

GEORGIA RISK-BASED CORRECTIVE ACTION

GRBCA WORKBOOK

Overview and Dashboard Resource Guide

The purpose of this document is to provide an overview, easy access to flow charts and Dashboard functions associated with the GRBCA Workbook process.

Georgia Risk-based Corrective Action (GRBCA) - Workbook Overview

I. GRBCA Overview:

The GRBCA Workbook provides a standardized approach to assess the exposure pathways, receptors, and risks associated with petroleum release sites and determines the applicable Groundwater (GW) Alternate Concentration Limits (ACLs).

The GRBCA Workbook publishes a technical report composed of one report for each of the five worksheets. Three of the worksheets require data entry: (1) Risk-based Threshold Level (RBTL), (2) AOC Site-specific Threshold Level (SSTL) and (3) AOPC SSTL worksheets. Recommendations and conclusions are published in a Risk Analysis Report (RAR) which is the technical report used by consultants, industry and regulating government agencies.

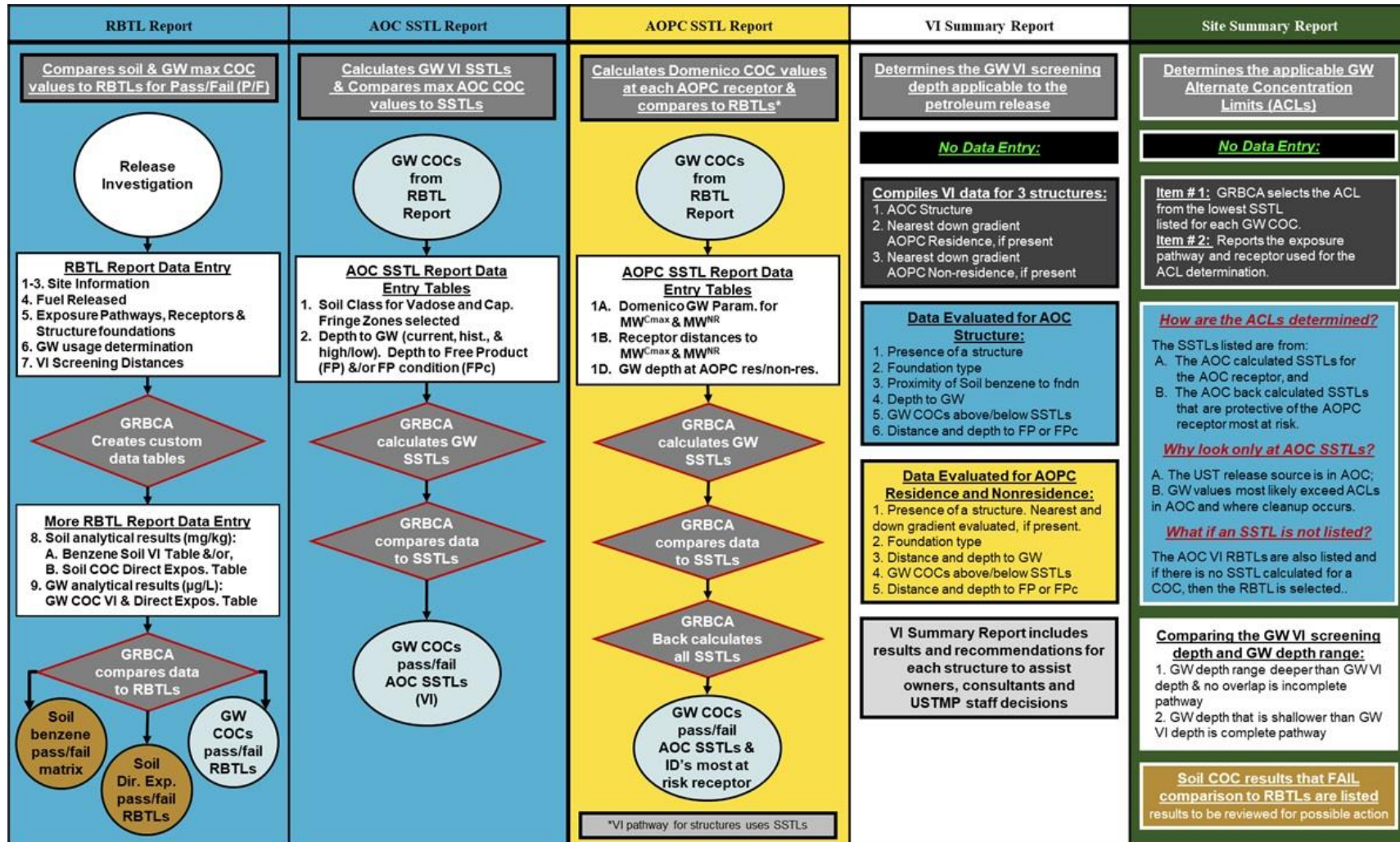
The workbook runs on Office 2013 or later version of Microsoft Excel®. **64-bit Excel is the recommended architecture because the memory capacity is greater.** If you use Office 2013 or later and you have 32-bit Excel installed, please check your installation media. With Office 2013 or later, Autorun.exe defaults to the 32-bit version. To correct, exit from autorun and from the installation media, navigate to 64-bit media to select the executable setup file. Office 2019 and later the default programs installed are 64-bit.

