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NAVSTA LONG BEACH  
SSIC #5090.3

28 October 1992

From: Andrea Muckerman  
To: Yi Hwa Kim  
Ken Masden

Subj: Community Relations Plan (CRP) and Quarterly Report

Encl: (1) Contractor's Proposal for CRP  
(2) CH2M HILL Memorandum dated 27 Oct 92  
(3) Draft Quarterly Report for DTSC

1. Please review enclosures (1) and (2) with your PAO. The CRP for both NAVSTA, LB and LBNSY are identical at this point. It may be advantageous to have one CRP for both activities and one PAO representative for both activities.

2. The items of community interviews and mailing list need to be decided upon. A meeting should be held with POCs for CRP activities to make these decisions and discuss details.

3. Enclosure (3) is the Draft Quarterly report for DTSC. Please chop and return to me by COB Wed November 4.

4. Thank you again for your time and energy in making the Long Beach Partnering Meeting a success. The feedback from all attendees was extremely positive. I will be forwarding the meeting minutes within the next week.

ANDREA MUCKERMAN

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To <i>Yi Hwa Kim</i>	From <i>Andrea Muckerman</i>	
Co.	Co.	
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- o The HSP will be prepared as a guideline for the contractor selected to implement the Work Plan and will therefore, not represent an implementable final document. For this reason, a draft-final will be submitted in place of the final (as required by the CTO).
- o The Draft-Final HSP will be bound with the Final RI/FS Work Plan and Final SAP in one 3-ring binder.

### 2.5 Task 5 (Work Element 221) - CRP

The purpose of the Community Relations Plan (CRP) is to document interests and concerns identified during community interviews and provide a detailed description of the community relations activities planned on the basis of these interviews.

A Draft and Final CRP will be prepared under this task. The Draft and Final CRPs will be comb-bound. As described in the CTO, 22 copies of the Draft CRP and 22 copies of the Final CRP will be distributed to the RPM and POC.

The following assumptions were used in preparing cost and schedule estimates for Task 5:

- o A Draft CRP will be prepared for NAVSTA Long Beach in close coordination with the POC, RPM, and applicable regulatory agencies in accordance with current U.S. Environmental Protection Agency (EPA), California Department of

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Toxic Substances Control (DTSC), and Navy guidance documents. The proposed outline for the Draft CRP is as follows:

- Overview of the CRP
  - Capsule site description
  - Community background
  - Highlights of the community relations program
  - Community relations activities and timing
  - Base closure process
  - Appendix A - Contact list of key community leaders and interested parties
  - Appendix B - Information repositories and meeting locations
  - Appendix C - Technical Review Committee
- o Development and input to the Draft CRP will be accomplished through discussions at the monthly project managers' meetings and scheduled to coincide with the attendance of the regulatory agencies at one meeting.
- o Two copies of the Draft CRP will be provided to the RPM and 20 copies to the POC, and regulatory agencies for review. The Draft CRP will be revised to incorporate POC, RPM, and regulatory agency comments. Two copies of the Final CRP will be provided to the RPM and 20 copies will be provided to the POC. No formal response to comments is assumed to be required. It is

assumed that comments not incorporated as submitted will be resolved during the monthly project management meetings.

- o Six meetings will be required for the purpose of scoping, developing, revising, and issuing the Draft CRP. It is assumed that the Jacobs Team project manager (or project administrator) and community relations task manager, RPM, and the POC will attend all meetings. One of these meetings is assumed to be attended by DTSC, the California Regional Water Quality Control Board (RWQCB), and other invitees as one of the monthly project managers' meetings. The proposed meetings are as follows:

- One full-day meeting at NAVSTA Long Beach to scope the Draft CRP and establish action items
- One half-day meeting at CH2M HILL's Santa Ana office to review information collected in response to action item assignments
- One half-day meeting at NAVSTA Long Beach to discuss information repositories and establish other participants for the community relations program and define their roles
- One half-day meeting at NAVSTA Long Beach to review the Draft CRP



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- One half-day project managers meeting at CH2M HILL's Santa Ana office to review the Draft CRP and discuss proposed community relations activities with DTSC and other invitees

- One half-day meeting at NAVSTA Long Beach to review the Final CRP

- o It is assumed that the Navy will conduct public interviews and provide appropriate results and responses for inclusion in the Final CRP.

