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From: Commanding Officer, Engineering Field Activity West, Naval Facilities Engineering Command

Subj: TRANSMITTAL OF INSERTS FOR FINAL COMMUNITY RELATIONS PLAN, NAVAL AIR STATION (NAS), ALAMEDA, CALIFORNIA

Encl: (1) Inserts for Final Community Relations Plan, NAS Alameda

1. Enclosed please find eight pages to be inserted into the Final Community Relations Plan (CRP) for the Installation Restoration Program at NAS Alameda. Please remove and destroy the old pages once you have inserted these. Typographical errors necessitated the replacement of these pages.

2. If you have any questions regarding this matter, I can be reached at (415) 244-2526, Code 1831.3, FAX (415) 244-2654.

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FINAL
COMMUNITY RELATIONS PLAN

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**NAVAL AIR STATION ALAMEDA
ALAMEDA, CALIFORNIA**

**INSTALLATION RESTORATION PROGRAM
COMMUNITY RELATIONS PLAN**

FINAL

**Prepared For
Naval Facilities Engineering Command, Engineering Field Activity West
Navy Engineer-in-Charge: Dennis Wong
Contract No. N62474-88-D-5086
Contract Task Order No. 107**

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information repositories established by the installation and widely accessible to the community. If a significant segment of the community is non-English speaking or visually impaired, the fact sheet should be translated. A sample RAB fact sheet is included as Enclosure 1.

Public Notice

A paid public notice should be issued to advertise the initial RAB information meeting in at least one newspaper of general circulation serving the affected communities around the installation, as well as in the installation newspaper. The public notice should be published in advance of the meeting and include the following information:

- time and location of the meeting
- notice of the intent to establish a RAB or transition the TRC to become a RAB, if applicable
- RAB purpose
- membership opportunities
- meeting is open for public attendance and participation
- name and phone number of contact person(s) for more information
- topics for consideration at the initial RAB information meeting

The public notice should be placed in a prominent section of the newspaper likely to be read by the majority of community members. A sample public notice is included as Enclosure 2.

Agenda

An agenda for the meeting should be developed by the DoD installation in consultation with the state and EPA, as appropriate. The agenda should reflect community restoration concerns as identified by existing community involvement activities (i.e., interview with key community leaders, review of correspondence, review of media coverage, etc.).

Press Release

The DoD installation's public affairs office should prepare and distribute a press release to explain the purpose of the RAB and the time and location of the meeting. Depending on local media coverage of installation environmental issues, it may be appropriate to prepare a more extensive media packet of information to update the local media regarding installation restoration issues and activities.

Initial RAB Information Meeting

The initial RAB information meeting should be sponsored by the DoD installation as

soon as possible to ensure the expeditious execution of the RAB. This can be accomplished at the next regularly scheduled TRC meeting, as long as sufficient public notice is given, or at a community meeting held specifically for this purpose. Where a TRC currently exists, the TRC must evaluate its member composition and operation using the RAB criteria and modify, as appropriate. The DoD installation should consult with the state and the EPA, as appropriate, well in advance of the initial RAB information meeting on all matters related to the meeting.

The initial RAB information meeting may be facilitated by the DoD installation. If appropriate, the meeting could be facilitated by a professional facilitator with meeting facilitation skills and experience. A professional facilitator should be considered where a controversial situation is anticipated and a sense of independence will avoid, minimize, or even diffuse acrimonious deliberations.

The focus of the meeting should be to introduce the RAB concept to the community and begin the membership solicitation process. Some of the suggested topics to address include:

- overview and purpose of the RAB
- goal of representing diverse community interests
- difference between the RAB and the TRC
- membership opportunities
- member selection process and time table
- member responsibilities and what is expected of members
- overview of installation restoration and/or conversion activities and plans (as appropriate)
- open discussion/question and answer period
- co-chair opportunities
- potential conflict of interest concerns

The date and location of the meeting should be chosen with the goal of making it convenient for a majority of community members to attend and participate. The meeting, as with all RAB meetings, should be held in a central location. Input from the community should be strongly considered regarding convenient meeting locations and times. The DoD, the state, and EPA should ensure that a representative and/or designee is in attendance at all RAB meetings.