Prior to using the GRBCA Workbook, two “Add-Ins” must be activated: Analysis ToolPak and Analysis ToolPak - VBA. To activate these options, select “File” tab from the menu bar, select “Options,” and then select “Add-Ins.”

The workbook must be saved to the computer hard drive. It will not operate correctly if opened from an email attachment. Right click on the attachment and save to the computer hard drive. It is recommended to access and download the workbook through the Georgia’s Environmental Protection Division Land Branch website (<https://epd.georgia.gov/about-us/land-protection-branch/underground-storage-tanks>).

If a 4-digit or a run-time error message appears, **STOP the evaluation and SAVE the workbook.** Email the workbook to the USTMP Project Officer or CAU Unit Manager. Do Not Proceed. The error will cause multiple messages and/or disrupt functionality.

II. GRBCA Workbook Detailed Process Flow Diagram



III. GRBCA Workbook Functions and Commands

1. The GRBCA workbook contains a total of eleven (11) worksheets:

Worksheets 1- 7: Visible to the user.

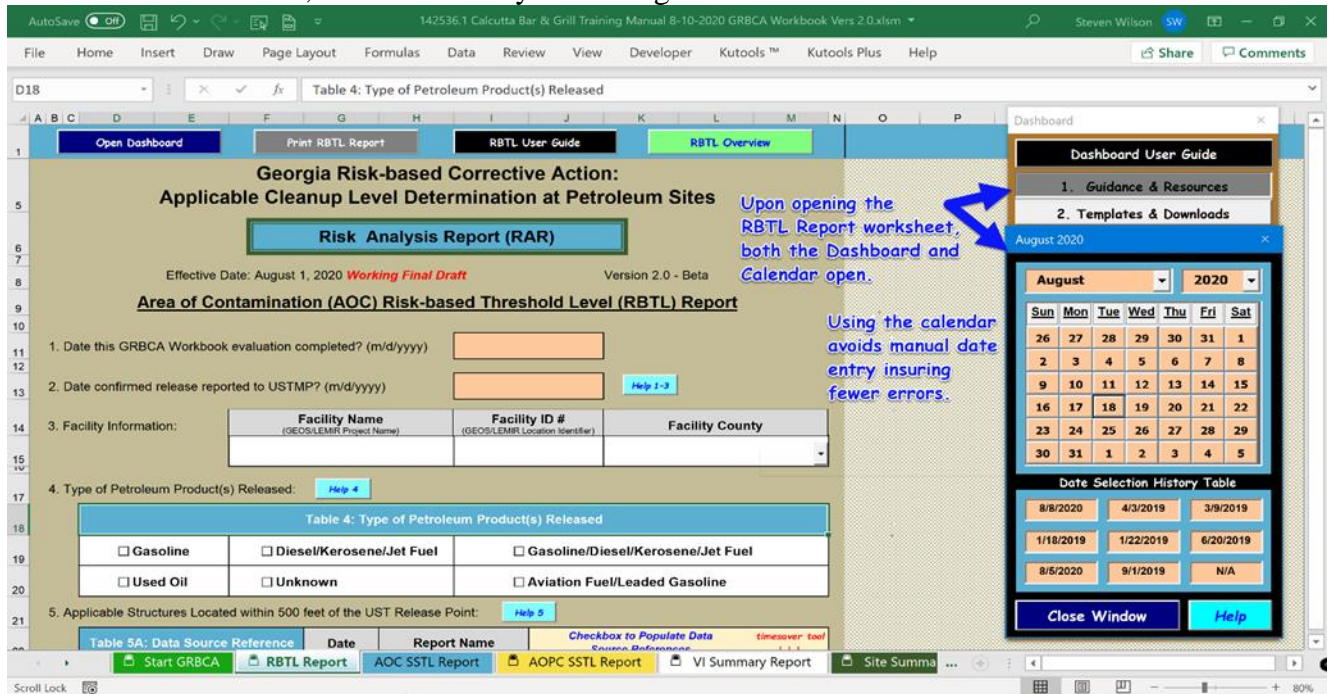
- Worksheet 1 is the default screen when a workbook is opened.
- Worksheets 2- 4 are for data entry and used to generate a completed workbook for the petroleum release site. They contain white, activated checkboxes and data entry cells for use.
- Worksheets 5 and 6 do not require data entry but allows the user to review and print the report in the worksheet format.
- Worksheet 7 is for data storage and will not be affected by a workbook reset.

Worksheets 8- 11: Not visible to the user.

- Worksheet 11 “Analytical Data Table Templates” (not shown) can be made visible using the Dashboard. Consultants may find advantages to populating analytical results into these tables from within their own project workbook.

