

Community Relations Plan
for
Installation Restoration Program
Indian Head Division
Naval Surface Warfare Center
Indian Head, Maryland



October 1997

NAVSEASYSKOM



ENCLOSURE(4)



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INDIAN HEAD DIVISION, NAVAL SURFACE WARFARE CENTER

COMMUNITY RELATIONS PLAN

Update Number 2
October 1997

This update to the Community Relations Plan replaces the 1 May 1995 plan. There are numerous minor changes to the plan such as grammatical corrections but the major changes include:

- In Section 2.2, History, updated the background history of IHDIV-NSWC to include recent environment awards.
- In Section 2.3, Regulatory and Environmental History, updated the current site status.
- In Section 6.0, Community Relations Activities To Date, updated the community relations activity schedule.
- Removed the Installation Restoration Site Fact Sheet from the Community Relations Plan. The Fact Sheets are now located in the Site Management Plan.
- In Appendix B, List of Contacts & Interested Parties, updated the list.
- In Appendix D, Restoration Advisory Board Fact Sheets, inserted the most recent fact sheets.



1.0 INTRODUCTION

The Indian Head Division, Naval Surface Warfare Center (IHDIV-NSWC) has always been committed to ensuring that Indian Head is a safe and healthy place to work and live. In 1981, although not required by Federal law, the Navy began its own cleanup campaign to restore sites impacted by past operations to their original condition. This Community Relations Plan (CRP) presents the public involvement program for the ongoing Installation Restoration (IR) Program studies at IHDIV-NSWC, Indian Head, Maryland. The CRP is designed to create and foster an understanding of the community's perspective of the IR Program and to keep the community involved and informed of the progress in the IR Program. The objective of the IR Program is to identify, assess, characterize, and cleanup or control contamination from past waste disposal operations and material spills at Navy and Marine Corps activities.

The CRP has three objectives:

- To set up channels for communicating information to the public.
- To provide opportunities for citizens to express their concerns.
- To solicit input from the public.

The CRP identifies mechanisms to facilitate the communication of necessary technical information and concerns between IHDIV-NSWC and the public in an effort to help the community fully understand the progress and results of the investigation and future cleanup. The CRP is designed to support technical progress in the IR Program while providing a mechanism to meet the needs and concerns of the community. Because of this, the CRP is a dynamic document that is periodically reviewed and revised.

The CRP outlines the objectives of community relations activities and presents the techniques used to meet those objectives. This section is the introduction to the remainder of the CRP. A background of IHDIV-NSWC is included in Section 2. The community relations history is included in Section 3. Section 4 details issues and concerns voiced by the community. Community relations objectives, techniques used to meet those objectives, and implementation of these objectives are provided in Section 5. Community relations activities to date are included in Section 6. Appendix A contains a list of acronyms and abbreviations, Appendix B is a list of contacts and interested parties, Appendix C contains a sample community interview questionnaire, and Appendix D contains the Restoration Advisory Board (RAB) and RAB Membership Fact Sheets.



2.0 SITE BACKGROUND

2.1 OVERVIEW

The IHDIV-NSWC is a military facility located in northwestern Charles County, Maryland; 25 miles southwest of Washington, D.C. The main facility occupies approximately 2,500 acres on the Cornwallis Neck Peninsula. It is bounded by the Potomac River to the northwest, west, and south, Mattawoman Creek to the south and east, and the town of Indian Head to the northeast (see Figure 2-1).

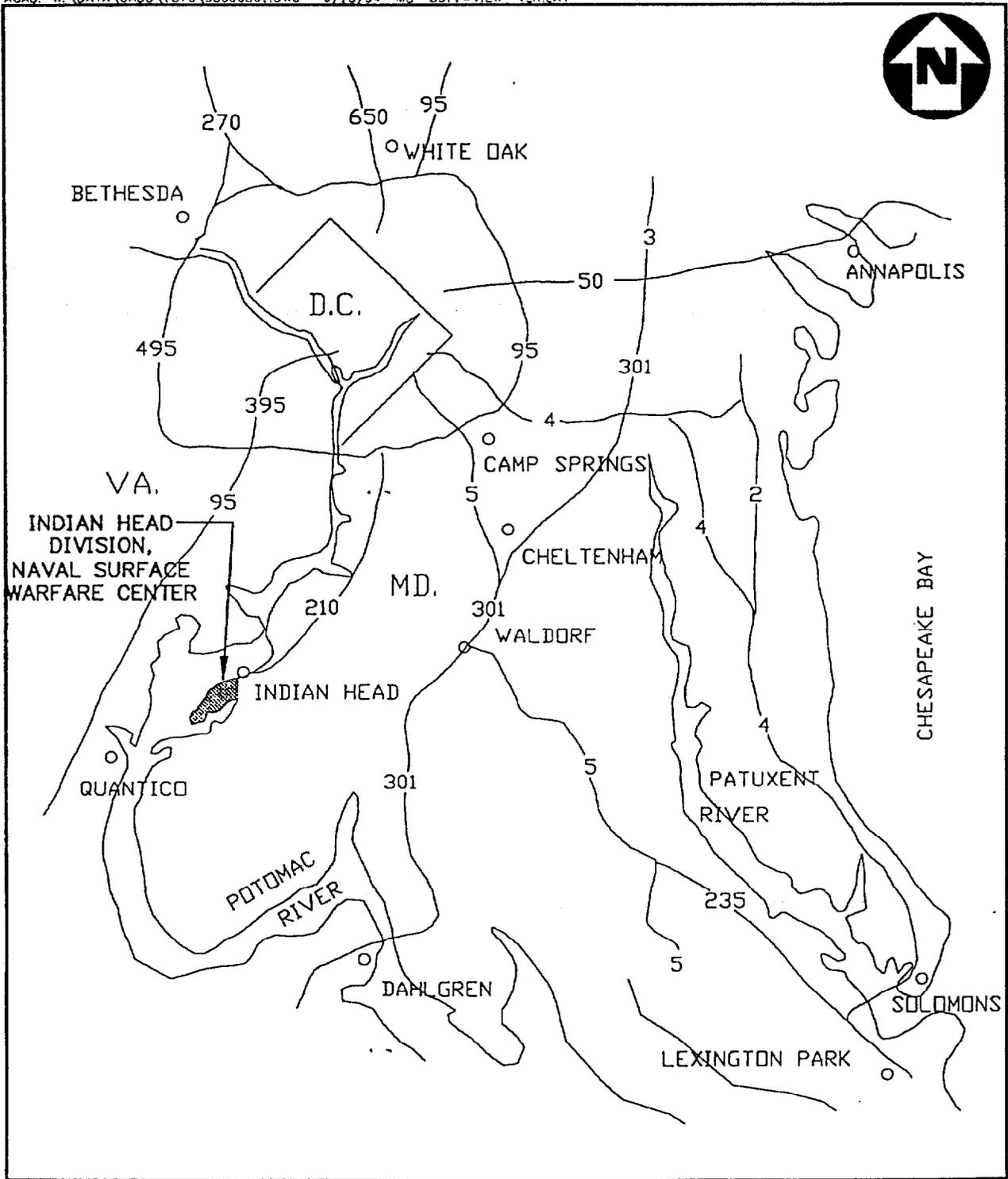
The mission of IHDIV-NSWC is as follows:

- Provide primary technical capability in Energetics for all warfare centers through engineering, fleet and operational support; manufacturing technology, limited production, industrial base support, and secondary technical capability through research, development, test and evaluation for energetic materials, ordnance devices and components, and related ordnance engineering standards to include chemicals, propellants and their propulsion systems, explosives, pyrotechnics, warheads, and simulators.
- Provide support including special weapons support, explosive safety and ordnance environmental support to all Warfare Centers, military departments, and the ordnance industry.
- Execute other responsibilities as assigned by Commander, Naval Surface Warfare Center.

2.2 HISTORY

The IHDIV-NSWC was established in 1890 on a 659-acre tract known totally as Cornwallis Neck. Within 1 year, an additional purchase of 222.75 acres, known as Mount Pleasant Farm, was made. The Stump Neck Annex properties, 1,084 acres known as 'Mason's Enlargement, were purchased in 1901. Presently, the Division sits on approximately 2,500 acres, not including Stump Neck Annex.

The U.S. Naval Proving Ground was the Division's predecessor whose function was to proof all Navy guns. The history of the division began in 1890 when all proofing activities were moved to the remote, rural locality of Indian Head.



