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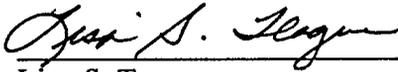
A Report Prepared for

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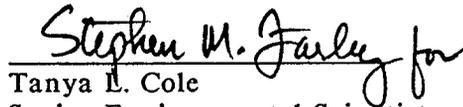
WORK PLAN
COMMUNITY RELATIONS PLAN
EX-HUNTERS POINT NAVAL SHIPYARD

HLA Job No. 2176,129.02

by



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WORK PLAN
COMMUNITY RELATIONS PROGRAM
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1.0. OBJECTIVE

The objective of this document is to outline the proposed Community Relations Program for Ex-Hunters Point Naval Shipyard (HPNS). The program is designed to incorporate the community's comments into planned investigations and subsequent remediation activities that are part of the Navy's Installation Restoration (IR) Program. The Harding Lawson Associates (HLA) project team will develop a Community Relations Plan (CRP) using the guidance documents provided by the Environmental Protection Agency (EPA) and the Department of Health Services (DHS). The CRP will outline the mechanisms that should effectively involve the community and other interested parties to facilitate planned project activities.

HLA recommends a three-phase Community Relations Program. This approach includes:

- Phase 1 Fact Finding and Preparation: This phase involves gathering information on the distinctive economic, social, political, and institutional characteristics of the Ex-Hunters Point Community and site-specific community relations requirements.

- Phase 2 Community Relations Plan and Program Development: This phase will include initial interviews with selected members of the community and public interest groups. It also includes preparation of draft and final CRPs.

Phase 3 Implementation: This phase will involve carrying out the specific activities of the community relations program. It will also include monitoring the ongoing community relations program to evaluate its effectiveness and the need for adjustments. Specific tasks may include revising the CRP and updating the mailing list.

All community relations activities will be coordinated with the Navy and appropriate agencies prior to implementation and at different times during the course of the program.

2.0. SPECIFIC TASKS

Section 2.0 discusses the proposed tasks for Phases 1 and 2 plus general requirements of Phase 3.

2.1 Phase 1: Fact Finding and Preparation

Community relations efforts during Phase 1 are aimed at developing an understanding of the economic, social, political, and institutional characteristics of the Ex-Hunters Point community. The efforts are also aimed at gaining community and regulatory agency input on the community relations program. In the following sections, the nine tasks to be conducted during this phase to achieve the stated objectives are described.

2.1.1 Task 1 - Initial Meeting with the Navy

Prior to establishing contact with the community, HLA has met with the Navy and their community relations representative(s) to discuss the overall program and to introduce the HLA personnel who will be conducting the Community Relations Program. This meeting was held on September 17, 1987. HLA also discussed the CRP planning requirements and discussed an agenda for a meeting with appropriate regulatory agencies (see Section 2.1.2).

2.1.2 Task 2 - Initial Meeting with Regulatory Agencies

Following our initial meeting with the Navy, HLA will arrange a meeting with the appropriate regulatory agencies. The purpose of this meeting will be to discuss the community relations activities proposed in this work plan with the primary agency contact. This agency contact will be responsible for overseeing and coordinating all communications between HLA, the Navy, appropriate regulatory agencies, and the community. We understand that this primary agency contact will be with the DHS. This procedure should facilitate prompt and documented responses to requests for information from the community, elected officials, and public action groups. Ideally, reviews and discussions, as described in following sections, would involve only that primary agency contact so that prompt action can be taken to address the community's concerns. Also during the meeting, procedures and time frames for approval of community relations activities and associated documents will be discussed. HLA will provide the Navy with documentation of the meeting.

2.1.3 Task 3 - Brief Local Officials

Appropriate local officials will be identified and contacted to discuss current and planned project activities and to inform them of upcoming community meetings, if appropriate. If necessary, these parties may be interviewed during preparation of the CRP.

