



**REPORT AR-05**  
**ABBREVIATED REPORT FORMAT**  
**for Remediation System Decommissioning and Removal**

**(This format may be appropriate for decommissioning and removing remediation systems and equipment, including soil vapor extraction (SVE) blowers, sparge-system compressors, product recovery pumps, passive skimmers, piping, air-strippers, oil-water separators, electrical service connections and wiring, and equipment sheds)**

An outline has been developed by the Department of Environmental Quality (DEQ) to illustrate basic information an *Abbreviated Remediation System Decommissioning and Removal 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 Remediation System Decommissioning and Removal 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, conclusions, recommendations, 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 Activity Report for Remediation System Decommissioning and Removal**) 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 were conducted. Include the title and date of approved CAP.
- 1.6 Scope and temporal summary paragraph specifying as applicable the remediation system removed, methods used to decommission underground and aboveground piping and wiring, electrical service, equipment sheds/boxes, and remediation equipment (attach inventory list).
- 1.7 Special issues or considerations, as applicable.
- 1.8 Consultant's Name, Address and Phone Number (if not on letterhead).

**2.0 INVENTORY OF REMEDIATION EQUIPMENT**

- 2.1 List of remediation equipment decommissioned or removed, including name of item, make, model and serial number (if available), and disposition. The list should include blowers, compressors, compressor tanks, recovery pumps, bailers, skimmers, strippers, sparge tanks, oil-water separators, synthetic and metallic storage tanks, metallic valve systems, timers, equipment boxes and sheds. Unless specifically requested by DEQ-PTS, the list should not include PVC or steel well casing or piping, fencing, PVC valves, well caps or flush-mounts, padlocks, or electrical wire.