The DoD installation should prepare meeting minutes summarizing the topics discussed at the meeting. The minutes should be a concise summary of the meeting rather than verbatim transcripts. Translation of meeting minutes should be provided if a large segment of the local community speaks a language other than English or members of the community are visually impaired. The minutes should be made available to the public at the information repositories and/or other places within two weeks of the meeting. The DoD installation may want to consider mailing copies of the minutes to all community members

2.0 OVERVIEW OF THE COMMUNITY RELATIONS PLAN

The purpose of this CRP is to establish and maintain an open and meaningful **community relations program** that informs and involves the public throughout the IR process at NAS Alameda. This updated CRP identifies the concerns of community members who may be affected by, and are interested in, current and planned cleanup activities at the facility. The CRP also outlines procedures to address those concerns, establishes a means for maintaining dialogue between the Navy and the community, and identifies opportunities for the community to participate in decisions regarding the investigation of contamination and the selection of appropriate cleanup methods.

Interviews were conducted in July 1995 with a cross-section of community members to identify community concerns. Those interviewed included local elected officials, public agency officials, base personnel, RAB members, and representatives from local businesses, the public school system, environmental groups, and base reuse entities. The interviews were conducted to (1) learn about the community's level of understanding regarding environmental cleanup activities at NAS Alameda, (2) assess the community's information needs, (3) identify the community's concerns regarding potential impacts related to the cleanup activities, and (4) gain insight into the relationship between NAS Alameda and the community. The information gained from the interviews provided the foundation for developing the community outreach and involvement program reflected in this CRP.

This CRP will continue to be updated as needed to address evolving concerns and public information needs, as well as new IR developments that may occur at NAS Alameda.

This CRP is organized as follows:

- Section 1.0 provides an introduction to the CRP and identifies points of contact and location of information repository.
- Section 2.0 presents an overview of the CRP.
- Section 3.0 provides background information about NAS Alameda, including its location, physical description, and history.
- Section 4.0 presents an overview of the IR sites at NAS Alameda.

- Section 5.0 provides a profile of the community adjacent to NAS Alameda and its past involvement with environmental activities conducted at NAS Alameda.
- Section 6.0 summarizes key comments and concerns discussed during the community interviews.
- Section 7.0 states the objectives of the IR community relations program; presents a matrix of required and recommended community relations activities; discusses the establishment and implementation of the RAB; and presents a strategy for maintaining meaningful dialogue with the community.
- Section 8.0 discusses the schedule for conducting community outreach activities throughout the IR process.

A list of references cited in this CRP and a glossary of terms used in the CRP follow Section 8.0.

Appendices A through N provide supplemental information as follows:

- Appendix A Key Regulatory Agencies Involved in the IR Process
- Appendix B Interview Questionnaire Guide and List of Interviewees
- Appendix C Installation Restoration Program Overview
- Appendix D NAS Alameda Environmental Newspaper Articles
- Appendix E NAS Alameda Community Mailing List
- Appendix F Suggested Public Meeting Locations
- Appendix G NAS Alameda Environmental Fact Sheets
- Appendix H Relationship of Community Relations Activities to the Superfund Remedial Process
- Appendix I Examples of Community Relations Activities Conducted to Date at NAS Alameda
- Appendix J Public School District
- Appendix K DoD/U.S. EPA Restoration Advisory Board Procedures and California Health and Safety Code Section 25356.1
- Appendix L Integration of the Environmental Cleanup, Compliance, and Reuse Planning Processes at NAS Alameda
- Appendix M NAS Alameda Restoration Advisory Board Membership
- Appendix N Other Environmental Programs at NAS Alameda

APPENDIX K

**DOD/U.S. EPA RESTORATION ADVISORY BOARD PROCEDURES
AND
CALIFORNIA HEALTH AND SAFETY CODE
SECTION 25356.1**

PLEASE INSERT THE FOLLOWING
PAGE INTO APPENDIX K, PAGE 4
OF DOD/US EPA RAB PROCEDURES.

expanded the TRC to a RAB that includes a broader representation of community members. The RAB is discussed in detail in Section 7.2.

7.1.8 Meeting Transcripts and Responsiveness Summaries

A transcript of required public meetings is required; a **responsiveness summary** to oral and written comments received is also required. As indicated in Section 7.1.3, public meetings (and thus transcripts and responsiveness summaries) are required when (1) the proposed plan becomes available, (2) a ROD is amended, and (3) the remedial design is completed. A responsiveness summary is also required for any response action which requires a public comment period and for which comments are subsequently received. A certified court reporter should prepare the transcript of the public meeting. A responsiveness summary is also required for any response action that requires a public comment period during which comments are received. The responsiveness summary should be written to describe and document (1) the community's comments and concerns presented at the meeting or in writing and (2) the Navy's responses to these concerns. The Navy will consider these comments and concerns and may revise the proposed action, if appropriate. Both the meeting transcripts and the responsiveness summaries will be available to the public in the AR and information repository.

