

Instructions for using the Template Site Assessment Report:

- * This template report shall be used when submitting any site assessment information to the FDEP. This includes initial assessment report submittals, all subsequent assessment reports until the site assessment is approved, and most supplemental assessment reports prepared during active remediation.
- * This template report is a Word 7.0/98 document. Older versions of Word will not interpret the table structure and the document mapping features correctly. In addition, it appears Word builds the image on the screen through the computer's printer driver. So the report must also be used with a computer connected to a printer that supports Word 7.0/98.
- * Do not change the format of this report. The purpose of the template report is to standardize the submittal of assessment information.
- * This template report has a document map. In Word, when the map is not on-screen, select "View" from the toolbar at the top of the screen and then select "Document Map". The map appears on the left side of the screen. Selecting any heading will bring up that report section.
- * This template report is meant to be reviewed electronically (although this is not required). When submitting the report to the FDEP, an electronic copy of the report (preferably on CD ROM) should be included with the paper copy. Electronic copies of all tables and figures (in their original formats) should also be submitted on the same CD.
- * When printing a copy of the template report for hard copy submittals (still required), only print sections of the report which contain information not included with previous template report submittals (to save on paper). The electronic copy should include all sections of the report.
- * If a section of the report is being submitted, then every question in that section needs to be answered. When answering the questions:
 - * The best answers are short and concise. If the answer only requires an "X", then enter an "X". If the answer requires just one sentence, then use one sentence.
 - * If the answers are best illustrated in figures and/or tables, then reference the figures and/or tables. Text descriptions should focus on data interpretation rather than data description.
 - * If an answer requires extra space, there are two options:
 - (1) Add text as needed. The box will expand automatically as new text is added (this can mess up the page numbering when the document is printed); or
 - (2) Add extra text as an attachment page included in an appendix.
 - * If a question cannot be answered, then explain why.
- * Do not submit copies of previous reports as an attachment to the template report. If a previous report is not included in the FDEP file information, then it should be submitted to the FDEP under separate cover. Providing properly referenced copies of previous report figures (especially groundwater flow interpretations) and tables is acceptable. Remember, comprehensive tabular summaries (in the FDEP approved formats) of the soil and groundwater data are still required.

- * Do not describe routine and well-established sampling procedures (i.e., OVA screening of soil) or procedures that are described elsewhere (i.e., key information regarding how groundwater samples are collected is typically outlined in the water sampling logs). Descriptions of the collection and preservation procedures of soil samples obtained for laboratory analysis should be provided.
- * The Post Assessment Summary & Recommendations section can be filled out before the assessment is complete, especially when it is useful to identify the remedial strategy before the site assessment has been completed.
- * When a cost proposal is included with a template report, it should be attached as a separate document (to assist in work order processing).

Recommendations:

- * This template report is designed to be a summary document. All information and data necessary to characterize the site contamination, the impacted media, and the potential receptors belongs in the report. The emphasis during report preparation is on describing current site conditions. If information contained in previous reports is not needed, then referencing where the historical information can be obtained is all that is required. Essentially, each template report becomes a filter of all the previous assessment work performed at that site. Tank closure assessment information might not be useful if a more rigorous soil and groundwater assessment has been performed since the tank closure. Sampling data obtained ten years ago may not be useful in describing the present day contamination (although previous sets of soil and groundwater data can be useful in identifying current attenuation trends). Groundwater and soil data obtained before there was active remediation might not be useful after remediation has been performed (especially after excavations).
- * Subsequent report submittals become edited versions of the original template report. It is expected that the Background Assessment Section and the Recent Assessment Section will change from report to report (unless the new report is a corrected version of a previous submittal). Other report sections may change, depending on the assessment results.
- * Attachments from previous reports (well completion reports, laboratory analytical reports, field sampling logs, chains of custody's, etc.) should not be submitted again in subsequent reports.
- * Figures necessary to illustrate any of the answers contained in the report should be submitted. Area use maps, potable well survey maps (unless no wells were found), lithologic cross-sections, previous groundwater flow maps, soil contamination maps (illustrating soil OVA results), etc., should be submitted with each new report.