

# WARNING

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- COMMAND INTERNAL RULES AND PRACTICES
- COMMERCIAL TRADE SECRETS OR CONFIDENTIAL COMMERCIAL INFORMATION
- DRAWINGS OF MILITARY STRUCTURES / BUILDINGS OR FEDERAL BUILDINGS
- STREET LEVEL MAP(S) OF MILITARY INSTALLATIONS OR FEDERAL BUILDINGS
- GEOLOGICAL / GEOPHYSICAL INFORMATION / DATA CONCERNING WELLS

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N30519\_000064  
NFD POINT MOLATE  
SSIC NO. 5090.3

# Privacy Act Data Cover Sheet

To be used on  
all documents  
containing personal  
information

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# Privacy Act Data Cover Sheet

5090  
Ser 1842.2/5183  
14 Sep 1995

**From:** Commanding Officer, Engineering Field Activity West, Naval Facilities  
Engineering Command

**To:** Distribution

**Subj:** INSTALLATION RESTORATION PROGRAM (IRP), NAVAL FUEL DEPOT,  
POINT MOLATE (NFDPM), CA

**Encl:** (1) PRC letter dated September 6, 1995, re: Community Relations Associated  
with Environmental Restoration at Naval Fuel Depot (NFD) Point Molate

1. Enclosure (1) was distributed to the attendees of the NFD Point Molate RPM meeting held on 11 September 1995. FISCO and DTSC Public Relations were hand-delivered and mailed copies respectively.
2. Please review the Community Relations activities addressed in the letter and send any comments to me by 30 September 1995. The next task for the Community Relations efforts will be establishing the Information Repositories and Administrative Records. The appropriate agencies will be contacted in the near future to begin this process.
3. If you have any questions, call me at (415) 244-2552.

**Original signed by:**

DEAN SAKAKIHARA

By direction

Copy to (w/o encl):

California Regional Water Quality Control Board (Attn: Gina Kathuria)  
California Department of Toxic Substances Control (Attn: Randy Adams)  
California Department of Toxic Substances Control (Attn: Susan Jun)  
Fleet Industrial Supply Center, Oakland (Attn: R. Hegarty, Code 714)  
Fleet Industrial Supply Center, Oakland (Attn: Jo Avalos)  
Naval Fuel Depot Point Molate (Attn: W. Lewis/R. Nelson)  
PRC Environmental Management, Inc. (Attn: J. Reichmuth)

**Blind copy to:**

184, 1842, 1842.2 (w/o encl)

Code 60C Mark Bonino (1 copy)

09CNB (1 copy)

Admin record (3 copies)

Chron, pink, green

File: NFD Point Molate



September 6, 1995

Mr. Dean Sakakihara  
Department of the Navy  
Engineering Field Activity West  
Naval Facilities Engineering Command  
900 Commodore Way, Building 206  
San Bruno, California 94006-2402

CLEAN Contract Number N62474-88-D-5086  
Contract Task Order (CTO) 0248

**Subject: Community Relations Associated with Environmental Restoration at Naval Fuel Depot (NFD) Point Molate**

Dear Mr. Sakakihara:

This letter overviews activities and a revised schedule for upcoming community relations efforts for NFD Point Molate and for establishing a Restoration Advisory Board (RAB). These activities will be conducted in partial fulfillment of the requirements in Modification 04 to CTO 0248.

The schedule has been revised for two reasons. First, the regulatory agencies took more than 60 days to comment on the draft community relation plan (CRP). Second, the final CRP submittal was delayed at your request until the base realignment and closure issue was resolved. The schedule in this letter replaces the schedule in a letter to you dated April 4, 1995.

This letter addresses the following activities:

- Establishing the information repositories and an extraction trench administrative record
- Developing a RAB application and cover letter, RAB newspaper advertisement, and RAB fact sheet

The Navy should establish information repositories identified during PRC Environmental Management, Inc.'s (PRC's) community interviews last March. PRC received verbal approval to locate repositories at the Richmond Public Library (two branches) and at Richmond City Hall. Attachment 1 lists the locations and business hours of the information repositories. PRC recommends the Navy establish these repositories by September 30, 1995 (see schedule below).

