

# **H. 532 Study Support**

## **Monthly Progress Report Period Covering June 1, 2006 to June 30, 2006**

**Prepared for:**

**CLF Ventures**

**Prepared by:**

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**Overview:**

The Section 5 RFP describes two Phases for the Section 5 study, with six tasks delineated for Phase I. These tasks are as follows (as paraphrased from the RFP):

**Phase I: Initial Evaluation and Review**

- i. Kickoff meeting
- ii. Define parameters / scope of study
- iii. Conceptualize data needs and expectations re: study parameters
- iv. Analyze existing data and studies
- v. Phase I report
- vi. Development of Phase II recommendations

**Phase II: Further Studies**

**Progress on Phase I Tasks:**

**Activities and Milestones**

- Phase I of the project was initiated by a meeting with CLF Ventures on June 1<sup>st</sup>. at Cambridge Environmental
- A Phase I kickoff meeting was held on June 19<sup>th</sup> with the OverSight Team in Pittsford, VT at which templates were presented to address each of the seven areas of concern identified in H. 532.
- Subsequent interviews were held with Oversight Team members and others to identify concerns related to the H. 532 study, including several face-to-face meetings on June 28<sup>th</sup>. Work began on preparation of H. 532 study questions and conceptual data needs.
- A communications log was developed to document information gathering efforts with Oversight Team members and others.
- Study area maps were developed for project use and presentation.

A completion matrix of Phase I tasks follows

Phase I Task		Task Activities			Estimated Completion
		Initiated	Progressed	Completed	
i.	Kickoff meeting	X	X	X	100%
ii..	Define parameters / scope of study	X	X		40%
iii.	Conceptualize data needs and expectations re: study parameters	X	X		20%
iv.	Analyze existing data and studies				
v.	Phase I report				
vi.	Development of Phase II recommendations				

***Project Issues:***

- Outstanding Issues
  - None
- Issues Identified During the Period
  - I1: A contractual issue arose concerning the wording of a clause involving the protection of confidential/sensitive information. Discussion is ongoing and resolution anticipated soon.
- Issues Resolved During Period
  - None

***Anticipated Work:***

Work on Tasks ii. and iii. will continue. These tasks may reach completion during July depending upon concurrence of the Oversight Team on materials to be presented during a July 14<sup>th</sup> meeting. Upon concurrence task iv. will commence.