VICINITY MAP
INDIAN HEAD DIVISION NSWC
NOT TO SCALE

FIGURE 2-1





Assigned the task of building this new proving ground for the Navy was young Ensign Robert Brooke Dashiell, USN. Though his stay in the area was brief, he contributed a unique resolve, determination, and farsightedness in designing and building a modern gun-proofing facility.

At the turn of the century, progress and developments in the scientific and engineering fields were mirrored in the changes occurring at the Division. Gun proofing was the Division's primary mission, but it was the research and manufacturing of smokeless powder which initially earned this facility its cornerstone in history. With the foresight and intelligence of chief chemist Dr. George W. Patterson and chemist Dr. Walter W. Farnum, the Division burgeoned into a key developer and supplier of smokeless powder and the high explosive ammonium picrate.

Major changes occurred when America's participation in World War I ushered in a flood of additional work. During this period, the Naval Proving Ground established extensive propellant manufacturing, experimental programs, and test programs. In 1918, the Division was enlarged by the purchase of 1,160 acres of adjacent land, and a 13.8 mile railroad spur was laid from the Naval Proving Ground to the Pennsylvania Railroad junction at White Plains, Maryland.

During the early 1900's, when powder factory buildings were under construction, the Division was commanded by Lieutenant Joseph Strauss, later Chief of the Bureau of Ordnance. World War I would benefit from his leadership as Rear Admiral Strauss. Shortly after the war, the Division was active in the development and manufacturing of flashless gun powder. During this period, it was under the command of Captain Harold R. Stark, later Admiral Stark, Chief of Naval Operations.

The proofing of all Navy guns continued until 1921, when this function was moved to a Division-administered detachment at Dahlgren, Virginia. This change occurred because the hazards of increased traffic on the Potomac made it difficult to get a clear period when the safety limits of the station were not exceeded. That same year, the Division was renamed the Naval Powder Factory, a title more descriptive of its main functions. In 1932, Dahlgren became a separate and independent facility.

For a brief period in the early 1920's, the Division was the home of Dr. Robert H. Goddard, a pioneer in modern rocket development. He spent three productive years doing primary work on rockets and rocket propulsion. The Division was also the site of work done by a group known as the National Defense Research Committee (NDRC), Section H, which developed the bazooka at the Division for use by the Army's infantry in the 1940's.



World War II brought a resurgence of activity to the Naval Powder Factory. Never before had this facility produced so much smokeless, flashless, and reworked gun powder, and Explosive "D" (ammonium picrate). New facilities were built and new products manufactured. Fundamental research in rocketry and rocket propellant grains for bombardment rockets, bazookas, and air-to-ground anti-tank weapons began in 1940. A new Explosive "D" plant was completed in 1942, and the extrusion plant with a new double-base product line began operations in 1943.

Time and again during the war, the Naval Powder Factory was honored by the Secretary of the Navy with the Navy's "E" Pennant for Excellence in the production of naval ordnance. A message from the Chief of the Bureau of Ordnance dated November 6, 1945, reads, in part, "In the production of propellant powders and explosives, the efforts and results of the Powder Factory have met the requirements beyond expectation. For this excellent four-year performance the Bureau expresses its sincere appreciation."

Technological changes took place with the construction of a pilot plant facility in 1949. Named in honor of Dr. George W. Patterson, the Division's first powder expert and chief chemist, the Patterson Pilot Plant was responsible for the research and development of solid propellants for new rockets and guided missiles. Over the years, the Division has been responsible for many of the propulsion programs leading to the Standard Anti-Radiation Missile (ARM), Sidewinder, Anti-Submarine Rocket (ASROC), and ZUNI rocket.

The emergency of the Korean conflict contributed to advancing the Division's efforts in gun propellant research and production. Four additional manufacturing plants for nitroglycerin, cast propellants, cordite, and nitroguanidine were constructed. Again, a name change was instituted to more correctly identify it with its new mission in rocket and gun propellant development and production. In 1958, the Division became known as the Naval Propellant Plant. One of the highlights of the 1950's was the important production and testing work that was done at the Division for the propulsion system of the Polaris missile.

By the early 1960's, the Division had an underwater weapons program that had developed a new liquid monopropellant, OTTO Fuel II, for the Mark 46, Mod 1, and Mark 48 torpedoes. By 1961, an on-line computer facility for ballistic evaluation had been completed. It had also produced the X-259 second-stage motor for the Athena rocket, the X-248 third-stage motor for the Scout missile, and had developed inert diluent and pneumatic mixing processes.

In 1966, the Division's name was changed to the Naval Ordnance Station. During the 1960's, its technical director, Joe L. Browning, foresaw the need for further expansion in engineering areas. No longer should the Division be limited to production work as its major function. A focus toward engineering offered an opportunity for further growth in the capabilities of both its personnel and in its facilities. As a result of



Mr. Browning's diligent efforts and sagacity, the Naval Ordnance Station quickly evolved into an important engineering facility for propulsion systems.

In recent years, the Division has developed unique technical expertise in the areas of electronic missile simulators and air-crew escape propulsion systems. It benefits from having a wide cross section of rocket propulsion processing and engineering expertise.

A resulting product line is the station's cartridge-actuated device (CAD)/propellant-actuated device (PAD) program. These devices provide the various energy sources to perform the many functions required to eject and parachute air crews to safe recovery. They also provide the energy for a myriad of other functions such as stores release, cable cutting, inflation, etc. The Division is the Department of Defense (DOD) manager for CADs and PADs. The CAD/PAD program is designed to eliminate duplication of effort within DOD.

In 1992, the Division became a part of the newly-formed Naval Surface Warfare Center. As a result of the Base Realignment and Closure (BRAC) 1993 decision, the Indian Head Division was established as the Navy's single-site, full-spectrum energetics center with the transfer of the Navy's principal Research, Development, Test, and Evaluation (RDT&E) capability for explosives, components, and warheads technology from the White Oak Division to the Indian Head Division. Its role is to provide expertise in the field of "energetics" not only to the other members of the Center, but also to the other Warfare Centers established in the underwater and air warfare areas. Today, the Indian Head Division is the only facility able to synthesize propellants and explosives from test tube to full-scale production. The outcome of this engineering work is a complete technical data package for new propulsion systems that permits competitive procurement from industry. The Division serves as the engineering authority. It sets the guidelines for measuring the quality of commercially manufactured products. No other Department of Defense facility has this total energetics capability.

On 1 April 1997, The Secretary of the Defense's office recognized the IHDIV-NSWC with its highest awards for environmental excellence. The first award was the Department of Defense Environmental Quality Award for Industrial Installations. This award was judged in the areas of environmental compliance, environmental education, communication with environmental agencies, training, planning, environmental research and development and waste management, recycling and minimization. The second award was the Department of Defense Natural Resources Conservation Award for Small Installations. The judging criteria for this award included ecosystem management, land use management, forestry programs, fish and wildlife management, conservation education and community relations. Both awards highlighted Indian Head's success in meeting its military mission while at the same time, demonstrating its commitment and stewardship in environmental and natural resources protection.



2.3 REGULATORY AND ENVIRONMENTAL HISTORY

Environmental studies at IHDIV-NSWC and all other Naval facilities are conducted under the DOD Installation Restoration (IR) Program. The IR Program was authorized by instruction from the Chief of Naval Operations (OPNAV), OPNAVINST 5090.1B, dated November 1994. Funding to pay for these environmental studies are allocated for DOD sites under the Environmental Restoration, Navy (ER,N) funds.

The IR Program parallels the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) (see Figure 2-2). Under the CERCLA program, abandoned waste sites that potentially contained hazardous constituents undergo several phases of environmental study that would ultimately determine the need for a remedy, and if necessary, the selection and implementation of the remedy for the site. The phases of investigation include the Preliminary Assessment/Site Inspection (PA/SI), Remedial Investigation/Feasibility Study (RI/FS), Record of Decision (ROD) and Remedial Design/Remedial Action (RD/RA). CERCLA also provides for removal actions if a site poses an immediate threat to human health or the environment, or to remove a known source of hazardous constituents.

