

A short, concise summary is best (1-2 pages maximum or 10% of the report size).

BACKGROUND:

Pg. 4-8

In hac habitasse platea dictumst. Nullam massa. Etiam nec eros in nisl fermentum nonummy. Cras velit. Etiam faucibus lobortis urna. Nulla odio. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Integer et eros. Donec elit arcu, iaculis a, tincidunt vel, sollicitudin nec, purus.

PROCESS:

Pg. 10-25

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer magna. Quisque arcu. Integer porttitor, wisi vitae iaculis tempor, neque mi ullamcorper ipsum, et dapibus arcu diam ac felis. Vivamus quam. Vivamus orci erat, lobortis sit amet, placerat nec, adipiscing in, lorem. Integer sed elit.

1. **Hazard Identification.** Vivamus ac felis a magna semper mattis. Integer vehicula convallis dui. Nam nec lectus. Nunc neque. Maecenas vestibulum. In tempus aliquam mi.
2. **Exposure Assessment.** Amet, ultrices eu, bibendum vitae, diam. Sed justo sem, dapibus in, facilisis sit amet, vestibulum ut, orci. Phasellus bibendum. Pellentesque habitant morbi tristique.
3. **Toxicity Assessment.** Ipsum dolor sit amet, consectetur adipiscing elit. Vivamus ac justo. Quisque mollis tincidunt nisl. Sed quam lorem, tristique eget, dapibus elementum, interdum nec, risus. Curabitur convallis.
4. **Risk Characterization.** In hac habitasse platea dictumst. Nullam massa. Etiam nec eros in nisl fermentum nonummy. Cras velit. Etiam faucibus lobortis urna. Nulla odio. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Integer et eros.

RECOMMENDATIONS:

Integer adipiscing malesuada odio. Cras ut turpis at nulla venenatis viverra. Sed felis. In pellentesque velit non elit. Fusce non libero eget pede iaculis commodo. Integer adipiscing malesuada odio. Cras ut turpis at nulla venenatis viverra. Sed felis. In pellentesque velit non elit. Fusce non libero eget pede iaculis commodo. Integer adipiscing malesuada odio.

Cras ut turpis at nulla venenatis viverra. Sed felis. In pellentesque velit non elit. Fusce non libero eget pede iaculis commodo. Integer adipiscing malesuada odio. Cras ut turpis at nulla venenatis viverra.

FOR MORE INFORMATION:

Robert Sample, Ph.D, Project Manager - Smith & Jones Consulting Inc.
123 Chemical Way, Waterville, NB 100234 P: 123-555-4567 F: 123-555-7654
sample@smithandjones.inc

The full report is available electronically at www.nasfw/techreports.com

Smith & Jones Consulting Inc. Executive Summary (NASFW) – March 2002 – page 2

Using bullet points or numbered lists makes the summary easier to read and understand.

End with recommendations for action and a short analysis of justification for proposed actions.

Be sure to include full contact details for more information.

If the purpose of the report is to fulfill a legal requirement, include the names of the appropriate regulatory agencies.

Do not report any of the data in the executive summary, but briefly explain the process.

Ensure format/layout is consistent with the rest of the report.