

Chapter NR 555

WASTE TIRE REMOVAL AND RECOVERY

Subchapter I - General	NR 555.10	Eligible uses of waste tires
NR 555.01 Purpose	NR 555.11	Application for advanced certification
NR 555.02 Applicability	NR 555.12	Request for reimbursement
NR 555.03 Definitions		
NR 555.04 Expenditure plan		
Subchapter II - Waste tire site cleanup funds		Subchapter IV - Waste tire management or recovery grants
NR 555.05 Applicability	NR 555.13	General requirements
NR 555.06 Cleanup site priorities	NR 555.14	Application
NR 555.07 Cost recovery	NR 555.15	Priority
Subchapter III - Waste tire reimbursement grants	NR 555.16	Grant awards
NR 555.08 Reimbursement grants	NR 555.17	Payments
NR 555.09 Reimbursement eligibility	NR 555.18	Variations

Note: Chapter NR 555 was created as an emergency rule effective December 19, 1988 and March 9, 1990.

Subchapter I - General

NR 555.01 Purpose. The purpose of this chapter is to establish the plan for the use of funds to implement a waste tire removal and recovery program required under s. 144.798 (2), Stats.

History: Cr. Register, May, 1990, No. 413, eff. 6-1-90.

NR 555.02 Applicability. This chapter establishes the structure which the department will follow to implement a waste tire removal and recovery program. Included in this chapter are:

(1) The amount of monies set aside for waste tire stockpile cleanup, reimbursement grants, and waste tire management or recovery grants.

(2) The eligible uses, eligibility, application procedure, reimbursement rate and the processing and approval of grant applications to reimburse people who beneficially use waste tires.

(3) The priorities and procedures the department will follow to use funds to clean up existing waste tire stockpiles including guidelines to seek cost recovery.

(4) The eligible uses, eligibility, application procedure, grant fund limitations, and processing and approval of applications to obtain grants for waste tire management or recovery activities.

History: Cr. Register, May, 1990, No. 413, eff. 6-1-90.

NR 555.03 Definitions. The following definitions apply to this chapter:

(1) "Crumb" means tire chips no greater than ¼ inch in any dimension that have been processed to remove steel or other material existing in waste tires.

(2) "Department" means the department of natural resources.

(3) "End user" means the person who utilizes the heat content or other form of energy from the incineration, combustion or pyrolysis of waste tires or the last person who uses the tires, chips, crumb or similar materials to make a product with economic value. If the waste tire is processed

by more than one person in becoming a product, the "end user" is the last person to use the tire as a tire, tire chips, crumb or similar materials. End user does not include a person who produces tire chips or similar materials and gives or sells them to another person to use.

(4) "Nuisance" has the meaning specified in s. 144.449 (1) (a), Stats.

(5) "Nuisance abatement activity" means the procedures specified in s. 144.449 (2), Stats.

(6) "Pyrolysis" means the subsection of organic compounds to very high temperatures and the resulting decomposition.

(7) "Recovery activity" has the meaning specified in s. 144.798 (1) (a), Stats.

(8) "Tire buffings" means small pieces of a tire which have been mechanically removed prior to retreading.

(9) "Tire dump" has the meaning specified in s. 144.449 (1) (b), Stats.

(10) "Waste tire" has the meaning specified in s. 84.076, Stats.

(11) "Waste tire management or recovery grant" means a grant paid under subch. IV.

(12) "Waste tire reimbursement grant" means a grant paid under subch. III.

(13) "Waste tire stockpile cleanup" means an activity designed to clean up a nuisance tire dump under the authority specified in s. 144.449, Stats.

History: Cr. Register, May, 1990, No. 413, eff. 6-1-90.

