

**APPENDIX F2
PUBLIC PARTICIPATION SAMPLE DOCUMENTS**

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PREFACE

The sample documents included in this appendix were prepared by the DTSC Voluntary Cleanup Program (VCP) team in February 2008. The formats of the sample documents have been modified slightly to be consistent with the remainder of this PT&R guidance document. In general, the public participation documents should look similar to the samples included in this appendix.

These sample documents are for guidance only, and are applicable on a case-by-case basis. Some elements of these samples may apply to your site, and others may not. Additional elements than are addressed by these samples may also be needed.

The sample documents provide example text that is generally applicable to most sites. Locations for inserting site-specific information are indicated by brackets and underlining.



Linda S. Adams
Secretary for
Environmental Protection

Department of Toxic Substances Control



Arnold Schwarzenegger
Governor

WORK NOTICE

[name of site]
[address or location]
[city], California

Soil Removal Planned - Starting [date]

The Department of Toxic Substances Control (DTSC) will oversee the removal of [amount] of soil containing [metals] from this property. Approximately [number] truckloads will be used to remove the soil.

The following actions will be implemented during this process to ensure public safety and minimize dust:

- [List the actions that will be taken, e.g., temporary fencing with windscreens will be installed for security; all vehicles will maintain slow speeds while on the property; lightly spraying work areas with clean water to prevent dust; secure trucks with covers as they leave the site; brush truck tires to remove soil and debris when entering and exiting the site; air monitoring at the site to ensure the amount of dust stays at safe levels]

Work hours are [time] to [time].

Confirmation samples will be collected when the removal is completed to ensure that the cleanup goals are met.

Additional information can be found at: www.envirostor.dtsc.ca.gov. [Include specific information on how to access your specific site's information]

If you have any questions regarding this fieldwork please contact:

<p><u>[name]</u> Project Manager Department of Toxic Substances Control <u>[phone number]</u> <u>[e-mail address]</u></p>	<p><u>[name]</u> Public Participation Specialist Department of Toxic Substances Control <u>[phone number]</u>, press “#”, then press “#” <u>[e-mail address]</u></p>
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Media inquiries: [name], DTSC Public Information Officer – [phone number]



California Environmental Protection Agency
Department of Toxic Substances Control
Region [#], [Address]

COMMUNITY PROFILE

[SITE NAME]
[City], California
[Month, Year]

Approved by:

[Name]
Public Participation Specialist
Department of Toxic Substances
Control
[Address]
[City], CA [Zip code]



**California Environmental Protection Agency
Department of Toxic Substances Control
Region [#], [Address]**

COMMUNITY PROFILE

[SITE NAME]

[City], California

[Month, Year]

Prepared by:

[name]

**Public Participation Specialist
Department of Toxic Substances Control**

[address]

[city], California [zip code]

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1.0 INTRODUCTION

1.1 PURPOSE OF THE COMMUNITY PROFILE

This Community Profile describes the community and identifies community concerns regarding the investigation of environmental conditions of [site name], in [City], California.

1.2 DTSC OVERSIGHT RESPONSIBILITIES

As the state regulatory department, the Department of Toxic Substances Control (DTSC) is responsible for overseeing environmental reviews and cleanup actions throughout the state.

DTSC ensures that community members are informed about environmental investigations and cleanup actions and that the public has an opportunity to be involved in DTSC's decision-making process.

1.3 SOURCES OF INFORMATION FOR THE COMMUNITY PROFILE

The Community Profile is based on information from a variety of sources including:

- file reviews
- discussions with community representatives
- demographic data
- site visit
- community survey
- written information from the community

1.4 ORGANIZATION OF THE COMMUNITY PROFILE

The Community Profile contains two sections including an Introduction and the Community Background. In addition, the appendices provide supplemental information.

2.0 COMMUNITY BACKGROUND

2.1 SITE LOCATION AND DESCRIPTION

[Site name] is located at [address], [City], California. [Brief explanation of what has been found at the site.]

