

Preliminary Study Report – Template

As part of the assessment process for potential impacts to fossils, this outline suggests sections to include in the Preliminary Study Report (also called a Paleontological Overview Assessment Report).

Cover Page

- Report Title
- Name of project the study is related to
- Prepared for (insert company/proponent name(s) and address)
- Prepared by (insert your company/consultancy name)
- Date

Table of Contents (including List of Maps and/or Figures, List of Tables, Appendices)

Executive Summary

- Key points of the report stating its purpose, results and recommendations

Abbreviations (optional)

- A list of frequently used abbreviations in the document and their meaning

Introduction

- Describes the project and study area location, include map(s)
- State the purpose (objectives) of the preliminary study

Methods

- List the tools, datasets and information sources used in the study

Geological Setting

- Review of geological units affected and summary of geological setting
- Include map(s) showing project location and boundaries

Results – Fossil Resource Potential

- Discussion of fossil resource potential and fossil sites
- Include a table of known fossil sites, if present
- List protected significant fossils in proximity to the project, if present

Recommendations

- Discussion of likelihood of project impacting fossil resources
- Propose next steps

References

- List of sources cited

List of Maps and/or Figures

- Include project location map(s), geology maps

List of Tables

- May include the classification of fossil resource potential based on deposit/rock types or the Risk Matrix for impact to paleontological resources
- List of fossil occurrences in the project area

Appendices

- May include project plans, additional maps or photographs