

CL:AIRE GUIDANCE DOCUMENT FOR REPORTING TECHNOLOGY DEMONSTRATION PROJECTS

This document will be used by technology demonstrators to guide the preparation of reports to CL:AIRE describing technology demonstrations.

1. Title Page
 - name of project
 - name and location of company who prepared 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 technology vendor is conducting the demonstration as part of CL:AIRE
 - background of technology development
 - demonstration 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. Technology Demonstration Support Issues
 - contract agreements and insurance
 - regulatory approval and compliance
 - health and safety/security
 - brief description of demonstration work plan
 - brief description of sampling plan
 - brief description of laboratory analytical methods
 - description of field and laboratory QA/QC
7. Technology Demonstration Set Up
 - description of technology demonstration set up
8. Technology Demonstration Operation
 - description of technology demonstration operation
9. Technology Demonstration Close Out
 - description of the close out of the technology demonstration including disposal of contaminated material

10. Results and Discussion
 - presentation of the results of the demonstration and discussion vis- a-vis the demonstration objectives, and the pre-demonstration conditions
 - a discussion of contaminant mass balance, and identification of additional pathways of potential contaminant loss that were not controlled by the technology or the demonstration
11. Economic Considerations
 - a discussion of the total and unit costs of the demonstration and projected costs for full scale clean up. Comparisons against costs to landfill should be included.
12. Conclusions
 - list of conclusions
 - applicability and potential future developments
 - statement of limitations of the technology
 - statement of costs
13. Lessons Learned
14. Appendices
 - laboratory analytical reports and lab QC reports