2.1.1 Surrounding Land Uses

[Describe surrounding land use. Include sensitive receptors existing within 1 mile of the site. Example text provided in italics.] *Land use in the surrounding area is a mixture of commercial, industrial and residential. Adjoining properties to the west consist primarily of single and multi-family residential dwellings. The remaining adjacent properties are commercial and industrial.*

2.1.2 Current Land Use

[Briefly describe the current use of the property. Describe what remains on the property.]

2.1.3 Surrounding Area Remedial Action or Cleanup Sites

[Identify and describe other cleanup sites or remedial action sites in the area.]

2.2 SITE HISTORY

[Describe the names and types of businesses that historically occupied the site. Include dates if you have them.]

2.3 COMMUNITY RESEARCH AND ASSESSMENT

[Define affected community, establish mailing lists, locate contiguous property owners, identify community concerns and evaluate level of interest.]

A Community Survey was mailed on [date] to approximately [number on site mailing list, key contacts list, DTSC mandatory mailing list] area residents, local elected officials, and community leaders to identify concerns regarding the contamination found at the [name of site] site (See Appendix [#]). Nearly [#] community members responded expressing both environmental and health concerns related to the contamination. A summary of the survey results is provided in Appendix [#] of this document.

Some community members were also contacted by telephone (or in-person) to gather additional information. Through these interviews, the following information was provided:

- [list information provided]

Community Profile

[Site Name]

2.4 COMMUNITY DEMOGRAPHIC PROFILE

**Table 2.1
Area Demographic Characteristics, Zip code [#]**

	Number	Percent
Total Population - 2000 Census		
RACE		
White Alone		
Black or African American		
American Indian and Alaska Native		
Asian		
Native Hawaiian and Other Pacific Islander		
Some Other Race		
Two or More Races		
Hispanic or Latino (of any race)		
ECONOMIC CHARACTERISTICS		
Median Household Income		
Per Capita Income		
Median Family Household Income		
EDUCATION – Population 25 years & Older		
Less than 9 th grade		
Some High School, no diploma		
High School Graduate (or GED)		
Some College, no degree		
Associate Degree		
Bachelor’s Degree		
Graduate or Professional Degree		
Language – Population 5 years & Older		
Speak Only English		
Speak a Language Other than English		
Speak Spanish		
Speak English Well or Very Well		
Do not Speak English		
Other Indo-European Languages [Expand if necessary]		
Speak English Well or Very Well		
Do Not Speak English		
Asian and Pacific Island Languages [Expand if necessary]		
Speak English Well or Very Well		
Do Not Speak English		
All Other Languages [Specifically identify if necessary]		
Speak English Well or Very Well		
Do Not Speak English		

[Include additional breakdown of language groups if there is a significant number in that area.]

Community Profile

[Site Name]

2.5 KEY CONTACTS LIST (INCLUDES ELECTED OFFICIALS)

2.6 INFORMATION REPOSITORIES

Documents related to the environmental investigation and proposed site cleanup action can be reviewed in Public Information Repositories that will be established at the following locations:

Department of Toxic Substances Control Local library and/or other repository locations
Regional Records Office
[Address]
[City], California [zip code]
Contact: [name of file room tech]
Phone: [phone #]
Hours:
Monday – Friday: 8:00 a.m. – 5:00 p.m.

Information can also be found at: www.envirostor.dtsc.ca.gov. [Insert specific directions on how to find the information regarding your site.]

2.7 DTSC CONTACT FOR PUBLIC PARTICIPATION REQUIREMENTS

[Name of PPS]
Public Participation Specialist
Department of Toxic Substances Control
[Address]
[City], California [zip code]
Phone: [phone number], press “[#]”, then press “[#]”
Fax: [fax number]
[E-mail address]

2.8 RECOMMENDED PUBLIC PARTICIPATION

DTSC will ensure that the community has the opportunity to be involved in DTSC's decision-making process. All public participation activities will be conducted in accordance with the Health and Safety Code sections 25358.7 and 25356.1(e) (or appropriate section), the DTSC Public Participation Policy and Procedures Manual, and with DTSC's review and approval.

