



[TOWN/CITY OF, STATE]

[Project Type]

[Site Address]

Prepared for [Entity] by UConn TAB

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Table of Contents

LIST OF FIGURES	i
LIST OF TABLES	i
EXECUTIVE SUMMARY	ii
ACRONYM/ABBREVIATION LIST	iii
Limitations	1
SECTION 1 - INTRODUCTION & OBJECTIVES	2
SECTION 2 - SITE INFORMATION	2
SECTION 3 – ENVIRONMENTAL HISTORY	4
SECTION 4 -SUMMARY OF PREVIOUS INVESTIGATIONS/REMEDIATION	5
SECTION 5 – SITE RECONNAISSANCE	6
SECTION 6 – CONCLUSIONS AND RECOMMENDATIONS	6
REFERENCES	6
APPENDICES	7

LIST OF FIGURES

Figure 1. Figures are images such as photographs, maps, screen captures, etc. Insert captions for each Figure using the Word Insert Caption function, and you will be able to automatically generate this List of Figures

LIST OF TABLES

Table 1. Insert captions for each Table using the Word Insert Caption function, and you will be able to automatically generate this List of Tables



EXECUTIVE SUMMARY

Write this when the report is finished. 1-2 pages max.



ACRONYM/ABBREVIATION LIST

Abbreviation	Meaning
AST	Above-Ground Storage Tank
CT DEEP	Connecticut Department of Energy and Environmental Protection
CT DPH	Connecticut Department of Public Health
EPA	United States Environmental Protection Agency
ESA	Environmental Site Assessment
FEMA	Federal Emergency Management Agency
FIRM	Flood Insurance Rate Map
GIS	Geographic Information System
LUST	Leaking Underground Storage Tank
NDDB	Natural Diversity Database
NFIP	National Flood Insurance Program
NOAA	National Oceanic and Atmospheric Administration
NRC	National Research Center, Inc.
NRCS	Natural Resources Conservation Service
NWI	National Wetlands Inventory
PCBs	Polychlorinated Biphenyls
RCP	Representative Concentration Pathway
UConn TAB	University of Connecticut EPA Region 1 Technical Assistance to Brownfields Program
USDA	United States Department of Agriculture
USFWS	United States Fish and Wildlife Service
USGS	United States Geological Survey
UST	Underground Storage Tank
VOC	Volatile Organic Compound
WPCA	Water Pollution Control Authority
WSS	Web Soil Survey

This table has just a sampling. Amend this Table with acronyms utilized in the Report, delete any not relevant.



LIMITATIONS

this report does not fulfill any state or federal rules or regulations. Should any party use this report to plan additional activities suggested herein, a qualified environmental professional should be retained to plan and execute such investigations. In preparing this report, UConn-TAB relied on the information cited herein. UConn-TAB cannot and does not warrant or guarantee the accuracy or completeness of information provided by other parties.



SECTION 1 - INTRODUCTION & OBJECTIVES

Identify the entity for which this report was prepared, and its objectives.

This report was prepared as a tool to help [Name of Entity] organize existing environmental information regarding the site and to plan the next steps in the assessment or cleanup of the site. This information may help local officials and others to understand environmental conditions on the subject property, and may be useful in visioning for future rehabilitation and redevelopment, preparing grant applications, and marketing the site to prospective purchasers and developers.

You should modify the above or add additional info, as needed, per discussion from {Name of Entity}

SECTION 2 - SITE INFORMATION

As an introduction to this section, identify the Target Site by name and address, and by Local Tax Assessor's Parcel I.D, which may be identified by Map/Block/Lot numbers, or by a numerical identification. You may need to clarify what constitutes "the Site" and what does not; for example, you may have investigated only a portion of a large industrial complex called the XYZ Manufacturing Center. Describe the site clearly. This should be about a paragraph.

INSERT SITE LOCATION MAP(S) HERE

Add Caption Using Word's Caption Insert function

Insert one or two maps to illustrate the site location. Local or regional GIS is helpful for this. Display basemap layers and other info that are most helpful for the reader to understand the site location and boundaries.

2.1. PROPERTY DESCRIPTION & EXISTING CONDITIONS

Summarize property location, tax parcel identifications (include Town Property Card(s)), acreage, ownership, improvements (buildings, roads, other facilities, utilities), paved areas vs. green/forested areas. This should be about 2 pages, not including the building description.



Insert a site plan (or more than one site plan). This can be adapted from existing site plans available from previous reports, if such plans are of good quality, or drawn using a base map or aerial/satellite imagery. Label property boundaries and major features such as buildings and other features that are referenced in your report.