2.1.4 Task 4 - Collect Information on Community's Characteristics

HLA will conduct a literature search to collect background information on the community. Publications to be reviewed could include:

- o Relevant Navy project-related literature
- o Planning and demographic studies
- o Newspaper articles
- o Newsletters of environmental and community groups

HLA will supplement the literature search with an area visit and the information developed from the meetings with the Navy, regulatory agencies, and local officials. This information will be summarized and used to develop site-specific community relations activities, as well as tailored guidelines for the interview guide discussed in Section 2.1.9.

2.1.5 Task 5 - Meet with Interested Parties (Community Action Groups)

Our briefings with elected officials and the data collected during the literature search will provide us with an indication of the type and level of community involvement present and desired. These data will also help us to identify the appropriate parties to be interviewed for the CRP (Section 2.2.1). HLA anticipates that about four small informal meetings will be conducted with interested parties. HLA will prepare an agenda for these meetings. This agenda will be submitted to the Navy and regulatory agencies for review and comment and will be revised accordingly. After a meeting date is agreed upon, HLA will contact interested parties to set up the meetings. The meetings will be used to provide a general discussion of the remedial investigation/feasibility study (RI/FS) for HPNS and to solicit and respond to questions regarding these activities. A summary of these meetings will be prepared for submittal to the regulatory agencies that are reviewing the HPNS Work Plan.

2.1.6 Task 6 - Prepare a Preliminary Mailing List

HLA will develop a preliminary mailing list using a list supplied by the Navy. This list should include local public officials and environmental and community groups. Also included will be appropriate persons or groups from the Environmental Impact Study mailing list. The mailing list will be updated regularly and should be used in connection with other tasks to distribute announcements and fact sheets throughout the duration of the Community Relations Program.

2.1.7 Task 7 - Prepare and Mail an Update Newsletter

HLA will summarize current and planned project activities in an update newsletter. Where appropriate, the newsletter may address questions raised in the small group meetings. HLA will use the preliminary mailing list to distribute the newsletter. Copies of the newsletter also will be available at designated information repositories. This newsletter will provide an informal way of distributing information at the beginning of the project. More formal and detailed "Fact Sheets" may be used as a communication technique, if appropriate.

2.1.8 Task 8 - Establish an Information Repository

HLA will place public documents pertinent to project activities at designated information repositories. The number of repositories established will depend on the type and level of community concerns. The locations of the repositories will depend on information gathered from the community during the informal meetings (Section 2.1.5). It is anticipated that repositories will be established at local libraries, community centers, or other neutral public facilities, because these facilities are likely to be used by the general public. Documents to

be placed at the repositories would include copies of fact sheets, press releases, draft reports, and the CRP. The repositories will be updated regularly. The documents available at the repositories will be discussed with the Navy and the regulatory agencies.

2.1.9 Task 9 - Prepare an Interview Guide

HLA will develop an interview guide using the information obtained in the tasks described above. The guide will address site-specific issues including the community's characteristics, objectives, and concerns regarding activities at HPNS. HLA recommends that an interview guide be used rather than a questionnaire because the guide will allow for more interaction between the interviewer and the people being interviewed. HLA will submit a draft of the guide to the Navy and the lead agency for review and comment prior to distribution.

2.2 Phase 2: Development of Community Relations Plan

Using the information obtained during Phase 1, HLA will develop a program to involve and inform the community about activities at HPNS. The program will include interviewing community representatives and incorporating their comments and concerns in a revised CRP. HLA will prepare a CRP that will describe the procedures and planned community relations activities. This section describes the specific activities to be conducted as part of the development of the plan.

2.2.1 Task 1 - Interview Community Representatives

HLA will interview appropriate community representatives identified in Phase 1 of the program using the interview guide discussed in Section 2.1.9. These

individuals will be contacted by telephone to schedule interviews. HLA will summarize the comments received in these interviews in the CRP.

