

APPENDIX C
ARCHIVES SEARCH REPORT FORMAT

VOLUME I - FINDINGS		
SECTION	DESCRIPTION	PURPOSE
ACKNOWLEDGMENTS	<ul style="list-style-type: none"> • Presents individual responsible for ASR 	<ul style="list-style-type: none"> • Provides Acknowledgments
INTRODUCTION	<ul style="list-style-type: none"> • Presents the Subject, Purpose, and Scope 	<ul style="list-style-type: none"> • Provides introduction
1. PREVIOUS INVESTIGATIONS	<ul style="list-style-type: none"> • Presents prior DERP-FUDS actions 	<ul style="list-style-type: none"> • Ensures all appropriate DERP-FUDS data and actions are incorporated
2. SITE DESCRIPTION		
a. Existing Land Usage	<ul style="list-style-type: none"> • Identifies current land owners • Delineates acreages and current land usage • Equates OE subsites to current usage and ownership 	<ul style="list-style-type: none"> • Used to identify owners for present and future OE activities • Provides ownership needed in determining strategy of response action • Needed to determine RAC
b. Climatic data	<ul style="list-style-type: none"> • Presents normal/average weather of area and seasonal changes • Presents weather extremes • Presents unique weather conditions 	<ul style="list-style-type: none"> • Used to determine timeframe for investigations and response actions
c. Topography	<ul style="list-style-type: none"> • Describes general topography of the sites, including slopes and specific terrain features 	<ul style="list-style-type: none"> • Needed for response considerations

VOLUME I - FINDINGS (continued)		
SECTION	DESCRIPTION	PURPOSE
d. Geology and Soils	<ul style="list-style-type: none"> • Presents regional/site geological information • Presents and describes soil types, locations onsite, and depths • Provides soil boring log references • Provides general information on site terrain and identifiable land forms 	<ul style="list-style-type: none"> • Needed for investigations/sampling/response actions • Used to determine possible depth of OE contamination • Needed for competitive contractor bidding • Needed to assess OE contamination and response strategy
e. Hydrology	<ul style="list-style-type: none"> • Provides surface water patterns • Provides ground water patterns/flow 	<ul style="list-style-type: none"> • Used for assessing surface water for OE contamination • Used to assess OE/HTRW contamination • Natural Resources
f. Natural Resources	<ul style="list-style-type: none"> • Provides status on fish, wildlife, and vegetation, including threatened or endangered species 	<ul style="list-style-type: none"> • Used in assessing EE/CA alternatives
g. Historical/ Cultural Resources	<ul style="list-style-type: none"> • Provides historical/cultural site information 	<ul style="list-style-type: none"> • Used in assessing EE/CA and RA alternatives
4. HISTORICAL ORDNANCE USAGE		
a. Chronological Site Summary	<ul style="list-style-type: none"> • Provides chronological usage/ownership of site 	<ul style="list-style-type: none"> • Used to assess contamination

VOLUME I - FINDINGS (continued)		
SECTION	DESCRIPTION	PURPOSE
b. Review of Ordnance-related records	<ul style="list-style-type: none"> • Presents historical records 	<ul style="list-style-type: none"> • Used to make conclusions and recommendations on actual and potential OE contamination • Establishes actual ordnance items/contamination present • Establishes areas/subsites of actual, potential, or uncontaminated OE • Provides information for RAC
c. Interviews with site-related personnel	<ul style="list-style-type: none"> • Presents information obtained on current or prior site usage • Includes historians, current land owners, former employees, police, ordnance disposal teams and others 	<ul style="list-style-type: none"> • Further establishes site usage • Used to evaluate historical documents • Provides information for RAC
5. SITE ELIGIBILITY		
a. Confirmed FUDS	<ul style="list-style-type: none"> • Presents correctness of acreage and land ownership on existing FDE 	<ul style="list-style-type: none"> • Confirms FDE
b. Potential FUDS	<ul style="list-style-type: none"> • Presents areas/subsites not included on existing FDE 	<ul style="list-style-type: none"> • Provides recommendations on new OE areas of investigation for OE contamination