Building descriptions should include size of building footprint in square feet, # of floors, whether there is a basement, construction type, (concrete, wood, brick, stone); framing (wood, steel); roof (flat, pitched, asphalt shingles, slate, other); heating system(s) (oil, natural gas, electric), historical use(s), current use(s); current building condition, and any other facts that would help to . The building description can be in paragraph form or in a table like the one below – modified as necessary with as many columns as needed to organize the information. This should be about 1 to 2 pages, depending on the number of buildings at the site and the complexity of each building.

If the site has many buildings and a table is used, it may be best to make the table a stand-alone document on 11x17 paper in landscape orientation.

Add Captions to Tables Using Word’s Caption Insert function

Building Name (and Number if Applicable)	Year(s) Built (Describe any additions)	Description

2.2. ENVIRONMENTAL SETTING

This section should be about 2-4 pages, but may be longer if the site is large or complex.

Summarize the following: Each topic should have its own subheading. Define the state agency providing this information, and describe the resource utilized and any applicable regulations. Include supporting figures and maps.

Topography



Geology

Soils

Hydrology and Drainage

Wetlands and Floodplains

Vegetation

Natural Resources/Sensitive Environments/Rare, Threatened, Endangered Species

2.3 SITE HISTORY

The purpose of this section is to describe the non-environmental history of the site. This information will come from “indirect” sources – such as historical mapping, historical aerial photography, etc.; and from a wide variety of other sources. If available, reports of environmental site assessments may be excellent sources of this general operational history – but don’t include environmental information here, as that info belongs in Section 3.

Summary of Historical Mapping, City Directories and Historical Aerial Photography

This information will come from commercial vendors and/or from library collections or other sources. Consult with your instructor before starting this section.

Date of Source	Description of Source	Description of Site and immediate Surroundings

Summary of Site Operational History (Informational Sources as Noted)

Consult with your instructor before starting this section.

Date(s)	Name(s) of Site Occupant(s)	Type(s) of Business(es) and Activities	Types of Materials Used, Stored and Manufactured, and Wastes Generated

SECTION 3 - ENVIRONMENTAL HISTORY

Environmental history of a site is typically obtained from two primary resources:



- Environmental databases maintained by state and federal agencies, which contain information on activities and incidents that were reported to these agencies in accordance with rules and regulations. These include spills and leaks of petroleum or hazardous substances, hazardous waste generation, underground storage tanks, waste disposal areas, environmental permits, etc.
- Reports of environmental investigations, such as environmental site assessments, remedial actions, etc.

Occasionally, relevant information on environmental history may also be obtained from Town or Regional Governmental offices, from interviews with persons knowledgeable about the site.

The length and content of this section will differ greatly, depending on the site’s environmental history. Some sites have been unregulated and had few investigations whereas other sites may have had dozens of investigations and cleanups over the course of decades. Speak to your instructor if the amount of information is overwhelming so we can share the burden and adjust the scope, if needed.

SECTION 4 -SUMMARY OF PREVIOUS INVESTIGATIONS/REMEDIATION

The purpose of this section is to provide an “Executive Summary” of each environmental report or other document. Generally, all documents should be listed. However, you may find that many documents have been made obsolete by a later report, and in these instances, you can briefly state this, and reserve your summary for the later document. An example would be a series of routine groundwater monitoring reports that are summarized in a later, more comprehensive final report.

Speak to your instructor if the amount of information is overwhelming so we can share the burden and adjust the scope, if needed.

Summary of Previous Environmental Site Investigations	
<i>Document Title/Description and Date</i>	<i>Summary of Procedures and Main Findings, Conclusions and Recommendations</i>



SECTION 5 – SITE RECONNAISSANCE

This section will contain a description of the site based on your observations, supplemented with photographs and other information, as needed. The purpose is not to document all of the physical features, but to identify potential environmental areas of concern (AOCs), which are “locations or areas at a site where hazardous waste and/or hazardous substances (including petroleum products) have been or may have been used, stored, treated, handled, disposed, spilled, and/or released to the environment.” For our purposes, AOCs will also include the suspected presence of hazardous building materials, such as asbestos, lead-based paint and PCBs, as well as mold and other biological hazards.

SECTION 6 – CONCLUSIONS AND RECOMMENDATIONS

This section will be customized depending on the site; Speak to your instructor before beginning this section so we can plan it with you.

REFERENCES

Add your references throughout your research here so you don't miss them. Use the APA Format. Refer to references section guide.



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APPENDICES