

CL:AIRE GUIDANCE DOCUMENT FOR REPORTING RESEARCH PROJECTS

This document will be used by researchers to guide the preparation of reports to CL:AIRE describing their research project.

1. Title Page
 - name of project
 - name and location of research organisation who prepared the report
 - statement that the report was prepared for CL:AIRE
 - date of report
2. Executive Summary
3. Table of Contents
4. Introduction
 - statement that the researcher is conducting the demonstration as part of CL:AIRE
 - background of research development
 - research objectives and scope
 - project deliverables and milestones
 - report organisation
5. Site Description
 - site conditions
 - historical information
 - drainage
 - geological and hydrogeological conditions

 - nature and extent of contamination
 - description of additional site characterisation studies
 - additional available information
6. Research Support Issues
 - contract agreements and insurance
 - regulatory approval and compliance
 - health and safety/security
 - brief description of project work plan
 - brief description of sampling plan
 - brief description of laboratory analytical methods
 - description of field and laboratory QA/QC
7. Research Set Up
 - description of research set up
8. Project Operation
 - description of project operation
9. Research project Close Out
 - description of the close out of the research project including disposal of contaminated material

10. Results and Discussion
 - presentation of the project results and discussion vis-a-vis the research project objectives, and the pre-project conditions
 - a discussion of contaminant mass balance (if applicable), and identification of additional pathways of potential contaminant loss that were not controlled by the research project
 - a discussion of the total and unit costs of the project and projected costs for full scale clean up.

11. Conclusions
 - list of conclusions
 - applicability and potential future developments
 - statement of limitations of the research
 - statement of costs

12. Appendices
 - laboratory analytical reports and lab QC reports