

DEPARTMENT OF TOXIC SUBSTANCES CONTROL

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NSY LONG BEACH
SSIC #5090.3

August 14, 1992

Ms. Andrea Muckerman (Code 1823.AM)
Southwest Division, NAVFACENGCOM
1220 Pacific Highway
San Diego, California 92132

Dear Andrea:

LONG BEACH NAVAL SHIPYARD/NAVAL STATION LONG BEACH TRC FOLLOW-UP

This is to follow up on the July Technical Review Committee (TRC) Meeting for Long Beach Naval Shipyard/Naval Station Long Beach. The TRC seems to be off to a good start. In general, I feel that everything went well. The meeting was well attended, the facilities were comfortable, the presentations informative and provided the appropriate level of detail and the handouts were helpful and clear. I look forward to building on this good start to create a productive forum for local input into our site investigation and remediation process at the bases.

I wanted to take this opportunity to share some suggestions which I hope you will consider for future TRC meetings. As we discussed during the meeting, questions and answers should be allowed between each presentation because of the detailed, technical nature of the material being presented. It can be very frustrating to want clarification on a point made and have to hold the question for an hour or two. This also allows for interjection of other relevant information by TRC members during the course of the presentations. It has been my experience that this type of meeting structure will encourage discussion and input at the relevant moment and will result in a mutually-beneficial exchange of information. Of course, it is not my intent that the meeting become bogged down at any one point by this format. Questions should be limited to 10 minutes or so after each presentation and be focused on that topic. Questions about an issue which will be covered later during the meeting should be deferred until the appropriate time on the agenda. Extended discussion on the preceding segment should be postponed until after the other presentations are completed unless the discussion is felt to be more important than the remaining agenda items. The meeting facilitator should use their discretion in managing the discussion portions of the meeting.

One other way to keep the question and answer sessions from becoming bogged down is to hold remedial project manager meetings prior to the TRC. This has proven very effective at other bases.



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Whenever presenting complex information, it is important to step back and present the big picture before plunging into the details. This is something we commonly forget to do when closely involved with an issue. At the next TRC meeting I think it would be very helpful to explain the overall site investigation and cleanup process including risk assessment, public participation, operable units, interim remedial actions, funding and other aspects which the TRC will be exposed to during the course of the project. An overview of the roles of Southwest Div, regulatory agencies, contractors, etc could also be provided. This information will provide the group with the context necessary to understand the reasons for the technical information being presented and project objectives. In addition, you may want to consider showing slides of the sites or offering a site tour at the meeting.

As for the timing of the meetings, we have found that it is best to schedule them quarterly to ensure they are held on a regular basis. There is usually plenty to cover. On the few occasions when there is nothing new, then it may be appropriate to cancel. However, with all the general information we need to share with the TRC I think there is a real need to hold a meeting this fall. In fact, I think we would be hard-pressed to cover the process, schedule and other intricacies of the project along with a major workplan in January.

Finally, could you please send us a copy of the meeting sign-in sheet so that we can provide the meeting participants with our comments on the documents under review. Also, you may want to call some of the local organizations that did not respond to the TRC invitation to make sure that they are not interested in participating before dropping their names from the TRC mailing list. (Their names should be added to the general project mailing list so that they, at least, receive basic project updates.)

Once again, thanks for getting the committee off to a great start. Please give me a call (310)590-4991 if you would like to discuss any of my comments in greater detail.

Sincerely,



Kristin S. Andersen
Public Participation Specialist

cc: See next page

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