The first IR Program objective is the collection and evaluation of data and historical evidence indicating the existence of hazardous constituents that might have contaminated the facility or that pose a health hazard on or off the facility. An Initial Assessment Study (IAS) was completed in 1983 for IHDIV-NSWC. The IAS is equivalent to the Preliminary Assessment (PA) in the CERCLA process. The IAS examined 38 potential sites (Table 2-1). Three sites (Sites 5, 8, and 12) were recommended for further study based on the historical information. Two additional sites (Sites 6 and 25) were recommended for further study if the further investigation of Site 5 indicated the need. A Supplemental Preliminary Assessment (PA) Report for IHDIV-NSWC was prepared in January 1992. The Supplemental PA evaluated an additional 17 sites (Sites 39 to 55). All but two sites (Sites 51 and 52) were recommended for further study. A summary of the Site Inspection (SI) under the IR Program is presented in Table 2-1 and is described below.

A Confirmation Study, the equivalent of an SI, was prepared in 1985. The Confirmation Study involved the collection and analysis of samples from each site recommended for further study in the IAS. The purpose of the Confirmation Study was to confirm the presence of suspected contamination at Sites 5, 8, and 12. The Confirmation Study concluded that silver contamination was present at Site 5, but didn't pose a threat to human health or the environment. Mercury contamination at Site 8 was also confirmed and was considered a potential threat to human health and the environment. Corrective action at Site 8 was recommended. No surface contamination was detected at Site 12. Slightly elevated concentrations of heavy metals were found at Site 12 but were not attributable to Site 12. Monitoring at Site 12 was recommended to detect future impact of deeply-buried contaminants, if any.

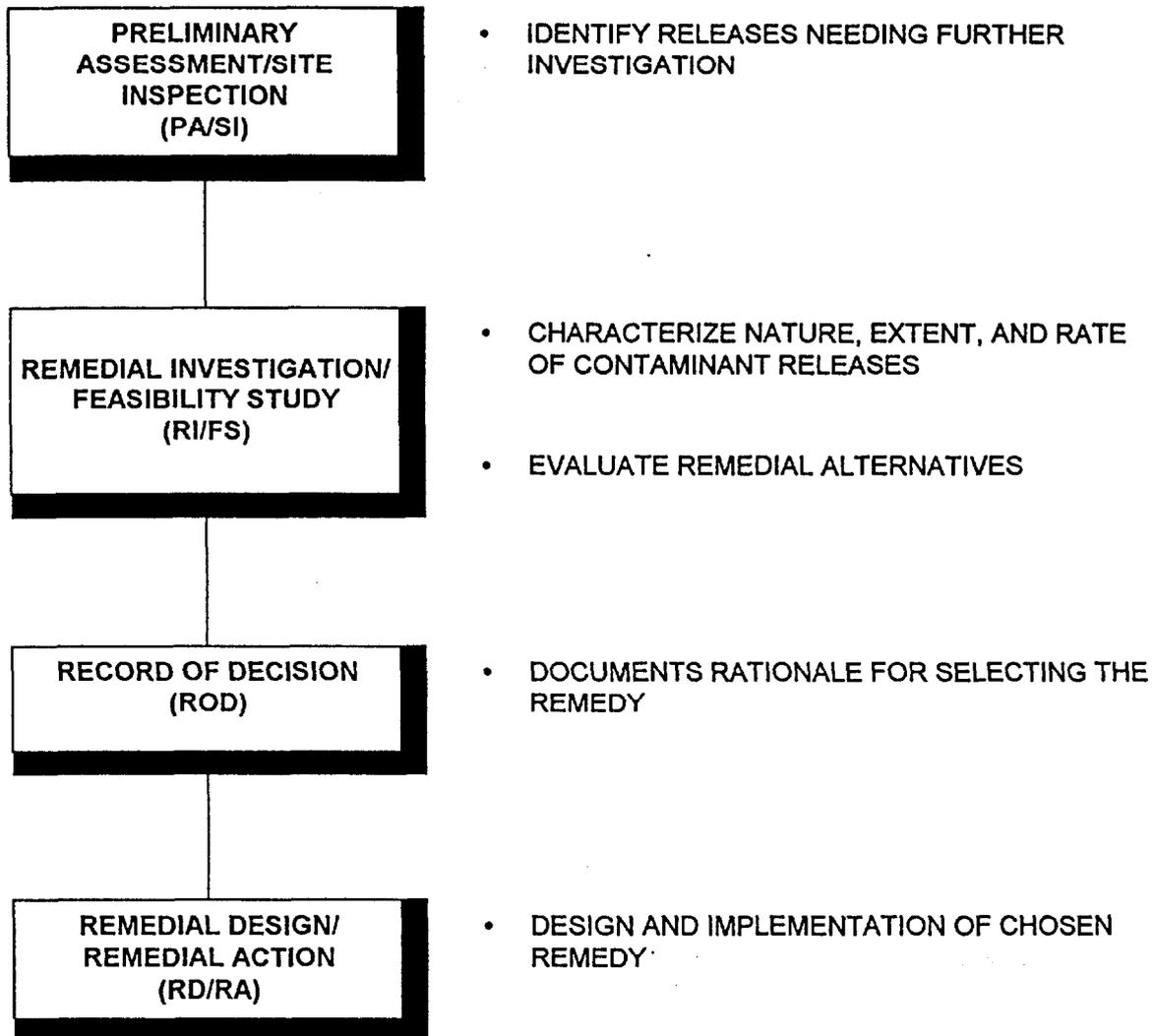


FIGURE 2-2

**CERCLA PROCESS
INDIAN HEAD DIVISION, NSW**



As a follow-up to the Supplemental Preliminary Assessment, a Site Inspection (SI) was conducted on Sites 39 through 50, and Sites 53, 54, and 55 in two phases. Phase I focused on Site 42, Olson Road Landfill. Phase II focused on the remainder of the sites. Based on the results of the SI, all the sites were recommended for further study to determine the nature and extent of contamination and to identify the appropriate remedial action required.

Two additional sites have been discovered through the National Pollutant Discharge Elimination System (NPDES). These are IR Sites 56 and 57. At IR Site 56, low levels of lead were found in Industrial Wastewater outfall 87 during routine water sampling. At IR Site 57, low levels of trichloroethylene were found in Industrial Wastewater Outfall 80 during routine water sampling. Both of these sites were high priority sites since a known source and a known pathway to the environment exist.

Removal actions are completed at Sites 5, 8 and 56. The removal actions involved the excavation of contaminated soils to prevent transport of the contamination into the environment. Soils from Site 5 were contaminated with silver. These soils were used to reclaim a gravel borrow pit at Rum Point on the Stump Neck Annex of IHDIV-NSWC. Soils from Site 8 were contaminated with mercury and were placed in the soil cover of a magazine, Building 606, at the IHDIV-NSWC. Soils from Site 56 were contaminated with lead and were sent off-site for disposal as hazardous waste in a permitted hazardous waste landfill.

There are currently 20 active IR sites at IHDIV-NSWC (see Figure 2-3). However, some sites that were not recommended for further study will eventually be revisited. The various levels of investigations that will be performed on each site will be listed in a Federal Facility Agreement (or Interagency Agreement). This agreement will be negotiated with the EPA and Maryland Department of the Environment and will be placed in the Information Repositories.

**TABLE 2-1
INVESTIGATION SUMMARY
INDIAN HEAD DIVISION, NAVAL SURFACE WARFARE CENTER
INDIAN HEAD, MARYLAND**



Site No.	Site Name	Preliminary Assessment (PA) or Initial Assessment Study (IAS)	Site Inspection (SI) or Confirmation Study (CS)	Recommendation from IAS/CS or PA/SI	Contaminants of Concern*	Comments
1	Thorium Spill	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	
2	Waste Crank Case Oil Applied to Torrence Road	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	
3	Nitroglycerin Explosion, Nitration Building Area	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	
4	Lloyd Road Oil Spill Sites	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	
5	X-Ray Building 731	IAS, May 1983	Confirmation Study, Sept. 1985	<ul style="list-style-type: none"> No further investigation unless future changes in land use 	<ul style="list-style-type: none"> Silver 	<ul style="list-style-type: none"> Removal Action, Swale 1 completed 1993; Swale 2, completed January 1995
6	Building 1349, Hypo Spill	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	
7	Building 682, HMX Spill	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	
8	Building 766, Mercury Deposits	IAS, May 1983	Confirmation Study, Sept. 1985	<ul style="list-style-type: none"> Initiate a 5-year mercury monitoring program 	<ul style="list-style-type: none"> Mercury 	<ul style="list-style-type: none"> Removal Action, Initiated June 1994
9	Patterson Avenue, Oil Spill	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	
10	Single-base Propellant Grains Spill	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	
11	Coffee Road Landfill	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	
12	Town Gut Landfill	IAS, May 1983	Confirmation Study, Sept. 1985	<ul style="list-style-type: none"> Continue monitoring 	<ul style="list-style-type: none"> Metals 	
13	Paint Solvents Disposal Ground	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	
14	Waste Acid Disposal Pit	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	
15	Mercury Deposits in Manhole, Flourine Lab	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	
16	Laboratory Chemical Disposal	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	
17	Disposal Metal Parts Along Shoreline	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	
18	Hog Island	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	

