

## USTMP Staff GRBCA Training Manual: Step 1

### I. Steps to Complete Prior to Opening the GRBCA Workbook:

1. Complete the LWRS and Receptor Field Survey.
2. Create a Receptor Map using Google Earth and Receptor Field Survey Results.
3. Download the GRBCA Workbook to your computer hard drive.
4. Open site documentation that provides necessary data to complete the evaluation.

### II. Begin the GRBCA Risk Evaluation Process:

#### 1. Preparing the Workbook for the site's risk evaluation

Follow the steps A – E below to prepare the workbook for your site's risk evaluation.

- A** Click the “Enable Content” button to open the workbook and activate the GRBCA worksheet.
- B** Select the “File” tab on the toolbar and click “Save As” from the dropdown menu. Name the GRBCA Workbook file and “Save” to selected location.
- C** Select the “Reset Entire Project” button to clear all entries, reset the workbook and ensure the workbook will perform as designed.
- D** Select the floppy disk icon above the Excel toolbar to save the reset workbook **or** select the “File” tab and from the drop-down, click “Save.”
- E** Select the “Start Risk Evaluation” button to begin the “RBTL Report” worksheet.

