

## **Section VII Monthly Progress Report Format and Contents**

### **Introduction**

#### **Weekly Scheduled Meetings with the MDEQ**

- Meeting date(s) and general topics for the month

#### **Document Status**

- List of any submission to the MDEQ during the month, including title, date, type, and status of the submission

### **Remedial Investigations**

- Identification of approved work plans for work conducted

#### **Tasks Completed during the month**

- A summary of the field activities and tasks to document remedial investigation activities

#### **Scheduled Tasks for the next month**

- Description of scheduled field activities and tasks to document remedial investigation activities

### **NFA Reports**

#### **Tasks Completed during the month**

- Progress on NFA Reports under development

#### **Anticipated Tasks for the next month**

- Anticipated development or submittal of NFA Reports

### **Waste Management Activities**

#### **Tasks Completed during the month**

- Description of nature and amount of waste materials regulated under federal or state law that were generated, and name and location of facilities used for off-site transfer, storage, and treatment or disposal of those waste materials

### **Annual Schedule**

#### **Evaluation of compliance with annual schedule**

- Narrative, including but not limited to, whether work is on schedule, the forecast of any anticipated slippage in schedule, identification of any schedule delay and reasons for any delay, and overall impact on schedule

### **Other Relevant Information**

**Any other relevant information regarding activities that affect or may affect the implementation of the Section VII requirements**