

ATTACHMENT 8

SCOPE OF WORK FOR A PUBLIC INVOLVEMENT PLAN

The Public Involvement Plan (PIP) must address the public involvement needs for all aspects of corrective action including Interim Measures, RCRA Facility Investigation (RFI), Corrective Measures Study (CMS), and Corrective Measures Implementation (CMI) (if required). The PIP must be updated as necessary to address changing public concerns and situations. For additional information, see the USEPA guidance document, RCRA Public Involvement Manual and the Department of Toxic Substances Control's (Department) guidance document for community relation program. The PIP shall, unless the Department specifies otherwise, include the following elements:

1. Introduction

Describe the public involvement goals and objectives for corrective action (e.g., provide the community with information updates and respond to inquiries, provide for citizen input and involvement).

The amount of public involvement work must be consistent with the nature and degree of community concerns and with any state or federal requirements. The public involvement program should be flexible and able to respond to changing public concerns as the corrective action process proceeds from the RFI to the CMS and into CMI.

2. Public Involvement Background

Identify and describe any known issues or community concerns. Indicate if any community or local officials have been interviewed. Acquire and describe demographic information about the potentially impacted community.

3. Techniques to Reach Public Involvement Goals

Many community relations techniques may be used to accomplish the objectives. These techniques include: fact sheets, press releases, informal community workgroup meetings, community advisory committees, community meetings, information repositories, mailing lists and public service announcements. Include a detailed description of how the local community will be contacted and informed. At a minimum, the following items must be developed as described below:

3.1 Mailing List

Establish and maintain a mailing list of all: local officials; interested, affected and potentially affected private citizens; residents within a one-half mile radius of the facility; and news media representatives who should receive fact sheets or other information regarding the investigation/mitigation activities at the facility. The mailing list should at least include those on the mailing list developed for the RCRA permitting process. The mailing list must be expanded as time goes on to include all interested persons. The mailing list should be submitted to the Department separately from the PIP.

3.2 Information Repository

Establish and maintain an information repository at a location convenient to public access (e.g., local library). The purpose of the information repository is to allow open and convenient public access to all site-related documents approved by the agency for public disclosure. At a minimum, the repository for a site must include copies of the following:

- o Administrative Order or Consent Decree;
- o RFI Workplans;
- o RFI Reports;
- o Interim Measures Workplans;
- o Corrective Measures Study Workplans;
- o Corrective Measures Study Reports;
- o Public Involvement Plan;
- o Statement of Basis for Remedy Selection; and

other Information:

- o Copy of RCRA;
- o Copies of press releases and newspaper clippings that refer to the site;
- o Brochures, fact sheets, and other information about RCRA program and specific site; and
- o Any other relevant material (e.g., published studies on the potential risks associated with specific chemicals that have been found at the site).

3.3 Fact Sheets

The Respondent shall prepare fact sheets to inform the community of key events in the corrective action process (e.g., interim measures, RFI, RFI findings, etc.).

It is important that all fact sheets be written clearly so that the public will

understand the information. In general, facility fact sheets should include a description of the overall investigation/remedial process from start to finish, a summary of existing contamination at the facility, a summary of possible impacts on the local community (e.g., drinking water supplies, etc.), a summary of any interim measures being taken or planned at the facility, a synopsis of upcoming tasks, and a brief description about the potential uses, available documents, and the location of the information repository.

4. Submittal Schedule

The submittal schedule must specify when key documents are to be submitted to the Department and when public involvement activities are planned.