NR 555.04 Expenditure plan. (1) **EXPENDITURE.** In order to implement the waste tire removal and recovery program, the department intends to expend funds set aside in s. 20.370 (2) (dj), Stats., on an annual basis, in the following manner:

Note: Based upon estimates of new vehicle registration supplied by the department of transportation the annual amount of money collected from the \$2 per tire fee specified in s. 342.14 (1m), Stats., is estimated to be approximately \$3.3 million dollars annually. Approximately \$.2 million has been set aside by the legislature in s. 20.370 (2) (dL), Stats., to administer the waste tire program. The remaining funds will be used to clean up existing stockpiles, provide reimbursement grants, and waste tire management or recovery grants.

(a) *Waste tire stockpile cleanup.* Approximately \$2.1 million shall be used to contract for the cleanup of waste tire stockpiles following those procedures identified in subch. II.

(b) *Waste tire reimbursement grants.* Approximately \$.75 million shall be used to provide grants to end users of waste tires under subch. III.

(c) *Waste tire management or recovery grants.* Approximately \$.25 million shall be used to provide grants for waste tire management and innovative waste tire recovery activities under subch. IV.

(2) **ALLOCATION OF ANNUAL EXPENDITURES.** (a) If annual revenues are less than \$3.1 million, the department shall allocate funds according to the following priority:

1. Waste tire stockpile cleanup;
2. Waste tire reimbursement grants;

3. Waste tire management or recovery grants.

(b) After June 1, 1990, the department shall allocate any funds which were not encumbered in the previous fiscal year according to the following priorities:

1. Waste tire reimbursement grants.
2. Waste tire stockpile cleanup.
3. Waste tire management or recovery grants.

(c) Should the total amount of eligible reimbursement payable in a year exceed the amount of funds allocated to the reimbursement under pars. (a) 2. and (b) 1., the department shall prorate the amount paid out. A prorated payment shall be deemed full payment of the grant.

(3) **EXPENDITURE PLAN REVIEW.** The department shall review the expenditure plan and report every 2 years after June 1, 1990 to the natural resources board. This report may be used to recommend adjustments to the expenditure plan.

History: Cr. Register, May, 1990, No. 413, eff. 6-1-90.

Subchapter II - Waste Tire Site Cleanup Funds

NR 555.05 Applicability. The department may use funds to contract to:

- (1) Clean up a tire dump which the department determines to be a nuisance.
- (2) Clean up a facility licensed by the department for the storage of waste tires if the licensee fails to meet conditions of its plan of operation approval and the department determines the tire dump to be a nuisance.
- (3) Conduct engineering, environmental or public health investigations of waste tire recovery activities including the suppression of mosquito infestation at cleanup sites.

History: Cr. Register, May, 1990, No. 413, eff. 6-1-90.

NR 555.06 Cleanup site priorities. (1) **MANDATORY.** As required by s. 144.449 (4), Stats., the order of priority for cleanups conducted by the department under s. 144.449 (2), Stats., shall be as follows:

- (a) Tire dumps determined by the department to contain more than 1,000,000 tires.
- (b) Tire dumps which constitute a fire hazard or threat to public health.
- (c) Tire dumps in densely populated areas.
- (d) All other tire dumps.

(2) **DISCRETIONARY.** In the process of carrying out its nuisance abatement activities under the priority mandated in s. 144.449 (4), Stats., the department may combine the cleanup of tire dumps of a lesser priority in the general area if in the department's judgment this action would provide for a more cost effective and expeditious cleanup.

(3) **EVALUATION CRITERIA.** In order to determine the characteristics of a tire dump in terms of the priorities listed in sub. (1), and to prioritize

tire dumps for the purposes of abatement within each priority category, the following criteria may be used:

(a) The size of the tire pile or the number of waste tires may be determined by the formula $T = AxB$ where T = the total number of tires, A = the cubic yards of the tire pile, and B = 13 tires per cubic yard.

(b) Fire hazard may be evaluated by the size or number of waste tires in the pile, the absence of fire lanes, lack of emergency equipment, presence of easily combustible material or activities which could cause the pile to ignite.

(c) Threat to the public may be evaluated by considering the size of the pile with respect to how a fire would impact public health and safety, local air quality, water quality, and soil contamination, susceptibility of the pile to mosquito infestation, and the density and susceptibility of the adjacent population to these environmental and public health and safety threats.