#### **2.6 Task 6 (Work Element 170) - Public Relations Fact Sheet**

The purpose of the Fact Sheet is to present a brief report summarizing current or proposed RI/FS activities at NAVSTA Long Beach. The Fact Sheet is designed to help inform the public of the issues, status, and findings of response actions.

The Fact Sheet may present the following information:

- A brief background of the site
- The triggering event or legal justification for the remediation
- Sources of contamination
- A timetable for the proposed actions

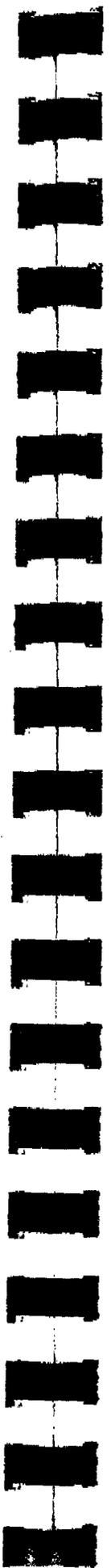
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- A description of the issues or problems associated with the site
- The RI/FS process
- Base closure process
- Maps of the base and sites under investigation
- A description of public participation opportunities during the remediation process
- The name, address, and phone number of NAVSTA Long Beach personnel who will provide additional information on request
- The location of information repositories where material is available to the public for review

The following assumptions were used in preparing cost and schedule estimates for Task 6:

- o One Fact Sheet will be produced for distribution to both the Navy-approved mailing list and at a public meeting. Two copies of the draft text and a hand-drawn layout of the Draft Fact Sheet will be provided to the RPM, POC, and regulatory agencies for review. The Draft Fact Sheet text will be revised to



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incorporate review comments, the final desktop-published camera-ready art will be produced and graphics will be added. After Navy review of the Final Fact Sheet, minor revisions will be made, the Final Fact Sheet will be reproduced, and 2 copies will be provided to the RPM and 100 copies to the POC.

- o Two half-day meetings are proposed to scope, develop, and coordinate production of the Fact Sheet. It is assumed that the Jacobs Team project manager (or project administrator) and community relations task manager, RPM, and NAVSTA Long Beach personnel will attend both meetings. The proposed meetings are as follows:
  - One half-day meeting at NAVSTA Long Beach to scope the Draft Fact Sheet and develop action items
  - One half-day meeting at CH2M HILL's Santa Ana office to review the Final Fact Sheet prior to reproduction
- o The completed Fact Sheet will be 6 pages, printed on 2-sides, and printed in 2-colors. Four half-tones (photographs) or graphics will be incorporated into the text. The actual number of copies of the Fact Sheet produced will be to the nearest 500 of the number of persons on the Navy-approved mailing list. For the purposes of this cost proposal, a total of 2,000 copies of the Fact Sheet is assumed.

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- o A mailing list will be compiled and maintained containing names and address of contacts and interested parties. Names and addresses of individuals will not be included in the CRP, but will be maintained as a separate computer data base using IBM-compatible database software.
- o The Navy will provide the names and address of interested individuals to be included in the mailing list.

**2.7 Task 7 (Work Element 213) - Public Meeting**

The purpose of a community relations public meeting is to discuss Navy IRP work performed at the NAVSTA Long Beach with base residents and the general public. The public meeting facilitates two-way communication between the Navy, regulatory agencies, and concerned citizens regarding the cleanup process, the role of the Navy and regulatory agencies, plans for the future, and opportunities for public participation.

The following assumptions were used in preparing cost and schedule estimates for Task 7:

- o It assumed that general planning, regulatory agency participation, and location selection for the public meeting can be accomplished during a monthly project managers' meeting. Additional coordination between the Jacobs Team project manager (or project administrator), community relations task manager, RPM, and POC will be accomplished by telephone.

