

ATTACHMENT 7

SCOPE OF WORK FOR PROGRESS REPORTS

Progress Reports shall, at a minimum, include the following information:

1. A description of significant activities and work completed during the reporting period;
2. A summary of any findings made during the reporting period;
3. Summaries of all problems or potential problems encountered during the reporting period;
4. Actions taken and/or planned to rectify problems;
5. All projected work for the next reporting period;
6. A discussion of any changes in personnel that occurred during the reporting period;
7. Summaries of all contacts with representatives of the press, local community or public interest groups during the reporting period;
8. Summary of treatment system effectiveness. Provide a comparison of treatment system operation to predicted performance levels (applicable only if there is an operating treatment system); and
9. If requested by the Department of Toxic Substances Control, the results of any sampling tests and/or other data generated during the reporting period.