(d) Population density may be evaluated by considering the density of population within 5 miles of the pile, and the location of any especially susceptible populations such as hospital patients.

History: Cr. Register, May, 1990, No. 413, eff. 6-1-90.

NR 555.07 Cost recovery. (1) **RECOVERY EXPENSES.** As allowed by s. 144.449 (5), Stats., the department may ask the attorney general to initiate a civil action to recover from the person responsible for the nuisance waste tire stockpile the reasonable and necessary costs incurred by the department for its cleanup activities and its administrative and legal expenses related to the cleanup.

Note: In its determination whether to ask the attorney general to initiate a civil action to recover costs associated with cleanup abatement activities the department may consider the following factors:

(a) The cost or the estimated cost of the cleanup.

(b) Whether the person responsible for the nuisance received compensation for the collection and transportation or storage of the waste tires.

(c) Whether the person responsible for the nuisance pays a portion of the estimated costs to be incurred by the department to abate the nuisance.

(d) Whether the person responsible for the nuisance is financially able to pay a portion of the estimated costs to abate the nuisance. This determination may be based upon the submittal of state and federal tax returns for the past 3 years, statement of net worth, and similar documentation.

(e) Whether the person responsible for the nuisance is the owner of the property.

(f) Whether the owner of the property received compensation for the waste tire dump.

(g) Whether the person responsible for the nuisance knowingly violated rules or statutes relating to waste tires.

(2) **OTHER RECOVERY ACTIVITIES BY THE DEPARTMENT.** For those waste tire dumps which received less than 95% of its waste tires from Wisconsin Register, May, 1990, No. 413

sin retailers or residents, the department will follow those procedures specified in s. 144.798 (5), Stats.

History: Cr. Register, May, 1990, No. 413, eff. 6-1-90.

Subchapter III - Waste Tire Reimbursement Grants

NR 555.08 Reimbursement grant. (1) **PURPOSE.** In order to enhance available and new markets for the reuse of waste tires so that their value is recovered, an economically attractive alternative to landfilling shall be in place. To create these markets, financial assistance is necessary to develop and operate waste tire recovery activities. Financial assistance may be provided in the form of a reimbursement grant to end users of waste tires or processed waste tires for the cost of developing or operating these waste tire recovery activities. Development and operating costs are those costs required to expand existing or new markets designed to reduce the number or volume of waste tires, recycle waste or recover energy from waste tires and to sustain that market.

(2) **AMOUNT OF REIMBURSEMENT.** The amount of the reimbursement shall be based on a \$.01 per pound of waste tires used. The amount of reimbursement for waste tires used shall be based on sales of the product containing the waste tires or, if the applicant is an end user who consumes and does not see the product again, the reimbursement shall be based on the amount of material purchased or used.

History: Cr. Register, May, 1990, No. 413, eff. 6-1-90.

NR 555.09 Reimbursement grant eligibility. A municipality, governmental body as defined in s. 19.82, Stats., private business or nonprofit organization which is an end user of waste tires may apply to the department for a waste tire reimbursement grant if:

- (1) At least 95% of the waste tires used are generated in Wisconsin.
- (2) The waste tires are used for those eligible uses identified under s. NR 555.10 (1).
- (3) The waste tires are used after June 1, 1990.
- (4) The applicant has received advance certification from the department under s. NR 555.11.

History: Cr. Register, May, 1990, No. 413, eff. 6-1-90.

NR 555.10 Eligible uses of waste tires. (1) **ELIGIBLE USES.** Uses of waste tires which are eligible for waste tire reimbursement grant funding include:

(a) Energy recovery, including combustion of whole tires, shredded tires or the combustible by-products of pyrolysis which are used to produce electricity, steam or heat.

(b) Pyrolysis of tires, including the production of combustible by-products or other salable products.

(c) Highway improvements, including the use of tire chips or waste tires as a road base, physically blending tire chips with another material such as asphalt, or other permanent highway improvement project.

