

## Guidance on Presenting Data in the Site Characterization Work Plan or Site Characterization Report

In an effort to expedite review of analytical data submitted to MDEQ as part of the Brownfields Program, MDEQ has developed the following tabular formats that must be utilized in the Work Plans and Reports associated with the Brownfields Program.

### Soil Analytical Results

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
Sample ID	Date	Parameter	CAS	Concentration or QL (mg/kg)	Flag	Analytical Method	Unrestricted TRG	Restricted TRG

Columns (7) and (8) must be shaded if their values are less than the values in Column (4). Column (4) must contain a numerical value representing either the actual analytical concentration of the soil sample parameter or the Quantitation Limit (QL). Should the value in Column (4) represent the QL, Column (5) must have a "U" Qualifier (Flag). Should the value in Column (4) represent the actual analytical concentration, Column (5) must have a "D" Qualifier (Flag). Chemical Abstract (CAS) Numbers must NOT include dashes "-" between numbers (i.e., 90437, not 90-43-7).

**Groundwater Analytical Results**

(1)	(2)	(3)	(4)	(5)	(6)	(7)	
Monitoring Well ID	Date	Parameter	CAS	Concentration or QL (mg/L)	Flag	Analytical Method	MCL or Tier 1 TRG

Columns (7) must be shaded if the value are less than the value in Column (4). Column (4) must contain a numerical value representing either the actual analytical concentration of the soil sample parameter or the Quantitation Limit (QL). Should the value in Column (4) represent the QL, Column (5) must have a "U" Qualifier (Flag). Should the value in Column (4) represent the actual analytical concentration, Column (5) must have a "D" Qualifier (Flag). Chemical Abstract (CAS) Numbers must NOT include dashes "-" between numbers (i.e., 90437, not 90-43-7). Well ID Numbers must remain constant throughout the duration of the sampling activity, including long-term monitoring and must not exceed eight digits, preferably listed in a format as follows, MW-1, or TW-1, where "MW" represents Monitoring Well, and "TW" represents Temporary Well.

**Electronic Format**

The Soil and Groundwater Analytical Results should also be presented in electronic format in the outlines above. The electronic file must be in a spreadsheet format, either created in Microsoft Excel or Lotus 1-2-3. All numerical data must be presented to at least two significant digits and be in a numerical format within the spreadsheet program.