

especially true if the relationship between those being interviewed is supervisory. In addition, many communities have passed "Sunshine Laws," which require that members of the public be allowed to attend meetings at which two or more elected officials are present. More specifically, the Sunshine Laws prohibit two or more elected officials from meeting unless adequate public notice is provided and the meeting is held in a public place. Therefore, project staff should be careful to schedule individual interviews with any elected officials. It is generally best to schedule all other interviews individually whenever possible.

### 3.3.2 Writing the Public Participation Plan

The PPP consists of two kinds of information: first, the site history and background and second, the community concerns and the manner in which DHS' public participation program will address those concerns.

Interpreting Information. In writing the PPP, the writer first should review site history, background information, and the information obtained from the community during the interviews. Bear in mind that one of the goals of the PPP is to present broad-based conclusions about the community's concerns and interests. This kind of information is best obtained through the use of open-ended questions during the interviews. The writer then should review interview notes, grouping the information into categories that pertain to different sections of the PPP. From the information in these categories, the writer then may draw broad-based conclusions about community interests, and develop activities that will respond to community concerns.

The writer should realize that she/he is drawing conclusions based on the interviews, and use terminology that reflects this. For example, when describing a concern expressed during the interviews, the writer should state that "some," "many," "few," or "one" person interviewed expressed that concern or belief. It may be necessary to call the individuals interviewed to check interview notes for accuracy. It is important to be accurate when reporting such information because of the broad generalizations being made about a community. While it is important not to extrapolate from what was said during the interviews to draw conclusions, project staff should try to interpret the core of community concerns from the interview notes.

It is extremely important to note that while no community members are ever directly quoted (in order to preserve the anonymity of the source), their statements should be generally attributed as coming from a member of the community. For example, the PPP might state that "residents", "community leaders", or "local officials" held a particular view of events at the site. It should never state the names of the individuals who expressed those views.

Writing a PPP for DHS. When writing the PPP, the writer and PPS approving the document should bear in mind that the PPP is essentially an agreement between DHS (or the RP) and the community affected by the hazardous waste site. The PPP sets forth the actions that DHS or the RP \* (with DHS oversight) will take during the course of the site mitigation to keep the community informed in a timely fashion and to provide opportunities for community participation in the decision-making process. The public will have access to the PPP, which will be placed in at least one information repository in the community, and the community will expect DHS to conduct those public participation activities prescribed in the PPP.

**Tone and Voice.** When writing a PPP for DHS, the document should be written in a voice which exhibits that DHS is the author. The text should not be written from the point of view of the contractor advising DHS on how to interact with community and/or RP. The PPP should be written to the public, describing in direct language the activities that DHS (or the RP with DHS oversight) will conduct and stating the opportunities for public involvement. Avoid the use of normative phrases such as "DHS should" and use statements such as "DHS will". In addition, the PPP must avoid technical language. If used, technical terms should be highlighted and defined in a glossary.

**Outline of the PPP.** The outline that follows describes the basic structure of a PPP. Project staff should ensure that the PPP contains these elements, as required by DHS policy. The PPS will not approve a PPP without these elements:

**A. Introduction:**

- o Purpose of the PPP;
- o Agencies with oversight responsibilities at the site;
- o Description of how information was obtained;
- o Summary descriptions of community concerns and the public participation program;  
and
- o Organization of the plan.

**B. Community Background:**

- o Site description;
- o Area and site maps;
- o History of site (operations, owners);
- o History and description of contamination;
- o Agency involvement;
- o History of community involvement; and
- o Community concerns and issues.

**C. Components of the PPP:**

- o Objectives of the DHS public participation program for this community;
- o Description of public participation activities to address community concerns and achieve public participation objectives; and
- o Special community concerns and issues (e.g., no meetings will be held on Wednesday nights because of a regularly scheduled community event).

**D. Schedule of Public Participation Activities:**

- o Using a matrix format, list "Public Participation Activities" down the left-hand column, and "Technical Milestones" across the top of the page. Indicate which public participation activities correspond to each technical milestone. The following activities denoted with an asterisk (\*) are required by California Health and Safety Code Section 25356.1(d); others are required by DHS policy: (The PPS may require different or additional activities to be included in the PPP.)

- a.<sup>2</sup> Prepare an initial fact sheet.
- b.<sup>2</sup> Hold a "kick-off" community meeting, unless interviews specifically state that meetings are not a good technique for this community.
- c.\* Establish at least one information repository -- a location near the site or affected community where the public has access to reports, fact sheets, and other site-related documents.
- d.\* Circulate the draft Remedial Action Plan for 30 days for public comment.
- e.\* Develop a mailing list that, at a minimum, includes owners of property contiguous to the site, and local and State agencies. Those on the mailing list must be notified by direct mail of actions proposed in the draft RAP.
- f.\* Publish a notice of the availability of the draft RAP for public review in a newspaper of general circulation in the area affected by the site.
- g.\* Post notices in the location where the proposed removal or remedy will occur.
- h.\* Prepare fact sheets, as needed.
- i.\* Hold one or more public meetings on the draft RAP.
- j.\* Based on public comment, revise the draft RAP if appropriate.

#### E. Matrix of Public participation Responsibilities:

- o If more than one entity has responsibility for implementation of the PPP, list each public participation activity, and who has the responsibility for its implementation (i.e., DHS, RP, Zone Contractor, EPA, Water Board, County Health Department).

