

INSTRUCTIONS FOR COMPLETING A STATUS REPORT

GENERAL: This Status Report form is for use in communicating to Cal/EPA the activities of the Administering Agency and Support Agencies with respect to site investigation and remedial action. A Status Report should be completed following the initial Consultative Work Group meeting. Subsequently, an annual report should be completed each year for the period ending June 30th. A Status Report should also be completed at the end of a designated project. Type or print clearly all requested information in the spaces provided and attach additional pages as necessary to explain or complete your responses. Mail the Status Reports to:

California Environmental Protection Agency
1001 I Street, 25th Floor
Site Designation Committee
Sacramento, CA 95814

- 1. Date of Consultative Work Group Meeting and List of Attendees:** List date(s) of Consultative Work Group Meeting(s) that occurred during the year, including names of attendees followed by agency affiliation in parenthesis. If initial status report, attach summary of the first Consultative Work Group Meeting.
- 2. Recent Public Comment/Participation:** List documents received in the year subject to public comment or public meetings/hearings held and what you did to provide for public participation.
- 3. Describe Known or Potential Areas of Concern:** Describe the site investigative or remedial activities occurring at the site and issues for the year.
- 4. Current Phase of Action under the Site Designation Process**

List current phase of action corresponding to description provided below by assigning a number followed by an appropriate letter, if applicable (i.e. Work Plan Completed denote as level 3D).

<u>Number</u>	<u>Description</u>
1	Administering Agency Designated
2	First Consultative Meeting Completed
3	<u>Levels of Action</u> A - Preliminary Site Assessment Completed B - Site Investigation Completed C - Feasibility Study Completed D - Work Plan Completed E - Cleanup Alternative Selected and Authorized F - Design of Cleanup Alternative Selected G - Implementation of Cleanup Alternative (give % complete) H - Remediation Completed
4	Certificate of Completion Issued (after concurrence by other interested agencies).

- 5. Proposed Site Use:** Check the appropriate box or boxes which describe the planned use for the site:
(1) Commercial/Industrial/Retail; (2) Residential (single/multi-family, sale/rental product); (3) Park or Open space;
(4) Schools, Hospitals, Day Care Centers or Other Non-residential Sensitive Uses.
- 6. List any Technical Problems:** Describe any technical issues impeding site investigative or cleanup activities.
- 7. Permits Required/Issued to Date and Pending Permit Issues:** List any permits currently being required and/or issued by the Administering or Support Agency. List any permits currently pending approval and any requirements yet to be fulfilled by the Responsible Party.
- 8. Deed Restrictions/Land Use Controls:** Check applicable box and specify the date if the response is "yes."
- 9. Cleanup Levels:** Specify current contamination levels and proposed target cleanup levels for major contaminants.
- 10. Ongoing Monitoring:** Check the appropriate box(es) and/or specify any other type of ongoing monitoring that is in place. Specify approximate timeframes (using months/years) for monitoring, i.e., 11/06 – 1/10.
- 11. Oversight Agency Costs Reimbursed to Date:** For the project, list agency, amount reimbursed followed by pending reimbursement in parenthesis, and brief description of services provided by each agency.
- 12. Additional Comments or Issues: If needed, attach additional sheets to** describe any important issues not previously addressed above such as issues discussed at last Consultative Work Group Meeting. In the event the project takes less than a year to complete, there need only be one report completed and submitted at the end of the project. Please attach a copy of any Certificate of Completion and/or closure letter issued when submitting the final report.