(d) Recycling of waste tire strips, shreds or crumb to manufacture a new product. The new product may be produced by physical or chemical processes such as:

1. Weaving from strips of waste tires.
2. Stamping out products from the tire casing.
3. Physically or chemically bonding tire chips or crumb with another material to form a new product such as a mat.

(e) Other uses of waste tires which the department determines to have a market impact and which do not threaten the environment, public health or safety.

(2) **NONELIGIBLE USES.** Uses of waste tires which are not eligible for waste tire reimbursement grants include:

- (a) Land disposal, including use as a daily cover at landfills.
- (b) Reuse as a vehicle tire.
- (c) Retreading.
- (d) Use of waste tires for erosion control or as a riprap material.
- (e) Use of tire buffings generated during retreading operations.
- (f) Use of whole or split tires for tire fences, barriers, dock and race-track bumpers, ornamental planters, agricultural uses such as raised beds, playground equipment or such uses for which the user incurs little or no cost and does not take place within a market.

(g) Other uses of waste tires which in the department's opinion may threaten the environment, public health or safety.

History: Cr. Register, May, 1990, No. 413, eff. 6-1-90.

NR 555.11 Application for advance certification. (1) **GENERAL REQUIREMENTS.** (a) An applicant for a waste tire reimbursement grant shall apply annually to the department for advance certification that the proposed use of waste tires in that year is eligible for reimbursement.

(b) An application for advance certification shall be submitted to the department by March 1 of the calendar year for which advance certification is sought, or within 60 days of June 1, 1990.

Note: Application forms may be obtained, at no charge, from the Bureau of Solid and Hazardous Waste Management, Department of Natural Resources, P.O. Box 7921, Madison, Wisconsin 53707.

(c) An advance certification issued by the department does not guarantee that the applicant shall receive any reimbursement funds for waste tires used in a calendar year. At the time the applicant requests reimbursement under s. NR 555.12, the burden of proof shall be on the applicant to document that the use for the reimbursement requested actually took place, and corresponds to the use described in the advance certification.

(2) **APPLICATION CONTENTS.** An application for advance certification shall be made on forms provided by the department and shall include the following:

Register, May, 1990, No. 413

(a) Documentation that the applicant is an eligible end user of waste tires.

(b) A description of the proposed use of the waste tires.

(c) A description of the proposed source of the waste tires, including the procedures that the applicant will use to insure that at least 95% of the waste tires will have been generated in Wisconsin.

(d) An estimate of the total number of pounds of waste tires to be used in the calendar year, including the procedures that the applicant will use to document the total number of pounds used.

(e) Other information requested by the department to establish eligibility.

(3) APPROVAL PROCEDURES. (a) Within 30 days of the receipt of an application for advance certification the department may request any additional information needed to complete the application. An application is not complete until the additional information requested by the department has been received.

(b) Before an advance certification is issued the applicant shall establish to the department's satisfaction that:

1. The applicant is an eligible end user as defined in s. NR 555.03.
2. The use being proposed is an eligible use under s. NR 555.10.
3. The applicant will be able to document that at least 95% of the waste tires used were generated in Wisconsin.
4. The applicant will be able to document the number of pounds of waste tires to be used.

(c) If the department determines that the applicant for advance certification is eligible, it shall issue an advance certification within 60 days of receipt of a complete application.

(d) To ensure that a use continues to be eligible for reimbursement, the department may require an applicant who has received advance certification to resubmit an application for advance certification during the calendar year.

History: Cr. Register, May, 1990, No. 413, eff. 6-1-90.

NR 555.12 Request for reimbursement. (1) GENERAL REQUIREMENTS. No request for reimbursement may be approved unless the applicant has received an advance certification from the department under s. NR 555.11. A request for reimbursement shall be submitted to the department by March 1 of the calendar year following the calendar year in which the tires were used.

