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| **Property description and address** | **Page no.** |
| e.g. Lot and DP, map of entire site as well as the investigation area(s) |  |
| **Conceptual Site Model** |  |
| e.g. Contamination sources, receptors and exposure pathways between sources and receptors |  |
| **Sampling and Analysis Quality Plan (SAQP)** |  |
| Justification for the sampling design (how will the data be representative and relevant) |  |
| Frequency and pattern of sampling |  |
| Justification for analytical plan (especially if the project uses composite samples) |  |
| Data quality objectives |  |
| **Sampling Methodology** |  |
| Description of sample methodology |  |
| Description of media sampled and sample depth interval (e.g. borehole logs, or soil description) |  |
| **Notable contaminant concentrations e.g. maximum specific concentrations and validation results**  |  |
| Soil and groundwater concentrations and comparison against appropriate EIL, HIL, HSL and GILs etc.  |  |
| Discussion on QA/QC |  |
| Statistical analysis |  |
| **Nature of works carried out**  |  |
| e.g. soil investigation, ground water investigation, excavation, on-site remediation, removal of soil, validation sampling, backfilled with imported soil with ENM classification |  |
| **Nature and extent of residual contamination**  |  |
| Contamination identified in investigation, contamination unable to be remediated within the scope of the work, or areas not assessed |  |
| **Waste removed**  |  |
| During remediation (details of classification and disposal) |  |
| **Remediation Summary**  |  |
| What was removed or treated? Was it successful, is residual contamination remaining? Is there a need for an ongoing Environmental Management Plan? |  |
| **Appropriately experienced and qualified practitioners** |  |
| Practitioner is appropriately experienced and qualified with adequate professional indemnity (PI) insurance for the work undertaken |  |
| **Statement of suitability**  |  |
| The land is considered suitable for [residential, residential with limited soil access, open space, industrial/commercial] land use, other (describe). |  |
| **Report details** |
| **Report title:** [insert report title] |
| **Produced by:** [insert company name] | **ABN:** [insert ABN] |
| **Provided to** [insert name] **Council on:** [insert date] |
| **I** [insert name] **of** [insert company name] **state that I have undertaken this assessment in accordance with the guidelines made and approved by the NSW Environment Protection Authority.** |
| **Name:** [report contact] | **Signature:** |
| **Contact details:** [insert email address] | [insert contact phone number] |