

STUDY REPORT FORMAT

- 1.0 INTRODUCTION
 - 1.1 Purpose
 - 1.2 Scope
 - 1.3 Objectives
 - 2.0 SUMMARY OF STUDY RESULTS
 - 3.0 CONCLUSIONS AND RECOMMENDATIONS
 - 4.0 DESCRIPTION OF ALTERNATIVES/SOLUTIONS
 - 4.1 Study Bases
 - 4.1.1 Criteria
 - 4.1.2 Assumptions
 - 4.1.3 Methodology
 - 4.2 Alternatives
- [Include as appropriate]
- Title
 - Description
 - Advantages and disadvantages
 - Safety Considerations
 - Environmental Considerations
 - Cost and Schedule Estimates (Capital and Operating) and Uncertainties
 - Other Decision Data
- 5.0 DISCUSSION OF RECOMMENDED ALTERNATIVE/SOLUTION
 - 6.0 SOURCES (REFERENCES AND BIBLIOGRAPHY)
 - 7.0 APPENDICES

Notes:

- (1) The introduction should be brief (1-2 pages). If any information is needed, include it in Section 1.1 under Purpose.
- (2) For Sections 4.1.1, 4.1.2, and 4.1.3, information should be listed in bullet form.
- (3) Study alternative should be designated by letter (i.e., A, B, C); variations on a given alternative may be designated with a following number (e.g., B1, B2, B3).
- (4) Key drawings, tables, etc. should be included in the body of the study. When needed, backup drawings and other supporting material should be included as appendices.