

**Chapter NR 2**

**PROCEDURE AND PRACTICE**

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**Note:** Chapter WCD 2 as it existed on March 31, 1973 was repealed, and a new chapter NR 2 was created, Register, March, 1973, No. 207, effective April 1, 1973.

**NR 2.01 Application of rules.** These rules shall apply in all proceedings and hearings before the department of natural resources except as specifically provided otherwise.

**History:** Cr. Register, March, 1973, No. 207, eff. 4-1-73.

**NR 2.02 Definitions for this chapter.** (1) **DEPARTMENT.** Department means the department of natural resources.

(2) **SECRETARY.** Secretary means the secretary of the department of natural resources.

(3) **CONTESTED CASE.** Contested case means a proceeding before the department in which after hearing required by law, the legal rights, duties or privileges of any party thereto are to be determined or directly affected by a decision or order therein and in which the assertion of any such right, duty or privilege is denied or controverted by another party thereto.

**History:** Cr. Register, March, 1973, No. 207, eff. 4-1-73.

**NR 2.03 Service on the department.** All petitions for hearings, petitions for rules, petitions for declaratory rulings, answers and complaints required by any statute or rule shall be served on the secretary, either by delivery to the office of the secretary, or by mailing to the secretary by certified mail, at the following address: P. O. Box 450, Madison, Wisconsin 53701.

**History:** Cr. Register, March, 1973, No. 207, eff. 4-1-73.

**NR 2.04 Service of pleadings.** After a matter has been set for hearing, all further pleadings shall be served by delivery to the Bureau of Legal Services, Department of Natural Resources or by mail addressed at P. O. Box 450, Madison, Wisconsin 53701.

**History:** Cr. Register, March, 1973, No. 207, eff. 4-1-73.

**NR 2.05 Forms of petitions.** Petitions shall conform with the applicable statute as to form, content, number of signatories and verifications. Appropriate forms of petitions in various proceedings shall be as follows:

WISCONSIN ADMINISTRATIVE CODE

- (1) REVIEW OF SPECIAL ORDERS ISSUED PURSUANT TO SECTIONS 144.025
- (2) (D) 1, 144.025 (2) (R) AND 144.35, Wis. Stats.

To the Department of Natural Resources:  
 The undersigned hereby petitions for a review of the department order dated -----, 19 ---, whereby it was ordered-----  
 ----- . The grounds for this petition are -----  
 ----- . The modification or change desired is -----  
 -----  
 Date -----  
 Signature -----  
 Verification -----

(2) ADOPTION, REPEAL OR AMENDMENT OF RULES OR GENERAL ORDERS OF THE DEPARTMENT (section 227.015, Wis. Stats.)

- (a) For adoption of general order or rule:

To the Department of Natural Resources:  
 The undersigned hereby petitions for the adoption of a rule relating to:-----  
 The grounds for this petition are-----  
 -----  
 The petitioners' interest in the request is -----  
 -----  
 The authority of the department to act is -----  
 -----  
 Date -----  
 Signatures *(5 needed unless petitioner is a municipality or corporation)* -----  
 Verification -----

- (b) For amendment of a general order or rule:

To the Department of Natural Resources:  
 The undersigned hereby petitions for the amendment of rule number ----- which provides as follows: -----  
 -----  
 The grounds for this petition are-----  
 -----  
 The modification or change desired is-----  
 -----  
 The petitioners' interest in the request is -----  
 -----  
 Date -----  
 Signatures *(5 needed if the petitioner is not a municipality or a corporation)* -----  
 Verification -----

(3) DECLARATORY RULINGS (section 227.06, Wis. Stats.)

To the Department of Natural Resources:  
 In the matter of the applicability of rule -----  
 (or regulation or statute) to the petitioner (s) -----  
 Said rule provides as follows: -----  
 -----

(2) **CORRECTIONS.** Any party, within 7 days of the date of mailing of the transcript, may file with the hearing examiner a notice in writing of any claimed error therein, and shall mail a copy of such notice to each party of record. Other parties may contest any claimed error within 12 days of the date of the mailing of the transcript by so notifying the hearing examiner and other parties of record. All parties will be advised by the hearing examiner of any authorized corrections to the record.