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- o The community relations task manager will identify potential meeting locations and ensure that the selected location is properly prepared for the public meeting (i.e., scheduling, seating arrangement, audio visual equipment, sign-in tables, etc.).
  
- o The following hand-outs will be prepared and provided to the RPM and POC for approval prior to distribution at the public meeting:
  - Fact Sheet (see Work Element 170)
  - Contact list
  - Glossary of terms
  - Public participation opportunities
  - Location of information repositories

Information for the hand-outs will be developed for the CRP.

- o The public meeting is assumed to be 4 hours in duration.
  
- o A total of 150 copies of each handout will be reproduced and made available for distribution at the public meeting.

**MEMORANDUM****CH2MHILL**

**TO:** Bryant Wong  
**FROM:** Charles Flagg  
**DATE:** October 27, 1992  
**SUBJECT:** Community Relations Activities  
**PROJECT:** Naval Station and Naval Shipyard Long Beach

**Community Interviews**

The success of community relations planning depends on community interviews, which are face-to-face discussions with state and local officials, community leaders, media representatives, and interested citizens. The purpose of community interviews is to determine public concerns and learn how and when local residents want to be involved in site response actions. The information gathered during 15 to 25 community interviews provides the basis for the development of the site-specific community relations plan (CRP).

For Navy sites, generally community relations interviews are conducted by the lead agency with possible assistance of the Navy. This decision is exclusively made by the lead agency which may defer the community interviews to the Navy based on their ability to conduct the interviews (i.e., staff availability, schedule requirements, site location, etc.). Historically, CH2M HILL has both conducted portions of the interviews with the lead agency conducting remainder and, in a few cases, CH2M HILL has conducted all community interviews on behalf of the Navy at the request lead agency.

**Development and Maintenance of Mailing List**

As part of the CRP, lists of key community leaders and interested parties, information repositories and public meeting locations, and Technical Review Committee members are developed and maintained.

Aside from the CRP lists, an additional mailing list is developed and maintained from those interested citizens who request to receive information as a result of newspaper articles, public notices, fact sheet responses, etc. Individuals request information through the facility contact for the environmental program who in turn adds them to the mailing list. This list is kept confidential and is not published.

*Encl (2)*

**Quarterly Report for the  
Reporting Period: August 1992 - October 1992**

Submitted by Long Beach Naval Shipyard

**Description of Completed Work**

- o Met with Department of Toxic Substances Control (DTSC) on 4 August 1992 to discuss an extension for submitting RCRA Facility Investigation (RFI) Work Plans for Naval Station and Naval Shipyard Long Beach. Also initiated "partnering" team with DTSC.
- o Prepared and distributed meeting minutes for the 30 July 1992 Technical Review Committee (TRC) meeting. The meeting minutes also included a written reponse summary to questions posed at the TRC meeting by the meeting participants.
- o Received government comments on the Draft SI Reports for the Naval Station and Naval Shipyard and began incorporating comments for the Final SI Report.
- o Met with DTSC on 29 September 1992 to discuss historical aerial photographs and government comments on the Draft SI Reports.
- o Met with DTSC for team-building and discussion of RFI (RI/FS) Work Plan preparation schedule.

**Summary of Findings**

Not Applicable

**Approved Changes**

- o Submittal date for Draft RFI (RI/FS) Work Plans changed to 30 April 1993.

**Problems or Potential Problems Encountered**

None

GR1 (3)

**Projected Work for Next Reporting Period**

- o Begin preparation of Draft RFI (RI/FS) Work Plans.
- o Conduct two "partnering" meetings <sup>(in a series of nine)</sup> with DTSC for the development of the Site Management Plan (SMP) for Naval Complex Long Beach.
- o Submit Draft SMP.

**Schedule Status**

- o Based on the approved change mentioned above, the remedial process is on schedule.

DRAFT