Attachment 1 also contains the Checklist for Administrative Record Compilation: Remedial Actions. This lists technical reports and other pertinent information on Installation Restoration Program (IRP) activities that could be included in the repositories and administrative record.

Mr. Sakakihara  
September 6, 1995  
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The Navy must decide what materials will be placed in the administrative record. The administrative record is a requirement of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).

Usually, the administrative record is merely a list of documents such as technical and action memoranda. The repository itself contains final versions of these and other documents, including the CRP, responses to comments, as so on. At the Navy's request, PRC will prepare the documents for the repositories.

Joint U.S. Environmental Protection Agency and Department of Defense (DoD) Policy recommends formation of a RAB for all DoD sites as a community involvement element during environmental investigations and cleanups. Attachment 2 contains the draft RAB application and cover letter, RAB newspaper advertisement, and RAB fact sheet. While the Navy may not be prepared at this time to establish the RAB, we should finalize these materials so they are ready at the appropriate time.

Please review and comment on these materials by September 30, 1995. Also, please forward review copies to the Navy personnel, regulators, and community leaders who commented on the CRP, which was finalized July 28, 1995.

PRC support of RAB establishment will include the following activities:

- Develop a RAB application and cover letter, RAB newspaper advertisement and RAB Fact Sheet
- Advertise the availability of the application
- Mail applications to candidates
- Organize a selection panel
- Assist the Navy in screening and nominating applicants
- Assist the Navy in setting up the first RAB meeting

The Navy may wish to consider a brief news release announcing the formation of the RAB. RAB establishment will be an interactive process involving NFD Point Molate, PRC project personnel, regulatory personnel, and interested community organizations and individuals. These stakeholders will comprise the RAB selection panel.

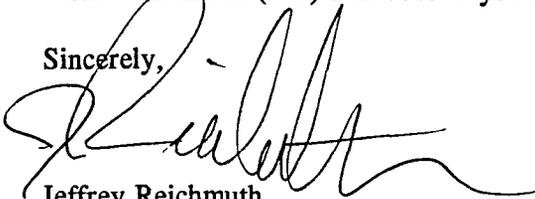
The proposed schedule for continued community relations activities is as follows:

Mr. Sakakihara  
September 6, 1995  
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Activity	Date
Establish Information Repositories and Administrative Record	September 30, 1995
Finalize RAB Application and Cover Letter, RAB Newspaper Advertisement, and RAB Fact Sheet	October 20, 1995
Mail application package to individuals who expressed interest in RAB during community interviews	October 27, 1995
Advertise availability of application to general public	October 27, 1995
Assist the Navy in screening and nominating applicants; organize a selection panel	December 15, 1995 to January 19, 1996
Establish RAB	January 2, 1996
Assist the Navy in setting up the first RAB meeting	TBD

Please call me at (303) 312-8883 if you have any questions or comments regarding this general plan.

Sincerely,



Jeffrey Reichmuth  
Project Manager

JR:jem

cc: Butch Fries, PRC  
Chris Pytel, PRC  
David West, PRC

**ATTACHMENT 1**

**LIST OF REPORTS AND OTHER INFORMATION TO BE INCLUDED IN INFORMATION  
REPOSITORIES AND ADMINISTRATIVE RECORD  
INCLUDING SUGGESTED LOCATIONS  
FOR REPOSITORIES**

# Checklist for Administrative Record Compilation: Remedial Actions

RI/FS Activities	Documents	Include in AR	Reference
<ul style="list-style-type: none"> <li>▸ Preliminary assessment and site investigation</li> </ul>	Preliminary assessment report (PA)		
	Site investigation (SI) sampling plan		
	SI sampling data		
	SI quality assurance project plan (QAPP)		
	SI report		
	Inspection reports		
	Remedial investigation (RI) sampling plan		
<ul style="list-style-type: none"> <li>▸ RI/FS work plan approved</li> <li>▸ RI started</li> <li>▸ FS started</li> </ul>	Final RI work plan and any amendments		
	Final Feasibility study (FS) work plan and any amendments		
	RI chain of custody forms		
	RI quality assurance project plan (QAPP)		
	RI sampling data		
	Fact sheet or summary information on the remedial action alternatives		
	Data summary sheets		
	RI report (final)		
	FS report (final)		
	RI/FS available for public comment (if different from final)		
<ul style="list-style-type: none"> <li>▸ RI completed</li> <li>▸ FS completed</li> </ul>	Technical studies performed for the site		
	Guidance documents and technical literature		
	Memos on site-specific or issue-specific policy decisions		
	Endangerment assessment/risk assessment		
	ATSDR health assessment		
	Letter to State requesting identification of ARARs		
	Response from State identifying ARARs		
	Notices to States		
	State comments on the final draft RI/FS		
	Community relations plan		
	Proposed plan		
	Public notice of AR availability		