(1) Start GRBCA	(7) Data Storage
(2) RBTL Report	(8) Reference
(3) AOC SSTL Report	(9) Resource
(4) AOPC SSTL Report	(10) Revision Log
(5) VI Summary Report	(11) Analytical Data Table Templates
(6) Site Summary Report	

2. **Using the Worksheet Calendar function-** The workbook provides the option of using a calendar view to input date. This option cuts down on user error. Using the dropdown menus, choose the Month and Year, click on the Day date using the calendar block.



3. **GRBCA Reset Buttons on the worksheets**

Worksheet Name	Reset Button Name	Reset Characteristics to Know
Start GRBCA	Reset Entire Project	All data cells deleted and workbook reset to original programming. Saved data in " <u>Data Storage</u> " is untouched
RBTL Report	Reset Table 5B Reset Table 5C	Located beside each table name in the black buttons on the RBTL sheet. Button resets the table for which it is named.
	Reset RBTL Worksheet	RBTL Items 1-7 are unlocked & NO data deleted. Changes can be completed. If tables 8-10 present, they are fully deleted.
	Reset #8 - #11 below	RBTL Items 8-10 are deleted.
AOC SSTL Report	Reset AOC SSTL Worksheet	AOC SSTL sheet is reset. Table 1 checkbox selections unlocked & available to update. Table 1 and Table 2 entries and selections unlocked and available to update.
AOPC SSTL Report	Reset AOPC SSTL Worksheet	AOPC SSTL sheet is reset and NO data deleted. Possibility user may need to delete visible text from any new grey shaded cell with a black "X" and enter data in any new empty white cells.
Data Storage	Clear Data Storage	Located in Tab 3 of the Dashboard. Rests the Data Storage sheet and formats the storage area. Reset can be completed at any time

