



# Student Report Template (CGR4M)

## Waste Management Division

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To: Waste Management Senior Staff

From: (Student Name)

Date: (Current Date)

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### Subject:

(Report Title)

### Recommendation:

Waste Management staff recommends that this report be received for information.

### Purpose:

(Why is this report being submitted?)

### Background:

- (Explain where the monitoring is occurring.)
- (Provide a clear explanation of the closed historic landfill, what is located in the surrounding area, and describe the gas monitoring activities including an explanation of what landfill gas is and why it's monitored.)

### Elevated Gas Concentrations:

- (Provide a summary of their findings and explain the potential environmental and/or human health and/or safety concerns.)

### Required Action:

- (Identify what steps are being taken to ensure public safety.)

### Stakeholders:

- (Identify potential stakeholders (a person or group with an interest or concern related the landfill) and explain how each stakeholder will be informed.)

### Conclusion:

- (Provide a clear and precise conclusion.)

**The Regional Municipality of Durham - Waste Management Services**

If this document is required in an accessible format, please contact [schoolprograms@durham.ca](mailto:schoolprograms@durham.ca)

2022-08-25