TABLE 2-1
INVESTIGATION SUMMARY
INDIAN HEAD DIVISION, NAVAL SURFACE WARFARE CENTER
INDIAN HEAD, MARYLAND
(Continued)



Site No.	Site Name	Preliminary Assessment (PA) or Initial Assessment Study (IAS)	Site Inspection (SI) or Confirmation Study (CS)	Recommendation from IAS/CS or PA/SI	Contaminants of Concern*	Comments
19	Catch Basins at Chip Collection Houses	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	
20	Single-base Powder Facilities	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	
21	Bronson Road Landfill	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	
22	NG Slums Burning Site	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	
23	Hydraulic Oil Spill Discharges From Extrusion Plant	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	
24	Abandoned Drain Lines	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	
25	Hypo Discharge X-Ray Building No. 2	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	
26	Thermal Destructor 2	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	
27	Thermal Destructor 1	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	
28	Original Burning Ground	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	
29	The Valley	IAS, May 1983	Not Applicable	No further investigation	Not Applicable	
30-38	Stump Neck Annex	IAS, May 1983	These sites are being addressed as part of the Stump Neck Annex permit under the Resource Conservation and Recovery Act (RCRA)			
39	Organics Plant	PA, January 1992	Final SI Report, Phase II, March 1994	<ul style="list-style-type: none"> Additional investigation to assess the nature/extent of sediment contamination 	Elemental silver and possibly silver nitrate, dinitropropanol, ethylene dichloride, methyl chloride, and formaldehyde	
40	Palladium Catalyst in Sediments	PA, January 1992	Final SI Report, Phase II, March 1994	<ul style="list-style-type: none"> Additional study at Site 39 should overlap discharge point at Site 40 to better define extent of contamination Analyze Mattawoman Creek sediments for palladium 	<ul style="list-style-type: none"> Palladium Sediments; UDMH 	<ul style="list-style-type: none"> No further investigation is recommended

TABLE 2-1
INVESTIGATION SUMMARY
INDIAN HEAD DIVISION, NAVAL SURFACE WARFARE CENTER
INDIAN HEAD, MARYLAND
(Continued)



Site No.	Site Name	Preliminary Assessment (PA) or Initial Assessment Study (IAS)	Site Inspection (SI) or Confirmation Study (CS)	Recommendation from IAS/CS or PA/SI	Contaminants of Concern*	Comments
41	Scrap Yard	PA, January 1992	Final SI Report, Phase II, March 1994	<ul style="list-style-type: none"> Additional investigation to assess the nature/extent of sediment contamination Quarterly groundwater sampling program Additional investigation to assess the nature/extent of soil/groundwater contamination 	<ul style="list-style-type: none"> Sediments; BNA, UDMH, HBNQ, PNC Groundwater; trichloroethylene, heptachlor epoxide, endosulfan II Soils; VOCs, BNA, metals, TPH Polychlorinated biphenyls 	
42	Olson Road Landfill	PA, January 1992	Final Phase I SI, July 1992	<ul style="list-style-type: none"> Install groundwater monitoring wells, characterize soil for leachate potential 	<ul style="list-style-type: none"> Unknown 	
43	Toluene Disposal Site	PA, January 1992	Final SI Report, Phase II, March 1994	<ul style="list-style-type: none"> Additional investigation to assess the nature/extent of soil contamination Additional soil gas survey 	<ul style="list-style-type: none"> Toluene Soils; VOCs, BNAs, metals, TPH 	
44	Soak Out Area	PA, January 1992	Final SI Report, Phase II, March 1994	<ul style="list-style-type: none"> Quarterly groundwater sampling program More comprehensive field investigation to determine nature/extent of contamination 	<ul style="list-style-type: none"> Groundwater; chlorinated solvents Soils; TPH, acetone, BNAs Pennchem 9018 	
45	Abandoned Drums	PA, January 1992	Final SI Report, Phase II, March 1994	<ul style="list-style-type: none"> Analyze soils for volatiles and semivolatile organic compounds 	<ul style="list-style-type: none"> VOCs 	<ul style="list-style-type: none"> Before subsequent field activities, remove and dispose all drums
46	Cadmium Sandblast Grit	PA, January 1992	Final SI Report, Phase II, March 1994	<ul style="list-style-type: none"> Additional soil sampling 	<ul style="list-style-type: none"> Soils; cadmium, lead 	
47	Mercuric Nitrate Disposal Area	PA, January 1992	Final SI Report, Phase II, March 1994	<ul style="list-style-type: none"> Additional investigation to determine nature/extent of soil contamination Install shallow monitoring wells 	<ul style="list-style-type: none"> Soils; VOC, BNAs, silver 	

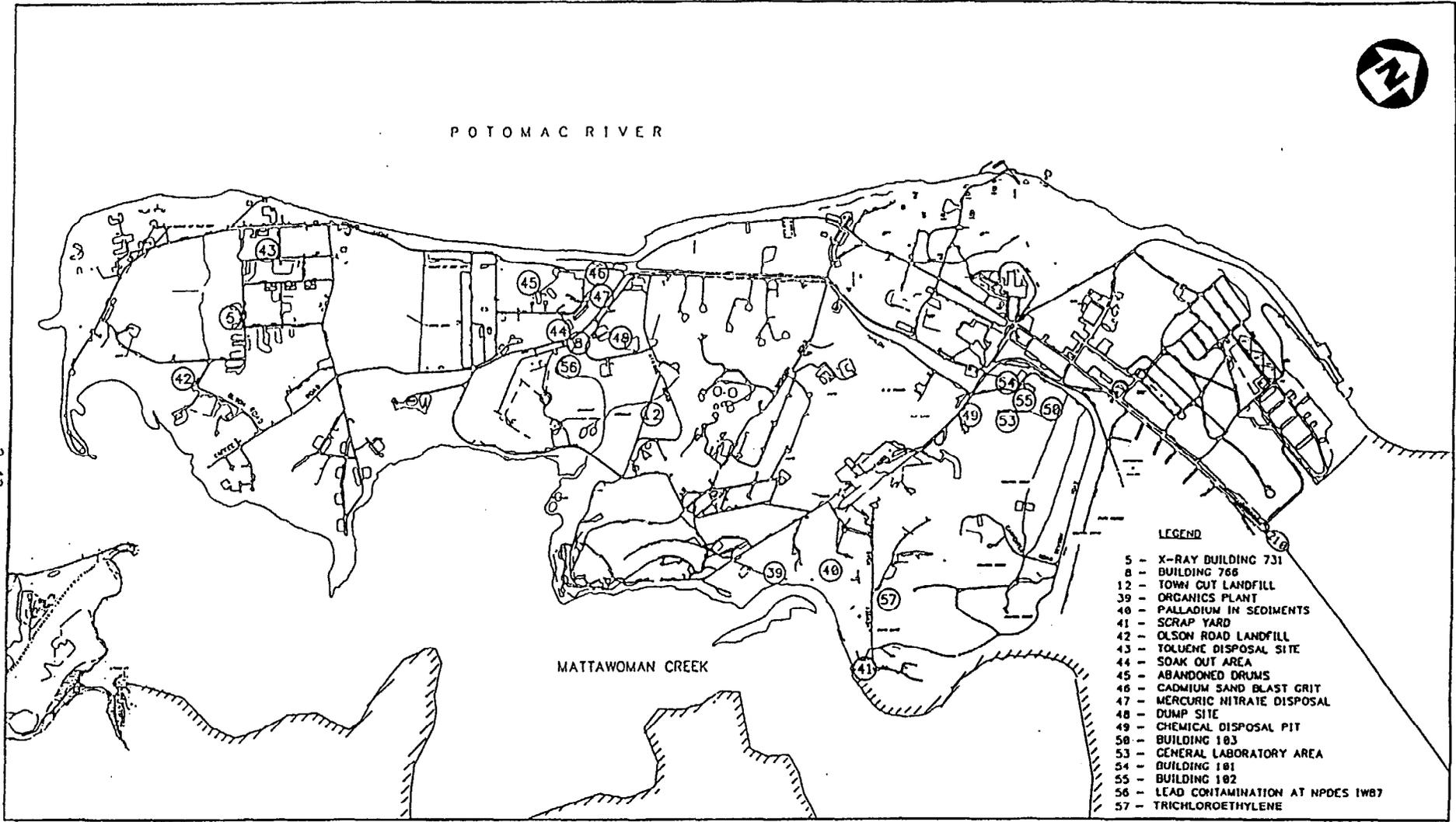
**TABLE 2-1
INVESTIGATION SUMMARY
INDIAN HEAD DIVISION, NAVAL SURFACE WARFARE CENTER
INDIAN HEAD, MARYLAND
(Continued)**