7.1.9 Community Relations Plan Update

The Navy's policy is to prepare a CRP for any installation undertaking IR activities. The CRP is a working document that will be revised and updated as necessary to address new community information needs, interests, and concerns. It will be updated as necessary to add new information regarding the progress of the IR program and steps to be taken by the Navy. This document reflects an update of the original NAS Alameda CRP that was prepared in February 1989.

7.2 RESTORATION ADVISORY BOARD

A key component of the Navy's IR program community outreach effort for NAS Alameda is the establishment of the NAS Alameda RAB. This section describes the background, goals, and membership of the NAS Alameda RAB, and identifies issues associated with execution of the RAB.

7.2.1 Background and Goals

Due to the impact of closing military bases on local communities, Department of Defense (DoD) has expanded the existing TRCs to RABs to involve a greater number and broader range of community members. The objective of the RAB is to provide a forum through which local community members, the military, and the regulatory agencies can work together in an atmosphere that encourages discussion and exchange of information regarding the Navy's environmental activities. RAB members meet on a regular basis to review and provide input on technical documents and activities related to the IR program.

Although RAB members do not make decisions about the cleanup process, their concerns and comments are very important in helping the Navy frame its approach to the cleanup process. The RAB provides a valuable forum for ongoing discussions between the Navy, regulators, and the community, in addition to the formal public notice and comment period required for specific documents (see Section 7.1). To ensure two-way communication between the RAB and the community, RAB members are expected to (1) communicate with local community members and groups who may have specific base cleanup interests or concerns, (2) present those concerns to the RAB, and (3) report feedback from the RAB to the respective community members or groups.

It is important to note that the RAB is not a replacement for other community relations activities required by law, regulation, or policy; rather, it is intended to supplement existing community relations requirements. Although RAB members are selected to represent the diverse views of the community, the RAB cannot be expected to communicate all concerns and interests of the general community.

Therefore, in order to reach segments of the community outside of the RAB's representation, additional community outreach activities are recommended in Section 7.4. The DoD/U.S. EPA RAB procedures are specified in Appendix K.

7.2.2 Membership

Membership on the RAB includes a representative from the Navy, DTSC, and U.S. EPA, members of the TRC, and a cross section of community interests, including reuse entities, environmental organizations, the business community, local government, base personnel, and other local organizations. The primary goal in selecting RAB members is to ensure that the diverse views of the community are represented and heard. Each member of the RAB has an equal voice. The RAB is co-chaired by one Navy representative and one community representative.

Community members on the NAS Alameda RAB were selected through steps consistent with federal and state guidelines. Steps undertaken to set up the RAB are provided in Appendix K. In 1996, the RAB established a charter for implementing its responsibilities as well as governing its internal operations.

A RAB information hotline has been set up: the phone number is (510) 869-5087.

7.3 PAST COMMUNITY RELATIONS ACTIVITIES AT NAVAL AIR STATION ALAMEDA

The Navy has been conducting community relations activities associated with the IR program at NAS Alameda since 1989. Such activities included preparation of the first CRP in 1989, establishment of the TRC in 1990, development of a community mailing list, and preparation and distribution of public notices and fact sheets. Additionally, an AR and information repository have been established and the TRC has been expanded to a RAB. An outline of specific community relations activities conducted to date is included in Appendix I.

7.4 ESTABLISHING AND MAINTAINING DIALOGUE BEYOND THE MINIMUM REQUIREMENTS

The Navy's goal in establishing its community relations program is to keep the public informed, solicit the public's input and concerns, and provide public involvement opportunities during each phase of the investigation and remedial process. The Navy seeks to ensure that the community relations activities are closely integrated with technical activities. Ongoing dialogue between the Navy and the community throughout the cleanup process is necessary for the Navy to understand the community's concerns on environmental issues related to NAS Alameda and to be kept apprised of the community's information needs. This ongoing dialogue is critical to the success of the IR program by helping to ensure that the final cleanup plans are responsive to community needs and concerns.

Many outreach techniques beyond the minimum community relations requirements may be implemented at any time in the IR process to build a stronger relationship with the community. The timing of activities and the techniques selected will depend on the particular site and impacted community; however, a number of activities are recommended for implementation on a routine basis. Additional outreach activities are outlined in Section 7.4.1. Additional techniques are suggested in Section 7.4.2 in

the event an issue arises that is of particular community concern. Section 7.4.3 highlights several information outreach opportunities for specific sectors of the community identified during the community interviews. Finally, Section 7.4.4 briefly describes community involvement in other environmental and closure programs outside of the IR program. A tentative schedule of activities for each program, as well as opportunities for public involvement, are presented in Appendix L.