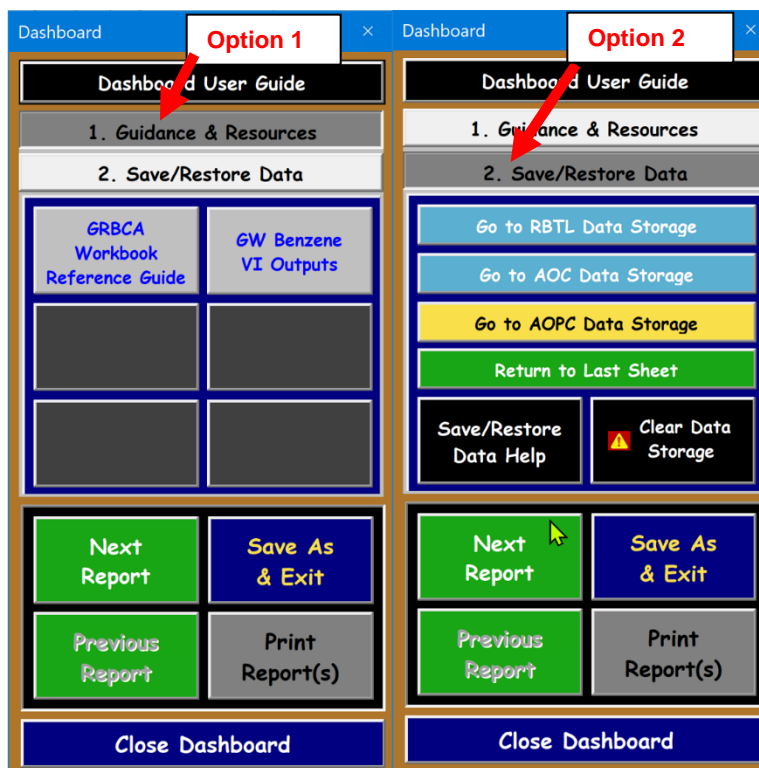
4. GRBCA Command and Control buttons of the worksheets

Table Command Button Theme and Function		Location of Resource
Open Dashboard	Opens the Dashboard Resource	All Worksheet Banners (row 1)
Print Report(s)	Selectable worksheet print options in one form	Start GRBCA Worksheet & Dashboard
<wrksheet > Overview	Instructions to complete each worksheet	All Worksheet Banners (row 1)
<wrksheet> User Guide	All worksheets User Guide Resource	Dashboard: Tab # 3
Start GRBCA	Workbook Navigation: includes “Next Report” and “Previous Report” buttons	All Worksheet Banners (row 1) & Dashboard
Getting Started	New user or referresher resource located on Start worksheet	Start GRBCA Worksheet
Create COC Tables	Worksheet Actions: create tables, compare COCs, print a report/form	RBTL and both SSTL worksheets
Help	Provides help with specific worksheet Item #s	All worksheets on right side of most Item #s
Close Window	Closes the form on which it appears	All pop-up resource forms
Reset RBTL Worksheet	Reset individual worksheets	RBTL (2 buttons) & both SSTL Worksheets (1 button each)
Help	Some Userforms include a Help button to provide help with a Userform	Onboard selected forms
Save Work & Exit	Save workbook and exit	Lower Dashboard
Guidance Document	Resource Library	Dashboard Tab # 1
EPD Online Resources	EPD Online resources and communications	Dashboard Tab #2
Store/Restore Data	Store and Restore Data prior to a workbook reset	Dashboard Tab #3
<u>Clear Data Storage</u>	Clears Data Storage Areas	Dashboard Tab #3

(Continued on next page)

Data Entry Control Cell Legend		Location of Resource
User Drop Down Menu or Calendar Date	User data entry with calendar link, drop down menu or manual entry options	RBTL, AOC and AOPC SSTL Worksheets
Activated	User can enter data	RBTL, AOC and AOPC SSTL Worksheets
GRBCA Use	Workbook reserved cell to populate data	All worksheets except Start GRBCA
Deactivated	User cannot enter data	RBTL, AOC and AOPC SSTL Worksheets

5. Upper Dashboard Resources in the workbook



**Resets/Erases
all data storage
areas**