



Wisconsin State Patrol HRCQ Support Request Requirements

This document serves as a guide to motor carriers and transporters of radiological materials requesting support for State Patrol services outlined in Wisconsin Department of Transportation issued permits. HRCQ stands for Highway Reportable Controlled Quantities. Requests for service include level 6 inspections and/or escort by Wisconsin State Patrol Troopers and Inspectors.

A standardized process had been established statewide. Motor carriers will be required to follow the guidelines below and provide all required information to obtain support. **Requests must be submitted in email to DOTDSPHRCQ@dot.wi.gov and confirmation must be received by the State Patrol that all documents have been received.**

REQUIRED INFORMATION AND REQUEST PROCESS

1. The email must contain a **legible copy** of the complete **current permit** issued and associated with the specific vehicle that is to be escorted or inspected, and
A cover letter explaining:
 - A. What service is needed, inspection or escort?
 - B. The name of your company, a primary contact person, and one or more phone numbers where that person can be reached between 6 a.m. and 6 p.m.
 - C. Driver name of vehicle to be escorted and mobile number for that driver.
 - D. Date and exact time of proposed escort or inspection.
 - E. Exact LOCATION of the vehicle to be inspected or from which the escort will originate.
 - F. Number of State Patrol personnel required.
 - G. How long **you estimate** the escort will take.
 - H. **If the trip will require a layover, the layover location and duration must be included.**
 - Include Contact name and number for layover.
2. After emailing the above information you should call the State Patrol Post where the origin of the inspection/escort will start (See page 2) and notify a duty sergeant of a "**pending emailed HRCQ escort**" request. It is important that you state that your call is to "Confirm" receipt of your emailed escort request.
3. You **must** give a **minimum 48 hours** of notice for escorts to be set up. Failure to provide this amount of time may result in not being able to schedule the escort in a timely manner.
4. A duty sergeant will contact you to confirm any details or questions or concerns about the escort and to confirm that your escort(s)/or inspection(s) request has been filled.
5. It is your responsibility to contact any/all local or county agencies listed in the permit, within the time period required on the permit in order to notify them of the impending escorted transport. Proof of local notification may be reviewed by WSP prior to commencing escort.

CANCELLATION of ESCORT or INSPECTION

For cancellations you must call the State Patrol Post where the origin of the inspection/escort started (See page 2). Cancellation of scheduled escorts or inspections must be communicated to a duty sergeant.

COMMUNICATION DEVICES

The motor carrier to which the permit is issued must provide a form of electronic communication, (i.e. CB Radio or 2-way radios) between the driver of the HRCQ vehicle, State Patrol personnel, and 54th CST (when available). If a private pilot car is required by the permit, the pilot car must have a form of electronic communication that is compatible with the devices to be used by all involved parties.

STATE PATROL POST PRIMARY JURISDICTION AND CONTACT INFORMATION

Southwest Region

Wisconsin State Patrol DeForest Post

Phone: (608) 846-8500

Fax: (608) 846-8536

DeForest Post counties serves: Columbia, Dane, Dodge, Green, Iowa, Jefferson, Lafayette, Rock and Sauk

Wisconsin State Patrol Tomah Post

Phone: (608) 374-0513

Tomah Post counties serves: Crawford, Grant, Juneau, La Crosse, Monroe, Richland and Vernon

Southeast Region

Wisconsin State Patrol Waukesha Post

Phone: (262) 785-4700

Waukesha Post counties serves: Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington and Waukesha

Northeast Region

Wisconsin State Patrol Fond du Lac Post

Phone: (920) 929-3700

Fond du Lac Post counties serves: Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Marinette, Oconto, Outagamie, Sheboygan and Winnebago

North Central Region

Wisconsin State Patrol Wausau Post

Phone: (715) 845-1143

Wausau Post counties serves: Adams, Florence, Forest, Green Lake, Iron, Langlade, Lincoln, Marathon, Marquette, Menominee, Oneida, Portage, Price, Shawano, Vilas, Waupaca, Waushara, and Wood

Northwest Region

Wisconsin State Patrol Eau Claire Post

Phone: (715) 839-3800

Eau Claire Post counties serves: Buffalo, Chippewa, Clark, Dunn, Eau Claire, Jackson, Pepin, Pierce, St. Croix and Trempealeau

Wisconsin State Patrol Spooner Post

Phone: (715) 635-2141

Spooner Post counties serves: Ashland, Barron, Bayfield, Burnett, Douglas, Polk, Rusk, Sawyer, Taylor and Washburn

