**Property Summary Report Template**

<Insert address of Property>

**MPCA Project Information**

**MPCA Project Name:** <insert MPCA’s name for the site>

**MPCA Project Number:** <insert the MPCA project ID number>

**MPCA Staff:** <insert the name of the MPCA Project Lead or project staff>

**Property Information and Access**

**Property Owner(s) Name:** <insert name of Property Owner>

**Property Owner(s) Address:** <insert mailing address of Property Owner>

**Property Address:** <insert property address>

**Building Type:** <describe building type - Single Family Owner Occupied/Rental, Multiple Family, Commercial>

**Date Property Owner Signed Access Agreement:** <date signed>

**Notes:**

<Include a property location diagram as Figure 1 and a copy of the signed access agreement form in Appendix A.>

**Sub-Slab Sampling**

**Sub-Slab Sample Date:** <insert sample date(s)>

**Number of Samples:** <insert number of sampling points>

**Sampling Results**: <For each sample point summarize the contaminants with concentrations above ten times the intrusion screening values (ISV) and the dates samples were collected. Also indicate the ISV for the compound.>

**Sampling Contractor(s):**

<Insert name and contact information for the company conducting sampling>

**Vapor Point Removal & Sealing Date:** <insert date vapor sampling point was removed>

**Notes:**

<Provide a narrative describing the rational for selecting sample sub-slab sample point locations, sampling testing protocols, and site specific conditions. Provide a scaled building plan showing sample locations (Figure2) and tabulate the vapor sampling analytical results (Table 1).Include a copy of the MPCA Interior Building Survey form documenting building specific construction and conditions in Appendix B and the laboratory analytical results in Appendix C.>

**Pre-Mitigation Diagnostics**

**Pre-Mitigation Diagnostics Test Date:** <date>

**Mitigation Contractor(s) Information:**

<Insert name, address, NRPP or NRSB Certification # and contact information for the mitigation system contractor>

**Notes:**

<Provide a narrative describing the diagnostic test including size and type of fans and test equipment used, description of areas where the required pressure field was not sufficiently established or where sub-slab barriers (e.g., floor slabs or footings) or areas of air leakage (e.g., cracks, piping penetrations, etc.) prevented the extension of required vacuum pressure. Provide a building plan (Figure 3) showing the lowest level of the house including any crawl spaces and floor-slab additions, locations of cracks, joints, or slab openings, location of suction points, and Pressure Field Extension (PFE) test holes where communication testing was conducted. Tabulate the results of the PFE diagnostics test (Table 2) and include results of back-draft testing A copy of the pre-mitigation diagnostic testing notes should be included in Appendix D and a copy of the mitigation system contractors NRPP or NRSB certification should be included in Appendix E.>

**Mitigation System Installation**

**Mitigation System Installation Date:** <date>

**Post-Mitigation Diagnostics Pass Date:** <date>

**Mitigation Contractor(s) Information:**

<Insert name, address, and contact information for the mitigation system diagnostics contractor>

**Mitigation Fan Information:** <provide mitigation fan make, model number, performance information, and voltage. Include a copy of the manufacturer specification sheets for the fan in Appendix F.>

**Notes:**

<Provide a narrative describing areas that required sealing or any other work prior to sub-slab depressurization system installation, rational for number of suction pit and there locations, post-mitigation PFE diagnostic testing, and backdraft testing results. Provide a scaled building plan (Figure 4) showing the locations of the vapor mitigation system suction points, fan location(s), manometer location, exhaust stack and piping locations. A copy of the mitigation system installation notes should be included in Appendix D and a copy of the vapor mitigation system operation and maintenance manual prepared by the mitigation system installation Contractor should be included in Appendix G. Provide site photographs of mitigation system components in Appendix H.>

**Post-Mitigation Diagnostics**

**Post-Mitigation Diagnostics Test Date:** <date>

**Mitigation Contractor(s) Information:**

<Insert name, address, NRPP or NRSB Certification # and contact information for the mitigation system contractor>

**Notes:**

<Provide a narrative describing the post-mitigation diagnostic testing including PFE test points and results relative to the default pressure differential criteria. Provide a building plan (Figure 3) showing the lowest level of the house including the locations of the PFE test holes. Tabulate the results of the PFE diagnostics test (Table 2) and include results of final back-draft testing. A copy of the post-mitigation diagnostic testing notes should be included in Appendix D. Provide site photographs of diagnostic testing results in Appendix H.>

**Post-Mitigation Confirmation Sampling**

**Post Mitigation Vapor Sample Date:** <insert sample date(s)>

**Number/Type of Samples:** <insert number of sampling points and a description (indoor air, outdoor air and sub-slab>

**Sampling Results**: <For each sample point summarize the contaminants with concentrations above intrusion screening values and the dates samples were collected. Provide a scaled diagram illustrating the locations of the post-mitigation confirmation sampling locations (Figure5). >

**Post-Mitigation Pressure Field Extension Measurements:**

**Notes:**

<include a summary of the post-mitigation PFE testing results including, date, PFE points and measurements. Provide a building plan (Figure 3) showing the lowest level of the house including any crawl spaces and floor-slab additions, locations of cracks, joints, or slab openings, location of suction points, and Pressure Field Extension (PFE) test holes where communication testing was conducted. Tabulate the results of the PFE diagnostics test (Table 2) and include results of back-draft testing. A copy of the post-mitigation diagnostic testing notes should be included in Appendix D.>

**TABLES**

Table 1 Tabulated vapor analytical results with the sample dates, sample type (soil vapor, sub-slab, Indoor air, ambient air), and location for the full EPA TO-15 list.

Table 2 Tabulated Pre- and Post- Mitigation Pressure Field Extension Measurements

**FIGURES**

Figure 1 Property Location Map

Figure 2 Scaled building plan with a north arrow showing the sub-slab sample location(s) on the lowest level of the building including any crawl spaces and floor-slab additions of different elevations (if present).

Figure 3 Scaled building plan with a north arrow showing the lowest level of the house including any crawl spaces and floor-slab additions, location of Pressure Field Extension (PFE) suction points and PFE test holes where communication testing was conducted. The figure should also show the locations of cracks, joints, or openings in the lowest level floor slab.

Figure 4 Scaled building plan showing the vapor mitigation system suction pit(s) location, blower location, stack location and piping.

Figure 5 Scaled figure showing the confirmation sampling locations (indoor air, outdoor air and sub-slab).

**APPENDIX**

Appendix A Access Agreement

Appendix B Copy of MPCA Interior Building Survey Form

Appendix C Laboratory analytical results with chain-of custody

Appendix D Copy of vapor sampling, diagnostic testing and mitigation system installation field notes/checklists.

Appendix E Provide a copy of contractor’s National Radon Proficiency Program or National Radon Safety Program certification.

Appendix F Copy of manufactures specification sheets for vapor mitigation fan.

Appendix G Copy of the vapor mitigation system operation and maintenance manual prepared by the mitigation system installation Contractor.

Appendix H Photographic Log

1. Building floor slab condition
2. Sump pump, crawl space, basement slab openings or penetrations requiring sealing
3. Vapor sampling procedure documentation
4. PFE diagnostics and results documentation
5. Vapor mitigation system installation (Sub-slab depressurization suction point locations, fan installation location, fan nameplate information, manometer and photos of the visible pressure indicators to be used by the building owner to identify safe and unsafe operating pressure conditions.)

Appendix I Copy of all correspondence with property owner / property manager and correspondence with tenants, including sub-slab vapor sampling results.