Place record at site

Update

# Checklist for Administrative Record Compilation: Remedial Actions (continued)

RI/FS Activities	Documents	Include in AR	Reference	
<ul style="list-style-type: none"> <li>▸ <i>Public meeting held</i></li> </ul>	Notices of public meetings and of opportunity to comment			
	Documentation and transcripts of meetings			
	Written comments on selected remedy submitted by the public and the PRPs			
	Factual information submitted by the public and the PRPs			
	Documentation of substantive oral comments on selected remedy			
	State concurrence, nonconcurrence, or comments on the proposed plan and responses to comments			
	Other Federal agency documents (Army Corps of Engineers, Department of the Interior, etc.)			
	Congressional correspondence			
	<ul style="list-style-type: none"> <li>▸ <i>Close of public comment period</i></li> <li>▸ <i>Record of decision issued</i></li> </ul>	Responses to comments (responsiveness summary)		
		Record of decision		
Enforcement documents:				
Notice letters to PRPs				
Responses to notice letters with relevant factual information				
Section 104(e) information request letters and subpoenas				
Responses to Section 104(e) request letters and subpoenas				
Affidavits				
Administrative orders				
Consent decrees				
Other:				

Update

# ○ Checklist for Administrative Record Compilation: Removal Actions

Documents	Include in AR	Reference
Preliminary assessment report		
Site investigation report		
EE/CA approval memo		
Sampling plan		
Sampling data and data summary sheets		
Chain of custody forms		
Site logs		
Inspection reports		
Technical studies and treatability studies		
Endangerment/risk assessment documents		
Factual information from the public/PRPs		
Site- or issue-specific policy memos		
Guidance documents		
Technical literature		
Community relations plan		
Public notices of AR availability		
EE/CA (for non-time-critical removals)		
Public notices of meetings and opportunities to comment		
Documentation of public meetings		
Public comments (including PRPs)		
Interagency agreements		
State and Federal agency comments		
ATSDR health assessments and other health studies		
Congressional correspondence		
Responses to significant comments		
Documentation of state involvement		
Documentation of compliance with ARARs		
Pollution reports		
Action memos and amendments		
Closeout documents		

*For non-time-critical, AR is placed at site when EE/CA is made available to the public.*

*For time-critical, AR is placed at site within 60 days of when removal activities are initiated.*

*For emergency (30 days or less), AR may be made available only at the Regional location.*

# Checklist for Administrative Record Compilation: Removal Actions (continued)

Documents	Include in AR	Reference
<b>Enforcement documents:</b> *Include only if relevant to the selection of removal action		
Notice letters to PRPs		
Responses to notice letters with relevant factual information		
Section 104(e) information request letters and subpoenas		
Responses to Section 104(e) request letters and subpoenas		
Affidavits*		
Administrative orders*		
Consent decrees*		
Other:		

**Comments:** \_\_\_\_\_

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**Information Repositories**

**Richmond Public Library**  
325 Civic Center Plaza  
Richmond, California 94804

(510) 620-6561

Hours of Operation :  
Monday-Wednesday: 10 a.m. - 8 p.m.  
Thursday-Saturday: 10 a.m. - 6 p.m.  
Sunday: 1 p.m. - 5 p.m.

**Richmond Public Library**  
**Bayview Branch**  
5100 Hartnett Avenue  
Richmond, California 94804

(510) 620-6566

Hours of Operation :  
Monday-Tuesday: 2 p.m. - 7 p.m.  
Wednesday-Thursday: 10:30 a.m. - 5 p.m.  
Friday: 2 p.m. - 5 p.m.