(2) CONTENTS. A request for reimbursement shall be made on forms provided by the department and shall contain the following:

Note: Forms to request reimbursement may be obtained, at no charge, from the Bureau of Solid and Hazardous Waste Management, Department of Natural Resources, P.O. Box 7921, Madison, Wisconsin 53707.

(a) Documentation acceptable to the department of the net pounds of waste tires used in the quantity of product sold, purchased or used.

1. For tire-derived fuel, receipts showing tons of tire-derived fuel purchased or used.

2. For incineration of whole tires producing process heat, steam or electricity, records showing net tons of waste tires combusted.

3. For pyrolysis plants producing electricity or process heat or steam, billings showing sales of kilowatt hours or tons of steam produced by the tire pyrolysis, calculations certified by a professional engineer showing how many net pounds of waste tires were required to generate that amount of energy, and receipts or bills of lading for the number of waste tires actually used to produce the energy.

4. For pyrolysis technologies producing combustible hydrocarbons and other salable products, billings to customers showing amounts of pyrolysis derived products sold in gallons, pounds, or other appropriate units with calculations certified by a professional engineer showing the number of net pounds of waste tires including embedded energy, used to produce those products.

5. For end users of tire strips, chunks, rubber chips, crumb and the like in the manufacture of another product, billings to purchasers for the product sold, showing net pounds of waste tires used to manufacture the amount of product sold.

6. For end users of tire chips in rubberized asphalt, or as road bed material, driveway cover and other highway improvements, billings or receipts showing the net pounds of waste tires used.

(b) Provide any other information required by the department necessary to determine whether the proposed use is in accordance with departmental rules.

(2) PROCESSING AND APPROVAL. (a) Within 30 days of the receipt of a request for reimbursement the department may require that additional information be supplied by the applicant to complete the request. The request for reimbursement is not complete until the additional information has been received by the department.

(b) By July 1 each year the department shall calculate the total dollar amount of eligible reimbursement requested at \$.01 per pound and shall make payment in that amount to the applicant to the extent that funds are available for that purpose as specified in s. NR 555.04 (2) (c).

(c) An applicant for a reimbursement for use of waste tires, tire chips or similar materials is subject to audit by the department and shall allow the department access to all records during normal business hours for the purpose of determining compliance with these rules for a period of 3 years following final payment.

History: Cr. Register, May, 1990, No. 413, eff. 6-1-90.

Subchapter IV - Waste tire management or recovery grants

NR 555.13 General requirements. (1) ELIGIBLE APPLICANTS. A municipality, governmental body as defined in s. 19.82, Stats., private business or nonprofit organization may apply to the department for a waste tire management or recovery grant if at least 95% of the waste tires involved in the activity are received from Wisconsin tire dumps, retailers or residents.

(2) **ELIGIBLE PROJECTS.** (a) Projects that are eligible for a waste tire management grant include projects whose primary purpose is to divert the stream of waste tires from illegal stockpiling by controlling the transportation and storage of waste tires and by enhancing the availability of facilities for their collection, transportation and storage. Eligible waste tire management projects include the following:

1. The development or operation of a waste tire collection program.
2. The development or operation of a public education program for waste tire management.
3. The enforcement of local regulations relating to waste tire management.

(b) Projects that are eligible for a waste tire recovery grant include projects whose primary purpose is to develop new technologies for the reuse of waste tires or improve existing technologies in order to expand the market for waste tires. Eligible waste tire recovery projects include the following:

1. Research and development of technology to reuse waste tires, including the technical, environmental, economic, legal and marketing aspects of the proposed recovery activity.
2. Process testing, piloting, including engineering design of a plant, process or system.

(3) **INELIGIBLE PROJECTS.** Projects that are not eligible for a waste tire management or recovery grant include the following:

- (a) Projects solely for the preparation of a feasibility study.
- (b) Projects involving the landfilling of waste tires.

