



STATE OF WISCONSIN

Department of Safety and Professional Services

ENVIRONMENTAL & REGULATORY SERVICES

PECFA

P. O. Box 7838

Madison, Wisconsin 53707-7838

Governor Scott Walker

Secretary Dave Ross

TTY: Contact Through Relay

PECFA UPDATE #47

January 26, 2012

PLEASE POST

Administrative Code Reference Changes

Farewell and Staff Duty Changes

Milwaukee Site Review Office and Shawn Wenzel Have Moved

Reminders and Housekeeping

Administrative Code Reference Changes

Administrative Codes formerly under the Department of Commerce (Comm) will now all use the SPS designation for the Department of Safety and Professional Services; the letters will change and the numbers will be increased by 300. For example, Comm 5 will become SPS 305. Comm 47 will become SPS 347. Comm 46 will become SPS 346. These changes are effective 1/1/12.

Link to SPS 305:

http://docs.legis.wi.gov/code/admin_code/sps/safety_and_buildings_and_environment/301_319/305.pdf

Link to SPS 347:

http://docs.legis.wi.gov/code/admin_code/sps/safety_and_buildings_and_environment/326_360/347.pdf

Link to SPS 346:

https://docs.legis.wisconsin.gov/code/admin_code/sps/safety_and_buildings_and_environment/326_360/346.pdf

Farewell and Staff Duty changes

Kristi Prindle has moved on to a position with the Department of Justice. Her last day with the Department of Safety and Professional Services was Friday, December 30th.

The main PECFA phone line 608.267.3753 will now belong to Diane Ploessl. Diane will be handling most of Kristi's primary duties, including file transfers and file reviews.

Open records requests for PECFA information can be made through the following website: <http://apps2.commerce.wi.gov/OpenRecords/> or by contacting Renee' Dickey at 608-264-8765 or via email at: Renee.Dickey@Wisconsin.Gov.

In addition to Kristi moving on, Brian Taylor and Robert Klauk of the Site Review Section have also moved on to new positions with the Departments of Transportation and Natural Resources, respectively.

Brian shared jurisdiction of the 539 and 546 zip codes with Gena Larson. Gena will continue to project manage both zip codes. Jurisdiction of Robert's zip codes has been transferred to Thomas Verstegen. Please contact Gena or Tom with any questions.

Milwaukee Site Review Office and Shawn Wenzel Have Moved

As of January 10, 2012, the PECFA Site Review Section staff in Milwaukee has moved to the Waukesha State Office Building.

Additionally, Shawn Wenzel, formerly in the Madison office, is now located in the Janesville office.

You can find their new contact information at:

<http://dsps.wi.gov/ER/pdf/pecfa/ER-PECFASiteReviewZoneContactInformation.pdf>

Reminders and Housekeeping

- **Consultant Agent Claim Reminders**

If the claimant has not had the deductible waived by a lien placement on the property, then proof of payment for the deductible must be included in the claim.

Proof of payment is also required for sub-contractor invoices if you are not using promissory notes.

When filling out the claim forms, please remember to fill out the forms in the name of the claimant, including the W-9. Do not put the consulting firm as the claimant on the forms. The Form 6 that is completed at the beginning of the agent process is what allows PECFA to assign reimbursements to the agent. The check is sent directly to the agent; however, by law, it must also be payable to the claimant.

Also, please remember to include the required supporting documentation for all costs that you are claiming for reimbursement.

- **Office Addressing Reminder**

When sending mail or using a courier to send packages to PECFA, please be sure to address them to the Department of Safety and Professional Services or DSPS. Commerce is no longer a valid department name and as such UPS and FedEx may return your packages as undeliverable.

- **PECFA Consultant Registrations**

Cerry Hermosillo is no longer handling PECFA consultant registrations, as he has retired from the Department. To renew your PECFA consulting firm or individual registration, please call 608-261-8467 or e-mail:

DSPSSBCredentialing@wi.gov.