**Richmond City Hall**  
2600 Barrett Avenue  
Richmond, California 94804

(510) 620-6542

Hours of Operation :  
Monday-Friday: 8:30 a.m. - 5 p.m.

**ATTACHMENT 2**

**RAB APPLICATION AND COVER LETTER, RAB NEWSPAPER ADVERTISEMENT,  
RAB FACT SHEET, AND  
LIST OF POTENTIAL RAB MEMBERS**

August 17, 1995

Dear Neighbor:

Naval Fuel Depot Point Molate, located in Richmond, California, is announcing the establishment of a Restoration Advisory Board (RAB) for environmental cleanup. The RAB will be composed of members of the local community as well as representatives of the Department of Defense (DOD), the California Department of Toxic Substances Control, the Regional Water Quality Control Board, and other regulatory and civic agencies. The RAB is intended to bring together the general public to reflect the community's diverse interests. A fact sheet about the RAB is enclosed. Please note that you may attend RAB meetings even if you do not elect to become a member.

In an effort to encourage the widest participation, applications for RAB membership and the RAB community co-chair are now being accepted. As a community member, you need not have any special skills or qualifications. The attached application provides membership details. A RAB introductory meeting for the public will be held at \_\_\_\_\_  
\_\_\_\_\_. A fact sheet about our cleanup program is also enclosed.

I am personally committed to assisting in the establishment of the RAB. Community input is paramount in the process of base cleanup. I encourage you to apply for membership to our RAB committee and pass this information along to any organization or individuals that may be interested in our cleanup program.

Sincerely,

Lt. Commander Roger Bailey  
Fleet and Industrial Supply Center, Oakland

Enclosures:

RAB fact sheet  
Application for RAB membership  
Environmental fact sheet

# RESTORATION ADVISORY BOARD MEMBERSHIP APPLICATION

## Conditions for Membership:

Restoration Advisory Board (RAB) members are expected to serve a term of 2 years and attend all RAB meetings or designate an alternate. Members who miss two or more consecutive meetings may be asked to resign. Duties and responsibilities will include reviewing and commenting on technical documents and activities associated with the environmental restoration at Naval Fuel Depot Point Molate, Richmond, California. Members will be expected to be available to community members and groups to facilitate the exchange of information and concerns between the community and the RAB.

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Name: \_\_\_\_\_

Address: \_\_\_\_\_  
                    Street                    Apt. #                    City, State, Zip

Phone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
                    Daytime                    Home

1. Briefly state why you would like to be considered for membership on the Restoration Advisory Board:

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2. What has been your experience working as a member of a diverse group with common goals?

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3. Which of the follow apply to you as an individual?

- |   |   |
|---|---|
| <input type="checkbox"/> Local resident/community           | <input type="checkbox"/> Local homeowner association              |
| <input type="checkbox"/> Business community                 | <input type="checkbox"/> Regulatory agency employee               |
| <input type="checkbox"/> Local/regional environmental group | <input type="checkbox"/> Medical community                        |
| <input type="checkbox"/> Civic/public interest organization | <input type="checkbox"/> School district committee representative |
| <input type="checkbox"/> Religious community                | <input type="checkbox"/> Native American                          |
| <input type="checkbox"/> Labor organization                 | <input type="checkbox"/> Local government                         |
| <input type="checkbox"/> Labor organization                 | <input type="checkbox"/> Other                                    |

Please describe:

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4. If applicable, please state the names of any organizations you are associated with (optional):

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5. Please indicate if you are interested in being considered for the community co-chair position on the RAB by checking the box below:

Yes. I would like to be considered.

6. Are you willing to serve as a member of this RAB for 2 years?

Yes. I am willing to serve as requested.

7. By submitting this signed application, you are aware that RAB membership requires regular participation and a commitment of time.

