

March 19, 1976

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J. W. B.

TO: Ed Hawkins

SUBJECT: Sampling Reports

The following format is suggested for report preparation that will be required for each sampling program. The report should be properly bound and titled with dividers separating each section. Topics covered should include:

1. Purpose of sampling
2. Summary of results
3. Discussion of sampling technique
4. Description and discussion of analytical methods
Reference to standard methods or explanation for deviations
5. Discussion of results with reference to professionally prepared grids and sketches

Please note that each page of the report will be marked Privileged and Confidential - Proposed on the advice of Counsel.

As discussed previously, please advise if you need assistance to expedite sampling, analyses or report preparation.

Jack De Voe
Environmental Coordinator

JWB/jb

cc: W. M. Reiter
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