7.4.1 Community Outreach Strategies

The following community outreach strategies have been developed based on information received during community interviews and the Navy's experience with ongoing community involvement activities. As needed or on request, the following activities may be conducted.

- RAB meetings
- Monthly BCT tracking meetings (as approved by the RAB and the BRAC Environmental Coordinator [BEC])
- Ongoing dialogue with key community members
- Informal presentations to local organizations
- Quarterly newsletters
- Issue-specific fact sheets
- Annual open house and site tour
- Informal workshops or meetings
- Media activities
- Poster board displays
- Videotapes

Ongoing Dialogue with Key Community Members

One of the most effective means of achieving a strong relationship with the community is through ongoing informal dialogue with key community members. Such informal dialogue was often noted during the interviews as the most valuable and appreciated source of information. Maintaining dialogue may simply entail a periodic telephone call or visit with selected community members to apprise them of the status of a site-specific activity or to inquire whether they need any further information regarding

are usually topic- or issue-specific and are one to two pages (two to four sides) in length. Fact sheets on the following topics are recommended:

- History and geology of NAS Alameda
- How the cleanup and reuse programs are integrated
- The environmental baseline survey (EBS) and finding of suitability to lease and transfer (FOSL and FOST) process; interim and long-term leasing (See section 7.4.4)
- The overall environmental condition of the property (is it safe?)
- Results from the human health risk assessment
- Results from the ecological risk assessment

As noted in Section 7.1.6, fact sheets are required at specific milestones: at completion of the proposed cleanup plan ("proposed plan"), completion of a final ROD (if it differs significantly from the draft ROD), completion of a remedial design, and as applicable, removal actions. These required fact sheets will be lengthier than the standard fact sheet.

As noted above, newsletters and fact sheets may be provided to various local organizations to be incorporated in or attached to their own newsletters.

Annual Open House and Site Tour

The Navy may also provide the public with current information regarding the IR program through an annual open house and site tour. The open house can be conducted in a public location, such as those listed in Appendix F, where people can talk to agency officials on a one-to-one, informal basis. The open house would host poster board displays and possibly video presentations. Technical and community relations staff would be available to answer specific questions about the NAS Alameda cleanup effort.

A site tour was recommended by several interviewees as an effective means to inform the community and to illustrate that the installation is safe. A site tour immediately followed by an open house is especially effective because the tour allows community members to actually see the sites and then discuss them informally at the open house. A site tour may also help to dispel fears about the risks of a site and foster a better understanding within the community about the nature of the IR program.

Informal Workshops or Meetings

Over the course of the cleanup process, issues may arise that are of particular significance to a specific interest group or organization. As requested or needed, presentations or informal workshops on a particular issue may also be held for such groups. For example, several environmental groups have expressed a strong interest in the future of wildlife habitat within NAS Alameda; an overview of the ecological risk assessment and its relationship to reuse planning may be valuable to these groups. Face-to-face dialogue can help to foster a better understanding among all parties of the issues at stake and the challenges involved in the process.

Media Activities

As emphasized above, the most effective means to achieving a strong and trusting relationship with the community is through ongoing informal dialogue. This approach applies to the media as well as to key community members. The Navy's public affairs office (PAO) could check with key media contacts (for example, reporters at the major local newspapers) about once every 4 to 6 weeks (or as deemed appropriate) to apprise them of IR activities or ask whether they need any information regarding NAS Alameda's IR program. Additionally, fact sheets and newsletters will be sent to the media contacts listed on the community mailing list. It is critical that in releasing information and responding to media inquiries, the Navy speaks with "one voice." The primary points of contact for all media inquiries regarding the IR program are Hans Petersen (510-263-3706) at NAS Alameda. Press releases and briefings are also effective means for providing information to the media. These are discussed in Section 7.4.2.

Poster Board Displays

Poster board displays can include a large visual displays of maps, charts, diagrams, and photographs accompanied by brief text explaining the graphics. Displays are an effective means for communicating technical information in an accessible and understandable manner. Topics depicted on the display may describe the history of operations at the installation, contamination and remedial actions, and the Navy's community relations program.

Poster board displays may be set up at a variety of events or locations: NAS Alameda open houses, RAB meetings, popular shopping malls, banks, school open houses or parents' events, neighborhood board