(4) **ELIGIBLE COSTS.** Eligible costs include the reasonable and necessary costs of:

- (a) Staff salary, fringe benefits and travel costs.
- (b) Equipment rental and operation of a test process.
- (c) Professional assistance with project planning, finance, legal affairs, marketing, engineering and environmental evaluations, when performed in conjunction with the operation of a process or system for waste tire recovery.

- (d) Printing brochures and other public educational material.
- (e) Specific costs of construction as approved by the department.

(5) **INELIGIBLE COSTS.** Ineligible costs include the following:

- (a) The costs of capital equipment.
- (b) The costs of preparing license or permit applications.
- (c) License applications or permit fees.
- (d) Waste tires purchased as a raw material or feedstock.
- (e) Costs incurred prior to the issuance of a grant award by the department.

(f) Costs incurred after the expiration date of the grant award under s. NR 555.16.

History: Cr. Register, January, 1991, No. 421, eff. 2-1-91.

NR 555.14 Application. (1) **CONTENTS.** An application for a waste tire management or recovery grant shall be submitted on forms provided by the department and shall contain the following information:

Note: Application forms may be obtained, at no charge, from the Bureau of Solid and Hazardous Waste Management, Department of Natural Resources, P.O. Box 7921, Madison, Wisconsin 53707.

(a) A resolution by the governing body or management of the applicant which:

1. Authorizes the application and identifies an authorized representative to act on behalf of the applicant.

2. Represents that the applicant will carry out all proposed activities as described in the grant application and approved for grant funding by the department.

3. Represents that the applicant will maintain appropriate records to document expenditures for which cost sharing will be claimed.

4. Authorizes department employees access to inspect projects sites and records upon request during normal business hours.

(b) A description of the proposed project identifying the location of the activity, the sources and estimated amount of waste tires to be used or managed, the activity or processes involved, the expected goals or products to be produced and the estimated market potential for any products which may result from the project.

(c) A project budget, including proposed funding sources, a detailed estimate of the total project cost and proposed eligible costs under s. NR 555.13 and documentation of how the estimate was made.

(d) A proposed timetable for completion of the project showing the estimated dates of completion of major project components.

(e) Other information as requested by the department to determine compliance with this chapter.

(2) **APPLICATION DATE.** The department shall review and process applications annually. To be considered for funding priority under s. NR 555.15, a completed application shall be received by the department by March 1, of each year, or within 45 days of February 1, 1991.

(3) **TRADE SECRETS.** The applicant may designate any information submitted under sub. (1) as a trade secret and request that the information be treated as confidential in accordance with s. NR 2.19. The burden of establishing the need for confidential treatment of the information shall be on the applicant.

History: Cr. Register, January, 1991, No. 421, eff. 2-1-91.

NR 555.15 Priority. (1) All grants shall be subject to the availability of funding. If funding is not sufficient for all completed applications received by March 31, the department shall assign priority to applications for grants under this subchapter according to the following criteria:

Register, January, 1991, No. 421

(a) Projects to develop a new activity or to expand an existing activity shall have priority over projects to operate an existing activity. The score for this criterion shall range from 0 to 10 points.

(b) Projects which have the potential to substantially increase the market for waste tires or to substantially reduce the number of waste tires that are disposed of illegally or landfilled shall have priority. The score for this criterion shall range from 0 to 5 points.

(c) Projects in which the participants have the qualifications and personnel to manage the project and perform the technical work required shall have priority. In making this determination, the department may consider the applicant's previous history on similar projects. The score for this criterion shall range from 0 to 5 points.

(d) Projects may receive an additional score of one point for each of the following criteria:

1. Projects for the reuse or recycling of waste tires shall have priority over projects for the recovery of energy from waste tires.

2. Projects which do not duplicate an ongoing waste tire management or recovery activity.

3. Projects which have the potential to fully implement a reuse technology or management activity within 2 years.

4. Applications which are complete and well prepared at the time of submission.

5. Projects which are the most cost effective as determined by the potential for the greatest number of waste tires managed or recovered for each grant dollar requested.

