

DEPARTMENT OF HEALTH SERVICES
TOXIC SUBSTANCES CONTROL DIVISION
371 BERKELEY WAY, ANNEX 7
BERKELEY, CA 94704



August 12, 1987

Captain J.M. Greenwald, Commander
Department of the Navy
Western Division
Naval Facility Engineering Command
P.O. Box 727
San Bruno, Ca 94066-0720

Dear Captain Greenwald:

Re: Community Relations Plan - Hunters Point Naval Shipyard

We have completed our review of the Draft Community Relations Plan (CRP) for the Hunters Point Naval Shipyard dated June 10, 1987. Our comments are provided below.

General Comments

In general, the draft CRP is a good first step toward the development of a comprehensive Community Relations Plan. However, we would like this plan revised to follow more closely our guidelines entitled "Community Relations Plan Outline for Responsible Parties and Zone Contractors". This document has been previously provided to your staff in the Facility Engineering Command. We also recommend that you more closely follow EPA's guidance document entitled "Community Relations in Superfund : A Handbook". To assist you, I am enclosing a copy of a summary table "CERCLA Community Relations Requirements" for your information.

In revising the CRP, we recommend that the community needs be further assessed. The draft CRP reflects the Navy's perception of the community relations that are needed for this site. However, a CRP is generally regarded as a tool for two-way communication between the responsible party and the affected community. Typically, before preparing a CRP, community interviews are conducted with a questionnaire, and the objectives of the plan are determined after assessing the community needs. Comments and questions collected can then be taken into consideration in preparing a CRP.

Specific Comments

- o Details should be provided on how small informal meetings with community members will be structured.
- o The efforts which will be made in collecting names for the mailing list should be described.
- o The mailing list should be compiled before distribution of the fact sheet.

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- o The mailing list should be updated before each mail-out.
- o The information repository(ies) should be established prior to performing site characterization activities, including the remedial investigation..
- o Each activity should be given scheduled dates which parallel the remedial program.

Recommendations

We recommend that the Navy contact the community and conduct interviews to solicit input on the development of a revised Community Relations Plan. The mailing list which was used for the EIS could be initially used to contact the community. As the interviews progress, the list can be expanded and updated through referrals. Prior to contacting the community, we will need to review and approve the questions which will be used in the interviews. Following the interviews, a revised CRP Plan should be submitted to us for review and approval.

In addition to revising the CRP, we recommend that the Navy inform the community about the upcoming Remedial Investigation and Feasibility Study (RI/FS). This can be accomplished by conducting small informal meetings and issuing a fact sheet immediately after the RI/FS workplan has been drafted. We can then evaluate and incorporate the community's input into our review and approval of the RI/FS workplan.

If you need further assistance, please do not hesitate to contact us. You may wish to contact Ms. Joyce Whiten, our Community Relations Coordinator at (916) 424-1789 or Mr. Chein Kao of my staff at (415) 540-3052.

Sincerely,



Howard Hatayama, Chief
Site Mitigation Unit
North Coast California Section
Toxic Substance Control Division

Enc.

cc: Greg Brown, Navy
Bill Hurley, RWQCB
Nick Morgan, EPA
Steven Castleman, SFDA
Dave Wells, SFDH