ENVIRONMENTAL & REGULATORY SERVICES DIVISION
BUREAU OF PECFA
P. O. Box 8044
Madison, Wisconsin 53708-8044
TDD #: (608) 264-8777
http://www.commerce.wi.gov
http://www.wisconsin.gov
Jim Doyle, Governor
Mary P. Burke, Secretary

commerce.wi.gov
Wisconsin
Department of Commerce

August 1, 2005

Claimant/Owner Name
Claimant/Owner Address
Claimant/Owner City, State Zip

Re: Owner Annual Reporting/Occurrence Classification

Commerce # Occurrence ID:
WDNR BRRTS #
Site Name, Site City Site Zip

Dear Claimant/Owner Name:

This purpose of this letter is to inform you of reporting requirements for the Petroleum Environmental Cleanup Fund Act (PECFA). Your help in this matter is greatly appreciated in our ongoing efforts to keep costs reasonable, and to move petroleum cases towards closure per Wisconsin State Legislative mandate. This reporting requirement applies to all open PECFA sites/occurrences (i.e. Commerce Number, occurrence specific) in any remedial phase.

The current annual reporting period began May 1, 2005. The owner/responsible party or consultant of each PECFA site/occurrence is required to report to Commerce the following information:

1. The status of remediation conducted to date
2. An estimate of the additional costs that must be incurred to achieve site closure and
3. If applicable, information regarding the environmental threat of your site (Occurrence Classification).

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Estimated costs provided will not be used to establish a maximum reimbursement amount (cap). The reporting needs to be completed using the link labeled *Annual Site Reporting Page* that can be accessed via the PECFA web-site: http://www.commerce.state.wi.us/ER/ER-PECFA-Home.html. PECFA encourages you to complete reporting responsibilities for each of your sites/occurrences as soon as possible. If you are required but fail to complete the "occurrence classification" portion of the annual reporting by February 1, 2006, future PECFA funding will be denied.

The department is sending this letter to all responsible parties that have not completed the annual reporting requirements as of July 27, 2005. If you have a consulting firm performing environmental work for you, the consulting firm may report this information on your behalf.

If you have any problems and/or questions about completing the form or the process, please contact the Department by email at: siteclassification@commerce.state.wi.us. If you do not have access to email and/or the Internet, contact Commerce by telephone at (608) 261-5401. The PECFA Site Review *Annual Reporting Committee* (Shawn Wenzel, Gena Larson, Ralph Smith, David Blair, and Alan Hopfensperger) would like to thank you in advance for your cooperation.

Sincerely,

Shawn A. Wenzel
Hydrogeologist
Site Review Section