**History:** Cr. Register, March, 1973, No. 207, eff. 4-1-73.

**NR 2.18 Briefs.** (1) **TIME FOR BRIEFS.** In contested cases, parties shall indicate on the record after the close of testimony whether they desire to file briefs. The party or parties having the affirmative shall file affirmative briefs within 15 days after date of mailing of transcript. Other parties 8 days thereafter shall file answer briefs, which may be replied to within 5 days. The hearing examiner in his discretion may establish an alternate schedule for the filing of briefs.

(2) **NUMBER.** Five copies of all briefs shall be filed with the department together with a certification showing when and upon whom copies have been served. Briefs which contain a summary of evidence or facts relied upon shall include reference to specific pages of the record containing such evidence.

(3) **EFFECT OF EARLY FILING.** The filing of briefs in less time than allowed shall not change the due dates for the remaining briefs.

**History:** Cr. Register, March, 1973, No. 207, eff. 4-1-73.

**NR 2.19 Confidential information.** (1) **APPLICABILITY.** This section applies in those cases where the department is expressly authorized by law to treat information obtained by it as confidential.

(2) **APPLICATION FOR CONFIDENTIAL STATUS.** Any person seeking confidential treatment of information obtained by the department shall file with the department a written application for confidential status containing:

- (a) The name, address and interest of the applicant;
- (b) The specific information for which confidential status is sought;
- (c) The facts alleged to constitute the basis for granting confidential treatment;
- (d) Whether the applicant elects to proceed under subsections (5) or (6) of this section if the department determines that additional facts or information is required.

(3) **DECISION ON APPLICATION.** (a) Any decision issued under this section shall be in writing and shall state the basis for granting confidential status or the reasons for denial of the request. The department may grant or deny the request in whole or in part. The decision shall be final unless an adjudicatory hearing is requested within 14 days following its issuance. If a hearing is requested, the department shall schedule a hearing at which the applicant shall appear and present evidence or testimony supporting its position. The department may also appear and present evidence regarding the application. The hearing will be before a hearing examiner, and testimony shall be under oath and cross-examination allowed. The

hearing will not be open to the public. The department shall issue a final decision based upon the record of hearing.

(b) No information for which confidential status was requested shall be disclosed to the public for 30 days following issuance of the final decision under paragraph (a). Information supplied by the applicant, not otherwise required by the department, shall be treated as confidential. Unless judicial review is requested, the information shall be returned to the applicant following the 30-day period after issuance of the final decision.

(4) **INFORMATION SUFFICIENT.** If the information in the application for confidential status provides an adequate basis for determining confidentiality, the department shall notify the applicant of its decision within 20 days.

(5) **WRITTEN INTERROGATORIES.** When elected under subsection (2) (d), the following procedure shall apply:

(a) The department shall, within 30 days after receiving a request for confidentiality, mail to the applicant a list of written interrogatories the answers to which are necessary for a determination under this section.

(b) If the applicant fails to answer all interrogatories within 30 days, the department shall deny the application.

(c) Within 20 days after receipt of the answers, the department shall notify the applicant of its decision.

(6) **APPEARANCE BEFORE THE DEPARTMENT.** When elected under subsection (2) (d), the following procedure shall apply:

(a) Within 30 days of receipt of the application, the department shall notify the applicant of a time and place to make an appearance before the department. The applicant shall answer questions of the department and may present information and testimony regarding the request for confidentiality. The appearance shall not be open to the public.

(b) Based on the information presented and reports from department personnel reviewing the request for confidentiality, the department shall issue its decision within 20 days after the appearance.

(c) The appearance under this subsection is not a contested case.

History: Cr. Register, May, 1975, No. 233, eff. 6-1-75.

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