**Table 8:** Checklist for groundwater monitoring event report

| **Reporting components** | **What should the report include?** | **Included (Y/N)** | **Adequate (Y/N)** | **Comments and remedy (why ‘no’? how is compliance reached?)** |
| --- | --- | --- | --- | --- |
| Introduction | Background  Objectives of the sampling program  Scope of work |  |  |  |
| Site information | Name, address, lot and DP number, local government area  Site owner’s trading name, description of owner (company, operator, third-party), current site use, reason for groundwater sampling  Current site plan with scale bar, showing the direction of north, position of wells, local groundwater flow direction |  |  |  |
| Groundwater assessment criteria | An assessment of the results against the groundwater sampling parameters in Table 7 |  |  |  |
| Discussion | Discussion of results and exceedances in criteria, if any  Discussion on the source of the groundwater impacts, where identified, including the steps that have been and are to be undertaken to prevent the further release of hydrocarbons |  |  |  |
| Recommendations | Proposed remedial measures to reinstate the environmental value of the groundwater resource where impacts exceeding criteria are identified, or appropriate justification as to why this is not necessary |  |  |  |