DTSC has determined that the level of community interest at this Site is moderate to high due to the information provided in this document, the majority of community interview respondents that said they have concerns regarding the environmental contamination. DTSC recommends the following public participation activities in the draft [document title] decision-making process:

- ◆ A public notice will be published in the [name of local newspaper of general distribution]. [Public notice should also be translated if appropriate and run in the local newspaper of general distribution for that language group.]
- ◆ A copy of the draft [document title], CEQA document and this document will be placed in the repositories listed in Section 2.6 prior to the first day of the public comment period.
- ◆ A Fact Sheet will be prepared to provide historical information, describe the current Site conditions and provide information on the removal action. [The Fact Sheet should be provided in English and other appropriate languages, if applicable]. It will be distributed to nearby residents, the key contacts list, and the DTSC mandatory mailing list.
- ◆ DTSC will contact local community organizations and/or elected officials identified in the Community Survey responses to set-up a briefing date. A public meeting or open house may be scheduled if DTSC cannot meet the needs of community members via the briefings.

Additional community outreach activities may be required.

Appendix A
Figures

Appendix B
Public Notification

Community Profile

[Site Name]

Appendix B

COMMUNITY SURVEY RESULTS

[Site name]

[City], CA

		Yes	No	No Response		Total
Q.1	Prior to receiving this survey, were you aware of the environmental investigation being conducted at this site?					
Q.2	Do you have any concerns about the contamination at this site?					
	If so, would you like more information?					
		Fact Sheet	Community Meeting	No Response	Both	
Q.3	Information should be provided by:					
		Yes	No	No Response		
Q.4	Does your community have regularly scheduled meetings? (i.e. neighborhood watch, community council, etc)					
	If so, when are they scheduled?					
	Who can we contact to find out about these meetings? (name and phone number)?	Responses provided on survey				
Q.5	Who else might be interested in the proposed work at this site? (name and address)	(#) Responses				
Q.6	Any other concerns or comments about this environmental investigation?	See responses listed below chart.				
Mailing Coupon						
Requests to be added to the Mailing List:						
Requests to be deleted from the Mailing List:						
Requests for address corrections on the Mailing List:						
Address completed, no request marked:						
Request marked, no name/address provided:						
Correction requested, no information provided:						

Question #5: Additional concerns and comments received from survey respondents:

Environmental Issues:



Health Concerns:



Other:



Appendix C
Project Schedule

Appendix C

Public Participation Schedule

	Phase [X]	Phase [Y]		
		Draft Workplan	Comment Period	Removal Action
Site Mailing List	■		■	
Notification Letter	■			
Community Interviews		■		
Community Profile		■		
Fact Sheet			■	
Public Notice			■	
Information Repository	■		■	

Appendix D
DTSC Mandatory Mailing List

Appendix E
Community Interview Contacts and Questions

Community Interview Contacts



NOTICE OF PUBLIC COMMENT PERIOD

[Document Title]

[NAME OF SITE]

[Address or location]

[City], California

PUBLIC COMMENT PERIOD: [date - date]

WHAT'S BEING PROPOSED?

The California State Department of Toxic Substances Control (DTSC) invites public comment on the draft [document title] for the [site name] in [city], California.

The draft [document title] proposes (brief description of proposed work)

During previous environmental investigations, soils contaminated with [list COCs] were detected in soil samples at levels that may pose a health risk.

There is no immediate health risk because [state why, i.e. area fenced, contamination below ground surface, etc.]; however, DTSC recommended a plan be developed to remove the contaminated soil to protect future occupants of the property.

DTSC has prepared a [CEQA document title, e.g., draft Notice of Exemption (NOE)] for this soil removal pursuant to the California Environmental Quality Act (CEQA). This project is considered [CEQA findings, e.g., exempt since it will not have a significant negative impact on the human health and the environment because of the relatively short duration and the controlled manner in which the contaminated soils will be excavated, loaded onto trucks and taken off-site for disposal/treatment.]

HOW DO I PARTICIPATE?