8. By submitting this signed application, you willingly agree to work cooperatively with other members of the committee to ensure efficient use of time for addressing community issues related to environmental restoration of Naval Fuel Depot Point Molate.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Please return your completed application by folding in two, sealing, and sending to:

Mr. Dean Sakakihara, Remedial Project Manager  
Engineering Field Activity West, Code 18422  
Naval Facilities Engineering Command  
900 Commodore Way, Building 206  
San Bruno, California 94066-2802



# Naval Fuel Depot Point Molate Restoration Advisory Board

Community Involvement in the Environmental Cleanup at Richmond, California

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## Background

As a part of the Navy's Installation Restoration Program, Naval Fuel Depot (NFD) Point Molate is starting a Restoration Advisory Board (RAB). The RAB will provide an opportunity for you to become involved in the environmental cleanup at the depot.

The board will consist of representatives from:

- Community
- Navy
- California Environmental Protection Agency (CAL EPA), and other regulatory and civic agencies.

To ensure that your voice is heard, the RAB will be cochaired by a community member and a Navy representative. The community cochair will be chosen by a majority vote of the RAB community members.

## What is the purpose of the Restoration Advisory Board (RAB)?

The purpose of the RAB is to bring together community members who reflect the diverse interests within the local area. The group will allow early and continued two-way exchange of information between the community and NFD Point Molate.

Although the RAB will not make decisions on the environmental cleanup, RAB members will provide valuable input to the Navy and CAL EPA. The information, suggestions, and advice coming from the RAB meetings will be carefully considered when decisions on cleanup activities are made.

## What are the RAB Membership Requirements?

- Members will review various environmental documents and reports on cleanup at the base.
- Members will be expected to communicate with local community members and interest groups concerned with specific base cleanup

issues. Members will present those concerns to the RAB, and report feedback from the RAB to the community.

- Members must be willing to serve a 2-year term and attend all meetings, or provide an alternate during that term.

Priority for RAB membership will be given to individual community members or representatives of organizations that live in or serve the community affected by the environmental cleanup at NFD Point Molate, or whose daily work is affected by the cleanup.

## How do I apply? Where can I get more info?

If you are interested in being considered, you may complete a RAB membership application form available by contacting Mr. Dean Sakakihara at the address listed below.

Even if you don't become a RAB member, you can still learn more about the cleanup activities at the base by:

- Attending the RAB meetings, which will be open to the public;
- Visiting the information repository at the Richmond Public Library; or
- Including your name on the bases' environmental mailing list.

For further information and details, please call or write to:

Mr. Dean Sakakihara  
Engineering Field Activity West  
Naval Facilities Engineering Command  
900 Commodore Way Building 206  
San Bruno, California 94066-2402  
(415) 244-2552  
(415) 244-2553 (fax)

## RAB List

Ms. Lucretia Edwards  
277 Bishop Ave.  
Pt. Richmond, California 94801

Mr. Henry Clark  
West County Toxics Coalition  
1019 MacDonald Ave.  
Richmond, California 94801

Mr. David MacDairmid  
Present, Pt. Richmond Neighborhood Council  
150 E. Scenic Ave.  
Pt. Richmond, California 94801

Ms. Jean Siri  
1015 Leneve Place  
El Cerrito, California 94530

Mr. Ralph Hill  
2522 Tamaipais Ave.  
El Cerrito, California 94530

Mr. Donald Hardison  
1415 Vista Road  
El Cerrito, California 94530

Ms. Lois Boyle  
3820-D San Pablo Dam Road  
El Sobrante, California 94803

Mayor Rosemary Corbin  
2600 Barrett Ave.  
Richmond, California 94804

Councilwoman LaVonne Niccolls  
2600 Barrett Ave.  
Richmond, California 94804

Ms. Barbara Obele  
Richmond Chamber of Commerce  
3925 MacDonald Ave.  
Richmond, California 94805

William A. Lewis  
Deputy Director, Fuel Department  
Naval Supply Center Oakland  
Pt. Molate Site  
Code 700A

Richmond, California 94801-4098

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1737 Santa Clara Street  
Richmond, California 94804

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Central Engineering, Inc.  
3817 San Pablo Dam Road # 629  
El Sobrante, California 94803

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Assistant to Program Manager  
Office of Small Business Development  
Materiel Management  
6701 San Pablo Avenue Suite 218G  
Oakland, California 94608

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Community and Economic Development  
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841 Chevron Way  
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Planning Director  
City of Richmond  
Planning Department  
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City Hall, Second Floor  
Richmond, California 94804