Site No.	Site Name	Preliminary Assessment (PA) or Initial Assessment Study (IAS)	Site Inspection (SI) or Confirmation Study (CS)	Recommendation from IAS/CS or PA/SI	Contaminants of Concern*	Comments
48	Nitroglycerine Plant Disposal Area	PA, January 1992	Final SI Report, Phase II, March 1994	• Additional investigation to assess the nature/extent of soil contamination	• Unknown	
49	Chemical Disposal Area	PA, January 1992	Final SI Report, Phase II, March 1994	• Additional investigation to assess soil contamination	• Unknown	
50	Building 103, Crawl Space	PA, January 1992	Final SI Report, Phase II, March 1994	• Additional investigation to assess the nature/extent of soil contamination	• Mercury, sulfuric acid	
51	Building 101, Dry Well	PA, January 1992	Not Applicable	Not Applicable	• None	
52	Building 102, Dry Well	PA, January 1992	Not Applicable	Not Applicable	• None	
53	Mercury Contamination of the Sewage System	PA, January 1992	Final SI Report, Phase II, March 1994	• Recover free product (mercury) from sewers	• Mercury	
54	Building 101	PA, January 1992	Final SI Report, Phase II, March 1994	• Additional study to assess an appropriate removal method	• Elemental mercury	
55	Building 102	PA, January 1992	Final SI Report, Phase II, March 1994	• Additional study to assess an appropriate removal method	• Mercury	
56	IW87 - Lead Contamination				• Lead	Contamination detected during routine water sampling under NPDES
57	TCE Building 292 Area				• Trichloroethylene	Contamination detected during routine water sampling under NPDES

BNA = Base-Neutrals/Acid Extractables (Semivolatile Organic Compounds)
 HBNQ = High Bulk Nitroguanidine
 IAS = Initial Assessment Study (Equivalent to a Preliminary Assessment)
 NPDES = National Pollutant Discharge Elimination System

PNC = Plastisol Nitrocellulose
 TPH = Total Petroleum Hydrocarbons
 UDMH = Unsymmetrical Dimethylhydrazine
 VOC = Volatile Organic Compounds



FACILITY MAP AND
IR SITE LOCATIONS
INDIAN HEAD DIVISION NSWG

FIGURE 2-3





3.0 COMMUNITY RELATIONS BACKGROUND

The Community Relations Program for the IHDIV-NSWC IR Program began with the development of a Community Relations Plan (CRP), dated November 1989. The CRP is a formal plan for community relations activities at IHDIV-NSWC. The CRP is designed to create opportunities for public involvement in the IR Program at the Activity, identify community relations activities to promote involvement, and allow citizens the opportunity to learn about the NSWC and the ongoing IR Program. The CRP is dynamic to reflect the technical progress of the IR Program, while being responsive to the needs and concerns of the community. Because of this, IHDIV-NSWC periodically reviews and revises the CRP to reflect new technical information and progress.

Following the development of the CRP, two information repositories were established at the LaPlata Branch of the Charles County Public Library and the IHDIV-NSWC General Library (Building D-40). The information repositories are files containing current information, technical reports, reference documents, and community relations materials pertaining to the IR Program activities at IHDIV-NSWC. All documents generated throughout the IR Program are available for public review.

Another important aspect of the IHDIV-NSWC community relations effort was the establishment of a Technical Review Committee (TRC). The TRC was established in accordance with requirements of the IR Program. This committee actively participated in the development of work scopes for studies and provided technical reviews and comments during the execution of the studies and the selection of remedial technologies. TRC members included representatives from the U.S. Navy, U.S. Fish and Wildlife Service, Maryland Department of the Environment, Charles County Health Department, Charles County Planning and Growth Management, Indian Head Waste Water Treatment Plant, and community representatives. IHDIV-NSWC has now expanded community participation by converting the TRC into a Restoration Advisory Board (RAB). The RAB serves as an outgrowth of the TRC concept by providing a more comprehensive forum for discussing environmental cleanup issues and acting as a mechanism for RAB members to provide input reflective of the broader community's concerns.



4.0 COMMUNITY ISSUES AND CONCERNS

This CRP was developed to better understand and address the community issues and concerns, and the community's informational needs as they relate to the IHDIV-NSWC. Information received during TRC/RAB meetings and community interviews were combined for analysis and incorporated into the CRP. Questions asked during the community interviews were arranged into the following categories: general awareness, level of concern, information needs, and level of involvement. A sample community interview questionnaire is provided in Appendix C. The Environmental Office, in conjunction with the Public Affairs Officer, reviews and revises the CRP periodically in response to changes in community relations needs and technical progress.

The questions asked and responses given during the community interviews were compiled into summary format below. This summary is intended to present generalized issues and concerns, rather than reiterate specific comments.

4.1 GENERAL BACKGROUND

The interviews for this CRP were conducted during September 1994. Thirteen interviews were held, involving six women and seven men.

One of the 13 people interviewed for the CRP revision had lived in the area for a short time (five years or less). Six others had been residents for 18 to 30 years; six others had been Charles County natives for 55 to 80 years. Four were under 50 years old.

Two interviewees had never been employed by the Activity or had a family member who had worked there. Seven had been employed as civilian workers; ten had one or more family members who had been employed in some capacity; and six fell into both categories.

Ten people reported they felt the Activity had been an excellent neighbor over time. Three others rated the Activity's relationship with the County as good to very good.



4.2 GENERAL AWARENESS

Only two interviewees indicated any depth of knowledge about both past and present operations at the Activity. Most were comfortably familiar with the Activity's mission before, during, and after World War II until approximately the last decade. After operational focus shifted from production to research and development (concurrent with a decline in employment by local personnel), the level of understanding of Activity operations decreased dramatically.

Because virtually all those interviewed knew that the long-standing mission of the Activity was production of energetics and propellants, most understood that environmental cleanup activities were necessary and were occurring on the Activity. None, however, could identify with accuracy specific chemicals or sites targeted for current cleanup activities.

4.3 LEVEL OF CONCERN

Many interviewees mentioned the August 1994 magazine explosion as the principal issue that had most captured the public's interest about the Activity. None of them, however, expressed any fear or concern about Activity safety because of the explosion; it was viewed as something that happens periodically in places where ammunition and explosives are stockpiled. In fact, several commented that the affect on the area was minimal because the magazine performed as designed; the magazine was built to channel the explosive force through the roof and out three walls, so the wall closest to the residential area remained intact. Several interviewees concluded that the Activity's effort to emphasize safety over the years had paid off.

On the issue of environmental cleanup, a few who addressed the question directly about their level of concern expressed the view that the Activity has been doing everything it can to deal with the contamination created by past operations. Several wanted to be sure that the cleanup was being done correctly. One interviewee noted that the Activity had been the recipient of several environmental awards and that distinction should be publicized to provide the public some level of comfort.

One interviewee suggested that the "burn point" (Strauss Avenue Thermal Treatment Point) had created a measure of concern for people boating on the Potomac. The thermal treatment point is an area used to dispose of propellant. When this area is used, the burning and flashing can be seen from the river. People who are not aware of this practice have been frightened and concerned about its effect on the area.



Several interviewees expressed concern about the possibility that the Activity might be decommissioned, a situation many expressed would be a serious blow to the entire area's economy. Two people expressed concern that unless the Activity proved it was a consistently responsible neighbor, both in addressing contaminants present and in recognizing adjacent residential land use, the community support necessary to prevent its closure would not be forthcoming. Further, they felt that the Activity needs to be more proactive in ensuring there is an adequate buffer between its property and other (residential) interests. The Activity also needs to re-establish a solid connection to the community and educate it about the facility's mission.

A number of interviewees expressed a concern for the long-term impact of the Activity on the quality and quantity of the area's groundwater supply.

