



ENVIRONMENTAL & REGULATORY SERVICES DIVISION
BUREAU OF PECFA
P.O. Box 8044
Madison, Wisconsin 53708-8044
TDD #: (608) 264-8777
Fax #: (608) 267-1381
Jim Doyle, Governor
Mary P. Burke, Secretary

February 9, 2006

RP/Claimant Name
RP/Claimant Address
RP/Claimant PO Box
RP/Claimant City, State, Zip Code

RE: **PECFA Annual Site Reporting Reminder**

Commerce # XXXXX-XXXX-XX-X BRRTS # XX-XX-XXXXXX Occurrence ID: XXXXXXXX
Site Name, Site Street Address, Site City

Dear RP/Claimant,

This letter serves as a reminder that as of February 6, 2006, our records indicate that the annual report for the site referenced above has not been submitted. Additionally, this site may be required to complete the occurrence-classification report. If applicable, future reimbursement by the PECFA fund will be jeopardized if you fail to submit the occurrence-classification report by May 31, 2006. To avoid confusion, the annual and occurrence-classification reports are due at the same time.

If the occurrence-classification report is required but not submitted, PECFA reimbursement for cleanup activities and interest costs between June 1, 2006, and the submittal of the report will be denied.

A simple way to complete the reporting requirement is to use the on-line reporting application found under the Annual Site Reporting Page on the PECFA web page at <http://commerce.wi.gov/ER/ER-PECFA-Home.html>. The reporting page includes links for frequently asked questions (FAQ) and answers, as well as example forms and tips to ensure correct reporting. The web page will determine for you or your consultant if the occurrence-classification form is required for your site. Your consultant can complete the reporting for you. Commerce will accommodate requests for paper copies for individuals that do not have a consulting firm or internet access. Contact one of the annual reporting committee members below to request a copy of the form(s) necessary to complete reporting for your site.

PECFA encourages you to report as soon as possible to ensure any questions can be cleared up prior to the deadline and that otherwise eligible costs are not denied.

If you have questions regarding the reporting process that are not addressed by the FAQ section, please forward them to siteclassification@commerce.state.wi.us or contact any of the following annual reporting committee members:

Alan Hopfensperger - (608) 266-0562
David Blair - (608) 261-2515
Gena Larson - (608) 261-5404

Monica Weis - (414) 220-5361
Ralph Smith - (608) 261-6543
Shawn Wenzel - (608) 261-5401

The PECFA Site Review *Annual Reporting Committee* would like to thank you in advance for your cooperation.