situation where the source of the contamination is in the right-of-way, that a right-of-way will be listed on the department database as a separate property.

6. A copy of the certified survey map or the relevant portion of the recorded plat map for those properties where the legal description in the most recent deed or land contract refers to a certified survey map or a recorded plat map. In cases where the certified survey map or recorded plat map are not legible or are unavailable, a copy of a parcel map from a county land information office may be substituted. A copy of a parcel map from a county land information office shall be legible, and the parcels identified in the legal description shall be clearly identified and labeled with the applicable parcel identification number.

7. The parcel identification number or numbers for each property.

8. A statement that the deeds with legal descriptions of all affected properties have been submitted.

9. A site location map that outlines each property within or partially within the contaminated site boundaries on a United States geographic survey topographical map or plat map in sufficient detail to permit the parcels to be located easily. This map shall identify the location of all municipal and potable wells within 1200 feet of the site. If there is only one parcel, this map may be combined with the map required in subd. 10.

10. If available, a map of each property within or partially within the contaminated site boundaries, showing buildings, roads, property boundaries, contaminant sources, utility lines, monitoring wells, and potable wells. This map shall also show the location of all contaminated public-street and highway rights-of-way and railroad rights-of-way in relation to the source property and in relation to the boundaries of contamination exceeding applicable standards.

**History:** CR 12-023: cr. Register October 2013 No. 694, eff. 11-1-13.