#### F. Appendices:

- \* o List of those contacted for the community assessment interviews.
- o List of local, State, and federal (if applicable) officials; involved agencies (local, State, and federal); environmental groups; local radio and television station(s); local newspaper(s); and other known interested community groups. This list serves as the beginning of the site mailing list and should include titles, addresses, and telephone numbers of contact persons. Addresses of individuals will not be included in the PPP. In addition, the list should include the organizations currently required by the Toxic Substances Control Program (TSCP) mandatory additions list (see Appendix B).
- o Suggested locations of information repositories and public meetings, including contact persons and telephone numbers.
- o Glossary of terms if the site background is particularly complex or if many technical terms or jargon are used in the PPP. Terms thus defined should be indicated in the text of the PPP by italics, bold-face type, or underlining.

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<sup>2</sup> These requirements may be waived by the DHS PPS if it is determined during the development of the PPP that no "community" exists for the site.

**Review and Approval.** Once a first draft of the PPP has been prepared, it should be reviewed by appropriate DHS staff and other agencies, if applicable. Reviewers should include the Regional PPS (or public participation staff from DHS headquarters if there is no Regional staff), and the site Project Officer. If other agencies, such as the local Health Department or the Water Board, have been involved in the technical or public participation activities at the site, they also should be provided with an opportunity to review and comment on the draft PPP. See Appendix A for a PPP Reviewer's Checklist.

The review cycle may take several months to carry the PPP from the draft to final stage. The length of the review cycle will depend on the complexity of the site, the quality of the first draft, and the number of other parties interested in the site and/or the PPP. Project staff should allow reviewers two weeks to comment on the draft PPP. If it is necessary to expedite the process, the Project Officer should alert reviewers of the tight deadline involved, and ask them to provide comments by a specified date. The review process also can be expedited if those reviewing the PPP are experienced with public participation, and are familiar with the contents and style of a PPP. After one or two rounds of review, the contents of the document should be acceptable, and the PPS should make any final changes in style or tone. Project staff should bear in mind that PPPs generally have a similar tone and style; numerous small changes in words and phrasing may only marginally improve the PPP, but can significantly delay production of the final product. The final PPP must be reviewed and approved by a PPS. A signature line must be included on the cover page of the PPP for the PPS's signature. (See Sample, Appendix A, page 159).

### **3.3.3 Implementing the Public Participation Plan**

As soon as the PPP is final, project staff should begin implementation or oversight of the implementation of the activities listed in the schedule of the Plan (See Section 3.3.2). For additional details on conducting specific activities and accompanying checklists, see Chapter Four, Appendix A, and Appendix D.

The level of community interest in the site, as expressed during the community interviews, will suggest the appropriate activities to conduct at any point in the RI/FS process. For example, holding a public meeting at the start of the RI/FS may be a less effective technique at a low-interest site than it would be at a site in which a large number of community members have expressed interest. Project Staff should bear in mind that too many meetings, fact sheets, or briefings can alienate a community as easily as too few public participation activities. At a minimum, however, DHS should always conduct the following activities at a site:

- o **Develop the mailing list.** The beginning of the list may be found in the appendices of the PPP. Additional names may be added by obtaining the names of owners of property contiguous to the site. This information usually can be obtained from the County Assessor's Office. Other names may be obtained from community organizations, environmental groups, or mailing lists of the local Health Department. The mailing list should be updated throughout the RI/FS process by adding the names of community members or other interested individuals who inquire about the site or attend community meetings. All site mailing lists must include the TSCP required mailing list (consult with the PPS to obtain the most current version; also refer to Appendix B). In addition, all mailings and printed announcements (i.e., fact sheets, display advertisements, meeting notices) should include a

EXECUTIVE BRANCH

TELEFAX TRANSMITTAL FORM  
STATE OF CALIFORNIA  
DEPARTMENT OF TOXIC SUBSTANCES CONTROL  
Region 4 - Long Beach  
245 West Broadway, Suite 350  
Long Beach, CA 90802  
(310) 590-4864 / (CALNET) 8-R35-4864

DATE: 5/14/93

NO. OF PAGES (Including Cover) 5

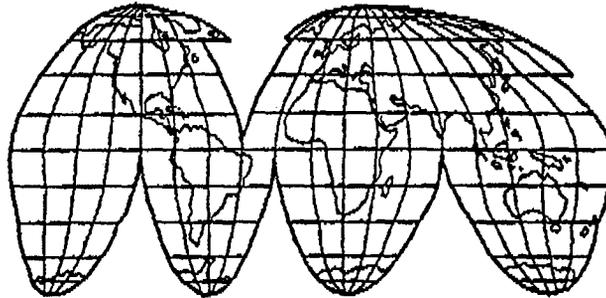
TO: Quora Rodriguez

CONTACT NO.: (310) 547-6291

FROM: Clive Best

CONTACT NO.: (310) 590-4949

- Executive Office
- Pollution Prevention
- Public Participation
- Public Information Office
- Site Mitigation Branch
- Hazardous Waste Management
- Facility Permitting Branch
- Surveillance & Enforcement Branch
- Administrative Support Branch



SUBJECT: Public Participation Plan (PPP)

COMMENTS: Quora - This is the criteria to be used for the PPP. Quora should have a copy of these pages. Comments to follow by May 25th.

URGENT/ HAND CARRY

PER YOUR REQUEST

CONFIDENTIAL

PLEASE COMMENT

INFORMATION

ORIGINAL WILL/WILL NOT FOLLOW

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Telefax No.: (310) 590-4936 or CALNET 8-635-4936

Confirmation No.: (310) 590-4864 or CALNET 8-635-4864  
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