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THE AVAILABILITY OF PUBLIC INFORMATION ABOUT INSTALLATION PROGRAM
ACTIVITIES FACT SHEET NSB KINGS BAY GA
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NSB KINGS BAY

The Availability of Public Information About Installation Program Activities *Fact Sheet*

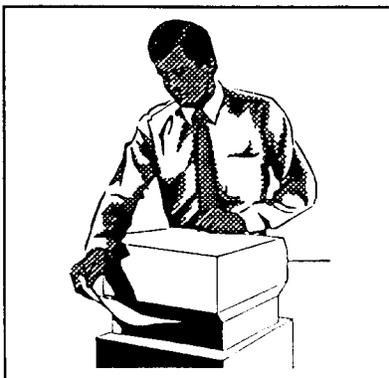
The Navy's Installation Restoration (IR) Program

The purpose of the Installation Restoration Program is to identify, assess, characterize, and cleanup or control contamination from past hazardous waste disposal operations and hazardous material spills at Navy and Marine Corps installations. The Navy has been actively engaged in environmental cleanup activities since 1980 and has taken an aggressive, proactive approach to solving the problems associated with its hazardous waste sites. Solving these problems requires a carefully coordinated, interdisciplinary approach and the Navy encourages citizens' participation in this effort, particularly when selecting the approach to cleaning up a hazardous waste site. This fact sheet discusses two features of the Navy's Community Relations Program: the information repository and the administrative record.

Information Repository

The information repository is a collection of documents about a site, including current site information, technical reports, specific site activities, and reference materials. The Navy establishes and maintains the information repository in the community during the site study phase of the Installation Restoration program through the end of the cleanup phase to provide the public with easily accessible information. Its purpose is to allow open and convenient public access to information about the site and to better inform the public of the IR Program process. The information repository is usually located in a local public building, such as a public health building, a public library, or in a municipal office. The items in the information repository are available for inspection and copying.

The information repository contains general information about the IR Program and other information of interest to the public, such as fact sheets, maps, technical reports,



newspaper articles, press releases, TAG forms, and other materials pertaining to the site. It also contains a special subsection of information called the administrative record.

Administrative Record (AR)

The Administrative Record is a specialized file of information that is normally placed in the information repository and is used to determine how the site will be cleaned up. The AR has two purposes: (1) to provide an opportunity for the public to be involved in determining how the site will be cleaned up, and (2) if the cleanup approach is ever challenged in court, the AR serves as the basis for judicial review.

Compilation of the AR file starts as soon as the site is investigated, and normally remains open through the signing of the Record of Decision (ROD) which is a document that finalizes the way the site will be cleaned up. Once the information repository and the AR are established, the Navy will publish a notice of availability of the AR in a major local newspaper. To avoid creating the perception that the AR is complete before the ROD is filed, all documents that are compiled prior to the ROD are referred to as the "administrative record file" (AR file), rather than the AR. After the ROD is finalized, referencing the "file" is no longer necessary.

Information Repository

At Submarine Naval Base, the Information Repository is being established and is expected to be available for public viewing in April 1994. The Information Repository will be available at:

**St. Marys Public Library
100 Herb Bauer Drive
St. Marys, Georgia 31558
Telephone: (912) 882-4800**

The Administrative Record contains technical reports and key technical and administrative guidance about site cleanup approaches and decisions. The Navy decides what information should be incorporated in the AR. Each AR file is indexed. This index identifies all documents that are included by reference and their locations. Documents in the AR may include:

- Preliminary Assessment report;
- Site Investigation report;
- The Remedial Investigation (RI)/Feasibility Study (FS) work plan, the RI report, and the FS report;
- RCRA Facility Assessment report;
- RCRA Facility Investigation report;
- Corrective Measures Study report;
- Validated sampling data, including chain of custody forms;
- Inspection reports and data summary sheets;
- Risk assessments, health and environmental assessments, health studies, and public health advisories;
- Technical studies performed for the site (e.g., a groundwater study);
- Data submitted by the public, including public comments;
- Transcripts of formal public meetings during the cleanup process;
- Responses to public comments on the selection of a response action;
- Responses to comments from the State or other Federal agencies;
- A signed copy of the Record of Decision;
- Administrative orders, consent decrees, notice letters, information request letters, subpoenas, responses, and all other enforcement documents;
- Documentation of State involvement, a statement of the State's position on the proposed plan, and a statement of opportunities to concur on the selected response action;
- The public notice placed in a local newspaper of general circulation of a formal comment period; and
- Index of documents in the record.

Other documents, as appropriate, may be included in the AR, such as:

- The Community Relations Plan;
- Newspaper articles showing general community awareness;
- Copies of documents sent to persons on the community relations mailing list;
- Availability of information and opportunities to comment; and

- Information generated during meetings and comments.

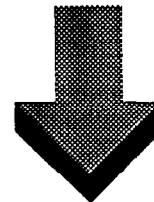
The Administrative Record is normally closed when the ROD is signed. On occasion, new information is received on site conditions or the technology selected, which requires the ROD to be amended or an explanation of significant differences to be written. These materials may be added to the AR file and kept in a post-decisional file.

On rare occasions when the ROD is amended, a public comment period and public meetings will be held. An explanation of the amended ROD and response to comments will be placed in the AR and information repository before the response action begins.

Additional documents pertaining to the site will be generated after the close of the AR. In that case, the following documents will be part of the information repository:

- Remedial Design/Remedial Action documents;
- Corrective Measures Implementation documents;
- Consent Decrees and Unilateral Administrative Orders; and
- Operation & Maintenance documents.

The information repository and the AR for this site is located at:



St. Marys Public Library
100 Herb Bauer Drive
St. Marys, Georgia 31558
Telephone: (912) 882-4800

Hours:
Monday, Wednesday, Friday: 10:00 - 5:00
Tuesday and Thursday: 10:00 - 8:00
Saturday: 10:00 - 12:00 noon
Sunday: CLOSED