



REPORT AR-03
ABBREVIATED REPORT FORMAT
for Soil Boring and Groundwater Monitoring Well Installation

(This format may be appropriate for reporting soil boring and monitoring well installation activities conducted to investigate, define, or monitor a petroleum release)

An outline has been developed by the Department of Environmental Quality (DEQ) to illustrate basic information an *Abbreviated Soil Boring and Groundwater Monitoring Well Installation Report* must contain before it will be reviewed by DEQ. Abbreviated Reports are requested by DEQ when either a plethora of site information already on-file makes a standard, detailed report redundant and unnecessary, or when the tasks are routine, and when a more meaningful summary report containing background information will be generated after performance of the requested work, or at a future date. The following outline provides owner/operators and consultants with an understanding of the minimum requirements for preparation and submittal of an *Abbreviated Soil Boring and Groundwater Monitoring Well Installation Report* when specifically requested by the department. If any of the topics do not apply to your situation, please omit the section.

Unless otherwise requested by DEQ, do not include in the report a site history, site map, groundwater gradient map, plume maps, detailed procedural descriptions, tabular presentation of data or results, data interpretation, discussion, photographs, multiple copies, or report binding. Tasks or items not listed below are considered unnecessary items unless specifically requested in writing (by letter or facsimile) by DEQ.

1.0 COVER LETTER OR BRIEF ACTIVITY SUMMARY (One Page)

- 1.1 Date
- 1.2 Owner/Operator's Name and Mailing Address
- 1.3 Contact Person's Name and Mailing Address (if different from above).
- 1.4 Subject Line with the following information:
 - 1.4.1 Title (**Abbreviated Soil Boring and Groundwater Monitoring Well Installation Report**) for the petroleum release at (Facility Name, Street Address, Town, County, Montana); DEQ Facility ID (Number), Release (Number), and Work Plan ID (Number).
- 1.5 Introductory paragraph containing reference to DEQ request for abbreviated report, and the purpose of the specific task(s) that was conducted. Include the title and date of approved Corrective Action Plan (CAP).
- 1.6 Scope and temporal summary paragraph specifying the borings that were completed, date of activity, depth of borings, number and location of soil and groundwater samples collected, sampling methodology, depth to static groundwater, and laboratory analyses conducted.
- 1.7 Consultant's Name, Address and Phone Number (if not on letterhead).

2.0 LABORATORY ANALYTICAL REPORT

- 2.1 Soil Sample Laboratory Analytical Report (submit only a copy of laboratory report including chromatograms, QA/QC, laboratory sample receipt form, and chain of custody, as issued by the laboratory).
- 2.2 Groundwater Sample Laboratory Analytical Report (submit only a copy of laboratory report including chromatograms, QA/QC, laboratory sample receipt form, and chain of custody, as issued by the laboratory).

3.0 BORING LOGS

- 3.1 Copies of boring and well-installation logs.
- 3.2 Description of any issues (i.e. drill refusal: utility damage; relocation due to access or other issues; sample preservation, holding, or analytical issues).

4.0 CONCLUSIONS AND RECOMMENDATIONS

- 4.1 Conclusions. (Provide a brief conclusions paragraph. If more than a brief paragraph appears necessary, contact the DEQ project manager).
- 4.2 Recommendations. (Provide a brief list of recommendations, if appropriate. If more than a brief list appears to be necessary, contact the DEQ project manager).