(e) If 2 or more applications receive the same total score for the criteria under pars. (a) through (d), the department may use the following additional criteria to determine priorities. One tenth of a point may be awarded for each of the following:

1. Projects which are regional or statewide in nature.

2. A project to test or develop the use of waste tires as a surfacing material, structural material or fill for a highway improvement project.

3. A cooperative project which involves the joint participation of 2 or more municipalities, governmental bodies, nonprofit organizations or businesses.

(2) If funds are insufficient for all completed applications received by March 31, the department shall rank the applications and award grants by descending order of priority scores until available funds are depleted.

History: Cr. Register, January, 1991, No. 421, eff. 2-1-91.

NR 555.16 Grant awards. (1) The department may issue a grant award after it has determined that the project is eligible and has priority for available funds.

(2) The maximum amount of a grant award, including amendments, shall not exceed 50% of the eligible project cost or \$50,000, whichever is less.

(3) The grant award project period shall expire one year from the date of issuance of the grant award unless an extension is requested by the grantee and approved in writing by the department.

(4) The department may amend a grant award for major changes in project scope if it determines that the changes are necessary to meet the objectives of this subchapter. Any requests for a grant amendment shall be made and fully documented by the grantee. Any amendments to a grant award shall be made in writing and mutually agreed to by the grantee and the department. The department's approval of grant amendments shall be subject to the availability of funds.

(5) The department may cancel a grant award if the grantee does not accept the grant award within 45 days of issuance by the department.

(6) The department may terminate an accepted grant and the grantee shall return the full amount of payments received, if any, if the department determines that:

- (a) There has been no substantial performance of the project;
 - (b) There is substantial evidence that the grant was obtained by fraud;
- or
- (c) There is substantial evidence of gross abuse or corrupt practices by the grantee in carrying out the project.

History: Cr. Register, January, 1991, No. 421, eff. 2-1-91.

NR 555.17 Payments. (1) The grantee may request an interim grant payment of up to 50% of the total grant amount, for costs incurred during the project period. A request for an interim grant payment shall be made on forms provided by the department and shall include documentation of work completed, eligible costs incurred and proof of payments made by the grantee.

Note: Payment request forms may be obtained, at no charge, from the Bureau of Solid and Hazardous Waste Management, Department of Natural Resources, P.O. Box 7921, Madison, Wisconsin 53707.

(2) The grantee shall request final payment no later than 60 days after the expiration date of the grant award. The request for final payment shall be made on forms provided by the department and shall include:

- (a) Documentation of eligible costs incurred and proof of payments made.
- (b) Documentation showing the source of any waste tires recovered or managed under the grant project.
- (c) A written final report of all activities conducted under the grant project, including:
 1. Achievements, limitations and shortcomings with respect to the originally stated project goals and objectives.
 2. A description of all project modifications that may have occurred and the reasons why these modifications were necessary.
 3. A detailed presentation of all technical findings, both positive and negative.

4. Public information and educational activities, if applicable.

5. Conclusions and final recommendations, including an evaluation of the technical effectiveness, environmental effects and economic feasibility of continuing or expanding the management or recovery activity.

6. An appendix that includes all references and supporting documents appropriate to the final report.

(3) Final payment of the grant shall be paid to the grantee after documentation of satisfactory project completion, eligible costs incurred and proof of payment by the grantee have been audited by the department.

(4) The grantee shall retain all records pertaining to the project for a period of 3 years after the date of the final settlement and allow the department access to all records during normal business hours for the purposes of determining compliance with these rules.

History: Cr. Register, January, 1991, No. 421, eff. 2-1-91.

NR 555.18 Variances. The department may approve in writing a variance from a requirement of this chapter upon the written request of an applicant or a grantee when the department determines that a variance is essential to effect necessary grant actions or program objectives and where special circumstances make a variance in the best interest of the program. Before approving a variance, the department shall take into account factors such as good cause, circumstances beyond the control of the applicant or grantee and financial hardship. The department may not grant a variance from a statutory requirement.

History: Cr. Register, January, 1991, No. 421, eff. 2-1-91.