

SUPPLEMENTAL REPORT OVERVIEW AND INSTRUCTIONS

Supplemental Report Overview

When requesting NFA at a site/facility, supplemental reports are required. The information required to complete this task is found in the completed Receptor Field Survey and GRBCA Workbook

1. **Results of a Recent Receptor Field Survey:**

The Receptor Field Survey is a high intensity survey conducted within 500-feet of the release point. The report will either be submitted in the CAP-Part A, or as directed by the UST Project Officer. The process and templates used are described and provided in the Receptor Field Survey Standard Operating Procedure (SOP).

2. **Completion of the GRBCA Workbook Evaluation:**

The Risk Analysis Report, resulting from the evaluation, is the published, technical report which establishes the applicable SSTLs and groundwater Alternate Concentration Limits (ACLs). It is used to request USTMP approval for groundwater site-specific standards.

Required Appendices

The following support documents are required:

Appendix	Document Description
A	Conceptual Site Model
B	Receptor Field Survey Map
C	GRBCA Workbook Risk Analysis Report
D	Receptor Field Survey Documentation

Instructions for Completing the Required Appendices:

1. **Appendix A: Conceptual Site Model Checklist**

- a. Complete the Conceptual Site Model Checklist, constructed for the Receptor Field Survey. The checklist is contained in the Supplemental Report document

2. **Appendix B: Receptor Field Survey Map**

- a. Print and attach a copy of a Google Earth (or equivalent service) Receptor map depicting receptors identified within 500 feet of the release point and denote the actual receptors evaluated.

3. Appendix C: GRBCA Workbook Risk Analysis Report

- a.** Print and attach or if electronically completed, copy and paste the completed Risk Analysis Report generated from the GRBCA Workbook. The RAR contains a cover sheet and five (5) worksheet reports listed below:

RBTL Report
AOC SSTL Report
AOPC SSTL Report
VI Summary Report
Site Summary Report

4. Appendix D: Receptor Field Survey Documentation

- a.** The documentation in this appendix may be variable and site-specific depending upon the progress made in the release investigation/remediation. Unless directed otherwise, this appendix will include completed Receptor Field Survey Sheets and Receptor Field Survey Report completed in accordance with the Receptor Field Survey SOP.
- b.** For an existing release, this documentation may be limited in scope to include information necessary to compliment and/or update elements of a previously submitted Water Use Survey. The GA USTMP Project Officer will provide what required documentation is necessary. Any updated or additional information required to compliment a previously submitted Water Use Survey Report is to be formatted in accordance with the written procedures, templates and map standards provided in the Receptor Field Survey SOP.