Additional concerns included: the health and safety of the approximately 700 students and staff in proximity to the Activity; the proliferation of hydrilla, a fast-growing alga, in Mattawoman Creek; the general health of Mattawoman Creek; and assurance that no drums full of hazardous waste are buried on the Activity .

4.4 INFORMATION NEEDS

None of those interviewed knew about the information repositories, the two locations where the documents generated about the Activity cleanup are available for public review. The existing repositories are listed in Appendix B. Suggestions for other information repository locations included the Bryans Road and community college libraries, and the Town Hall.

The Flash Point (the Activity's monthly newsletter) was mentioned by four interviewees as the source of most of its information about the Activity environmental cleanup. Other sources cited for obtaining information about the cleanup were direct contact with the Activity Public Affairs Office, the Town newsletter, word of mouth, Town Council meetings, the county newspaper, and the Maryland Independent.

When asked how they would like to receive information about the Activity cleanup, most interviewees responded that the articles in the local newspaper and Town of Indian Head Newsletter were good sources of information (particularly if the reporter had some basic understanding of the cleanup process). Several thought small neighborhood meetings would be useful, followed by timely articles. Once they were aware of their existence, six people indicated they might visit the local information repositories.



Three people thought regular updates mailed to their homes would be a useful way to stay updated about the cleanup. Other useful sources of information: fact sheets (for three persons, one stressing that they should not be mass mailed) and personal visits from Activity representatives (three persons). Large public meetings were not met with much enthusiasm, and then only infrequently. Two interviewees strongly suggested that periodic, arranged site visits would enhance both the community's understanding of the Activity cleanup and its relationship with the civilian community. However, one person suggested that since the cleanup was going smoothly, the Activity might be making a mistake by trying to educate the public about it, since it would stir up concerns that might not be alleviated easily.

In response to a question about what information method works best in the Indian Head community, comments ranged from publication of articles after meetings, to the county newspaper, the Indian Head newsletter, creation of a community advisory group, and speeches to civic organizations.

When asked how the interviewee would get information about the Activity if they had a question or concern, eleven said they would contact the Activity Public Affairs Office. One individual responded that he would call or write the Base Commander; two indicated that they would ask a neighbor, friend or relative; and one stated she would call Town Hall or the office of some elected official.

4.5 LEVEL OF INVOLVEMENT

All interviewees were asked if they would like to become involved in the Activity cleanup activities. Less than half (six) said they would. Only five were aware of the existence of the Restoration Advisory Board (RAB). Six asked to receive more information on the RAB and nine requested that their name be placed on the mailing list to receive information on Activity cleanup activities.



5.0 COMMUNITY RELATIONS OBJECTIVES, TECHNIQUES, AND IMPLEMENTATION

5.1 OBJECTIVES

The objective of all community relations efforts is to foster open communication between the government, the public, and other responsible and interested parties. A goal of the CRP is to build two-way communication between the community and the Navy in an effort to:

- Inform the public regarding the progress of planned and ongoing actions at the site.
- Communicate the results of the investigation and risk assessment when available.
- Receive feedback from the public as to their specific concerns and information needs.
- Provide the public the opportunity to comment on and participate in addressing technical decisions associated with the site.

A format of open communication serves to lessen and resolve conflicts, to keep the residents informed of the investigation progress, and to assist in the remediation decision-making process for the site.

5.2 TECHNIQUES

Community relations programs require the use of appropriate communication methods that are tailored to educate the public with the remedial investigations. The techniques implemented are governed by program requirements and/or policy issues defined by the decision-maker. In developing an effective community relations strategy for IHDIV-NSWC, several techniques are appropriate.

5.2.1 Key Point-of-Contact

The Public Affairs Officer (PAO) is the key point-of-contact with the community for IHDIV-NSWC. The PAO is responsible for ensuring that inquiries regarding the progress of the environmental investigations, remedial actions, and other decisions regarding the IR process are responded to in a timely and accurate manner. The PAO disseminates information to the public regarding environmental restoration activities. The PAO's address and phone number are provided in Appendix B. The PAO coordinates all technical queries with the Environmental Office of the Activity.



5.2.2 Public Information Dissemination

Techniques used to relay information to the public include the following:

- Information Repository. An information repository is maintained by the Activity's Environmental Office to ensure that copies of all public documents including administrative records, technical reports, and fact sheets pertaining to the site are readily available to interested parties. Information repositories are established at the La Plata Branch of the Charles County Public Library and the IHDIV-NSWC General Library (see Appendix B).
- Mailing List. An internal mailing list is established and maintained by the Activity's Environmental Office to identify persons interested in the site investigation activities. Those on the list include Restoration Advisory Board (RAB) members, local and state officials, and facility personnel. Other interested individuals wishing to be added to the mailing list should state so in writing and submit their name, title, address, and phone number to the Public Affairs Office key point-of-contact listed in Appendix B. Individuals on the mailing list will receive notices of community meetings and additional information upon request.
- Public Notices/News Releases. Public notices and news releases are published in local newspapers to announce major environmental restoration activities and formal public participation events, such as public hearings and public comment periods. This information will be sent to the *Maryland Independent* and the *LaPlata-Indian Head Ledger*.

5.2.3 Local Community and Media Communications Techniques

Techniques to provide information to the public include the following:

- Responsiveness Summary. Responsiveness summaries document oral and written public input submitted at public meetings, public hearings, or during a public comment period. This summary, developed by the Environmental Office, provides a clear record on community concerns about the IR Program for consideration in planning for future community relations activities and the approach to environmental activities. These summaries are made available to the public in the information repository.



- **Fact Sheets/Brochures.** Fact sheets, written by the Environmental Office, present technical and/or enforcement information, serve to announce public meetings, and provide background information to the public prior to a meeting. Fact sheets/brochures are an effective method for communicating this type of information to the public. It is necessary for all information to be clear, concise, and easily understood.

5.2.4 Community Interviews

Meetings with local government officials, residents living near the site, other concerned and interested citizens, and representatives from local organizations such as the Chamber of Commerce, and other civic and environmental associations provide information to the IHDIV-NSWC on community needs and concerns. A total of 13 interviews were conducted during September 1994 to update the Community Relations Plan. The decision to conduct additional interviews as events and cleanup actions occur will be made by the Public Affairs Office with input from the Environmental Office.

5.2.5 Public Meetings

Public meetings, both informal and formal, are used to inform the community about ongoing site activities and findings, and to discuss and receive citizen feedback on proposed courses of action. Meetings are usually held in association with milestones in the response process, such as the release of technical reports. Public meetings are announced in advance via press releases, newspaper notices, and direct mailings to the mailing list. In addition, small informal meetings (workshops) to keep key groups and citizens informed of site activities are held as appropriate. The Public Affairs Office, in conjunction with the Maryland Department of Environment, is responsible for meeting logistics. The Environmental Office provides technical support, as required.

5.2.6 Restoration Advisory Board

A Restoration Advisory Board (RAB), formerly the Technical Review Committee (TRC), was established at IHDIV-NSWC. The purpose of the RAB is to: act as a forum for discussion and exchange of information between the Navy, regulatory agencies and the community on environmental restoration topics; provide an opportunity for local community members to review the progress and participate in the decision-making process by reviewing and commenting on actions and proposed actions involving the site; and to serve as an outgrowth of the TRC concept by providing a more comprehensive forum for discussing environmental cleanup issues and serving as a mechanism for RAB members to give advice as individuals.



The RAB includes representatives from the Navy, the Maryland Department of Environment, the Environmental Protection Agency, Charles County Health Department, Charles County Planning and Growth Management, U.S. Fish & Wildlife Service, Indian Head Waste Water Treatment Plant, and community representatives and is co-chaired by a representative each from the community and IHDIV-NSWC. The RAB meets three or four times per year or on an as needed basis; those meetings will be announced in the *Maryland Independent* and the *LaPlata-Indian Head Ledger*. Meeting minutes will be made available to interested parties. Fact Sheets describing the activities and responsibilities of the RAB and RAB Members are included as Appendix D.

5.2.7 Environmental Education

An array of events will be planned to provide a community forum to educate the public concerning the environment and environmental investigations and provide the public an opportunity to discuss the subject matter on an informal, one-on-one basis with the decision-maker. ECOFAIRS are an example of the type of event that is used to disseminate information to the public. Additional methods include technical demonstrations that show the public how specific investigations (e.g., well drilling) or remedial activities are being conducted.