VOLUME I - FINDINGS (continued)		
SECTION	DESCRIPTION	PURPOSE
6. VISUAL SITE INSPECTION		
a. General Procedures and Safety	<ul style="list-style-type: none"> • Presents basic concept/approach to site visit • Addresses site safety 	<ul style="list-style-type: none"> • Provides site inspection • Provides awareness briefing of safety requirements
b. Site Specific Areas	<ul style="list-style-type: none"> • Presents each specific area or subsite within main site • Presents description of site features 	<ul style="list-style-type: none"> • Confirms OE presence or non-presence • Provides input on current land usage for RAC, EE/CA, RD, and RA actions
7. EVALUATION OF ORDNANCE PRESENCE		
a. General Procedures	<ul style="list-style-type: none"> • Describes process of ASR OE evaluation 	<ul style="list-style-type: none"> • Provides clear understanding of intent of ASR
b. Site Specific Area	<ul style="list-style-type: none"> • Presents confirmed, potential and uncontaminated areas/subsites • Evaluates historical records, interviews, and site inspection • Combines site inspection information and documented information for evaluation/interpretation • Provides description of manufacturing and process control 	<ul style="list-style-type: none"> • Evaluates actual areas of OE contamination • Use to form/provide conclusions/recommendations

VOLUME I - FINDINGS (continued)		
SECTION	DESCRIPTION	PURPOSE
8. SITE ORDNANCE TECHNICAL DATA		
a. End Item Data	<ul style="list-style-type: none"> • Lists all ordnance items that could exist on site • Provides filler type of each item • Provides drawings of ammunition 	<ul style="list-style-type: none"> • Used to assist EE/CA and RA strategy and safety • Used to assist EE/CA and RA positive item identification and component function
b. Chemical Data of Ordnance Fillers	<ul style="list-style-type: none"> • Presents chemical breakdown for ordnance fillers of end items 	<ul style="list-style-type: none"> • Used to assist EE/CA and RA strategy and safety regarding handling, storage, and transportation • Provides potential HTRW sampling requirements and safety considerations
9. EVALUATION OF OTHER SITE ENVIRONMENTAL HAZARDS		
	<ul style="list-style-type: none"> • Presents documented information or observed conditions that indicate potential HTRW or BD/BR problems 	<ul style="list-style-type: none"> • Provides other DERP-FUDS potential projects
APPENDICES		
A. Reference Sources	<ul style="list-style-type: none"> • Presents persons/organizations contacted and credits 	<ul style="list-style-type: none"> • Provides contacts and their contributions
B. References and Abstracts	<ul style="list-style-type: none"> • Provides bibliography of references 	<ul style="list-style-type: none"> • Provided resources used
C. Glossary	<ul style="list-style-type: none"> • Defines acronyms 	<ul style="list-style-type: none"> • Defines acronyms
D. Texts/Manuals	<ul style="list-style-type: none"> • Presents excerpts from texts/manuals • Presents drawings/data of ordnance 	<ul style="list-style-type: none"> • Provides clarification of information • Provides visual identification of ordnance

VOLUME I - FINDINGS (continued)		
SECTION	DESCRIPTION	PURPOSE
E. Reports/Studies	<ul style="list-style-type: none"> • Presents excerpts form reports or studies 	<ul style="list-style-type: none"> • Provides supporting information
F. Letters/ Memorandums/ Miscellaneous Items	<ul style="list-style-type: none"> • Presents historical an current correspondence documents 	<ul style="list-style-type: none"> • Provides current and historical supporting information
G. Real Estate Documents	<ul style="list-style-type: none"> • Provides deed or lease documents 	<ul style="list-style-type: none"> • Provides verifying information of DERP-FUDS eligibility
H. Newspapers/ Journals	<ul style="list-style-type: none"> • Provides newspaper articles and excerpts from journals 	<ul style="list-style-type: none"> • Supports/verifies information
I. Interviews	<ul style="list-style-type: none"> • Presents conversation records 	<ul style="list-style-type: none"> • Provides information used in assessing site
J. Present Site Photographs	<ul style="list-style-type: none"> • Presents photographs of site taken during site visit 	<ul style="list-style-type: none"> • Provides visual verification of current site usage
K. Historical Photographs	<ul style="list-style-type: none"> • Presents historical photographs of the site 	<ul style="list-style-type: none"> • Provides visual verification of historical site usage • Provides visual verification of prior projects/response action
L. Reference Maps/Drawings	<ul style="list-style-type: none"> • Presents historical site/location maps/drawings 	<ul style="list-style-type: none"> • Provides verification of site layout • Used to evaluate/ascertain areas of potential OE contamination
M. ASR Correspondence	<ul style="list-style-type: none"> • Presents any ASR related correspondence 	
N. Report Distribution	<ul style="list-style-type: none"> • Presents organizations receiving Draft/Final copies of ASR 	<ul style="list-style-type: none"> • Used to verify receipt by all pertinent organizations