This notice provides the community an opportunity to learn more about the project and provide comments to DTSC about the proposed cleanup during the public comment period. Your participation is encouraged. Comments concerning the draft [document title] may be submitted in writing to [name], Public Participation Specialist, DTSC, [address], [city], CA [zip code], e-mail address: [insert e-mail address], and must be postmarked or e-mailed by [date].

WHERE DO I GET MORE INFORMATION?

A copy of the draft [document title], and other project documents are available at the [name] Library, [address], and the DTSC file room at the address listed above. For more information about the DTSC, please visit our website at www.envirostor.dtsc.ca.gov.

CONTACT:

[Name], DTSC Public Participation Specialist [toll free number], press [#], then press [#]

[Name], DTSC Project Manager [phone number]

[Name], DTSC Public Information Officer (Media Contact) [phone number]

[Name of Site or Facility Contact] [phone number]



Linda S. Adams
Secretary for
Environmental Protection

Department of Toxic Substances Control

Maureen F. Gorsen, Director
5796 Corporate Avenue
Cypress, California 90630



Arnold Schwarzenegger
Governor

[Date] "This document is a sample for a Community Letter, and is applicable on a case-by-case basis."

Community Survey for [name of site]

Dear Community Member:

The Department of Toxic Substances Control (DTSC) encourages you to complete and return this community survey to tell us about your concerns about an environmental investigation at [name of site], a [type of facility] facility located at [address] in [city]. Your responses to this survey will help us plan future outreach activities, and keep you informed.

Environmental investigations done at this Site have found [contaminants type, e.g., metals] in the soil. [Name of contaminant(s), e.g., lead] is typically associated [describe common commercial/industrial application or site-specific application].

DTSC has requested that a work plan be developed to fully identify the extent of the contamination. The results will determine the best way to cleanup the contamination to levels protective of human health and the environment.

The contaminants do not pose an immediate threat to the community because the site is fenced, and the contamination is beneath the ground and currently not accessible. However, the contamination must be removed to prevent possible exposure in the future.

DTSC, a department within the California Environmental Protection Agency, is responsible for overseeing the investigation and ensuring that mitigation and cleanup activities are conducted in accordance with state and federal laws and regulations.

Thank you for taking the time to fill out and return this community survey. **Please return the survey by (date).** If you have any questions about the environmental investigation or the attached survey, please call me at [toll free phone number], press "[#]", then press "[#]" (toll free), or e-mail me at [insert e-mail address].

Sincerely,

[Name]
Public Participation Specialist

Enclosed – Community Survey



[NAME OF SITE]
[DOCUMENT TITLE]
COMMUNITY SURVEY

Please return to [name], Public Participation Specialist, DTSC
[PPS office address], [city], CA [zip code] or [e-mail address]
by **[date]**

"This document is a sample for a Community Survey, and is applicable on a case-by-case basis."

Prior to receiving this survey, were you aware of the environmental investigation being conducted at this site? Yes No

Do you have any concerns about the contamination at this site? Yes No

If so, would you like more information? Yes No

Information should be provided by: Mailing a Fact Sheet
 Community Meeting/Open House
 Both - Fact Sheet & Meeting

Does your community have regularly scheduled meetings? (i.e. neighborhood watch, community council, etc.) Yes No

If so, when are they scheduled? _____

Who can we contact to find out about these meetings (name and phone number)?

Who else might be interested in the proposed work at this site? (Name & address)

Any other concerns or comments about the environmental investigation at this site?

What languages other than English are spoken in your community?

If you did not receive this survey in the mail and would like to be placed on the mailing list for this site, please complete the mailing coupon on the reverse side of this form.

We occasionally contact community members by telephone to clarify information and conduct personal interviews. If you are interested in being contacted, please provide your name and telephone number: _____

MAILING COUPON

Please complete this mailing coupon if you would like to:

- Add my name to the mailing list
- Delete my name from the mailing list
- Correct my address

Name: _____

Affiliation (if any): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Please note DTSC mailing lists are public records and may be released if requested.