5.2.8 Periodic Site Tours

The Public Affairs Office will schedule periodic tours of the Activity, focusing on active environmental cleanup areas, to educate the surrounding community about the Activity and its environmental restoration program.



6.0 COMMUNITY RELATIONS ACTIVITIES TO DATE

The community relations activities conducted to date for IHDIV-NSWC's Installation Restoration (IR) Program are presented in this section of the CRP. It is important to note that the CRP and community relations schedule are dynamic; both are updated as necessary to respond to changing community concerns and on-going progress in the IR Program.

IHDIV-NSWC COMMUNITY RELATIONS ACTIVITY SCHEDULE

<u>Activity</u>	<u>Date</u>
Technical Review Committee/Membership Letter (Expansion)	June 1991
Technical Review Committee (Meeting #1)	July 1991
Technical Review Committee (Meeting #2)	October 1991
Establish Information Repositories	October 1991
Technical Review Committee (Meeting #3)	February 1992
Technical Review Committee (Meeting #4)	May 1992
Technical Review Committee (Meeting #5)	August 1992
Technical Review Committee (Meeting #6)	November 1992
Technical Review Committee (Meeting #7)	February 1993
Technical Review Committee (Meeting #8)	September 1993
Technical Review Committee (Meeting #9)	January 1994
Technical Review Committee (Meeting #10)	May 1994
Public Meeting (Solicit RAB Members)	July 1994
Technical Review Committee (Meeting #11)	August 1994
Conduct Community Interviews (13-interviews)	September 1994
RAB Training	December 1994
RAB Meeting (Meeting #1, Open to Public)	January 26, 1995
RAB Meeting (Meeting #2)	April 6, 1995
RAB Meeting (Meeting #3)	July 20, 1995
RAB Meeting (Meeting #4)	October 19, 1995
RAB Meeting (Meeting #5)	January 18, 1996
RAB Meeting (Meeting #6)	April 18, 1996
RAB Meeting (Meeting #7)	July 18, 1996
RAB Meeting (Meeting #8)	October 17, 1996



IHDIV-NSWC COMMUNITY RELATIONS ACTIVITY SCHEDULE (cont.)

<u>Activity</u>	<u>Date</u>
RAB Meeting (Meeting #9).....	February 20, 1997
RAB Training.....	May 29, 1997
RAB Meeting (Meeting #10)	June 19, 1997
RAB Meeting (Meeting #11)	October 16, 1997



REFERENCES

ENSAFE/Allen & Hoshall, July 1992. Final Site Inspection Report Phase I, Indian Head Division, Naval Surface Warfare Center.

ENSAFE/Allen & Hoshall, March 1994. Final Site Inspection Report, Phase II, Indian Head Division, Naval Surface Warfare Center.

EPA (U.S. Environmental Protection Agency), January 1992. Community Relations in Superfund - A Handbook.

NEESA (Naval Energy and Environmental Support Activity), May 1983. Initial Assessment Study of Naval Ordnance Station, Indian Head, Maryland.

NEESA (Naval Energy and Environmental Support Activity), January 1992. Preliminary Assessment Report, Naval Ordnance Station, Indian Head, Maryland.

APPENDIX A

ACRONYMS AND ABBREVIATIONS



ACRONYMS AND ABBREVIATIONS

CERCLA	Comprehensive Environmental Response Compensation and Liability Act of 1980
CRP	Community Relations Plan
CS	Confirmation Study
DERA	Defense Environmental Restoration Account
DOD	Department of Defense
DON	Department of Navy
DRMO	Defense Reutilization and Marketing Office
EE/CA	Engineering Evaluation/Cost Analysis
EFACHES	Engineering Field Activity, Chesapeake
EPA	U.S. Environmental Protection Agency
FS	Feasibility Study
IAS	Initial Assessment Study
IHDIV-NSWC	Indian Head Division, Naval Surface Warfare Center
IRP	Installation Restoration Program
IW	Industrial Wastewater
MD	Maryland
MDE	Maryland Department of the Environment
NACIP	Navy Assessment and Control of Installation Pollutants Program
NAVFAC	Naval Facilities Engineering Command
NOS	Naval Ordnance Station
NPDES	National Pollutant Discharge Elimination System
NSWC	Naval Surface Warfare Center
PA	Preliminary Assessment
PCBs	Polychlorinated Biphenyls
POLs	Petroleum, Oils and Lubricants
RA	Removal Action
RAB	Restoration Advisory Board
RCRA	Resource Conservation and Recovery Act
RD	Remedial Design
RI	Remedial Investigations
ROD	Record of Decision
SI	Site Inspection
TRC	Technical Review Committee
UDMH	Unsymmetrical Dimethylhydrazine
USF&W	U. S. Fish & Wildlife Service

APPENDIX B

LIST OF CONTACTS AND INTERESTED PARTIES



LIST OF CONTACTS & INTERESTED PARTIES

A. Navy Points of Contact

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B. U.S. Senate

Honorable Paul S. Sarbanes
SH-309 Hart Senate
Office Building
Washington, DC 20510-2002
(202) 224-4524

Honorable Barbara A. Mikulski
SH-709 Hart Senate
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Washington, DC 20510-2003
(202) 224-4654

C. House of Representatives

Honorable Steny H. Hoyer
1705 Longworth House
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Washington, DC 20515-2005
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D. Maryland Legislature

Mr. Thomas McLain Middleton
Maryland Senate
13290 Cedar Hill Place
Waldorf, MD 20601

Mr. Thomas E. Hutchins
Maryland House of Delegates
P.O. Box 9, Chapel Point Road
La Plata, MD 20646

Mr. Samuel C. Linton
Maryland House of Delegates
P.O. Box 110, Holly Springs Road
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Mr. Van T. Mitchell
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E. County Officials

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Mr. Dennis J. Scheessele, Councilman
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Indian Head, MD 20640

Mr. Ed Rice, Councilman
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Town Manager
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Mr. Bob Fuller
Charles County Commissioner
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La Plata, MD 20646

Mr. Charles Kisamore
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Mr. Danny Mayer
Charles County Commissioner
P.O. Box B
La Plata, MD 20646

Mr. Murry Levy, President
Charles County Commissioner
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Mr. Marland Deen
Charles County Commissioner
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F. Federal Agencies

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Mr. Fred Pinkney
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(410) 573-4519

G. State Agencies

Ms. Donna Lynch
Maryland Department of the Environment
Federal/NPL Superfund Division
2500 Broening Highway
Baltimore, MD 21224
(410) 631-3440

H. Restoration Advisory Board (RAB) Members

* RAB Co-Chair

* Ms. Susan Adams
Safety Department Head
Indian Head Division,
Naval Surface Warfare Center
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Ms. Celia Carroll
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Ms. Lynn Covington
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Mr. Stephen Elder
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Mr. Charles Ellison
[REDACTED]



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 Naval Facilities Engineering Command
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 901 M. Street, SE
 Washington, DC 20374-5018
 (202) 685-3275

I. Newspapers

Ms. Angela Breck, Editor
 Maryland Independent
 7 Industrial Park Circle
 Waldorf, MD 20602
 (301) 645-9480

Ms. Suzanne White, Editor
 La Plata-Indian Head Ledger
 7 Industrial Park Drive
 Waldorf, MD 20602
 (301) 645-9480

J. Document Repository Locations

Charles County Public Library,
 LaPlata Branch
 Charles & Garrett Streets
 La Plata, MD 20646
 (301) 934-9001

Hours of Operation:
 Mon-Thu 9:00 am - 8:00 pm
 Fri 1:00 pm - 5:00 pm
 Sat 9:00 am - 5:00 pm
 Sun Closed

IHDIV-NSWC General Library
 Indian Head Division,
 Naval Surface Warfare Center
 Building D-40
 Indian Head, MD 20640-5035
 (301) 743-4747

Hours of Operations:
 Mon-Fri 9:00 am - 5:30 pm
 Sat-Sun Closed

APPENDIX C

**INDIAN HEAD DIVISION, NAVAL SURFACE WARFARE CENTER
INSTALLATION RESTORATION PROGRAM
SAMPLE COMMUNITY INTERVIEW QUESTIONNAIRE**



**INDIAN HEAD DIVISION, NAVAL SURFACE WARFARE CENTER
 INSTALLATION RESTORATION PROGRAM
 COMMUNITY INTERVIEWS**

Date and Time: _____

Name of Interviewee: _____

Address: _____

Interviewers: _____

Interviewer: Introduce all those present at the interview and their titles/purpose. Please explain the purpose of the interview process: information gathering, to ascertain the community's issues and concerns about IHDIV-NSWC and ongoing environmental investigations and what will be done with this information after the completion of the interview process. This is a good time to explain the Installation Restoration Program and how the interviews fit into the process.

