

# Annual Reporting/Occurrence Classification Reporting Application FAQ's

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Question 1: My site is not eligible for PECFA reimbursement, do I still need to complete the reporting?

Answer: Yes. The department will use the information provided to help prioritize each occurrence reported. Annual reporting is required per Comm 46.

Question 2: My site is not eligible for PECFA reimbursement, do I need to provide a cost estimate for closure (question #6 on the first section)?

Answer: Yes.

Question 3: By me providing a cost estimate for cost through closure, does this establish a reimbursement cap for my occurrence?

Answer: No.

Question 4: While cruising your web-site I came across the example annual report and classification forms on-line. Are these draft or can I pass them out?

Answer: Yes you can pass them around - if you got them from the webpage at the link below, which directs you to the latest information the department has for the next round of Annual Reporting (set to begin May 1, 2005). The forms include the questions that will be asked on-line during the reporting process. If someone requires paper copies to fill out and submit, they should contact Shawn Wenzel at 608-261-5401 and the actual forms that need to be completed will be forwarded to them. On-line is preferred. An email account/address has been set up to answer any questions regarding reporting this year as well:  
[siteclassification@commerce.state.wi.us](mailto:siteclassification@commerce.state.wi.us).

<http://www.commerce.state.wi.us/ER/ER-PECFA-AnnualSiteReportingOccurrenceClassification.html>

Question 5: What date should be used at the SI start date for Question 1A of the Annual Reporting page?

Answer: For the purposes of Annual Reporting, the start date for the Site Investigation (Question 1A), use the following criteria:

- 1.) The actual date of the first soil boring (see boring logs)

# Annual Reporting/Occurrence Classification Reporting Application FAQ's

(continued)

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If the date of the first boring is not known then;

- 2.) Use the earliest date from the choices below (from BRRTS or Tracker On-Line)
  - a.) Site Investigation Report (SIR) received date
  - b.) 1st Status Report received date
  - c.) Site Investigation Work Plan (SIWP) received date

If the SI start date cannot be determined from options 1 and 2 above then;

- 3.) Enter a default date of 01/60

Question 6: If a site was previously sent through the bid process, and is now out of the bid process (change order to complete a small scope or work), will the site be required to complete the Occurrence Classification form?

Answer: No - only the Annual Reporting form should be required.

Question 7: The April 14, 2005 letter I received states in paragraph two that "A link to the Tracker Database is available on the application to allow you to search for the sites/occurrences you need to report on. How do I use this database to determine which sites I need to report on?"

Answer: *Tracker On-Line* can be used to search for the site-specific information such as the Commerce number which is required to begin the reporting process. You can use any of the following search criteria: BRRTS number, the site name, city, or address, the customer's last name, or the claim ID. You can also use *Tracker On-Line* data to determine whether you need to complete reporting for a particular site/occurrence, which form(s) will need to be completed, or even to answer questions. However, it is not an effective tool for developing a comprehensive list of all sites/occurrences you will need to report on. Use of *Tracker On-Line* can be supplemented by using the DNR BRRTS system:  
<http://apps.dnr.state.wi.us:7787/botw/SetUpBasicSearchForm.do>.

Question 8: Several of my sites are under DNR jurisdiction. Do I need to complete reporting for these sites?

Answer: Yes. If a site/occurrence has been assigned a Commerce number, irregardless of PECFA eligibility or jurisdiction, and is open, is required to complete the Annual Reporting.

# Annual Reporting/Occurrence Classification Reporting Application FAQ's

(continued)

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Question 9: Will Commerce be notifying the RP's of the required annual reporting?

Answer: Yes. On August 1, 2005 Commerce will be mailing letters to responsible parties for sites that have yet to complete the required reporting. These letters will remind the responsible parties of their reporting responsibilities and will request compliance. To minimize the number of your clients that will be receiving those notifications, the department recommends that you complete reporting requirements for as many of your clients as possible before that date."

Question 10: I am the responsible party for two sites. I am not an engineer, but I would like to complete the annual reporting for these sites myself. Will I be able to fill out the report or where can I get help to do so?

Answer: There is no requirement that a certified or registered person of any sort complete the forms. The departments' suggestion to you is to access the Annual Site Reporting Page at the following link/web address: <http://www.commerce.state.wi.us/ER/ER-PECFA-AnnualSiteReportingOccurrenceClassification.html>. All the questions you need to answer are included on the example pages (links available at the 3rd and 4th bullets on the page). If the sites have been through the bidding process already, then you should not be required to complete the occurrence classification form portion. If you are unable to answer any of the site-specific questions, you may contact the project manager for the site or maybe even the consulting firm. Should you have [additional] questions regarding the reporting process/application, contact the department by email at: [siteclassification@commerce.state.wi.us](mailto:siteclassification@commerce.state.wi.us).

Question 11: If I have/my client has a site with multiple occurrences, can I complete all reporting on-line or do I need to complete and submit paper copies?

Answer: The reporting application website has been designed to allow for all reporting to be completed on-line, for all occurrences. The only reason to complete the report process using paper copies is if the person that intends to complete the reporting, does not have access to the internet. The department recommends completing the reporting on-line.

# Annual Reporting/Occurrence Classification Reporting Application FAQ's

(continued)

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Question 12: If I complete the reporting and occurrence classification form(s) (when applicable) before the implementation/effective date of Comm 47 code revisions, will I have to complete the reporting for the same sites/occurrences again after the implementation/effective date?

Answer: No. The reporting completed prior to the implementation/effective date of the code revisions will carry over, and all occurrences that have completed forms will be considered compliant. The department does recommend that you save a copy of the reporting information you submitted/completed for your own records.

Question 13: Does RNA count as "clean up" activities?

Answer Yes, any active or passive remediation activity counts as a "clean up" activity.

Question 14: RNA was selected as the remedial strategy for the occurrence, what is the clean up start date?

Answer: The completion date of the SI.

Question 15: Is the preparation and reporting cost PECFA eligible?

Answer: Yes, the preparation and reporting cost is PECFA eligible. PECFA considers a reasonable maximum amount to claim for this will be similar to that of a "Regulatory Correspondence" which is included on the proposed Usual and Customary Cost Schedule. Currently the maximum reimbursement amount is set at \$110.00.

Question 16: Can I verify on-line that the reporting requirement has been met for my site?

Answer: Yes. To verify that the reporting requirements have been met (other than contacting PECFA for each one), return to the reporting application [http://apps.commerce.state.wi.us/ER\\_ReportingApp/Start.jsp](http://apps.commerce.state.wi.us/ER_ReportingApp/Start.jsp), enter the Commerce number, and verify that the correct site is identified. You will be directed to the *Occurrence List* webpage, which shows each of the occurrences related to that site. The status of the reporting for each occurrence will be shown there. If the reporting requirement has been met, it will show *reported*, as well as the date reported and who submitted the data.

**Note:** Additional questions and answers will be posted as they are received by the department. Send your questions to [siteclassification@commerce.state.wi.us](mailto:siteclassification@commerce.state.wi.us) or call 608-261-5401.