



ENVIRONMENTAL & REGULATORY SERVICES DIVISION  
BUREAU OF PECFA  
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**Jim Doyle, Governor**  
**Mary P. Burke, Secretary**

March 23, 2006

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

RE: **PECFA Annual Site Reporting Reminder**

Commerce # XXXXXXXXXXXX BRRTS # 0XXXXXXXXXX Occurrence ID: XXXXXXXX  
Occurrence Name, Site Street Address, Site City

Dear RP/Claimant,

This letter serves as a reminder that as of March 16, 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. This process is relatively easy and should take less than 30-minutes to complete.

Completing this process before the deadline will ensure maximum reimbursement of PECFA eligible costs. 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 May 1, 2006, and the date the department received the completed form will be denied (Paragraph Comm 47.325 (4)(b), Wis. Adm. Code).

The Department of Natural Resources (DNR) is working with PECFA in urging you to complete your occurrence-classification report, if required, so that you may finish your environmental remediation with full PECFA financial help available to you.

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 to 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 or issues 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](mailto: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.