I. General Background:

1) How long have you lived in the area?

_____ years

2) Have you or any member of your family ever worked for IHDIV-NSWC?

<u>Interviewee</u>		<u>Family Member</u>	
_____	Military employee	_____	Military employee
_____	Civilian employee	_____	Civilian employee
_____	Contract employee	_____	Contract employee

3) Based on your past experience, how would you characterize IHDIV-NSWC as a neighbor?

_____ Excellent
 _____ Good
 _____ Fair
 _____ Poor



II. General Awareness:

1) How well do you understand the kind of work that goes on at IHDIV-NSWC?

_____ No knowledge
_____ Knowledgeable (Explain):

2) Are you aware of the environmental cleanup being conducted at Indian Head?

_____ No
_____ Yes

If the interviewee is knowledgeable about the environmental cleanup of a specific site (i.e., Biazzi Site or the X-Ray Building Site) please indicate above and proceed with the following questions. If no, go to III

2.a) What is your understanding of the nature of the problem at the _____ site?

2.b) What is your primary concern about this site?

2.c) Where did you learn about this site?

III. Level of Concern:

1) What are your current concerns about the environmental studies and cleanup being conducted at the IHDIV-NSWC?

2) What kinds of issues about the IHDIV-NSWC have attracted the most attention?



IV. Information Needs:

1) Were you aware that two information repositories have been set up in your area?

_____ Yes
_____ No

Interviewer: Inform the interviewee of the two locations of the information repositories: IHDIV General Library and the Charles County Public Library in La Plata. Explain what type of documents can be found in the repository.

2) How do you presently get information about the IHDIV-NSWC and/or the ongoing environmental investigations?

3) How would you like to receive additional information on the IHDIV-NSWC environmental program?

- _____ Regular updates mailed to your home
- _____ Site and restoration fact sheets
- _____ Visit the information repository
- _____ Personal visit/telephone call from IHDIV-NSWC
- _____ Articles in the local newspaper
- _____ Articles in the Town of Indian Head newsletter
- _____ Small neighborhood meeting
- _____ Large public meeting

3.a) In your opinion, what method works best in the Indian Head community?
(See above list)



4) If you had a question or an issue to raise about IHDIV-NSWC, what would you do?

- Ask a neighbor, friend or relative
- Call the Town Hall
- Call the County Commissioner's office of other elected officials
- Call the IHDIV-NSWC Public Affairs Office
- Call the IHDIV-NSWC main number listed in the telephone directory

4.a) Who at this office would you call?

V. Level of Involvement

1) Would you like to get involved in the environmental cleanup process at IHDIV-NSWC?

- Yes
- No

2) Were you aware of IHDIV-NSWC's Restoration Advisory Board (RAB)?

- Yes
- No

Interviewer: Explain the purpose of the RAB and the requirements to become a RAB member.

3) Would you like to receive information on the RAB?

- Yes
- No

4) Would you like your name and address added to the mailing list?

- Yes
- No



VI. Referrals

- 1) Since the community's involvement is an important part of IHDIV-NSWC's Installation Restoration Program/environmental cleanup program, can you think of anyone else whom you think we should talk with, add to the mailing list, or interview?

VII. Final Question

- 1) If there is one thing I would like to tell the Commander of Indian Head, it is

APPENDIX D

RESTORATION ADVISORY BOARD FACT SHEETS

INSTALLATION RESTORATION PROGRAM



INDIAN HEAD DIVISION,
NAVAL SURFACE WARFARE CENTER
101 STRAUSS AVENUE
INDIAN HEAD, MARYLAND
20640-5035



RESTORATION ADVISORY BOARD (RAB) FACT SHEET

Background

The Indian Head Division, Naval Surface Warfare Center (IHDIV, NSWC) has always been committed to ensuring that Indian Head is a safe and healthy place to work and live. In 1981, although not required by Federal law, the Navy began its own cleanup campaign to restore sites impacted by past operations to their original condition. This program ultimately became known as the Navy Installation Restoration (IR) program.

As part of the Navy's IR Program, a Technical Review Committee (TRC) was formed at IHDIV, NSWC in 1991, to inform members of our local community about the cleanup of former operating sites and to solicit their opinions and concerns with these issues. The TRC served as a forum to discuss problems with restoration efforts, and more importantly, to discuss concerns and obtain workable solutions that were satisfactory to all members of the TRC.

In 1994, the Department of the Navy expanded community participation by converting TRCs into Restoration Advisory Boards (RABs).

What is a RAB?

The RAB is a group established to allow individuals the opportunity to give advice to the IHDIV, NSWC on their restoration program and to act as a focal point for the exchange of information between IHDIV, NSWC and the Indian Head community. The RAB is intended to bring together community members who reflect the diverse interests of the area, enabling the early and continued two-way flow of information, concerns, values, and needs between the community and IHDIV, NSWC.

The RAB works in partnership with the IHDIV, NSWC on cleanup issues and related matters.

RABs do not make decisions on environmental restoration activities, but provide information, suggestions, and community input to be used by IHDIV, NSWC in making decisions on actions and proposed actions involving releases or threatened releases and cleanups of former operating sites.

How the RAB was Established

The RAB was established from the TRC by:

- * Expanding the TRC to include additional community representatives;
- * Establishing Co-Chairs, one from the community and one from IHDIV, NSWC; and
- * Opening meetings to the public.

Responsibilities of a RAB

The RAB shall:

- ☞ Conduct regular meetings, open to the public, at convenient times and locations;
- ☞ Keep meeting minutes, make them available to interested parties, and announce their availability in a local newspaper;
- ☞ Develop and use a mailing list of names and addresses of interested parties who wish to receive information on the cleanup program;
- ☞ Provide a forum for individual members to give advice and make recommendations on environmental restoration issues to the IHDIV, NSWC (RABs will not vote on issues or make recommendations as a body); and
- ☞ Establish a procedure for public participation

INSTALLATION RESTORATION PROGRAM



INDIAN HEAD DIVISION,
NAVAL SURFACE WARFARE CENTER
101 STRAUSS AVENUE
INDIAN HEAD, MARYLAND
20640-5035



RESTORATION ADVISORY BOARD (RAB) MEMBERSHIP FACT SHEET

RAB Membership Requirements

RAB members should live or work in or near the Indian Head Division, Naval Surface Warfare Center. To ensure opinions about environmental restoration reflect diverse interests within the local community, RAB membership should include, but is not limited to:

- * Local residents and community members
- * Local reuse committees
- * Current TRC members
- * Local officials/agencies
- * Business community
- * School districts
- * IHDIV, NSWC employees/residents
- * Local environmental groups/activities
- * Civic/public interest organizations
- * Religious community
- * Other regulatory agencies
- * Labor organizations
- * Local homeowners organizations
- * Navy and State environmental agencies

The majority of RAB members should be from the local community in keeping with the goal of increased public involvement.

Once selected, RAB members will be provided initial orientation to enable them to perform their duties.

Responsibilities of RAB Members

RAB members are expected to:

- ◆ Identify and review project requirements

- ◆ Provide comments on actions and proposed actions involving releases or threatened releases at IHDIV, NSWC from past operations
- ◆ Review documents and provide timely comments
- ◆ Recommend priorities among sites or projects
- ◆ Identify applicable standards
- ◆ Review budget information
- ◆ Attend RAB meetings. If a member fails to attend two consecutive meetings, he/she may be asked to relinquish his/her membership
- ◆ Report back to organized groups to which they belong or represent and serve as a conduit for information flow to and from the community
- ◆ Serve in a voluntary capacity for two years
- ◆ Be available to community members and groups to facilitate the exchange of information and/or concerns between the community and the RAB

Responsibility of the RAB Community Co-Chair

The RAB Community Co-Chair shall:

- ☞ Ensure that community issues and concerns related to environmental restoration/cleanup are discussed
- ☞ Assist IHDIV, NSWC in communicating technical information in understandable terms
- ☞ Assist in passing on information to the public
- ☞ Coordinate with IHDIV, NSWC to prepare and distribute meeting agendas prior to each RAB meeting
- ☞ Work with the Navy Co-Chair to review and distribute RAB meeting minutes