2.2.2 Task 2 - Develop a Community Relations Plan (CRP)

Based upon the information collected in the previous Phase 1 and 2 tasks, HLA will prepare a draft CRP. The CRP is expected to include the following components: (1) objectives of the community relations activities; (2) overview of the technical project activities; (3) recommended community involvement techniques to achieve the objectives and to facilitate the project; and (4) an explanation of these community involvement techniques and the timing for implementing these techniques.

As part of the CRP, background information on the community will be provided from the previous activities. This information will include the identification of interested parties, their concerns, and their informational requirements. The discussion will not evaluate the validity of the community's concerns; instead, the focus will be on identifying issues or problems likely to arise or that are already present.

The CRP will include the following elements:

- Summary of economic and social characteristics of the community, as described in Section 2.1.4
- Summary of interested parties and their concerns and key issues, as identified during informal meetings and interviews described in Sections 2.1.5 and 2.2.1
- Specific objectives and the communications strategy that may be used to achieve them
- Communication techniques to be used to meet the needs of different interest groups and the timing for implementing these techniques

- A mailing list of interested parties that will need to be updated throughout the project

The CRP will specify how the public will be notified of the technical activities that will be conducted during the RI/FS. The following activities may be included as part of the community relations program:

- Meetings with local officials, community representatives, and environmental groups
- Meetings with residents
- Workshops
- Public hearings
- Public meetings with presentations (slides and video presentations, where appropriate)
- Fact sheets
- News releases
- Press briefings
- Mailing lists
- Information repositories

We will submit a draft CRP, which will closely reflect the EPA and DHS guidelines and comments, to the Navy for review and comment. Comments will be incorporated, and the CRP will be submitted to the appropriate regulatory agencies. Comments received from the regulatory agencies would be incorporated in the final plan. Copies of the final plan would be made available for public review at the designated information repositories.

2.2.4 Task 4 - Meetings

Meetings are anticipated with HLA, the Navy, and the lead agency to facilitate preparation of the CRP. It is anticipated that subjects to be discussed

would include activities planned to obtain information to be used in developing the CRP, the community's response and concerns based on informal meetings and interviews, and submittal of the CRP. It is anticipated that these meetings can be scheduled such that they can facilitate the process of obtaining comments from the lead agency.

2.3 Phase 3: Implementation of Community Relations Plan

The CRP will be implemented during the remedial investigation and will continue throughout the remediation activities. The activities covered by the CRP may include:

- Coordinating and conducting informal meetings with community members and advisory committees to discuss the activities at HPNS
- Preparation and distribution of fact sheets on the RI/FS program
- Updating the information repository and the mailing list
- Coordinating public participation requirements during the feasibility study and Remedial Action Plan phases of the program
- Continued presentation of information during the implementation of remedial activities.

Other activities to be conducted during implementation of the CRP could include: (1) public notification that the draft RI/FS report(s) is being prepared and is available for public comment; (2) procedures for distributing and for collecting public comments on the draft RI/FS report(s); and (3) public notification that the final RI/FS report(s) has been prepared.

During the implementation of the CRP, the associated activities will be monitored to evaluate their effectiveness in meeting the program's objectives. HLA will discuss recommendations for program modifications or additional tasks, if needed, with the Navy and the regulatory lead agency. Depending upon the

length of the project, this task may be repeated so that the CRP can be continually updated and improved to respond to the community needs.

The community relations activities to be conducted during this phase will be more clearly defined once the CRP is finalized and the community concerns and objectives are identified. Following finalization of the CRP, the specific activities, schedules, and associated personnel requirements will be discussed.

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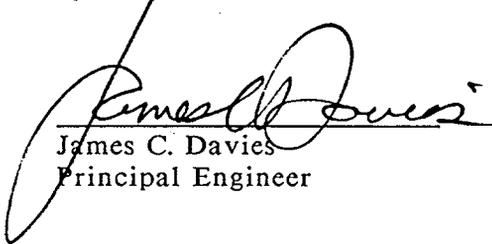
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