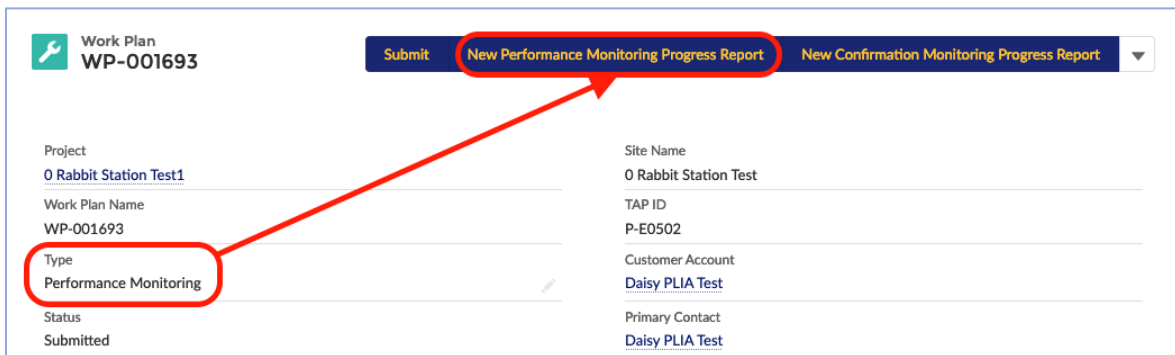


How to: Create a Work Plan Progress Report

A Progress Report is required when a Monitoring Work Plan is submitted. The Progress Report is due on the Monitoring Start Date you listed on the Monitoring Work Plan.

1. Navigate to the Monitoring Work Plan

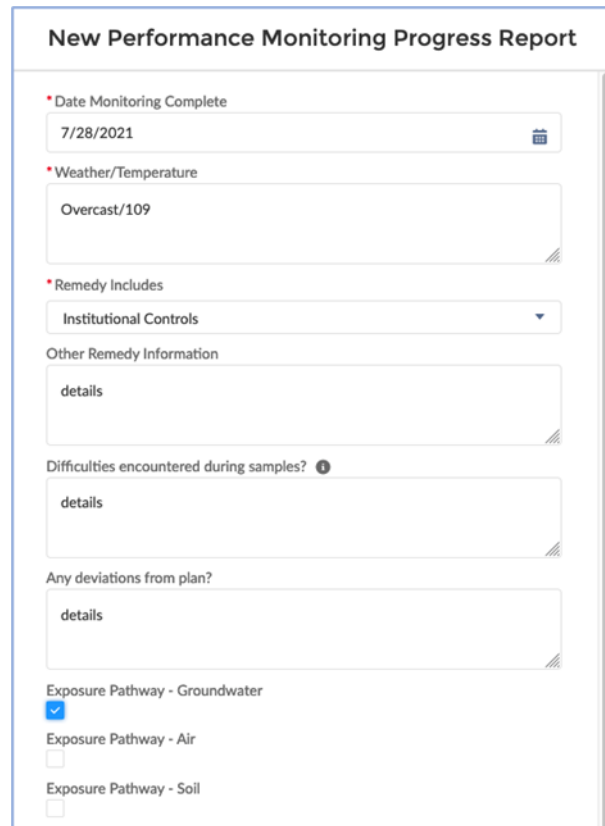
Select the correct Monitoring Work Plan from the Project page. From the Monitoring Work Plan, click either “New Performance” or “New Confirmation Monitoring Progress Report.” The Progress Report type should match the Work Plan type.



The screenshot shows a web interface for a Work Plan. At the top left, there is a green wrench icon and the text "Work Plan WP-001693". To the right, there are three buttons: "Submit", "New Performance Monitoring Progress Report" (highlighted with a red circle), and "New Confirmation Monitoring Progress Report" (with a dropdown arrow). Below this, the page is divided into two columns of details. The left column includes: Project (Rabbit Station Test1), Work Plan Name (WP-001693), Type (Performance Monitoring, highlighted with a red circle), and Status (Submitted). The right column includes: Site Name (Rabbit Station Test), TAP ID (P-E0502), Customer Account (Daisy PLIA Test), and Primary Contact (Daisy PLIA Test). A red arrow points from the "Performance Monitoring" type field to the "New Performance Monitoring Progress Report" button.

2. Complete the Progress Report

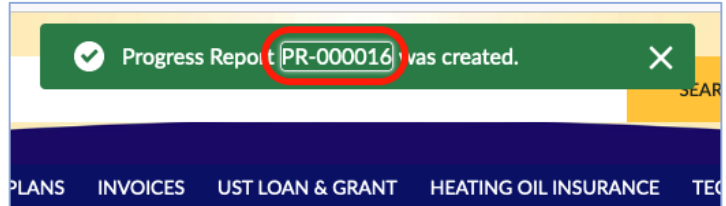
Enter the required data marked by “*” and include any other applicable information in the fields provided. When all the applicable information is provided, click “Save.”



The screenshot shows the "New Performance Monitoring Progress Report" form. It contains several fields with asterisks indicating required information: "Date Monitoring Complete" (7/28/2021), "Weather/Temperature" (Overcast/109), "Remedy Includes" (Institutional Controls), "Other Remedy Information" (details), "Difficulties encountered during samples?" (details), and "Any deviations from plan?" (details). At the bottom, there are three checkboxes for "Exposure Pathway": "Groundwater" (checked), "Air" (unchecked), and "Soil" (unchecked).

2. Submit the Progress Report

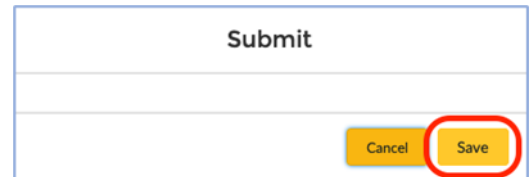
A green box with a link to your new record appears after you click “Save.” Click on the link to navigate to the Progress Report.



You can also navigate to your new Progress Report record by scrolling down to the Progress Report list on the Work Plan page. Click on the “Progress Report Name (PR-#####).”



When your Progress Report is complete, click “Submit.” Then click “Save” and this will be submitted to PLIA.



After submission, the Monitoring Progress Report can’t be edited. If a mistake has been made that needs correction, contact PLIA by [email](#) or phone at (800) 822-3905.

Submission of a Monitoring Progress Report updates the Next Progress Report Due field on the Work Plan. Email reminders are sent to the Monitoring Work Plan Owner and Project Primary Contact: 30 days before the Next Progress Report Due date; seven days before Next Progress Report Due date; and, if not received, one day after the Next Progress Report Due date.