VOLUME I - FINDINGS (continued)		
SECTION	DESCRIPTION	PURPOSE
REPORT PLATES	<ul style="list-style-type: none">• Presents site map and boundaries abstracted from historical drawings/documents• Presents drawings of subsites• Presents aerial photographs• Presents drawings showing former usage• Presents drawings defining current land usage/ownership• Presents drawings showing current photo locations• Presents drawings defining firing fans• Presents drawings defining specific information presented in ASR• Presents drawings defining soil types• Presents boring logs as needed	<ul style="list-style-type: none">• Provides visual clarification of site location/information• Used for site EE/CA and RA strategy

VOLUME II - CONCLUSIONS AND RECOMMENDATIONS		
SECTION	DESCRIPTION	PURPOSE
PROJECT FACT SHEET	<ul style="list-style-type: none"> Provides summary of ASR and recommended OE actions 	<ul style="list-style-type: none"> Provides project summary
1. INTRODUCTION	<ul style="list-style-type: none"> Presents subject purpose and scope 	<ul style="list-style-type: none"> Provides introduction
2. CONCLUSIONS		
a. Summary of Conclusions	<ul style="list-style-type: none"> Presents summary (table) of conclusions 	<ul style="list-style-type: none"> Provides summary of OE presence/contamination Provides summary of DERP-FUDS site eligibility
b. Historical site Summary	<ul style="list-style-type: none"> Provides chronological usage ownership of site 	<ul style="list-style-type: none"> Used to assess OE contamination and verify DERP-FUDS eligibility
c. Site Eligibility	<ul style="list-style-type: none"> Presents correctness of acreage on existing FDE Presents areas/subsites not included on existing FDE 	<ul style="list-style-type: none"> Confirms FDE Used to recommend new areas of investigation for OE contamination
d. Visual Site Inspection	<ul style="list-style-type: none"> Presents OE observations 	<ul style="list-style-type: none"> Confirms OE presence or non-presence
e. Confirmed ordnance subsites	<ul style="list-style-type: none"> Presents specific areas/subsites of confirmed OE contamination 	<ul style="list-style-type: none"> Used to develop RA strategies
f. Potential Ordnance Subsites	<ul style="list-style-type: none"> Presents specific areas/subsites of potential OE contamination 	<ul style="list-style-type: none"> Used to determine EE/CA strategies

VOLUME II - CONCLUSIONS AND RECOMMENDATIONS		
SECTION	DESCRIPTION	PURPOSE
g. Uncontaminated Ordnance Subsites	<ul style="list-style-type: none"> • Presents areas/subsite where no confirmed or potential OE contamination exists 	<ul style="list-style-type: none"> • Used to site areas requiring no further OE action
h. Other Environmental Hazards	<ul style="list-style-type: none"> • Summarizes/evaluates/interprets all OE related information 	<ul style="list-style-type: none"> • Provides basis for all recommendations presented throughout ASR
RECOMMENDATIONS		
a. Summary of Recommendation	<ul style="list-style-type: none"> • Presents summary (table)of recommendations for PAE,ASR,EE/CA and SI actions 	<ul style="list-style-type: none"> • To provide concise overview of all actions required - OE, HTRW, and BD/DR
b. Ordnance and Explosive Waste	<ul style="list-style-type: none"> • Presents specific areas/subsites requiring OE actions 	<ul style="list-style-type: none"> • Provides recommendation for each OE action • Used to determine EE/CA and RA costs/strategies
c. Other Environmental Remediation Actions	<ul style="list-style-type: none"> • Presents areas of potential HTRW and BD/BR contamination/projects 	<ul style="list-style-type: none"> • Used to initiate investigation of other site hazards
ATTACHMENT A	<ul style="list-style-type: none"> • Presents RAC 	<ul style="list-style-type: none"> • Used to prioritize OE response actions
REPORT PLATS	<ul style="list-style-type: none"> • Same as Findings 	<ul style="list-style-type: none"> • Same as Findings